**1-12-24 Region 5 Mass Casualty Exercise Initial Planning Meeting**

**Attendees: See list below**

**Finalize Exercise Purpose**: The purpose of the exercise is to demonstrate hospital capability to meet the ASPR HPP medical surge capability, meet hospital exercise requirements, and demonstrate the ability of the Coalition to provide resource coordination and situational awareness to members.

**Review Draft Exercise Scenario**: Eric Alberts reviewed the draft scenario developed by the scenario workgroup with truck explosions at high traffic intersections and other high traffic locations (see attached draft) which will produce the required medical surge. Hydraulic fluid will be included to meet decontamination needed. This will also include burns and may require a request for chem packs. A cyber attack on PACS (a hospital imaging system) will be injected later in the exercise. DHS and the FBI will work with the Coalition to produce a tabletop exercise that hospitals can use following the full scale exercise to explore long-term response and recovery issues. Bill Litton suggested adding the turnpike and 417 in Osceola. The Coalition will reach out to the county emergency managers to add other sites to the scenario. The scenario workgroup has agreed to build the MSEL and injects and Amanda Freeman and Darby Leimer agreed to join this group.

Eric reminded all that information on the scenario should not be shared with hospital personnel who will play in the exercise.

**Exercise Date/Time/Location:**  The exercise has been confirmed for April 25, 2024, 8 am to noon, at participating hospitals (with a May 2nd rain date).

**Exercise Name:** The group discussed potential names for the exercise and several were submitted. Lynne asked the team to submit any additional names by early next week and she will send these out for voting. Once the exercise name is selected, the Boone High School graphics students will submit exercise logo ideas and the planning team will be asked to vote on the logo.

**Finalize Exercise Capabilities & Objectives:** The planning team reviewed and finalized the following exercise objectives:

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| **Objective** | **Capability** |
| **Objective 1**: Evaluate the hospitals’ ability to demonstrate Hospital Incident Command System (HICS) in response to a major incident. | **ASPR HPP Capability #2:** Healthcare and Medical Response Coordination |
| **Objective 2:** Assess hospital facilities’ ability to activate and implement infrastructure protection measures in response to a major incident in accordance with policies and procedures. | **ASPR HPP Capability #3:** Continuity of Healthcare Service Delivery |
| **Objective 3:** Evaluate hospital facilities’ ability to activate and execute decontamination, triage, medical surge, and resource management in response to a major incident in accordance with policies and procedures.  | **ASPR HPP Capability #4:** Medical Surge**NOTE: Hospitals must report MRSE Performance Measures** |
| **Objective 4:** Assess community partners’ ability to share and receive timely communications to support security and assist with situational awareness and operational decisions during an incident in the community, utilizing the communications platforms available within the region.  | **ASPR HPP Capability #2:** Healthcare and Medical Response Coordination |
| **Objective 5:** Demonstrate capability to connect county EOCs with local hospitals and EOC to EOC interconnectivity.  | **ASPR HPP Capability #2:** Healthcare and Medical Response Coordination |
| **Objective 6:** Test acute care hospital and free-standing emergency departments’ capability to stabilize and/or treat high number of burn patients. | **ASPR HPP Capability #4:** Medical Surge |
| **Objective 7: Escalating Incident:** Ability for healthcare organizations to identify that an incident or incidents are escalating and will need additional support from withing their systems beyond normal emergency response practices to ensure continuity of operations for patients.  This may involve response from the organization’s senior most leadership and board members. | **ASPR HPP Capability 3. Continuity of Health Care System Delivery**; Goal for Capability 3 (Page 32) & Objective 2: Plan for Continuity of Operations – Activity 3. Continue Administrative and Finance Functions (Page 34).**ASPR HPP Capability 3. Continuity of Health Care System Delivery;** Objective 5:  Protect Responder’s Safety and Health; Activity 3. Develop Health Care Worker Resilience (Page 40).**ASPR Capability 3. Continuity of Health Care System Delivery;** Objective 7:  Coordinate Health Care Delivery System Recovery (Page 42).**ASPR HPP Capability 4. Medical Surge;** Goal for Capacity 4: Medical Surge (Page 45).**ASPR HPP Capability 4. Medical Surge**; Objective 2:  Respond to a Medical Surge; Activity 3. Develop an Alternate Care System (Page 50). |
| **Objective 8: Cyber Incident:** Ensure healthcare organizations can continue to operate when faced with a cyberattack that poses significant effects on patient care and organizational continuity. John Wilgis asked if can provide more information. Eric said inject with PACS attack includes ED, admitted patients and need to identify work arounds. This would be an option for sites or for everyone (will be decided). | **ASPR HPP Capability** **3. Continuity of Health Care Service Delivery**; Objective 4:  Develop Strategies to Protect Health Care Information Systems and Networks (Page 37). |

**Players**: The group reviewed the list of hospitals participating (see attached). We must plan for a 20% surge of staffed beds (not licensed beds). We still have one hospital that has not yet responded and only approximately half of the free standing emergency departments are playing. Lynne suggested that those FSEDs not playing consider a tabletop with paper victims (triage tags only). Michelle Ell stated that this would work for her FSED.

