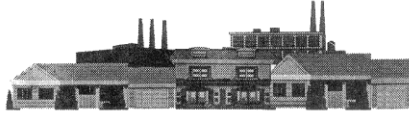


# KANAWHA PUTNAM EMERGENCY PLANNING COMMITTEE



*Managing our Risk Together*

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## General Committee Meeting

March 28, 2018

Saint John XXIII Pastoral Center  
South Charleston, West Virginia

Tim McDaniel, Chair called the KPEPC General Membership meeting to order at 12:00 p.m. Michael Smith moved that the minutes of the February 28, 2018, meeting be approved; Seth Staker seconded the motion and the minutes were unanimously approved as written.

Attendees introduced themselves and gave the name of their company/organization.

**Program:** Understanding the Centers for Medicare & Medicaid Services (CMS)  
Emergency Preparedness Rule

**Presenter:** Janet Briscoe, Director-Epidemiology & Threat Preparedness  
Kanawha Charleston Health Department

Janet Briscoe reported that CMS is a federal program involving Medicare and Medicaid services. Janet explained there are several meetings held in Kanawha and Putnam counties throughout the year regarding these standards. Many facilities in the health-care community receive funding through this agency (nursing homes, home health care, hospitals, critical care to name a few). In the fall of 2017, a law was passed that all of the CMS funded facilities must be involved in emergency preparedness.

Due to emergency response following September 11, 2001, hurricanes Katrina and Sandy, Ebola, WV flood of 2016, there were many disconnects identified. Breakdowns in patient care, inconsistent standards and inconsistent levels of preparedness. Janet stated that the CMS has established four core elements that these health-care facilities are required to meet:

1. Risk Assessment & Emergency Plan:
  - Perform a risk assessment using an “all-hazards” approach
  - Develop an emergency plan based on the risk assessment
  - Update emergency plan at least annually
2. Policies & Procedures:

Develop and implement policies and procedures based on the emergency plan, risk assessment, and communication plan. Policies and procedures must address a range of

issues: Subsistent needs; Evacuation and shelter in place programs; Tracking patients and staff during an emergency; Medical documentation, and Processes to develop arrangements with other providers/suppliers.

3. Communication Plan:

- Develop a communication plan that complies with both Federal and State laws.
- Coordinate patient care within the facility, across healthcare providers, and with state and local public health departments and emergency management systems.

4. Training and Testing Programs:

- Develop and maintain training and testing programs to include: initial training on emergency preparedness policies and procedures; Training to all new and existing staff, including volunteers, maintaining documentation of training.
- Demonstrate staff knowledge of emergency procedure and provide training at least annually.
- Conduct drills and exercises to test the emergency response plan.

Janet reported that tomorrow, Thursday, March 29<sup>th</sup>, a meeting is being held from 9:00 a.m. to 1:00 p.m. at the Advanced Technical Center, involving representatives from the health care community. The purpose of this meeting is to engage facilities covered under the CMS Emergency Preparedness Rule with integrating core elements of response: Emergency Plans, Policies and Procedures, Communication Plans, and Training and Exercise requirements with community all-hazard planning and preparedness partners to promote a more coordinated response within the facility, across health care providers, and with state and local public health departments and emergency systems. Once the planning and details are complete, the KPEPC will sponsor a Health Care Community Drill to identify if CMS requirements are being met.

**OFFICERS REPORTS:**

**Chair**

**Tim McDaniel**

Tim McDaniel offered condolences to the families and friends of the Pratt Fire Department firemen, Lt. Thomas Craigo and Mike Edwards. The loss of this tragedy has affected our entire community.

**Vice Chair:**

**John Dearnell**

No Report.

**Secretary/Treasurers Report:**

**Krista Farley**

Not Present. Jacque Gumm provided the members with the Financial Reports through February 28, 2018. KPEPC currently has \$51,124 in the checking account; \$86,077 in the reserve account. Jacque reported that she will be mailing out the KPEPC 2018 contributions letters in April.

