Executive Board Meeting Agenda

I. Call to Order
   • Validation of voting members present [accept designees, if required]
   • Introductions
   • *Approval of minutes from 9/18/19 quarterly general membership meeting

II. Financial
   • *Budget Report (September 2019)
   • Expenditure Requests
   • Management and Administration

III. Business
   • *Approval of General Membership Requests (as of 10/14/19) – via forms
   • Annual Training Summit Update – 10/29/19 @ Thrasher-Horne Center
   • Coalition Programs – Scopes of Work for Qualified Vendors
   • *Annual Project Submission Overview & Funding Approval for FY 2019-2020
   • *Request - Cancel November Executive Board Meeting
   • Upcoming Events
     o Annual Coalition Training Summit – 10/29/19 @ Thrasher-Horne Center
     o Natural Disaster Awareness or Caregivers (AWR-308) – 11/5/19
     o COOP Plan Development Workshop 12/11/19
     o Shelter-in-Place Training and Community-based Exercise – Jan/Feb 2020

IV. Member Reports
   • Board Member Reports
   • Open Discussion

VII. Adjourn

Next General Membership Meeting – December 18th @ 1:00pm
State Laboratory and Vital Statistics Complex - 1217 N. Pearl St, Jacksonville, FL 32202
Executive Board
A quorum is 50% of the total voting membership (Executive Board)
Six Voting Members = Quorum

Membership by County
- Baker – 1
- Clay – 2
- Duval – 2
- Flagler - 2
- Nassau – 1
- St. Johns – 2
- At Large – 2
TOTAL = 12

Tiebreak Vote
Regional Emergency Response Advisor

Executive Board
Chair: Rich Ward, Hospitals
Vice-Chair: Tim Connor, Emergency Management
Secretary/Treasurer: Kristy Siebert, Home Health

6 County Reps
- Baker County
  Jordan Duncan
- Clay County
  Sonny Rodgers
- Duval County
  Richard Ward
- Flagler County
  VACANT as of 7/2019
- Nassau County
  Ronnie Nessler
- St. Johns County
  Noreen Nickola-Williams

4 Discipline Reps
- Emergency Management
  Tim Connor
- EMS
  Joe Stores
- Hospital
  Rich Ward
- Public Health
  Robert Snyder

2 At-Large Reps
- Long Term Care
  Jeff Markulik
- Home Health
  Kristy Siebert

* As of 10/16/19
Northeast Florida Healthcare Coalition Voting Members & Designated Alternates (10/16/19)

*Six Voting Members = Quorum*

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<td>Dave Chapman</td>
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<td>Theresa Gates</td>
<td>Beyond Home Health Care Services</td>
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</table>

**Chair: Rich Ward, Hospitals**

**Vice-Chair: Tim Connor, Emergency Management**

**Secretary/Treasurer: Kristy Siebert, Home Health**
Northeast Florida Healthcare Coalition

NEFLHCC General Membership Meeting
September 18, 2019
Meeting Notes

The quarterly general membership meeting of the Northeast Florida Healthcare Coalition was held at FDOH – State Laboratory and Vital Statistics Complex in Jacksonville, Florida at 1:00pm on Wednesday, September 18, 2019.

CALL TO ORDER

The meeting was called to order by Chairperson Rich Ward (Hospitals) with a validation of a quorum, with the following Board members present:

Baker County – Jordan Duncan
Clay County – Sonny Rodgers
Duval County – Richard Ward
Nassau County – Ronnie Nessler
Hospitals – Rich Ward
EMS – Tim Devin (alternate)
Long Term Care – Jeff Markulik
Home Health – Kristy Siebert

Absent
St. Johns County – Noreen Nickola-Williams
Flagler County – VACANT
Emergency Management – Tim Connor
Public Health – Robert Snyder

A sign in sheet was collected for all other attendees.

Introductions
Mr. Ward called for introductions.

Approval of Minutes
The minutes from the August 21, 2019 meeting were made available online and provided at the start of the meeting.

Mr. Ward called for a motion for approval of the August 21, 2019 meeting minutes. Jeff Markulik moved approval; second by Sonny Rodgers. Motion carried.

FINANCIAL

*Budget Report
The finance report for August 2019 was presented by Secretary/Treasurer Kristy Siebert.

With no questions, Mr. Ward called for a motion to accept the August 2019 budget report. Ronnie Nessler moved approval; second by Sonny Rodgers. Motion carried.
Northeast Florida Healthcare Coalition

*Expenditure Requests
None at this time.