Bill Litton asked if Marion and Sumter Counties are included. Lynne explained that our Coalition follows the RDSTF Region 5 structure and we are happy to support hospitals outside the region but cannot provide funding to those outside the region.

**Supporting Partners:** Lynne stated that last year we have more than 600 partners supporting the exercise and thanked all who are participating this year, including:

* Emergency Management/ESF8
* EMS Agencies
* FBI
* DHS
* RDSTF-5
* Local Law Enforcement Agencies
* Schools/Universities
* DOT, large commercial carriers (rail, FedEx, UPS): Lynne asked the group to send her contacts.
* Others Community Partners: Amanda Freeman suggested FDOT Traffic Incident Management (TIM) and Eli Jordan suggested Cortis Oil.

**Exercise Action Plan:** The planning team reviewed and updated the action plan below:

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| **Action** | **Lead** | **Due Date** | **Status** |
| Prepare for, facilitate and document planning meetings | Coalition | Ongoing | C&O 12/8/23 – completedIPM 1/12/24 |
| Gather and report Hospital Exercise Participants and staffed acute bed numbers (to calculate 20% surge) | Lynne Drawdy & Participating Hospitals | 12/31/23 | Completed - see attached listRegional 20% surge is 2,349 |
| Gather and report hospital needs (re victims, logistics, EMS, LE, etc. | Lynne Drawdy & Participating Hospitals | 1/31/24 | The group reviewed the attached hospital needs spreadsheet. Lynne will schedule a call with each hospital POC to complete the spreadsheet – this drives exercise logistics.  |
| Coordinate Emergency Management involvementDanielle will get direct numbers to EOCs. | Danielle Balser & County Emergency Management | 3/1/24 | Goal is for each county EM/ESF8 to activate or operate a county SimCell |
| Draft Exercise Plan | Coalition | 3/8/24 | The Coalition will draft the exercise plan. |
| Communications Plan  | Coalition | 3/31/24 | The group agreed that the communications plan last year worked well (injects were emailed and texted to controllers, county EM/ESF8 and evaluators. These are also sent via EMResource. A lesson learned from 2023 was the need to add CFIX to the comms plan. |
| Coordinate EMS support | EMS Workgroup (Matt Meyers will schedule) | 3/31/24 | Eric stated that this is always a challenge. Lynne stated that during the 2023 debrief, we agreed to convene an EMS workgroup including hospital EMS liaisons to secure needed EMS assets (based on hospital needs input). Hospitals should send the Coalition the contact info for their EMS liaisons. |
| Notify & engage RDSTF partners | Daniel Warren | 3/1/24 |  |
| Coordinate local law enforcement involvement support | Daniel Warren | 3/31/24 | The Coalition will provide a list of needs from the hospitalsA lesson learned from 2023 was the need for a one pager for law enforcement volunteers. Michelle Rud volunteered to help draft |
| Coordinate FBI Involvement “bad guy” actors | Justin Crenshaw | 3/31/24 | The Coalition will provide a list of hospital needs. Justin has instructions for the bad guys. |
| Integrate Disaster Behavioral Health for Victims/Responders | Lynda W. G. Mason | 3/31/24 | Lynda W. G. Mason will develop a few injects to emphasize the need for behavioral health support |
| Develop MSEL | MSEL Workgroup | 3/31/24 | Scenario workgroup plus Amanda Freeman, Michelle Rud, Melissa Ell, Justin Everhardt, Darby Leimer. Need to recruit someone from CFIX.  |
| Identify plan to capture MRSE information | Coalition & Hospitals |  | Lynne reviewed the federal MRSE performance measures that we must report this year. Failure to do so can impact our funding. Lynne will include a requirement for a POC to capture these in the hospital needs spreadsheet and provide a tool to capture these. |
| Develop follow-up cyber TTX materials (virtual) | FBI/DHS/Coalition | 4/19/24 | Lynne will add to the hospital needs spreadsheet to capture interest |
| Volunteer Management:* Identify Schools
* Flyers to register victim volunteers
* Finalize volunteer reception center and/or hospital staging areas
* Waiver (English & Spanish)
* Victim volunteer instructions (video)
* T-shirts (HotZone)
* Meeting with volunteer POCs, hospital staging coordinators and transportation
* Develop hospital instructions
 | Coalition | 4/12/24 | A save the date has been sent to schools that participated last year and all are eager to play gain. Once we have finalized the victim numbers, a flyer will go out to register volunteer victims. We agreed during last year’s debriefing that a firm deadline will be set and late registrations will not be permitted.HotZone has confirmed they will sponsor t-shirts)T-shirt sponsor confirmed Hot ZoneThere was a miscommunication last year on the drop off for victim volunteers. We provide a detailed list with contact information for all, but this year we will add a meeting with the victim volunteer, hospital and transportation points of contact to confirm logistics. Moulage: we are working with two moulage vendors this year and will provide a video in advance. Lynda W.G. Mason will provide input on this.A lesson learned for last year was to video the victim volunteer instructions. Orlando Health agreed to assist. Patrick Cassell asked that photo not be taken during exercise play.Instructions for hospitals (suggest sending mannequins through for wet decon); send someone to talk to volunteers about careers while waiting. |
| Develop triage tags | Triage Tag Workgroup |  | A workgroup will develop the triage tags. A lesson learned from last year was to develop a side by side with the triage tag information and acting instructions, and number these. We also need pediatric triage tags and will include some infectious diseases (one in every ten patients). Volunteers are Amanda Freeman and a physician from the Office of the Medical Director, Michelle Rud, Darby Leimer, Phil Weiss, Kathleen Lyons |
| Develop transportation plan | Jafari Bowden and Rafael Acevedo (Lynx); Bill Wen (Orange PS), Arby Creach (Osceola PS), Coalition | 4/19/24 | A call will be scheduled when the sites are finalized |
| Recruit, Assign, Train Evaluators / Controllers | Coalition | 4/19/24 | A save the date was sent to the 2023 evaluators / controllers and many have already confirmed they will participate again, including Corewell Health who provided 40 evaluators last year. A flyer with a registration link will be sent in February.  |
| Recruit, Assign, Train Volunteer Management Staff | Coalition | 4/19/24 | A save the date was sent to volunteer management personnel from 2023. This is one of our biggest challenges and we need all planning team members to help recruit. Chris Dorans will take the lead in recruiting from the county health departments. Lynne also asked county emergency management to send this out to their volunteers. |
| PIOs | TBD | 4/19/24 | We need to identify a PIO for the exercise. Danielle will reach out to the Osceola PIO |
|  | Coalition (send out through partners) | 4/19/24 |  |

