Region 1 Hospital Emergency Preparedness Committee

FY 10-11 ACTION ITEMS

Red- to do
Blue- Done

REVIEW OF ACTION ITEMS
Action items are identified and assigned at each Healthcare Coalition meeting. Members have reviewed action items from previous meetings minutes, and any incomplete actions have been added to the current list. All action items will be followed until identified in Council as complete.

Friday, June 24, 2011 8:00am- 11:00a.m., Burlington Fire Department
Action Item 1: Marina will send Nancy the master H.E.A.R list
Action Item 2: Brittany will send Mark NIMS information
Action Item 3: Peggi will send Bo contact information for BCFS

Friday, May 27, 2011 8:00 a.m.- 11:00 a.m., Burlington Fire Department
Action Item 1: Linda will contact Marina to find out the status of the PSIC communications project.
Action Item 2: Each hospital Representative will contact Linda to share their thoughts on the PSIC project with Island Transit.
Action Item 3: Linda will get Nancy the H.E.A.R. list for the region
Action Item 4: Nancy will send out the Regional Plan a couple weeks before for everyone to look at.
Action Item 5: Nancy will add an appendix for the Russell Phillips Plan.
Action Item 6: Peggi will send Nancy a list of clinics in our region
Action Item 7: Linda will send Nancy Anacortes EOC information
Action Item 8: Brittany will send out the After Action Template

Friday, April 22, 2011 8:00 a.m.-11:00 a.m., Burlington Fire Department
Action Item 1: Peggi will send Brittany WSHA Conference information for her to forward.
Action Item 2: Brittany will compile all evacuation reports and send them to DOH.
Action Item 3: Mark will get Vendor list to Nancy
Action Item 4: Mark will modify regional Cache (Standardization)
Action Item 5: Brittany will send Minutes to Martha Rose.

Friday, March 25, 2011, 8:00 a.m. -11:00 a.m., Burlington Fire Department
Action Item 1: TJ will forward the most recent WSHA Regional Equipment Inventory lists – dated 3/24- to the members.
Action Item 2: Members will send Linda Seger their thoughts and suggestions for the Evergreen Earthquake exercise, and Linda will discuss them with DOH staff.
Action Item 3: Send contact information for each hospital’s PIO to Bob Mitchell.
Action Item 4: Action items will be developed for the DMCC.
Action Item 5: Nancy will arrange a pre-exercise conference call for the hospital PIOs.
**Action Item 6**: Chris will add sim-cell messages for Providence Hospital, and Katie will assign someone in the cell to deliver the messages.

**Action Item 7**: NREMS and Everett equipment purchase requests will be sent to Mark by Monday 3/28.

**Action Item 8**: Hospitals will send Mass Fatality plans to TJ for submission to DOH by 3/31.

**Action Item 9**: Daniel will discuss movement of the Mass Fatality trailer with Nancy.

**Action Item 10**: TJ will send Linda’s Mass Fatality handouts to all.

**Action Item 11**: Linda will forward the ERTI Hospital Command and Control course information to Rose

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**Friday, January 21, 2011, 8:00 a.m. - 11:00 a.m., Burlington Fire Department**

**Action Item 1**: Katie Denter will forward the training matrix document to the HCC members.

**Action Item 2**: Marina Zuetell will arrange training for the use of the new radio terminals.

**Action Item 3**: Nancy Furness will send the SNS catalog to TJ for distribution to the members.

**Action Item 4**: TJ Harmon will send the Russell Phillips project timeline and overview to members.

**Action Item 5**: Mark Nunes will send a letter encouraging participation in the Russell Phillips project to local response agency partners.

**Action Item 6**: Katie will address the Russell Phillips project at the next Region 1 Homeland Security Council meeting, and invite local response agency partners to attend.

**Action Item 7**: Rose will arrange a location at St. Jo’s for Russell-Phillips’ Feb. 9th meeting.

**Action Item 8**: TJ will send a reminder notice to hospital reps for the Feb. 10th conference call.

**Action Item 9**: Linda Seger will send copies of the HEICS regional patient tracking form to TJ, who will forward the document to the members.

**Action Item 10**: Mark will send an updated sat-phone list to Chris.

**Action Item 11**: Rose will send the St. Jo Exercise objectives to all.

**Action Item 12**: Katie will send out the link and instructions for the Regional Exercise Google site.

**Action Item 13**: Linda will contact Barbara Andrews to request use of the WATrac demo-site, and invite her to present at a future HEP meeting.

**Action Item 14**: A cache list standard will be developed by the ACF Committee. **Update:**

**Needs Approval**