Management and Administration Update

- **Qualified Vendors** – The Healthcare Coalition will be contracting with pre-approved vendors for planning, training and exercise needs. A second round of vendors were solicited through an open submission process. The Coalition expects to have seven qualified vendors who can implement services for programs and projects of the Coalition.

- **Americares** – The Healthcare Coalition hosted the Americares – Health Center Resiliency Bootcamp on August 23-24, 2019 in Jacksonville, Florida. The Bootcamp provided facilities with emergency plan guidance and considerations. Participating facilities could amend current plans or use Americares templates to develop emergency plans.

- **ReadyOp** – The Coalition has purchased the ReadyOp communications and data management system. This will be the new technology platform for communicating with our members during blue-sky and grey-sky activities. Staff is currently building out the system for use. Members should expect an information gathering email from staff in the next few weeks. Members will be asked to provide updated contact information via email.

**BUSINESS**

*Approval of General Membership Requests*
As required in the bylaws, the Board must approve all membership requests. There have been nine (9) membership requests since the last meeting. The list was provided in the meeting packet.

*A motion was made by Tim Devin and seconded by Ronnie nessler to approve the membership list as presented. Motion carried.*

Annual Project Funding
FY 2019-2020 project funding applications are now open. Staff has distributed annual funding applications and submission requirements via email. The Coalition has set aside $105,400 to award to worthy projects. Application must be submitted by September 20th for consideration.

The application and submission guidance can be accessed at [nefhcc.org/Projects.html](http://nefhcc.org/Projects.html)

Regional Award for Healthcare Emergency Preparedness/Operations
The Northeast Florida Regional Council conducts an Annual Elected Officials Awards Luncheon Banquet. There is an award for Healthcare this year. Applications have been provided in the meeting packet as well as at the Regional Council website at [www.nefrc.org](http://www.nefrc.org). Applications are due October 18th.
Annual Training Summit

October 29, 2019
10:00am to 4:30pm
Thrasher-Horne Center
283 College Drive, Orange Park, FL 32065

Registration Link: https://2019-annual-summit-neflhcc.eventbrite.com
Registration Fee - $18

Morning Session - The morning session will be highlighted by the keynote speaker John M. Barry, who authored The Great Influenza: The Epic Story of the Deadliest Plague in History. He will discuss the 1918 Influenza Pandemic and its lessons for today's healthcare system. Following his speech, we will have a panel discussion on pandemic influenza and other infectious diseases with our local and state partners.

LUNCH

Afternoon Session - The afternoon session will be comprised of two training/seminar options. Attendees can choose which training they would like to attend.

Option 1: Disaster Response & Recovery Mental Health First Aid

Presenters will be Dr. Angie Lindsey and Dr. Heidi Radunovich from the Department of Family, Youth and Community Sciences at the University of Florida.

Option 2: Disability & Natural Disasters: Preparing for the Worst and Not Just Hoping for the Best

Presenters will be Tony Delisle, PhD - Executive Director and Kevin Towles, Consumer Specialist with the Center for Independent Living in North Central Florida.

2020 Shelter-in-Place Training & Community-Based Exercise (HazMat)
The Northeast Florida Healthcare Coalition (HCC) and Northeast Florida Local Emergency Planning Committee for Hazardous Materials (LEPC) have partnered to implement a pilot training and exercise program. The goal of this pilot program is to enhance shelter-in-place capabilities of healthcare facilities and community organizations for a hazardous materials incident.

Healthcare facilities and other organizations that are interested in participating in this community-based exercise are required to fulfill the following requirements to receive a Letter of Participation from the healthcare coalition.

1) Attend an LEPC Sponsored Shelter-in-Place Training
2) Implement training at your facility
3) Conduct the Exercise on Tuesday, February 25, 2020 at 10am
4) Evaluate the Exercise

Registration information is located on the Training/Exercise tab of the coalition website.
Training & Exercise Planning
Staff has been proactively working to secure training for FY 2019-2020. A new calendar has been updated on the coalition website that will allow people to see course offerings and registration links for various training and exercise opportunities in Northeast and the North Central HealthCare Coalitions.

