

# Indiana District 5 Hospital Preparedness Planning Committee, Inc. Meeting Minutes

**Date: June 8, 2018**      **Time Called to Order: Called to order at 12:00 PM by Ron Reitenour**      **Location: Moore Restoration**

## Committee Member Hospitals (P=Present A=Absent)

	A	Boone County EMA	A	Boone County Health Dept.	P	Civil Air Patrol Rep.	A	Community East Hospital	A
Ambulatory Surgery Centers	A	Community North Hospital	A	Community Rehabilitation Hospital	P	Community South Hospital	A	Eskenazi Health Services	A
Community Heart & Vascular Hospital	A	Franciscan Health-Indianapolis	P	Franciscan Health-Mooresville	P	Hamilton County EMA	A	Hamilton County Health Department	A
Franciscan Health - Carmel	P	Hancock County Health Department	A	Hancock Regional Hospital	P	Hendricks County EMA	A	Hendricks County Health Department	P
Hancock County EMA	A	Home Health & Hospice	P	IDHS D-5 Representative	P	Indianapolis EMA	A	ISDH HPP PROGRAM	P
Hendricks Regional Hospital	P	IU Health - Morgan	P	IU Health - North	P	IU Health Physician's Group	P	IU Health - Riley	P
IU Health - Methodist	P	IU Health Special Pathogens	A	IU Health - University	P	IU Health - West Regional Hospital	P	IUPUI Representative	A
IU Health - Saxony	P	Johnson County Health Department	A	Johnson Memorial Hospital	P	Kindred Hospital Indianapolis	P	Kindred Hospital North	P
Johnson County EMA	A	Long Term Care Representative	P	Major Hospital	P	Marion County EMA	A	Marion County Health Department	P
Larue D. Carter Memorial Hospital	P	Midwest Contingency Planning Committee	A	Morgan County EMA	A	Morgan County Health Department	P	NDMS Representative	P
MESH	P	OrthoIndy Main/South/West	P	Rehabilitation Hospital of Indiana	P	Riverview Health	P	Roudebush VA Hospital	P
Neuropsychiatric Hospital of Indianapolis	A	Shelby County Health Department	A	St. Vincent Carmel Hospital	P	St. Vincent Fishers Hospital	P	St. Vincent Heart Center	A
Shelby County EMA	P	St. Vincent Peyton's Children Hospital	P	St. Vincent Seton Specialty Hospital	P	St. Vincent Women's Hospital	P	Valle Vista Hospital	A
St. Vincent Indianapolis Hospital	P	Witham Memorial	A						
Witham Health at Anson	A								

**Guest(s):**

Agenda Item	Discussion	Action	Responsible Party	Follow Up
<b>Guest Presentation</b>	No presentation	Information only	Ron Reitenour	N/A
<b>Call to Order</b>	Meeting called to order at 12:00 PM by - Ron Reitenour, Chair	Information Only	Ron Reitenour	N/A
<b>Introductions:</b>	Ron started the introductions around the room.	N/A	N/A	N/A
<b>Minutes:</b>	May minutes posted on the webpage. May and June minutes will be up for approved in August.	Information only	N/A	N/A

<p><b>Guest Presentations</b></p>	<p>No presentation</p>	<p>N/A</p>	<p>Ron Reitenour</p>	<p>N/A</p>
<p><b>Recent Events/Lessons Learned/Surveys</b></p>	<p><b>Riverview Health: Noblesville West Middle School Active Shooter Incident</b></p> <ol style="list-style-type: none"> <li>1. Received one shooting victim, she was stabilized and airlifted to IU Riley</li> <li>2. Received on student with ankle injury sustained when evacuating</li> <li>3. 53 employees were released to pick up their children</li> <li>4. CISM response continued for approximately 1 week after shooting             <ol style="list-style-type: none"> <li>a. Small group sessions for those directly involved in trauma response</li> <li>b. Open sessions for all employees and volunteer.</li> </ol> </li> </ol>	<p>Information only</p>	<p>Ron Reitenour</p>	<p>N/A</p>
<p><b>Recent Events/Lessons Learned/Surveys</b></p>	<p><b>Community Health Rehab</b>-shares that Joint commission is very active, reports trends cited for location of the emergency stop near generator. Shares that recently have conducted an exercise on flood response using Grainger flood supplies.</p>	<p>Information only</p>	<p>Ken Whisman</p>	<p>N/A</p>
<p><b>District Initiatives/Coalition Partners</b></p>				

