

Centers for Medicare & Medicaid Services (CMS) Planning Workshop

Thursday, March 16, 2017
12 High Street, Lewiston, ME
CMMC Conference Rooms ABC

PRESENT: **Rebecca Applebee**, Eye Care of Maine; **Jeff Carrier**, Motivational Services; **Richard Comstock**, MaineGeneral Medical Center; **Art Churchill**, Kennebec County EMA; **Dwight Corning**, Stephens Memorial Hospital; **Jessica Dagneau**, d'Youville Pavilion; **Tom Denison**, Life Safety Specialists; **Milt Dudley**, Inland Hospital; **Rob Ferris**, Central Maine Healthcare; **Patrick Furey**, Maine CDC; **Chris Gorham**, Tri-County Mental Health; **Jane Greenblat**, Home, Hope and Healing; **Mike Hatch**, St. Mary's Regional Medical Center; **Kelly Kierstead**, Community Partners, Inc.; **Cindy Klonowski**, John F. Murphy Homes; **Howard Mette**, Inland Hospital; **Brady Lake**, Harris House; **Carol McInnis**, Androscoggin Home Care & Hospice; **Dennis Passmore**, Togus VA; **Brad Peck**, Community Partners, Inc.; **Susan Rich**, Androscoggin Home Care & Hospice; **John Rice**, Schooner Estates; **Jill Richardson**, John F. Murphy Homes, Inc.; **Mike Senecal**, Franklin Memorial Hospital; **Kelly Skillings**, DFD Russell Medical Center; **Raymond St. Pierre, Jr.**, John F. Murphy Homes; **Todd Tracy**, United Ambulance; **Paula Varney**, Harris House; **Scott Verrill**, Pinnacle Health & Rehab.; **Wayne Werts**, Atlantic Partners

CMRRC: **Kara Walker**, Director; **Kris Gammon**, Operations Manager

Presenter and Topic	Discussion/Talking Points	Minutes	Action/ Follow Up
Review of Previous Workshops Kris Gammon, Operations Manager	Standing agenda item to briefly review topics discussed for new participants joining our workshop.	Four Core Elements and Progress made: <u>Risk Assessment:</u> <ul style="list-style-type: none"> - Members determined we will use the Kaiser Permanente HVA tool to determine risk assessment for organization. - Hazard Vulnerability Analysis (HVA) Workshops have been scheduled in all four counties (Androscoggin, Franklin, Oxford and Kennebec) - Yearly regional HVA and Training & Exercise Workshop is scheduled for Thursday, April 27th from 8:30 AM – 4:30 PM. <u>Risk Assessment and Planning:</u> <ul style="list-style-type: none"> - Decision has been made to use the Comprehensive Preparedness Guide (CPG) 101 <u>Policies and Procedures:</u> <ul style="list-style-type: none"> - This core element has been tabled until after the 	For further details, previous workshop minutes follow the links below. 12/6/16: http://cmrrc.org/wp-content/uploads/2016/12/120616-Minutes.pdf 01/12/17: http://cmrrc.org/wp-content/uploads/2016/12/011217-CMS-Workshop-Minutes1.pdf To view PowerPoint presentation: http://cmrrc.org/wp-content/uploads/2016/12/Review-of-Previous-Workshop.pdf



Presenter and Topic	Discussion/Talking Points	Minutes	Action/ Follow Up
		<p>development of the Emergency Operations Plan (EOP) template.</p> <p><u>Communications Plan:</u></p> <ul style="list-style-type: none"> - This plan template will be in a functional annex format associated with the CPG 101 documentation. - A template will be developed and presented by fall of 2017 (<i>03/16/17 update: We are moving up the development of the Communications Plan template. Will review what is available to date at our May workshop</i>) <p><u>Training and Testing:</u></p> <ul style="list-style-type: none"> - To assist you with developing, executing and evaluating exercises, an informal Homeland Security Exercise and Evaluation Program (HSEEP) Workshop has been scheduled for Wednesday, May 31, 2017 from 8:30 AM – 4:00 PM. 	<p>If interested in attending either the yearly HVA T&E workshop or HSEEP workshop please RSVP to Kris Gammon at gammonkr@cmhc.org or 795-2962.</p>
<p>Review of Emergency Operations Plan (EOP) Template</p> <p>Kara Walker, Director</p>	<p>Roll out of EOP Template</p>	<p>EOP template is in the CPG format as it is consistent with CMRHCC regional, Maine CDC, and MEMA's plans. It isn't possible to write an exact plan for all organizations, though using the same format enables everyone to be familiar with plan.</p> <ul style="list-style-type: none"> - Format is standard to be helpful for individual organizations. Don't just insert information, be sure to read and insert or remove information based on your specific facility needs. 	<p>The EOP template can be found: http://cmrrc.org/planning-information/planning-templates/</p>