Confirmed Classes:
- Continuity of Operations Plan Development Workshops and Tech. Assistance Days
- Natural Disaster Awareness for Caregivers (AWR 308)
- Personal Protective Measures for Biological Events (PER 320)
- Medical Management of CBRNE Events (PER 211)

Working on:
- HICS/NHICS
- Active Assailant Tabletop Exercise (6 exercises)
- Mental Health First Aid
- Surviving and Active Threat – Run, Hide, Fight (PER 375)

Presentation – Center for Independent Living of North Central Florida
Tony Delisle, Executive Director of CILNCF gave a presentation on the challenges of the people who are represented by CILNCF. He highlighted the services provided by CILNCF and their growing program for emergency preparedness activities for this vulnerable population. Mr. Delisle will be conducting a class at the Annual Summit on October 29th.

Hurricane Dorian Discussion
The Coalition implemented their Operations Plan for Hurricane Dorian. Coordination and situational awareness roles were realized in several ways. They were:
- The HCC provided multiple situation reports (daily) to 550 healthcare facilities and other partners
- Assisted FDOH with planning for the potential deployment of Healthcare Coalition members
- Assisted emergency management in gathering costs of preventative measures taken by healthcare facilities to help the State qualify for FEMA assistance
- Worked with FDOH to plan for the possibility of receiving medical evacuees from the Bahamas

Upcoming Events
The Coalition will be conducting multiple training and exercise opportunities in the coming months. Training and exercise opportunities will be posted on the “Training and Exercise” tab of the Coalition’s website (http://www.neflhcc.org/Training_Exercises.html), as well as distributed through our newsletters and direct emails from staff.
**MEMBER REPORTS**

Board Member Reports
None at this time.

Open Discussion
None at this time.

Next **Executive Board** Meeting – October 16 @ 1:00pm
St. Vincent's Southside (Bryan Auditorium) - 4201 Belfort Rd, Jacksonville, FL 32216

Next **General Membership** Meeting – December 18 @ 1:00pm
State Laboratory and Vital Statistics Complex - 1217 N. Pearl St, Jacksonville, FL 32202
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<thead>
<tr>
<th>Name</th>
<th>Agency</th>
<th>Email Address</th>
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</thead>
<tbody>
<tr>
<td>John Flanle</td>
<td>Baker RD</td>
<td><a href="mailto:John.Flanel@BakerRD.com">John.Flanel@BakerRD.com</a></td>
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<tr>
<td>Timothy Devin</td>
<td>Century Amb.</td>
<td><a href="mailto:timothy.devlin@centuryamb.com">timothy.devlin@centuryamb.com</a></td>
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<tr>
<td>Leigh Cowan</td>
<td>St. Vincent's</td>
<td>leigh.cowan@stvincenthealth</td>
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<tr>
<td>Kristy Siebert</td>
<td>St. Vincent's</td>
<td>K.Siebert@stvincenthealth</td>
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<td>Dave Chapman</td>
<td>Eldersource</td>
<td><a href="mailto:Dave.Chapman@Eldersource.com">Dave.Chapman@Eldersource.com</a></td>
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<td>Jared Dickson</td>
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<tr>
<td>Britney Lee</td>
<td>Eldersource</td>
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<td>Baptist Health</td>
<td><a href="mailto:Gregory.Burr@BaptistHealth.com">Gregory.Burr@BaptistHealth.com</a></td>
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<tr>
<td>Leigh Weiss</td>
<td>WetPRC</td>
<td>Leigh.Wess@WetPRC</td>
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<td>Kevin Kotsis</td>
<td>St. Vincent</td>
<td><a href="mailto:Kevin.Kotsis@Ascension.org">Kevin.Kotsis@Ascension.org</a></td>
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<td>Melissa Nava</td>
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<td><a href="mailto:Melissa.Nava@allegian.com">Melissa.Nava@allegian.com</a></td>
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<td>Micah Banks</td>
<td>NRPSC</td>
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<td>Kirby Wedekind</td>
<td>DHS</td>
<td><a href="mailto:Kirby.Wedekind@DHS.gov">Kirby.Wedekind@DHS.gov</a></td>
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<td>Richard Delu</td>
<td>Pacifica Senior Living</td>
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<td>Eric Anderson</td>
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<td>DPH-Clay</td>
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<td>DOD Nassau</td>
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<td>Jawana Jolivette</td>
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<td><a href="mailto:Jawana.jolivette@medxcel.com">Jawana.jolivette@medxcel.com</a></td>
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<td>HRHC</td>
<td><a href="mailto:Leaha.Guthrie@hrhc.com">Leaha.Guthrie@hrhc.com</a></td>
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Meeting Date: September 18, 2019

1:00 PM
## NEFHCC 19/20

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<th>% of Budget Spent</th>
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### Expenses

