



Downtown Corridor Minutes

Houston TranStar
Houston, TX 77024
June 7, 2019



A. Welcome

Ray Higgins called the meeting to order at 1:10 pm. Mr. Higgins welcomed the corridor members and thanked the Harris County Office of Emergency Management for hosting the meeting space and tour of their Operations Center.

B. Approval of Minutes (C101)

Mr. Higgins requested review and approval of the March minutes. Warren Porter (Texas Medical Center) made a motion to approve the minutes, Gloria Kologinczak (Memorial Hermann Greater Heights) seconded the motion, and the corridor members carried the motion. The minutes were approved as written.

C. New Business

- **Tour of Harris Count EOC (C101)**
Misty Gunn gave the corridor members a tour of the Harris County Emergency Operations Center.
- **Operation Blindside Discussion (C104)**
Trameka Jewett reported there were approximately 200 facilities/agencies registered for Operation Blindside held on May 1st and 2nd. It was a multi-site incident MCI attack. There was discussion regarding best practices and lessons learned from each corridor member in attendance. There was a brief discussion regarding lessons learned and best practices. Full feedback from the corridor members will be included in the after action report. The After Action Conference is scheduled for June 18th.

D. HPP Capabilities Review

CMOC Plan Review - The CMOC Plan has been reviewed and is uploaded to the website. It is a password protected document. To obtain the password, please contact Lori Upton (lori.upton@setrac.org) or Lisa Spivey (lisa.spivey@setrac.org) for access.

Crisis Standards of Care Workgroup – The regional “Standard Operations Guidance” (SOG) template for Crisis Standards of Care has been completed and will be posted to the SETRAC website shortly.

Special Populations Workgroup - This workgroup is being led by Tina Rose. At the May RHPC meeting the coalition members approved the new name change to be the “Clinical Advisor Committee” to fall in line with the grant deliverable. They will focus on specific targets of concerns, i.e. dialysis patients, hospice care, etc. The committee has requested a pediatric tabletop

exercise and Trameka Jewett is working with them to get it scheduled. If you are interested in participating in this workgroup, please contact Lisa Spivey at lisa.spivey@setrac.org.

Inventory Review and Training - Austen McMillin (SETRAC Regional Inventory & Logistics Coordinator) will soon be scheduling facilities to review inventory and train on the new inventory management system for those facilities that have not been completed their inventory.

E. EMTF Update (C306)

Jon Clingaman introduced himself as the new EMTF-6 Coordinator and gave the corridor members a summary of his background. He reported there are several EMTF members attending the MIST and Ambulance Staging Manager courses. The MIST program partnering with the Texas Forestry Service to add a new component to allow the MIST members to have a better understanding of what it involves caring for firefighters as there are more and more MIST members being deployed to wild land, fire operations. Hospital personnel (leadership, trauma coordinators, etc.) are welcome to attend the MIST courses and would be a definite asset to the team.

F. Training and Exercise (C104)

Trameka Jewett distributed and reviewed the Training and Exercise schedule with the corridor members (*document filed with minutes binder*). The surge tool exercise was conducted on April 11th which is an annual ASPR required exercise. This year's scenario was to evacuate the TMC and find receiving hospitals within ninety minutes. The requirement was to have 20% of beds evacuated within 90 minutes. Discussion ensued regarding best practices, lessons learned, and process flow issues.

The Medical Countermeasures Full Scale Exercise is scheduled for October 25th & 26th, 2019 which is a Friday/Saturday event. The scenario will be simulating an anthrax attack in the region and having to medicate all staff within forty-eight hours. The long term care community will be included in this exercise and will be working with their local public health department regarding medication disbursement. SETRAC is putting together a virtual planning team to work through the details of the exercise and workshop scheduled for this summer (date to be announced). Anyone interested in joining the planning team should contact Ms. Jewett (trameka.jewett@setrac.org).

Ms. Jewett announced SETRAC will be offering more regional technology trainings in lieu of individual trainings at the facilities. If you would like to schedule training for your facility/agency, please contact Mr. Wingate at john.wingate@setrac.org or Trameka Jewett at trameka.jewett@setrac.org.

G. Special Populations Update (C104)

Fidel Calvillo reported the Pasadena CMS Boot Camp was held on May 27th. This was the first boot camp to offer six-hours of emergency management CEs. The Texas City Hurricane Summit is scheduled June 5th and the City of Houston CMS Boot Camp is scheduled for June 14th. CEs for the long-term care (LTC) and nursing home administrators and personnel will also be available at this year's symposium.

H. Partner Updates (C101)

No partner updates were forwarded to SETRAC. Anyone wanting their partner update included in the minutes, please send your update via email to Roxie Ward at roxie.ward@setrac.org. This will ensure updates are documented accurately in the minutes.

I. Open Discussion/Other Business

- **11th Annual Preparedness Coalition Symposium (October 9th-11th)**
SETRAC is still looking for speakers to present at the symposium. The deadline to submit a speaker packet is July 15th. Don't forget to register and reserve your hotel room now.
- **New Emergency Manager Packet**
Manuals are being developed for new Emergency Management Coordinators (EMCs) to assist with their roles.
- **Wave Phones**
Those facilities that have reserved their phones (including the WAVE app), their SETRAC coordinator will be contacting them once the phones are ready for distribution. SETRAC has an extra cache of phones available. She will forward the price for a two-year plan out via the West Corridor list serve. Anyone interested should contact Ms. Spivey at lisa.spivey@setrac.org.

Adjournment

There being no further business, Mr. Higgins adjourned the meeting at 2:40 pm. The Downtown Corridor members will attend the RHPC Board meeting on August 2nd from 1:30 to 3:30 pm at the SETRAC office (1111 North Loop West, Suite 160, Houston, Texas 77008) in lieu of the regularly scheduled Downtown Corridor meeting. Since the Preparedness Symposium is being held on October 9th-11th at the San Luis Galveston Convention Center, the next scheduled Downtown Corridor meeting is Friday (December 6th) at MD Anderson, South Campus Research Bldg. II, (7435 Fannin Street, Houston, Texas 77054) in Conference Rooms 1 & 2.

ATTENDEES: Aaron Freedkin, Jon Clingaman, Justin Adams, Gloria Kologinczak, Ray Higgins, Evelyn Locklin, Warren Porter, Cynthia Quinones, Fidel Calvillo, Amy Lopez, Britney Cummings, Matt Richards, Trameka Jewett, Roxie Ward