**Open Discussion: Local Issues/Concerns/Sensitivities:**

Lynne advised that she and Dr. Pappas met with the SRDRS at Emory. This group received a large federal grant to develop a regional response network across the southeastern US. The group is interested in the exercise and may sent observers.

**Future Meeting Dates**:

* Mid-Term Planning Meeting: February 9th – 9 am to 10:30 am
* Final Planning Meeting: March 8th – 9 am to 10:30 am
* Final Check: April 19th from 9 am to 10:30 am
* Exercise: April 25th – 8 am to noon (Rain Date May 2)
* After Action Meeting (re Objectives/Capabilities): May 10th – 9 am to 10 am
* Exercise Debrief (exercise planning/logistics): May 10th – 10 am to 11 am

**Attendees:**

Aaron Funk

Amanda Freeman

Amelia Mach

Amy Johnson

Angelica Sugrim

Arby Creach

Austin Beeghly

Beverly Cook

Bill Litton

Bill Wen

Brevard EM

Christopher Dorans

Danielle Balser

Darby Leimer

Darla Auten

Darren Armstrong

Deborah Collinge

Eddie Brooks

Eli Jordan

Eric Alberts

Erin Mullen

Gary Hopewell

Georgianne Cherry

Gregory Brenneman

Holly Winhoven

Jafari Bowden

Jason Klein

Jennifer Mills

John Wilgis

Jose Vasquez

Justin Crenshaw

Justin Everhardt?

Justin Leider

Justin Radtke

Justino Narvaez

Kaden Smith

Karen Kozac

Kathleen Kennybrook

Kathleen Lyons

Kelley Jenkins

Leigh Spradling

Lydia Williams

Lynda D. W. G. Mason

Lynne Drawdy

Marben Aquino

Matt Meyers

Melissa Ell

Michael Barbera

Michelle Cechowski

Michelle Rud

Nathan Gindling

Orville Watson

Patrick Cassell

Phil Weiss

Rachael Hamlett

Sai Oicata

Samantha King

Stacy Brock

Ted Burgwald

Tommy Curtis

Tommy Oliveras

Vanessa Degyansky

Volusia EM

Wayne Struble