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## PROJECTS FY 19/20

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<td>Anderson</td>
<td>Katie</td>
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<td>Freestanding Emergency Room, stand-alone surgery centers</td>
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<td>2</td>
<td>Jacobs</td>
<td>Diann</td>
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<td>3</td>
<td>Rose</td>
<td>Helen</td>
<td>The Florida ESRD Network</td>
<td>Dialysis Centers &amp; Regional Centers for Medicare &amp; Medicaid Services (CMS)-funded end-stage renal disease (ESRD) networks</td>
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<td>4</td>
<td>Rounds</td>
<td>Erin</td>
<td>Florida Department of Law Enforcement</td>
<td>Local Public Safety Agency (e.g., law enforcement and fire services)</td>
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<tr>
<td>5</td>
<td>Simmons</td>
<td>Vicki</td>
<td>Orange Park Surgery Center</td>
<td>Outpatient Health Care Delivery (e.g., ambulatory care, urgent care centers, clinics, freestanding emergency rooms, stand-alone surgery centers, community and tribal health centers, Federally Qualified Health Centers (FQHCs))</td>
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<tr>
<td>6</td>
<td>StrunkGamel</td>
<td>Gwendolyn</td>
<td>Avante Villa at Jacksonville Beach</td>
<td>Skilled Nursing, Nursing &amp; Long-term care facility</td>
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<tr>
<td>7</td>
<td>Whittet</td>
<td>Beverly</td>
<td>KCER- We are a national program/coalition supporting dialysis and kidney transplant facilities and patients.</td>
<td>Dialysis Centers &amp; Regional Centers for Medicare &amp; Medicaid Services (CMS)-funded end-stage renal disease (ESRD) networks</td>
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<td>8</td>
<td>Wolff</td>
<td>Mark</td>
<td>Other</td>
<td>Support Service Provider (i.e Pharmacy, Radiology, Clinical Lab, Blood Bank)</td>
<td></td>
</tr>
</tbody>
</table>
The Northeast Florida Healthcare Coalition invites you to attend the 2019 Annual Training Summit at the Thrasher-Horne Center.

**Morning Session** - The morning session will be highlighted by the keynote speaker John M. Barry, who authored *The Great Influenza: The Epic Story of the Deadliest Plague in History*. He will discuss the 1918 Influenza Pandemic and its lessons for today's healthcare system. Following his speech, we will have a panel discussion on pandemic influenza and other infectious diseases with our local and state partners.

**LUNCH** - A registration fee is collected to pay for attendee lunch and beverage

**Afternoon Session** - The afternoon session will be comprised of two training/seminar options. Attendees can choose which training they would like to attend.

**Option 1: Disaster Response & Recovery Mental Health First Aid**

Presenters will be Dr. Angie Lindsey and Dr. Heidi Radunovich from the Department of Family, Youth and Community Sciences at the University of Florida.

**Option 2: Disability & Natural Disasters: Preparing for the Worst and Not Just Hoping for the Best**

Presenters will be Tony Delisle, PhD - Executive Director and Kevin Towles, Consumer Specialist with the Center for Independent Living in North Central Florida.

**Pre-Registration is required for this event. No ticket sales at the event.**
Morning Session Keynote Speaker: John M. Barry

Keynote Speaker: John M. Barry – New York Times Best Selling Author

- The Great Influenza: The Epic Story of the Deadliest Plague in History
- Rising Tide: The Great Mississippi Flood of 1927 and How It Changed America

Speaker Topic:

The Past Is Never Over: The 1918 Influenza Pandemic and its lessons for today’s healthcare system.

John M. Barry is a best-selling author whose books have involved him in two areas of policymaking, and he has worked with local, state, federal, and international organizations on preparedness and risk communication. The National Academies of Science named his 2004 study of the 1918 pandemic, The Great Influenza: The Epic Story of the Deadliest Plague in History, the year’s outstanding science book. He is the only non-scientist ever to give the National Academies of Sciences Abel Wolman Distinguished Lecture and was the only non-scientist on a federal government Infectious Disease Board of Experts.

The New York Public Library named his earlier book Rising Tide: The Great Mississippi Flood of 1927 and How It Changed America one of the 50 best books of the preceding 50 years. He advised the Bush and Obama White Houses, HHS, and CDC on influenza preparedness and response and served on the original team which recommended non-pharmaceutical interventions that might mitigate a pandemic.