<p><b>IHEPS Symposium</b></p>	<p>Jeannine Forner-The final agenda to be posted in August.          Dates and start times as follows:          September 26, 2018: Registration will be open from 4:30PM-5:30PM          September 27, 2018: Registration will be open at 7:30AM with continental breakfast being served from 7:00AM-8:15AM          September 28, 2018: Full breakfast will be served from 7:00AM-8:00AM          September 28, 2018: Plenary speaker begins at 8:00AM</p> <p>Confirmed topics as of June 4, 2018 are as follows:</p> <ul style="list-style-type: none"> <li>○ Hurricane Harvey: Impact and Recovery (this is both a general session for impact and breakout session for recovery)</li> <li>○ Fatality Management</li> <li>○ Waco Fertilizer Plant Explosion</li> <li>○ Cyber Attack on Hospitals (this is a general session, and then a breakout session we are trying to get other hospitals that have had issues for a panel discussion and questions and answer)</li> <li>○ The 17 CMS Coalition Partners Working Together</li> <li>○ Breaking the Barriers Around Mental Health Support</li> <li>○ Long Term Care/ Ambulatory Surgery Centers and Your Healthcare Coalition</li> <li>○ Business Continuity Planning</li> <li>○ Controlling the Breakdown (working through recovery with vendors and the other person)</li> <li>○ Las Vegas Shooting Presentation recently just confirmed</li> </ul>	<p>Please see webpage for information, <a href="http://Indianadistrict5.com">Indianadistrict5.com</a></p>	<p>Chrissy Richards</p>	<p>Update monthly</p>
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<b>Ambulatory Surgery Centers</b>	Not present	Information only	Charlotte Boden	Update monthly
<b>Civil Air Patrol</b>	Not Present	Information only	Lt Clevenger	Update monthly
<b>Local Health Depts.</b>	Shares that wrapping up current grant year for annual audit. Recently purchased district asset: 18 person morgue trailer.	Information only	Leslie Stewart	Update monthly
<b>D5 DPC Report</b>	Nothing to report	Information only	Ron Reitenour	Update monthly
<b>EMS</b>	Robin Stomp-FSSA has secured SoutheastTrans as a brokerage for traditional Medicaid. During this transition there have been many issues from our EMS providers that do transports. It seems that there has been a lot of confusion on how a patient calls for transportation, a hospital or nursing home calls and what is needed. We have had several discussions with them trying to get them to extend the start date but not getting to far as of now. <a href="https://www.southeaststrans.com/">https://www.southeaststrans.com/</a>	Information only	Robin Stomp	Update monthly
	Wants to thank the 24 ambulances that came from the District 5 area during the Indianapolis 500. It was the third hottest day in the 102 years of the Race. The winds were calm and no cloud cover was	Information only	Andrew Bowes	

<p>present. There were a great many people that needed EMS. About 3 weeks out from the I-65 will be closed in both directions from Meridian Street to 21st Street. Those traveling SB will have to exit at 21st street. Those traveling NB I-65 will have to exit at the Meridian/Pennsylvania Exit. You can access I-65 NB from 21st Street. You can access SB I-65 from the Pennsylvania/Delaware on Ramp. This will start on July 1, 2018. It should open up 35 days later on August 6 with incentives for completing early. I sent this out to all my EMS contacts in the District 5 area. <a href="https://www.in.gov/indot/3687.htm">https://www.in.gov/indot/3687.htm</a></p>	<p>Information only</p>	<p>Ryan Hansome</p>	<p>Update monthly</p>
<p>No report</p>	<p>Information only</p>	<p>Ben Esterline</p>	<p>Update monthly</p>
<p>Local EMAs are working on their grant proposals for projects utilizing the Emergency Management Performance Grant (EMPG) and State Homeland Security Program (SHSP).</p>	<p>Information only</p>	<p>Megan Lytle</p>	<p>Update monthly</p>
<p>Budget templates to be sent out. Health department grant invoices to go out today also. There will be a regional ISDH meeting workshop panel discussion to be held mid-July, more information to follow once date and location determined.</p>	<p>Information only</p>	<p>Anne Edwards</p>	<p>Update monthly</p>