**KPEPC Committees / Committee Chairs:**

**Business, Membership & Community Outreach  
Communication Systems Committee  
Drill Planning, Exercise & Training  
Finance Committee  
Hazard Assessment, Planning & Mutual Resources  
Plan Implementation & Evaluation**

**John Sikora/Marc Crouse  
John Dearnell/John Sikora  
Keith Hobbs/Keith Vititoe  
Krista Farley  
Matt Lyons  
Seth Staker**

**Business, Membership & Community Outreach:**

**John Sikora  
Marc Crouse**

John Sikora reported that the KPEPC Board of Directors has approved two new members: Ryan Breinar, Safety Director at Kanawha County Schools; Robert Yandow, Citizen with many years of experience in law enforcement, emergency management, and county LEPC.

Additionally, John stated that the committee develops and maintains procedures for notification of hazards within the community by holding and participating in drills, being involved in outreach programs i.e. WV Safety EXPO, DOW Safety Fair etc.

**Communication Systems Committee:**

**John Dearnell  
John Sikora**

No Report.

**Drill Planning, Exercise & Training:**

**Keith Hobbs  
Keith Vititoe**

Keith Hobbs reported that a meeting is planned to review new rules from the WV Office of Healthcare Facilities and Licensure and Certification (OHFLAC). The new rulings involve emergency preparedness and working with emergency management and response agencies.

Keith Vititoe-Not Present.

**Hazard Assessment & Planning/Mutual Resources:**

**Matt Lyons**

Not Present-No Report.

**Plan Implementation & Planning**

**Seth Staker**

No Report.

**ADMINISTRATOR’S REPORT:**

Jacque Gumm reported that she had been representing the KPEPC at the So. Charleston CAP and Western CAP meetings. She has updated the KPEPC website and is currently working to update the KPEPC membership. Jacque asked the members to advise her of any changes or updates needed from their organizations.

**NEW BUSINESS:**

West Virginia Breast Health Initiative (WVBHI): Catherine Harris announced that WVBHI is sponsoring its *Race for the Ribbon* education and fund raising event May 5, 2018, at the West Virginia State Capitol. Catherine stated that WVBHI is a new organization with an ongoing mission – to increase breast cancer awareness and prevention across West Virginia. WVBHI builds on previous efforts in West Virginia to raise awareness and educate West Virginians about breast cancer. Emphasis will be on increasing breast health education, financially assisting breast cancer screenings, facilitating patient navigation, and promoting survivor recognition. Catherine reported that one hundred percent of the funds raised through the WVBHI will remain in West Virginia and will continue grants with existing health partner programs. WVBHI is not associated with Susan G. Koman. Visit [www.wvbhi.org](http://www.wvbhi.org) to register for the race.

Pratt Firemen Arrangements: Tim Rock of the West Virginia Fire Marshal's office stated that their office has been a source of information regarding the Pratt Fire Department's tragedies. Announcements of visitations, processions and funerals for Lt. Thomas Craigo and Mike Edwards are listed on the WV Fire Marshal's website: [www.firemarshal.wv.gov](http://www.firemarshal.wv.gov), as well as on Facebook and Twitter.

Upcoming Health Care Community Drill: C.W. Sigman reported that a meeting is being held to discuss planning and details of an upcoming Health Care Community Drill. The hospitals, nursing homes, home health care agencies will be involved. C.W. stated that there is a need to provide training with the health-care community. During emergencies, there have always been issues and disconnects concerning emergency response with health care involving nursing homes and home health care agencies. The KPEPC will sponsor this upcoming drill which would include the health-care community, nursing homes, hospitals, WV Department of Health & Human Resources, as well as fire fighters/emergency responders.

Active Shooter Drill-Putnam County, April 24th: Frank Chapman reported that a work place active shooter drill is being planned for April 24<sup>th</sup>. Putnam County OES is partnering with the FBI being hosted by Toyota. Evaluators will be needed for this drill.

American Red Cross – Sound the Alarm Campaign: Due to hurricane relief/deployments in September, the American Red Cross had to reschedule their Sound the Alarm campaign to April 28 through May 13, 2018. Saturday, April 28<sup>th</sup>, Charleston will be a focus area. Volunteers from church groups and organizations are invited to participate.

Meeting Adjourned: 12:50 p.m.