After Katrina, Louisiana's congressional delegation asked him to chair a bipartisan working group on flood protection. He later served on both the state's Coastal Protection and Restoration Authority and the Southeast Louisiana Flood Protection Authority East, overseeing metro New Orleans' levee districts.

Distinguished Scholar at Tulane University's Bywater Institute and adjunct faculty at the Tulane University School of Public Health and Tropical Medicine, he lives in New Orleans.

Panel Discussion will follow with these Panel Guests:

- John Barry – Author & Keynote Speaker
- CDR Aaron Otis - FDOH: Bureau of Preparedness & Response
- Brad Elias MD - Medical Director, Jacksonville Fire Rescue Department
- Tony Delisle - Center for Independent Living of North Central Florida
Afternoon Training Sessions

Option 1: Disaster Response & Recovery Mental Health First Aid

Presenters from Department of Family, Youth and Community Sciences at the University of Florida.

- Dr. Angie Lindsey - expertise is in disaster preparedness and recovery
- Dr. Heidi Radunovich - is a licensed psychologist working with mental health needs and gaps following disasters.

Course Description: The Disaster Response and Recovery Mental Health training program will provide community members active in disasters the skills needed to address mental health needs and issues following disasters. This training will focus on understanding needs of families and community.

Option 2: Disability & Natural Disasters: Preparing for the Worst and Not Just Hoping for the Best

Presenters from Center for Independent Living of North Central Florida (CILNCF)

- Tony Delisle, PhD – Executive Director of CILNCF
- Kevin Towles – Consumer Specialist with CILNCF

Course Description: The health, safety, and independence of people with disabilities are at a greater risk during and after natural disasters. This training will discuss actions being taken to address these issues and participants of the training will be able to (objectives):

- Describe factors that compromise the health, safety, and independence of people with disabilities during and after disasters
- Identify common access and functional needs for people with disabilities during and after disasters
- Provide strategies to improve access and functional needs of people with disabilities during and after disasters.
- Improve communications (health literacy skills) with people who have disabilities
- Disability Etiquette and communicating with people who have disabilities
- The ADA and Effective Communication (providing documents in alternate format, sign-language interpreters, promoting Fl Relay, audio books at the Library, etc.)
## Project Review & Prioritization Committee Recommendations - NEFLHCC 2019-20

<table>
<thead>
<tr>
<th>Agency</th>
<th>Project Title</th>
<th>Total Cost</th>
<th>Recommended for Funding</th>
<th>Amount to fund</th>
<th>If partial funding is recommended, specific portions of project recommended for funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ascension St. V’s</td>
<td>Radio Battery Replacement</td>
<td>2,230</td>
<td>Yes</td>
<td>$ 2,230</td>
<td></td>
</tr>
<tr>
<td>Ascension St. V’s</td>
<td>PAPR Filters</td>
<td>12,341</td>
<td>Yes</td>
<td>$ 12,341</td>
<td></td>
</tr>
<tr>
<td>Baker Co. Sheriff’s Office</td>
<td>Individual 1st Aid Kits</td>
<td>10,532</td>
<td>Yes</td>
<td>$ 10,532</td>
<td></td>
</tr>
<tr>
<td>Memorial Hospital</td>
<td>Chemical Decon Supplies</td>
<td>6,728</td>
<td>Yes</td>
<td>$ 6,728</td>
<td></td>
</tr>
<tr>
<td>Mental Health Resource Center</td>
<td>Generator Fuel Capacity</td>
<td>4,491</td>
<td>Yes</td>
<td>$ 4,491</td>
<td></td>
</tr>
<tr>
<td>UF Health Jacksonville</td>
<td>BluMed Shelter System</td>
<td>23,000</td>
<td>Yes</td>
<td>$ 23,000</td>
<td></td>
</tr>
<tr>
<td>Baptist Beaches</td>
<td>Stop the Bleed</td>
<td>12,400</td>
<td>Partial</td>
<td>$ 4,900</td>
<td>STB Training Kits Supplies</td>
</tr>
<tr>
<td>DOH-Flagler</td>
<td>SpNS Equipment &amp; Supplies</td>
<td>22,612</td>
<td>Partial</td>
<td>$ 17,433</td>
<td>Demonstrated a gap in O₂ needs only. EMS should provide lifesaving care. Fund the following O₂ equipment: Pulse Oximeters, H tank regulator, E tank &amp; H tank carts, concentrators, manifolds, bariatric cots</td>
</tr>
<tr>
<td>Orange Park Medical Center</td>
<td>Community Outreach &amp; Education</td>
<td>72,717</td>
<td>Partial</td>
<td>$ 2,534</td>
<td>STB training is provided to the public &amp; an initiative of the HCC. Clinical supplies &amp; medical training equipment are outside the HCC preparedness mission and the advanced training capability exists in the region. Fund STB Skills Training Kit &amp; Z-Medica Trauma Trainer Leg</td>
</tr>
<tr>
<td>Baptist Beaches</td>
<td>Decon Improvement</td>
<td>32,025</td>
<td>If allowable, then Partial</td>
<td>$</td>
<td>Staff is checking to see if this is allowable or considered construction/renovation</td>
</tr>
</tbody>
</table>