<p>Grand Rounds on June 21, 2018 8-9am (continental breakfast at 7:30am) Location: Sidney and Lois Eskenazi Hospital          Speaker Todd Nicolson, MA to present "What Happened in Vegas? Lessons from the 2017 Las Vegas Shooting". Please go to <a href="http://www.meshcoalition.org">www.meshcoalition.org</a> for more details and registration information.</p>				
<p><b>NDMS</b></p>	<p>Andrew Bowes- to reach out to Anne to set up a call for NDMS update</p>	<p>If you are a NDMS hospital, be looking for the email for the bed count.</p>	<p>Anne Edwards</p>	<p>Update monthly</p>
<p><b>Midwest Contingency Planners</b></p>	<p>No report</p>	<p>Information only</p>	<p>Ron Reitenour</p>	<p>Update monthly</p>
<p><b>LTCH3</b></p>	<p>Next meeting TBD, will share once finalized. She encourages participation for ICS classes July 15 and July 18<sup>th</sup>.</p>	<p>Information only</p>	<p>Shawn Wellman</p>	<p>Update monthly</p>
<p><b>District Business</b></p>				
<p><b>Communications Test</b></p>	<p>Resent out invite for June 21<sup>st</sup>, check your emails and save the date for the next radio test.</p>	<p>Information only</p>	<p>Ron Reitenour</p>	<p>Update monthly</p>
<p><b>Treasurer's report</b></p>				
<p><b>Balance &amp; Invoices</b></p>	<p>Jane is out today, will provide an update at next meeting. Jane asks for those who received items to make a note in approval max. Nothing more to report at this time.</p>	<p>Information only</p>	<p>Ron Reitenour</p>	<p>Update monthly</p>

<b>Old Business</b>				
<b>Lunch Update</b>	Presentation in August, and no lunches scheduled	If you have any suggestions, please let Ron know.	Ron Reitenour	Update monthly
<b>D5 DPC</b>	No updates at this time	Information only	Ron Reitenour	Update monthly
<b>ASPR/ HPP Grant Program Update</b>	<ul style="list-style-type: none"> <li>• BP1 submissions for the CAT all completed</li> <li>• In the process of spending down remaining funds on projects supporting our district partners               <ol style="list-style-type: none"> <li>a. Approvals in progress</li> <li>b. Jane wrapping up POs</li> <li>c. POs will be given to requestors to submit orders with specific instructions to invoice the D5 HPPC 501c3</li> <li>d. Once items are received the requestor will have to provide proof of receipt</li> <li>e. MOUs to be created for the items/projects</li> </ol> </li> </ul>	Information only	Ron Reitenour	Update monthly
<b>BP1 Supplemental</b>	<ul style="list-style-type: none"> <li>• \$638,299.16, \$50,000.00 FTE</li> <li>• Attachment "A" signed and submitted</li> <li>• Official election to designate chair at the August meeting</li> <li>• Letter of Affirmation to be presented to participating D5 Hospital and Agencies.</li> <li>• Coalition to complete as part of Attachment "A"</li> <li>• Preparedness Plan</li> <li>• Response Plan</li> </ul>	Information only	Ron Reitenour	Update monthly
<b>Governance Document</b>				

<ul style="list-style-type: none"> <li>Public Health &amp; Medical Jurisdictional Risk Assessment</li> <li>Coalition Surge Test</li> <li>TEPW</li> <li>Coalition to Promote use of SERV-IN for healthcare volunteers</li> <li>Coalition to Incorporate Healthcare Associated Infection Coordinators, MRC and other volunteer response groups, and Trauma clinicians and/or region representatives</li> <li>Coalition to conduct a Radiological Preparedness Assessment</li> </ul>	<p>Information only</p>	<p>Ron Reitenour</p>	<p>Update as needed</p>
<p><b>3M PAPRS</b></p> <p>Will be donating PAPRS for missionary work.</p>	<p>Information only</p>	<p>Ron Reitenour</p>	<p>Update monthly</p>
<p><b>D5 HCC MOU Agreement Update</b></p> <p>Letter of Affirmation will replace MOU</p>	<p>Information only</p>	<p>Ron Reitenour</p>	<p>N/A</p>
<p><b>Collation Surge Test Exercise</b></p> <ul style="list-style-type: none"> <li>AAR completed posted to website.</li> <li>Create corrective action plan per agency participation.</li> </ul>	<p>Information only</p>	<p>Ron Reitenour</p>	<p>Update monthly</p>
<p><b>District Full Scale Exercise FSE</b></p> <ul style="list-style-type: none"> <li>Friday, October 12 1300-1600/1700</li> <li>Survey for participation for hospitals and Coalition Partners to be sent out/ Due July 23<sup>rd</sup>.</li> </ul>	<p>Information only</p>	<p>Ron Reitenour</p>	<p>Update monthly</p>



