

**April 14, 2015 Coalition Meeting Minutes**  
**Bill Posey Conference Center, DOH-Brevard**  
**2555 Judge Fran Jamieson Way, Viera, FL 32940**

Welcome & Introductions: Randy Hartley, 2015 Coalition Chair and Chief Operating Officer of Nemours Children's Hospital, welcomed those present and expressed appreciation for the diversity of the group. He asked each participant to introduce him/herself.

Tribute to Larry Lee: Clint Sperber, DOH-St. Lucie Administrator and Region 5 Health and Medical Co-Chair, advised that Larry Lee passed away February 27. Larry served as the DOH-St. Lucie Administrator for many years. At a tribute last week, the St. Lucie health department building was dedicated to Larry and many of his peers were present to pay tribute to his accomplishments. Dave Freeman, Orange County Emergency Management and Region 5 Health and Medical Co-Chair, stated that Larry served as one of the region's three health and medical co-chairs for several years, and was recognized as a leader in preparedness and response.

Board Recognition: Randy Hartley announced the appointment of Mike Hilliard, Lake County EMS, to the Board. He recognized Dr. Jan Garavaglia, Chief Medical Examiner for District 9, for her contributions to the Board and Coalition. Dr. Garavaglia is retiring and moving to Washington. Randy also recognized the retirement of Board member and Treasurer Carmen Weatherford.

Everbridge: Clint reminded Coalition members that Everbridge is Florida's health alert network. This is used by DOH, Division of Emergency Management, local MRCs and other community partners as a communication and information sharing system, allowing access to information by email, phone and mobile devices. The Coalition provides free access to Everbridge to its members. Bill McDeavitt, Director of Safety for Florida Hospital and Region 5 Health and Medical Co-Chair, stated that Everbridge is a great benefit to members and encouraged all to join the coalition to gain access and to utilize this tool.

Toxic Knight: Eric Alberts provided an overview of the March 12 Region 5 full scale exercise, Toxic Knight. The exercise was a mass casualty incident at the UCF campus involving an active shooter with multiple gunshot wounds and trauma resulting from panic, along with a Hazmat incident involving 4,000 to 5,000 individuals exposed to Chloramine gas. More than 60 partners, including law enforcement, Fire/Rescue and EMS, hospitals, Orange County Public Schools, VA, the Salvation Army, Lynx and others participated in the exercise. There were 250 victims at UCF. The Coalition was responsible for the Barnett Park reception center, processing 419 student victim volunteers and chaperones to 14 area hospitals. Eric showed photos depicting the volunteer management, medical surge and decontamination capabilities. Eric and the Board commended the volunteer management staff and hospital staff who participated in the exercise. An After Action Report is being prepared and will be shared.

2014-2015 Coalition Deliverables: Matt Meyers, Region 5 Operations Analyst, reported that the Coalition has completed two of its three deliverables for the fiscal year ending June 30. The first set of deliverables was submitted in January, and included a description of the coalition boundaries and members, an update to the bylaws, a communications check using Everbridge, and a spending plan. The second set of deliverables will be submitted April 15 and includes the community risk-resource assessment completed by Coalition members last year, the MYTEP (multi-year training and exercise

pan) and an updated spending plan. The final set of deliverables is due May 30 and will include the Toxic Knight After Action Report, two trainings provided to Coalition members (the Ebola Virus Disease Seminar and today's healthcare Incident Command System training), a Coalition member COOP assessment which will be included in today's breakout session, and a final spending plan

2015-2016 Expectations: Dave Freeman announced that the Strategic Planning Oversight Committee voted healthcare coalitions as the #1 priority for federal ASPR (Assistant Secretary for Preparedness & Response) funding for this coming year; the State Medical Response Teams were #2 and the Medical Reserve Corps (MRCs) were #3. He stated that Mike McHargue has provided direction to the Coalitions to integrate into emergency management and RDSTF structures. Dave reported the Coalition expects to receive both base funding and special project funding in the new contract which will be effective July 1, 2015. The Coalition will use the funding process outlined at the November meeting, which includes discipline specific committees which will identify capabilities, gaps and develop projects. Dave advised that Coalition members will be kept informed on the status of funding over the next few months.

CFDMC Strategic Plan: Dr. Mike Gervasi, 2015 Coalition Vice Chair and President and CEO of Florida Community Health Centers, presented the draft coalition strategic plan. He reported that the Board met in October 2014 to draft the plan, including reviewing and updating the mission, vision and bylaws, and using the ASPR 19 developmental factors for healthcare coalitions as objectives. The Bureau of Preparedness and Response recently provided Florida-specific guidance on these developmental factors and these were used to align and integrate the coalition's objectives within the existing emergency management and RDSTF structures. Dr. Gervasi previewed the mission, goals and vision, and advised that the plan includes objectives with supporting leads and measures. Lynne Drawdy, Coalition project manager, advised that the plan will be posted to the Coalition website for a 30 day review period and encouraged members to review and provide input on the plan. Dr. Gervasi stated that in May the Board will finalize and distribute the plan, and provide regular progress updates to members.

#### Partner Updates:

- Dave Freeman provided an update on the Statewide Hurricane Exercise and the State Medical Response Teams. The State Medical Response Teams will be activated during the exercise, including an Advance Team to complete a healthcare system assessment, and a virtual rostering of a Medical Surge Strike Team. He stated that Regions 1, 5 and 7 also have a field hospital capability which will be demonstrated at the DOH planners meeting in June in Tallahassee.
- Statewide Florida Crisis Consortium (FCC)/Disaster Behavioral Health (DBH) Training Exercise & Meeting: Lynda W.G. Mason provided an overview of a recent FCC/DBH event. She stated that the FCC has been working with the deaf community to ensure there are trained interpreters to serve the deaf and hard-of-hearing in an event. She stated that the FCC will also focus on addressing the needs of children in a disaster.
- The group discussed guidance re new requirements for Alzheimer's patients in shelters. DOH training has been developed and is available to partners. This training is also available on the TRAIN learning management system.

- Terry Freeman was recognized for receiving a national Red Cross Award of Excellence last month.

### COOP Breakouts:

Lynne Drawdy reminded members of an electronic survey sent out earlier asking members to identify their COOP status. Paper copies of the survey were made available to those who had not completed the electronic survey. Two COOP breakouts were held:

The first breakout session provided “how to develop your plan” guidance by Joan Rivera, Lisa Posniak and Karen Street.

The second breakout included a facilitated discussion among partners who have a COOP plan. Key points identified during the discussion include:

- Most healthcare facilities and partners have strong COOPs for IT systems.
- Most healthcare facilities and partners have a COOP plan.
- Several hospitals identified succession planning as a gap, and stated that executives are reluctant to delegate authority to others in the event they are unavailable during a disaster.
- Many partners stated that COOP training is provided annually so new employees may not know about the COOP.
- Hospitals expressed concern about how quickly volunteers can be credentialed. All have a process (this is an accreditation requirement) but many did not feel that the process can be completed in a timely manner. This might be a good hospital tabletop exercise.
- Healthcare partners expressed concern about the lack of uniform crisis standards of care, and felt the state should develop these and they should be in statute.
- The group discussed patient evacuation, and many were unaware of the state’s patient movement plan. This will be shared with partners.
- Sonji Hawkins reported on a web-based COOP software being used in Region 6. The coalition will explore this for its members.
- It was suggested that COOP be included in Florida Administrative Code a requirement in the CEMPs that are required to be submitted to emergency management.

Wrap-up: Randy Hartley thanked members for their participation, and advised that a satisfaction survey would be sent to participants following the meeting.