**Total Recommendation** (without Baptist Beaches project decision) **$ 84,189**

**Total Funding Available** **$ 105,400**

### Committee’s General Comments

The Committee recommends the following:

1. If Baptist Beaches project is not allowable, then the Committee recommends the Board considers re-opening the project application for additional projects or reallocating the funds to training & exercises.
2. The Coalition does not continue to fund sustainment projects e.g. routine maintenance and replacement of outdated/expired equipment parts.
3. Projects should provide benefit for the regional healthcare system.
4. Projects should not fund the cost of doing business for a facility e.g. purchases to meet regulations and requirements.
***COOP Plan Development Workshops***

1. **December 11, 2019 – 0830 to 1230**
   WJCT Building (Board Room), 100 Festival Park Avenue, Jacksonville, FL 32202
   Registration link: [https://coop-development-workshop-12-11-19-duval-county.eventbrite.com](https://coop-development-workshop-12-11-19-duval-county.eventbrite.com)

2. **February 11, 2020 – 0830 to 1230**
   Clay County Emergency Operations Center – 2519 State Road 16, Green Cove Springs, FL 32043

Continuity of Operations Plans (COOP) are a necessary component of every organization’s readiness for emergencies and disasters that effect the organization’s ability to “stay in business” through and following an emergency or disaster; to continue serving their customer and meeting their customer’s needs. The COOP is the detailed oriented plan that documents the decision making, logistics and coordination that must occur to effectively be “back in business” at alternate locations.

The Healthcare Coalition’s Continuity of Operations Plan (COOP) program is designed to support any Coalition member organization in the development or refinement of their COOP. Regardless of how mature your COOP is; this workshop and planning experience is for you. *The COOP program is structured to provide you several planning tools and planning experiences.*

1. **COOP Planning Materials**
   - the COOP program includes a COOP Plan Template that is aligned with national standards (CMS Emergency Rule and NFPA 1600 – Standard on Disaster/Emergency Management and Business Continuity/Continuity of Operations Programs)
   - National Standard reference materials
   - Logistics checklists

2. **COOP Planning Workshop**
   - A free 4-hour workshop available to any Healthcare Coalition member
   - Workshop will provide an overview of the COOP template and reference materials
   - Specific “how to” prompts are provided throughout the template and discussed in the workshop
   - All workshop participants will receive COOP program materials on a USB memory device for their use

3. **COOP Planning Technical Assistance**
   - Workshop attendees will have access to COOP Planning Technical Assistance
   - Technical assistance by COOP planning specialists will be available on scheduled days throughout the region.

**Questions, please contact:** Eric Anderson, Coalition Coordinator
Email: eanderson@nefrc.org  Office: (904) 279-0880
2020 Operation Shelter-in-Place: A HazMat Incident
A Community-Based Exercise for Healthcare Facilities

(Shelter-In-Place means seeking immediate shelter inside a building when outside air quality is threatened or compromised by a chemical hazard, sheltering in place keeps you inside an area offering more protection.)

The Northeast Florida Healthcare Coalition and Northeast Florida Local Emergency Planning Committee for Hazardous Materials is hosting a community-based exercise on Tuesday, February 25, 2020 at 10am to assist healthcare facilities in meeting CMS training and testing requirements. Other organizations in the community are also encouraged to participate.

Training and Exercise Overview

The Northeast Florida Healthcare Coalition (HCC) and Northeast Florida Local Emergency Planning Committee for Hazardous Materials (LEPC) have partnered to implement a pilot training and exercise program. The goal of this pilot program is to enhance shelter-in-place capabilities of healthcare facilities and community organizations for a hazardous materials incident.

Healthcare facilities and other organizations that are interested in participating in this community-based exercise are required to fulfill the following requirements to receive a Letter of Participation from the healthcare coalition.

