Planning Meeting Notes

- The planning materials from the meeting are below for your convenience. Materials include: tentative scenario and SMART (**s**pecific, **m**easurable, **a**ttainable, **r**ealistic, **t**imebound) objective worksheet including a capabilities overview.
- **SMART Objectives:** please turn in SMART objectives for your facility by **8/23/2019**. If you would like assistance on creating the objectives for your facility, please let Kathleen or Courtney know.
- **Incident Command System (ICS) 100 Course:** two great ways to ensure you and your staff are trained on ICS before the SWMHE.
  - **Online:** https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c
  - **In Person:** Kathleen and I teach this course in a classroom setting on the first Friday of every month. The next course is on **September 6th from 2:00-4:30pm.** Space is limited, please email me with the name and email of interested staff to RSVP.
- **Tabletop (TTX) Date Change:** The TTX will now be held on Wednesday, October 23rd from 8:00am-3:30pm* at the Seacliff Inn in Aptos. *8:00am-11:30am: refresher/new participant information | 12:00pm-3:30pm: lunch and tabletop exercise.

Our next planning meeting will be on September 10th from 2:00pm-4:00pm at Telecare Santa Cruz: 2250 Soquel Ave Santa Cruz, CA 95062. Parking is limited, please carpool or plan for extra time to park.

Partner Worksheets

Part I

The following objectives were identified at the Statewide Medical Health Exercise (SWMHE) Planning Team meeting on July 9th, 2019. A core component of Incident Command System (ICS) is that we plan by, "Objectives." Therefore, each objective is a guide for planning initiatives and actions for the upcoming 2019 SWMHE. Every objective is tied to specific capability.

Below you will find the list of items developed at the last meeting (they are not prioritized).   Today's task is to convert these into SMART Objectives; prioritize their importance and explore how the scenario can activate the Capabilities that are needed to accomplish the Objectives.

If there are additional objectives for your facility, please list them on the back sheet and return to the EP unit.

Hospital Topics

- Increase ability for patient movement within and between facilities.
- Increase ability for patient tracking during a facility surge.
- Increase use of family reunification program via ReddiNet system.
- Communication failure recovery for tracking systems, patient charting, and staff communication.

Clinic/LTCF Topics

- Increase ability for cooling capacity – both for vaccines and facilities in the event of lost power.
- Accurate and timely communication within staff – staff call-down list.
- Increase awareness of extended generator power facility functionality.
- Increase awareness and practice building safety.
- Communication failure recovery for tracking systems, patient charting, and staff communication.

Additional Topics

- Produce timely and accurate bilingual and Access and Functional Needs emergency public messaging.
- Engage multiple county, medical, and emergency response partners in the event of a large flood or multifaceted emergency.
- Increase new partner participation to include Water Resources/Environmental Health, Behavioral Health and Sheltering teams.

Objectives should be SMART: **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**ime-bound.

1. _____
    _____
    _____

2. _____
    _____
    _____

3. _____
    _____
    _____

4. _____
    _____
    _____

5. _____
    _____
    _____

Example

- ~~Increase~~ ability for patient movement within and between facilities
      What ability? Be specific!

- Test the ability for patient movement within and between facilities

SMART: Test the ability of the ED team to request assistance to move a minimum of five patients within different units and between hospitals within 2 hours of assignment

- Specific: test the ED team
- Measurable: to move a minimum of five patients
- Attainable: within units and between hospitals (yes)
- Realistic: move a minimum of five patients within diff units/within 2 hours (probably)
- Time-bound: within 2 hours of assignment

Part II CAPABILITIES

Capabilities	(15) Public Health Emergency Preparedness (PHEP), and (4) Health Care Preparedness and Response (HPP/HCC) Capabilities CORE • Operational Communications • Situational Assessment • Operational Coordination • Public Information and Warning • Mass Care Services HPP/HCC • Health Care and Medical Response Coordination (HPP) • Continuity of Health Care Service Delivery (HPP) PHEP • Information Sharing (PHEP) • Emergency Operations Coordination (PHEP) • Emergency Public Information and Warning (PHEP) • Responder Safety and Health (PHEP)

EXAMPLES

Target Capability: Communications
Determine/evaluate the facility's ability to communicate with response partners including water and utility authorities, law enforcement, other health care entities, local health department, fire service, emergency medical services providers, local emergency medical services agency, community organizations and emergency management agencies as appropriate to jurisdictional response.

Target Capability: Intelligence/Information Sharing and Dissemination
Review/test the adequacy of the information management plans and develop messages for patients, families, staff and the general public in coordination with local authorities (e.g., Joint Information System), law enforcement and health care providers in a rapid and timely manner for internal and external (e.g., media, community) dissemination.

Discuss options to communicate facility needs to outside sources (e.g., vendors, suppliers, local emergency medical services agency, city/operational area medical health point of contact, corporate

health care system) for essential supplies, services and equipment to ensure integrity of resource supply chain.

Discuss/exercise the ability to provide situational status and projected impact on service provision with response partners, other health care providers, law enforcement and local authorities per operational area standard.

Target Capability: Medical Surge
Discuss/test the ability to sustain operations and provide patient care services in response to a disruption in the basic power and/or water service.

Discuss/test the capability to evacuate patients or respond to a surge in the number of patients related to a disruption in the power, transportation and/or public water supply to the facility.

Target Capability: Emergency Operations Center Management
Review/evaluate the ability to develop Incident Action Plans for response and recovery; share plans with Operational Area and Regional partners.

Review/test alert and notification procedures to and from the local Emergency Operations Center.

Review/test alert and notification procedures within your DOC, Command, staff and external partners.