Presenter and Topic	Discussion/Talking Points	Minutes	Action/ Follow Up
		<p><u>Scope</u>: Overview of the plan and defining the organization it's applied to.</p> <p><u>Roles and Responsibilities</u>: Current sample language is more appropriate for large organizations with a robust emergency management program. If you have a smaller organization, you should identify a core group of people that will assist in the emergency planning program and those that will respond to an emergency and update the language accordingly.</p> <p>Remove roles that you may not need. Hopefully you will keep the CMRHCC as it will show you are part of a community. The CMRHCC has regional plans that will keep you in contact with partners during an event or emergency. Assist you with resource request forms for staff/volunteers as well as mutual aid when we are unable to source things locally, we can reach out to the State of Maine for additional resources.</p> <p><u>Situation Overview</u>: Insert organization overview as appropriate. Include information such as, facility type, areas of responsibility, population served, etc.</p> <p><u>Risk Assessment</u>: This is completed and reviewed annually. This is an opportunity to adjust your hazards as they may change yearly. A small group of people are needed to review during this process.</p> <p><u>Medical Surge</u>: Is a sudden influx of patients; for example Ebola. Any surge may need a specialty service, supplies, additional needs, etc.</p>	



Presenter and Topic	Discussion/Talking Points	Minutes	Action/ Follow Up
		<p><u>All Hazards Plan</u>: Can be applied to consequential effects of all hazards</p> <p><u>Mitigation</u>: Using After Action Reports and standard language. Identification of areas of improvement and how to mitigate for next event.</p> <p><u>Planning Assumptions</u>: Refer to the National Incident Management System (NIMS). If your organization does not use it, you should consider using it. It is how we organize during an event. It helps with how to “talk to people” such as fire and police. It allows you to communicate effectively. Add or subtract as needed in this section as it is facility specific.</p> <p><u>Concept Of Operations</u>: This is a mirror of CMRHCC regional plan. It is divided up in several stages and goes into details for each stage. There is language available on how to contact the CMRRC. Staffing issues within your organization could be a trigger.</p> <p><u>Initial Notification/Activation</u>: This section is general information. Can be tailored specific to your organization and further clarified in a Communications Plan annex.</p> <p><u>Mobilization</u>: Includes quite a bit of ICS language.</p> <p><u>Incident Operations</u>: Tailor this section to your facility. Examples are listed. ICS structure is noted.</p>	<p>On-line NIMS training can be found on the FEMA website: https://training.fema.gov/nims/</p>



Presenter and Topic	Discussion/Talking Points	Minutes	Action/ Follow Up
		<p><u>Demobilization</u>: This is part of Concept of Operations. It is when your organization is no longer in a crisis. Time to return to "readiness." How do we resupply, notify staff, etc.</p> <p>Discussed "Incident Commander" vs. "Administrator On-Call/Administrator." Who is in charge?</p> <p><u>Communications</u>: Update to appropriate modes of communication specific to your organization. There are different ways to communicate within organization and with outside partners. For external communications, include CMRRC google number as CMRRC have modes of communication that can be leveraged within the State.</p> <p><u>Public Information</u>: Widespread, unified message, working together. This is a vehicle to assist and coordinate with partners to send out a unified message to the community. The coalition can assist and provide support with this.</p> <p><u>SUGGESTIONS/DISCUSSION</u>:</p> <ul style="list-style-type: none"> - Keeping language the same will help when assisting other facilities. - Suggestion to keep both ICS information in the plan template and allow individual organizations to choose. - Resources/forms requests for volunteers and "stuff" through the CMRRC. It is recommended to have this in your base plan. <p>Plan development and maintenance is reviewed and revised yearly.</p>	



Presenter and Topic	Discussion/Talking Points	Minutes	Action/ Follow Up
Next Steps	Where do we go from here?	<p>Changes/revisions to EOP template will be made and sent out for review. Once reviewed by group, it will be placed on website for use.</p> <p>Agenda for May:</p> <ul style="list-style-type: none"> - Discuss Training and Exercising - Discuss/review Communications Template (may not be complete, but will review what is available) <p>Discussed challenges of a communications template as organizations communicate differently within each facility. An idea was to add all of the different communication types in the plan.</p>	Next CMS Workshop is scheduled for Wednesday, May 17, 2017 from 10:30 am – 2:30 pm

NEXT MEETINGS:

CMRHCC, Thursday, April 27th, 8:30 AM – 4:30 PM / Annual HVA and T&E Workshop

CMS EP Workshop, Wednesday, May 17th, 10:30 AM – 2:30 PM

CMRHCC Meeting, Thursday, June 22nd, 8:30 AM – 12:30 PM

CMS EP Workshop, Thursday, July 13th, 8:00 AM – 12:00 PM