I. **Prepare - (Required)**
   a. Attend a LEPC Sponsored Shelter-in-Place Training (2-hours)
   b. Multiple offerings available throughout the region in Jan/Feb of 2020
      i. Reference the attached Training Flyer for registration information
   c. Only facilities that have attended a training can participate in the Exercise

II. **Implement Training** – Take the lessons learned in the LEPC sponsored shelter-in-place training and conduct an internal training at your healthcare facility or organization in preparation for the community-based exercise.

*Exercise details will be discussed at the pre-requisite Training*
III. **Conduct Exercise** - On Tuesday, February 25, 2020 at 10am, registered healthcare facilities and other organizations will take part in the exercise. The scenario will simulate a hazardous materials threat and subsequent need to implement shelter-in-place protocols.

**On Tuesday, February 25, 2020 at 10am**, you will:

- Receive an alert from the healthcare coalition with the scenario and instructions for conducting the exercise.
- Facilities will be responsible for implementing their internal shelter-in-place protocols.
- Document the shelter-in-place exercise by obtaining a sign in sheet of participants. If appropriate, take photos during the exercise.

IV. **Evaluate Exercise** - When the shelter-in-place exercise is complete, take a moment to review actions that worked well and actions that need improvement with exercise players.

a. Following the exercise, complete the following steps by March 13, 2020.

i. Complete an online participant evaluation survey.
ii. Submit exercise participant sign-in-sheets to eanderson@nefrc.org
iii. Submit any photos that you would like us to include in the after-action report (optional) to eanderson@nefrc.org

**Documentation Provided** - By Friday, April 3, 2020, your organization will receive an After-Action Report and Letter of Participation. These documents may be used for meeting CMS training and testing requirements.

**For more information:**

<table>
<thead>
<tr>
<th>Eric Anderson, Coalition Coordinator</th>
<th>Tyler Nolen, LEPC Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email – <a href="mailto:eanderson@nefrc.org">eanderson@nefrc.org</a></td>
<td>Email – <a href="mailto:tnolen@nefrc.org">tnolen@nefrc.org</a></td>
</tr>
<tr>
<td>Phone – 904-279-0880 ext. 178</td>
<td>Phone – 904-279-0880 ext. 108</td>
</tr>
</tbody>
</table>

*Exercise details will be discussed at the pre-requisite Training*
**SHelter-IN-PLACE Training**

Pre-Requisite to a Hazardous Materials Community-Based Exercise

Healthcare facilities and other organizations that are interested in participating in the community-based exercise on Tuesday, February 25, 2020 are required to complete the following shelter-in-place training requirement. Training opportunities will be offered throughout the region. Community-based exercise details will be discussed at the training.

January 7, 2020 – St. Johns County
St. Johns County Emergency Operations Center
100 EOC Drive, St. Augustine, FL 32092
[Click Here to Register]

January 8, 2020 – Duval County
WJCT Building
100 Festival Park Avenue, Jacksonville, FL 32202
[Click Here to Register]

January 9, 2020 – Flagler County
Flagler County Emergency Operations Center
1769 E. Moody Blvd., Bldg. #3, Bunnell, FL 32110
[Click Here to Register]

January 14, 2020 – Nassau County
Nassau County Emergency Operations Center
96135 Nassau Place, #2, Yulee, FL 32097
[Click Here to Register]

January 16, 2020 – Baker County*
Florida Department of Health in Baker County
480 West Lowder Street, Macclenny, FL 32063
[Click Here to Register]

January 28, 2020 – Clay County
Clay County Emergency Operations Center
2519 State Road 16, Green Cove Springs, FL 32043
[Click Here to Register]

January 29, 2020 – Putnam County
Putnam County Emergency Services Department
400 State Road 19 S, Palatka, FL 32177
[Click Here to Register]

Select the registration link for the date, time, and location that you would like to attend. Two options available each day: 9am - 11am or 1pm - 3pm

*9am only available in Baker County

Eric Anderson, Coalition Coordinator
Email – eanderson@nefrc.org
Phone – 904-279-0880 ext. 178

Tyler Nolen, LEPC Coordinator
Email – tnolen@nefrc.org
Phone – 904-279-0880 ext. 108
FACT SHEET

Chemical Agents: Facts About Sheltering in Place

What “sheltering in place” means

Some kinds of chemical accidents or attacks may make going outdoors dangerous. Leaving the area might take too long or put you in harm’s way. In such a case it may be safer for you to stay indoors than to go outside.