	<ul style="list-style-type: none"> <li>• Planning team has compiled objectives last meeting.</li> <li>• Exercise primary focus on local county ESF-8, flow from local to District and District to State.</li> </ul>			
<b>New Business</b>				
<b>ICS Classes</b>	<p>June 15<sup>th</sup> LTC 8am-12pm (6 registered) /ASC 1-5pm (registered 18) and 18<sup>th</sup> HHH 8am-12pm (9 registered) /LTC 1-5pm (9 registered) Space is still available in all four sessions</p>	Information only	Ron Reitenour	Update monthly
<b>ORMAC</b>	<p>July 18<sup>th</sup> and 19<sup>th</sup> 44 of 80 slots have been filled Light breakfast and full lunch to be provided at training. Taught by trauma surgeons from Israel.</p>	Information only	Ron Reitenour	Update monthly
<b>HSEP Training</b>	<p>80 participants attended Majority of attendees new to Emergency Management. Received positive feedback from CDP on D5 HCC readiness.</p>	Information only	Ron Reitenour	Update monthly
<b>Full time operations manager</b>	<p>Looking for a new full-time operation manager. ATS assisting in hiring process by filtering candidates. Expecting by next budget period will have someone hired to take on that role.</p>	Information only	Ron Reitenour	Update monthly
<b>Educational Opportunities</b>				
<b>PIO</b>		Information only	Ron Reitenour	N/A

<p><b>AT&amp;T IOT Civic Hakathon</b></p>	<p>Obtaining quotes to hold PIO training specific for healthcare and learn to coordinate with joint information systems.</p> <p>AT&amp;T IOT Indiana Office of Technology hosting a Civic Hackathon April 20<sup>th</sup> from 10-2pm. The D5 communication trailer will out for viewing. See flyer for more information.</p>  <p>IPSC_hackathon_mentors_flyer.pdf</p>	<p>Information only</p>	<p>Ron Reitenour</p>	<p>N/A</p>
<p><b>Adjournment</b></p>	<p>Meeting was adjourned at 2:00pm, 1<sup>st</sup> by Kevin Sellers, and 2<sup>nd</sup> by Tom Huser. Many, group approved.</p>	<p>N/A</p>	<p>Ron Reitenour</p>	<p>Next meeting</p>

Next meeting will be August 10, 2018, Moore Restoration, 3610 Shelby St, Indianapolis, IN 46227  
NOTE:

**District Officers –**  
**Chair – Ron Reitenour, Riverview Hospital**  
**Chair Elect – Brent Shepherd, Johnson Memorial**  
**Lead Hospital Representative – Jeannine Forner, St. Vincent Carmel/Medxcel**  
**Secretary – Alyssa Lyle- IU Health**  
**Chair Emeritus – Kevin Webb, St. Vincent Health/Medxcel**

**Mission Statement:** The District 5 Hospital Preparedness Planning Committee Inc. mission is to ensure all hospitals in Indiana District 5 develop, maintain, refine, and to the extent achievable, enhance the capacities and capabilities of their healthcare systems, and for exercising and improving preparedness plans for all –hazards including pandemic influenza.”

# Indiana District 5 Hospital Emergency Planning Committee

## Attendance Roster

Meeting Date: June 8, 2018

Location: Moore Restoration

<u>Hospital</u>	<u>Representative</u>	<u>Hosp. Rep.</u>	<u>Alternate</u>
Ambulatory Surgery Centers			
American Red Cross			
Boone County EMA			
Boone County Health Department	<i>Shirley Stewart</i>	✓	
Civil Air Patrol			
Community Hospitals- East/North/South/Heart and Vascular			
Community Physician's Group			
Community Rehab Hospital	<i>Johnson</i>	✓	
Eskenazi Health Services			
Franciscan St. Francis Health- Carmel/Indianapolis/Mooresville	<i>Debra Green</i>	✓	
Hamilton County EMA			
Hamilton County Health Department			
Hancock County Health Department			
Hancock Regional Hospital	<i>Del Harris</i>	✓	
Hendricks County EMA			
Hendricks County Health Department	<i>H. D. Long</i>		
Hendricks Regional Hospital	<i>Margaret Delp</i>		
Home Health and Hospice	<i>15 E. 1st St</i>		
IDHS D-5 Representative	<i>Bryan Isidore</i>		
Indiana Guard Reserve	<i>Tom Shea</i>	✓	
Indiana Spine Hospital			
Indianapolis EMA			
ISDH HPP Program			
IU Health-Methodist/Riley/University	<i>Alyssa Lytle</i>	✓	
IU Health- Morgan Hospital	<i>Alyssa Lytle</i>		✓
IU Health- North Medical Center	<i>Tom Shea</i>		✓
IU Health Physician's Group	<i>Tom Shea</i>	✓	
IU Health- Saxony Medical Center	<i>Alyssa Lytle</i>		✓
IU Health Special Pathogens Unit			
IU Health- West Hospital	<i>Jan Forme</i>	✓	
Johnson County EMA			
Johnson County Health Department	<i>Janae Wagar</i>		
Johnson Memorial Hospital	<i>Tom Shea</i>	✓	
Kindred Hospital- Indianapolis	<i>Tom Shea</i>		✓
Kindred Hospital- North	<i>Tom Shea</i>		✓
Larue D. Carter Hospital	<i>Tom Shea</i>	✓	
Long Term Care Representative			
Major Hospital	<i>Tom Shea</i>		✓
Marion County Health Department	<i>Tom Shea</i>		✓
MESH Representative			
Morgan County Health Department	<i>Tom Shea</i>		
NDMS/ FCC Coordinator			
Neuropsychiatric Hospital of Indianapolis			
OrthoIndy	<i>Tom Shea</i>	✓	
Rehabilitation Hospital of Indiana	<i>Tom Shea</i>	✓	
Riverview Health	<i>Tom Shea</i>	✓	

