

**DCHCA's Emergency Management Committee (EMC)**  
**Minutes of the Meeting**  
**Held Wednesday, February 13, 2013**

I. Welcome and Introductions:

Gail Jernigan, Chair, called the meeting to order at 11:05 AM. She explained that the Co-Chairs of the Committee are the current SNF Duty Officers: Ali Abdubarr from Washington Center; Chris Winston from Washington Nursing Facility; Karen Fryer from The Methodist Home; Irving Jones from Brinton Woods; and, Garth Grannum from Unique Residential Care Center. The role and responsibilities of the Duty Officers were explained and slides were attached for further explanation. It is our hope that other SNF staff will volunteer to become Duty Officers and it was noted that Garth Grannum's Assistant was in training that day.

Meeting Schedule: 2<sup>nd</sup> Wednesday of each month from 11am-12noon regular meeting/sites rotate through member facilities.

Please place the following dates and places for our next 4 monthly meetings in your planner now. We may take the summer off but that will be due in whole to the issues present at that time.

March 13, 2013 hosted by Unique Residential Care Center – 901 First St., NW

April 10, 2013 hosted by Washington Nursing Facility – 2425 25<sup>th</sup> St., SE

May 8, 2013 hosted by The Methodist Home of DC – 4601 Connecticut Ave, NW

June 12, 2013 hosted by Brinton Woods (confirmation needed) – 2131 O St., NW

II. Plans for the Committee

Gail explained the grant that DCHCA participates in along with the other members of the Citywide Emergency Management Committee.

\$20K of that grant is available to be shared among the participating facilities if we complete the deliverables on or before May 31, 2013

5 suggested deliverables outlined in agenda and reviewed with participants.

(1) Attend and actively participate in the Citywide Emergency Management Committee. Their meetings are the second Tuesday of each month and you can participate in person or call in. Many DCHCA members do participate already.

(2) Attend and actively participate in our own DCHCA EMC meeting

(3) Get all 19 nursing facilities to sign the mutual aid agreement- each facility please review, agree to assist others and receive aid when emergency dictates need. Ask all to take to safety committee and administrator at each facility and agree and returned copy of signed non binding agreement. Gail will also send an e copy to the members of this group and the administrators. Although some were signed in 2010, we will start fresh with all newly signed documents for 2013.

(4) Each facility has its own emergency operations plan (EOP), review it soon and bring to the next meeting to review with the group and share with the committee. The HIS (Healthcare Information System) was discussed (<http://heoc.org/dchis>). Your sign in should be liaison. (Your facility designation) and the password is the word "disaster." Veronica will contact the Craig DeAtley or someone in leadership of the citywide EMC to review the sign in designations. Duty Officers have their own sign in and passwords. Within the updating of our EOPs, we want to include the use of the HMARS (Hospital Mutual Aid Radio System) and that it is attended to 24/7 and that

staff persons understand its purpose and operation and can use it in the case of an emergency or can respond for your facility when there is a question or roll call. How many EOP's for facilities have their Pharmacy emergency procedures as part of their EOP so that everyone in the facility knows what to do and how it works. Do they have an annual simulation?

Donna Williamson, Administrator of the United medical Nursing Center, related a story of emergency evacuation when she worked at Howard University Hospital. Lesson learned from that incident she still remembers today - Be sure medical records are secure and not near the sprinklers and that they are aligned with the med cart they service so that if an evacuation is necessary, there is no confusion.

Many were interested in learning more about the Duty Officer Course. We will talk to Craig DeAtley to determine when the next training course will be and/or how many people we would have to have for him to do a Duty Course just for us...

NIMS: if not been through the National Incident Management course, then it is important to get DON, supervisors, unit managers, etc to take this course. Must understand incident command system. Gail and Veronica will get the training dates and places and get out to the group.

(5) Topic for deliverable: Arrange Duty Officer training and NIMS training for the group. The Chair and Co-Chairs had decided to put on a training session for administrators, safety officers, leadership who may be in charge of the building at off hours on March 20<sup>th</sup>. Training may have sections about HIS, generators, etc. Call it SAFETY 101.

HMAR systems - should be in a location staffed 24hr a day. These get tested regularly monthly with SNF and some facilities do not respond. This committee will provide list to group of who is not responding. Committee will monitor and help get better response

DC DOH 800 MHz radios will be picked up and 700 MHz radios will replace them...

WRAP;

Veronica, Sandy Douglass from The Methodist Home and Past President of DCHCA, others been meeting with PEPCO to get same priority as hospitals for power restorations when there are outages. We want all on same level of priority.

FLU season- hospitals have been collecting data, and DHCA has been collecting data also. Some facilities have 100% residents and nearly that with staff. NEW standards under Healthy People 2020 want 90% of residents and staff inoculated by 2020... Some Hospitals (Sibley and Providence) have made mandatory flu vaccine for all staff as condition of employment and discussion followed about SNF facilities. much discussion followed regarding FLU vaccine mandatory programs for staff and union resistance.

There was a good program on flu vaccine and FLU was on Dianne Rheam's show on WAMU about a month ago and may be archived on their NPR website

There being no further business, the meeting was adjourned at 12:40 PM. The next DCHCA EMC meeting is scheduled to be held on Wednesday, March 13, 2013 at Unique Residential Care Center (URCC) located at 901 First St., NW Washington, DC 20001. Garth Grannum, Co-Chair of this committee, Director of Maintenance/Safety at URCC and a Duty Officer, is our host.

Respectfully submitted,  
Larry D. Kelley, Remedi Senior Care