“Shelter in place” means to make a shelter out of the place you are in. It is a way for you to make the building as safe as possible to protect yourself until help arrives. You should not try to shelter in a vehicle unless you have no other choice. Vehicles are not airtight enough to give you adequate protection from chemicals.

Every emergency is different and during any emergency people may have to evacuate (http://www.bt.cdc.gov/planning/evacuationfacts.asp) or to shelter in place depending on where they live.

How to prepare to shelter in place

Choose a room in your house or apartment for the shelter. The best room to use for the shelter is a room with as few windows and doors as possible. A large room with a water supply is best—something like a master bedroom that is connected to a bathroom. For most chemical events, this room should be as high in the structure as possible to avoid vapors (gases) that sink. This guideline is different from the sheltering-in-place technique used in tornadoes and other severe weather and for nuclear or radiological (http://www.bt.cdc.gov/radiation/shelter.asp) events, when the shelter should be low in the home.

You might not be at home if the need to shelter in place ever arises, but if you are at home, the following items, many of which you may already have, would be good to have in your shelter room:

- First aid kit
- Flashlight, battery-powered radio, and extra batteries for both
- A working telephone
- Food and bottled water. Store 1 gallon of water per person in plastic bottles as well as ready-to-eat foods that will keep without refrigeration in the shelter-in-place room. If you do not have bottled water, or if you run out, you can drink water from a toilet tank (not from a toilet bowl). Do not drink water from the tap.
- Duct tape and scissors.
- Towels and plastic sheeting. You may wish to cut your plastic sheeting to fit your windows and doors before any emergency occurs.

How to know if you need to shelter in place

Most likely you will only need to shelter for a few hours.

- If there is a “code red” or “severe” terror alert, you should pay attention to radio and television broadcasts to know right away whether a shelter-in-place alert is announced for your area.
- You will hear from the local police, emergency coordinators, or government on the radio and on television emergency broadcast system if you need to shelter in place.
Chemical Agents: Facts About Sheltering in Place
(continued from previous page)

What to do

Act quickly and follow the instructions of your local emergency coordinators such as law enforcement personnel, fire departments, or local elected leaders. Every situation can be different, so local emergency coordinators might have special instructions for you to follow. In general, do the following:

- Go inside as quickly as possible. Bring any outdoor pets indoors.
- If there is time, shut and lock all outside doors and windows. Locking them may pull the door or window tighter and make a better seal against the chemical. Turn off the air conditioner or heater. Turn off all fans, too. Close the fireplace damper and any other place that air can come in from outside.
- Go in the shelter-in-place room and shut the door.
- Turn on the radio. Keep a telephone close at hand, but don’t use it unless there is a serious emergency.
- Sink and toilet drain traps should have water in them (you can use the sink and toilet as you normally would). If it is necessary to drink water, drink stored water, not water from the tap.
- Tape plastic over any windows in the room. Use duct tape around the windows and doors and make an unbroken seal. Use the tape over any vents into the room and seal any electrical outlets or other openings.
- If you are away from your shelter-in-place location when a chemical event occurs, follow the instructions of emergency coordinators to find the nearest shelter. If your children are at school, they will be sheltered there. Unless you are instructed to do so, do not try to get to the school to bring your children home. Transporting them from the school will put them, and you, at increased risk.
- Listen to the radio for an announcement indicating that it is safe to leave the shelter.
- When you leave the shelter, follow instructions from local emergency coordinators to avoid any contaminants outside. After you come out of the shelter, emergency coordinators may have additional instructions on how to make the rest of the building safe again.

How you can get more information about sheltering in place

You can contact one of the following:

- State and local health departments (http://www.cdc.gov/other.htm#states)
- Centers for Disease Control and Prevention Public Response Hotline (CDC)
  - Public Response Hotline (CDC)
  - English (888) 246-2675
  - Español (888) 246-2857
  - TTY (866) 874-2646
- Emergency Preparedness and Response Web site (http://www.bt.cdc.gov/)
- E-mail inquiries: cdcresponse@ashastd.org
- Mail inquiries:
  Public Inquiry c/o BPRP
  Bioterrorism Preparedness and Response Planning
  Centers for Disease Control and Prevention
  Mailstop C-18
  1600 Clifton Road
  Atlanta, GA 30333
For more information, visit www.bt.cdc.gov or call the CDC public response hotline at (888) 246-2675 (English), (888) 246-2857 (Español), or (866) 874-2646 (TTY)