Roudebush VA Medical Center	<i>Sandra E. [unclear]</i>	<i>[unclear]</i>	<i>[unclear]</i>
Shelby County EMA	<i>[unclear]</i>	✓	
Shelby County Health Department			
St. Vincent Carmel	<i>Jeannine Turner</i>	✓	
St. Vincent Fishers Hospital	<i>Jeannine Turner</i>	✓	
St. Vincent Hospital- Indianapolis/Women's/ Peyton	<i>[unclear]</i>	✓	
St. Vincent Heart Center			
St. Vincent Seton Specialty Hospital	<i>[unclear]</i>	✓	
Valle Vista Hospital			
Witham Health at Anson			
Witham Memorial			

**Guest Sign-In On Next Page**



# District 5 Hospital Preparedness Planning Committee Inc.

## Monthly Communications Test

June 21, 2018

<b>Hospital</b>	<b>Radio</b>	<b>LiveProcess</b>	<b>Comments</b>
Community – East		X	
Community - North	x	X	
Community - South		X	
Community - Heart Hospital	x	X	
Community Rehab Hospital	x	X	
Eskenazi Health Services	x	X	
Franciscan St. Francis Hospital – Carmel	X	X	
Franciscan St. Francis Hospital – Indianapolis	x	X	
Franciscan St. Francis Hospital – Mooresville	x	X	
Hancock Regional	X	X	
Hendricks Regional Health	X	X	
Hendricks Regional Health- Brownsburg	X	x	
Home Health and Hospice	X	x	
Indiana Blood Center (optional)	X	-	
Indiana Spine Hospital	X	x	
IU Health – Methodist		X	
IU Health – Riley		X	
IU Health – University Hospital		X	
IU Health – Morgan	X	X	
IU Health - North	X	X	
IU Health – Saxony	x	X	
IU Health – West		x	
IU Physicians Group	<b>Not called</b>	X	
Johnson Memorial	X	X	
Kindred – Indianapolis	X	X	
Kindred-North	X	X	
Larue D Carter	X	X	
Major Hospital	X	x	
Neuropsychiatric Hospital of Indianapolis			
OrthoIndy-main	X	X	
OrthoIndy-main	X	X	
OrthoIndy South	X	X	
OrthoIndy West	X	x	
Rehabilitation Hosp. of Indiana	x	X	
Riverview Health	X	X	
Roudebush VA Med Center (optional)	-	X	
St. Vincent Indianapolis	x	X	
St. Vincent Carmel	x	X	
St. Vincent Peyton Manning Children’s	x	X	
St. Vincent Heart Center of Indiana (optional)	-	X	
St. Vincent Fisher’s Hospital	x	X	
St. Vincent Seton Specialty Hospital	x	X	

# District 5 Hospital Preparedness Planning Committee Inc.

## Monthly Communications Test

St. Vincent Women's Hospital	x	X	
Valle Vista Health Services		x	
Witham Anson Medical Center	X	X	
Witham Memorial	X	X	
Boone County Health Department	X	x	
Johnson County Health Department	X	x	
Hamilton County Health Department	X	X	
Hancock County Health Department		X	
Hendricks County Health Department	X	X	
Marion County Health Department		X	
Morgan County Health Department	X	X	
Shelby County Health Department		X	
ISDH Communication Trailer		-	
Medxcel Facilities	X	-	
MESH		x	
District 4	x	-	
<b>% RESPONSE:</b>	<b>76%</b>	<b>99%</b>	
D-5 Officer Pager Test- 100%	<u>  </u> X <u>  </u> Chair	<u>  </u> X <u>  </u> Chair Elect	<u>  </u> X <u>  </u> Hospital Rep <u>  </u> X <u>  </u> Secretary <u>  </u> X <u>  </u> Chair Emeritus

**Overall Response   92   %**