Part III SCENARIO

PRE-INCIDENT INFORMATION
One Month Pre Exercise

- Your region has had an unusually wet season, with a record amount of rainfall. Extended rainfall has saturated the soil and caused runoff directly into streams and rivers, causing small area floods. Wet weather is expected to continue, and a slow-moving low-pressure storm system continues to produce heavy rainfall. Local street flooding has been continuous throughout the past month.
- The persistent rainfall has caused a **levee, dam,** in your area to exceed the normal water elevation, and has been compromised. Officials have concerns that a failure could occur during future storms and this could result in a flash-flood scenario.
- Consider information regarding sand bag quantities, use, filling locations, delivery of sand bags, muscle walls, plastic sheeting, etc.

One Week Before Exercise

- During an intense and sudden rainstorm, flash flooding occurred on a **Routes 9, 17 and portions of 1.** Two vehicles were caught in the storm waters. One vehicle, a truck, was pushed off the road and the driver was rescued by local authorities. The other vehicle was a school bus transporting 37 children that was pushed off the road and unfortunately was struck with debris and the driver was unable to open the door to get the children out of the bus. Several emergency crews responded and evacuated the disabled bus, transporting 19 children to acute care hospital with one air transport to the nearest pediatric trauma center.
- The Office of Emergency Services and news stations are reminding the public with, "Turn Around, Don't Drown" messages.

- Flooding of a local recreation area has caused the mass relocation of a homeless camp. Santa Cruz County has had to establish a shelter for this newly displaced population.
- Local media is reporting widely on the storms headed to your area, and there are concerns that there may be additional flooding in the area.

EXERCISE INFORMATION

November 2019

- The National Weather Service issues a **Flood Watch** for Santa Cruz County, Monterey Bay. The forecast calls for additional heavy rainfall, perhaps as much as 2-6 inches during the next 72 hours.
- The primary road used to access your facility is flooded and impassable.
- **Santa Cruz County** has been contacted by the media to discuss the impact the road closure is having on your ability to provide services.

Day before Exercise

- As the storm continues, the National Weather Service issues a **Flash Flood Warning** for Santa Cruz County**. It is estimated that flash flooding may occur within 12 hours.
- Areas around the facility are experiencing minor flooding, including the parking lot and garage.
- The Santa Cruz County Office of Emergency Services has issued a voluntary evacuation for **low lying areas in Watsonville and Capitola** and as a result, healthcare facilities are beginning to experience staffing problems. Road closures have affected the ability of some staff to report to work. Other staff are asking to return home.
- Many local schools and child care facilities are closing early today. Your facility is experiencing staffing problems.
- Delivery drivers are unable to access your facility and you are not receiving critical shipments. Facilities on generator power may need extra fuel but delivery may not be plausible.

Day of Exercise

- The **County of Santa Cruz** has issued a **mandatory evacuation** for **portions of Watsonville and Capitola, Highway 9 is closed. Highway 1 is restricted to one lane each direction from Freedom Blvd, Watsonville to Morrissey Blvd., Santa Cruz.**
- Floodwaters reach your facility and cause significant damage on the first floor and supply storage areas [optional].
- Large parts of **low lying areas** are without power, and some areas are without water.
- In some areas, residents have to be rescued from flooded homes and vehicles.
- Roadways remain flooded and impassable.

ONLINE RESOURCES

Agency / Department	Web Address
Department of Homeland Security	https://www.ready.gov/floods
United States Environmental Protection Agency	https://www.epa.gov/natural-disasters/flooding
Federal Emergency Management Agency: Flood Safety Lessons Learned	https://www.fema.gov/blog/2013-03-21/my-time-water-flood-safety-lessons-learned
National Weather Service – Flood Safety Tips and Resources	https://www.weather.gov/safety/flood
California Department of Water Resources – Flood Emergency Response Information Exchange (FERIX)	http://ferix.water.ca.gov/ - Main page http://ferix.water.ca.gov/webapp/lv/ - Levee Vulnerabilities (annual erosion site evaluations) http://ferix.water.ca.gov/webapp/cvfed2/?d=floodemergencyresponse – Flood Inundation Simulations http://ferix.water.ca.gov/webgis/?appid=CriticalSites – Contingency plans for known emergency sites

GLOSSARY OF TERMS

Flood Advisory: Issued when a specific weather event that is forecast to occur, may become a nuisance. A Flood Advisory is issued when flooding is not expected to be bad enough to issue a warning. However, it may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.

Flash Flood Warning: Issued when a flash flood is imminent or occurring. A flash flood is a sudden violent flood that can take from minutes to hours to develop. It is even possible to experience a flash flood in areas not immediately receiving rain.

Flood Warning: Issued when the hazardous weather event is imminent or already happening.

Flood Watch: Issued when conditions are favorable for a specific hazardous weather event to occur. It does not mean flooding will occur, but it is possible.

Forced Evacuation: Is issued and will apply to the public in general and may include personnel designated as essential or critical workforce. Forced evacuations are designed for small geographic areas affected by local disaster or emergency. These are issued as a "last resort" when a disaster or emergency has been declared and danger of loss of life is imminent, and conditions exist that critically imperil or endanger the lives of those in the defined area.

Mandatory Evacuation: Is issued when danger is imminent and conditions exist that seriously imperil or endanger the lives of those in a defined area. People are "strongly urged" to relocate to a safer location. Personal discretion is not to be considered a deciding factor. A person who refuses to comply with a "mandatory" evacuation order shall not be forcibly removed from his home; however, all public services will be suspended during a mandatory evacuation and those failing to comply with a mandatory evacuation order shall not be rescued or provided with other lifesaving assistance.

Voluntary Evacuation: Is issued when the threat to lives is not yet imminent but conditions exist or such circumstances may exist in the near future. It is "recommended" that persons relocate to a safer location.