



Hospital Advisory Committee

Thursday, February 27, 2020 – 9:00 a.m. to 10:30 a.m.

Location:

Health Care Agency Operations Center
2228 Ritchey St., Santa Ana, CA

AGENDA

I. CALL TO ORDER

II. INTRODUCTIONS/ANNOUNCEMENTS

III. APPROVAL OF MINUTES

- Meeting Minutes January 23, 2020

Attachment #1

IV. EMS/HEM REPORT

- EMS Health Emergency Management Report

V. OLD BUSINESS

- 2019/2020 Hospital Advisory Committee Goals *Attachment #2*
- 2019 Hazard Vulnerability Assessment
- Hospital PIO Training *Attachment #3*
- PPE Distribution
- Disaster Assets (Decon/Disaster/MODS Trailers)
- EMS Health EM Recruitment (1 PH Nurse, 2 HEM Program Supervisors, 1 Staff Specialists, 1 Office Asst)
- Hospital Conex Inventory
- Submission Dates for 2020 *Attachment #4*
- System Policy/Procedures and MOU's
- 2020 meeting December 10th 8:30-10:00

VI. NEW BUSINESS-

- Spring Exercise (June 9, 2020) Updates

Attachment #5

VII. OTHER BUSINESS

- 2020 meeting dates

Attachment #6

VIII. NEXT MEETING

- March 26, 2020 at 9:00 a.m. – HCA AOC -2228 Ritchey St, Santa Ana, Ca

IX. ADJOURNMENT

Hospital Advisory Committee

Thursday, February 27, 2020

ATTACHMENT #1

Hospital Advisory Committee Meeting Minutes



Hospital Advisory Committee

Thursday, January 23, 2020 – 9:00 a.m. to 10:30 a.m.

Location:

Orange County Global Medical Center
1001 N. Tustin Ave
Bash Auditorium
Santa Ana, CA 92705

MINUTES

I. CALL TO ORDER

- The meeting was called to order by Mike De Laby at 9:03 a.m.

II. INTRODUCTIONS/ANNOUNCEMENTS

- Introductions were made.

III. APPROVAL OF MINUTES

- The November 21, 2019 minutes were approved.

IV. EMS/HEM REPORT

- **EMS Health Emergency Management Report**
 - If you have any problems or issues at the hospitals, please report them to the on-call duty officer directly at 714-415-8980 rather than calling Mike De Laby and Danielle Ogaz.
 - The first planning meeting for the spring exercise will be on February 3, 2020 at 10:00am at the HCA AOC.
- **Eye on Influenza** – There has been a significant increase on influenza activity. There has also been one reported case of the coronavirus. We will reach out to you electronically with any further updates or if anything changes. – Coronavirus updates will be provided as EMS receives them from HCA Epidemiology, who is in constant contact with CDC.
- **MCI/HavBed/Census/Hear Reports** have been posted on our website.
- **Diversion Reports** have been posted on our website.

V. OLD BUSINESS

- **2019/2020 Hospital Advisory Committee Goals** – Goal #1: *Ensure each facility has a COOP or (outline) collaboratively designed by the end of 2019.* HCA will check in with each facility periodically to track and confirm completion. Goal #2: *Establish a network with surrounding coalition members.* Nicola Harwood will share the City of Orange Network documents and process with the committee. Developed networks will maintain minutes and sign in sheets as documentation.
- **2019 Hazard Vulnerability Assessment** – Nine facilities did not participate. The information is based on the facilities that did participate. Mike De Laby will resend out the document.
- **Hospital PIO Training** – This was distributed to the hospital PIOs and is an HCA sponsored event.
- **PPE Distribution** – Back in 2018, PPE was ordered for the hospitals but was never distributed. We resurveyed the hospitals on quantity and the hospitals that responded will get distribution of the PPE in March. We will let you know when we get the delivery schedule finalized. Mike De Laby will contact volunteers from CHOC, St Joe, UCI and Camp Pendleton to establish a working group to address PPE training
- **Disaster Assets (Decon/Disaster/MODS Trailers)** – We have five ambulance disaster trailers, ten decontamination trailers and two mobile oxygen dispensing systems. The assets have not had maintenance in some time. The next step will be finding vendors to give us a quote on maintenance to determine what that will

look like. Another suggestion that we plan and intend on funding was a solar panel that sits on the asset that keeps the battery charged so they are charged and functional all the time.

- **EMS Health EM Recruitment** – We currently have one PH Nurse, two HEM Program Supervisors, one Staff Specialist, and one Office Assistant positions vacant. Mike De Laby will be the contact for HPP as Danielle Ogaz transitions over to EMS Systems and Standards Chief position. Alison Kellman will remain the interim HCC Coordinator for now.
- **Hospital Conex Inventory** – We have found that there are two inventories in the Conex containers for most hospitals and some may have three. One of the inventory lists is what is on the MOU, the other list is the list of things that exist in eight cages. The third list is the list that exists only for trauma hospitals (3) that consists of a trauma/burn cache. EMS will inventory the cages and the trauma lists, five hospitals at a time, pull out the expired items, re-standardize it and push it back out.

VI. NEW BUSINESS

- **Decontamination Trailer Demonstration** – John Greer suggested one facility being a site for everyone to visit while an expert comes and shows everyone the correct operation and maintenance of the trailer. Mike De Laby will look for a vendor to do this demonstration. John Greer volunteered Mission Hospital to be the host site.
- **Major Incident Information Flow/Algorithm back to HICC Discussion only**
- **Submission Dates for 2020** – If you have funding requests send them to Mike De Laby by February 28th. Other funding requests, send them in and he will see what he can do. Send education requests in by March 20th. Send in MOU inventory reports by April 1st. Please send in your updated HVA by July 31st.
- **System Policy/Procedures and MOUs** – MOUs are due in 2020. Mike has a rough draft that he will circulate internally then he will push out to the group.
- **HCC Surge Estimator Tool** – All of the hospitals met the deadline, however the tool is broken. Once we receive a new tool we will try and use the data we received from you before.
- **HDMT Training Deadline** – Each hospital can send two people. The deadline is January 31, 2020. The class will be held in Los Angeles.

VII. OTHER BUSINESS

- The scheduled November meeting will take place in December instead - Thursday, December 10, 2020. Was selected as the meeting date.
- Roundtable
 - John Greer There will be a drill at San Onofre Medical Drill on March 17, 2020 between 7am – 12pm. Please contact John if you would like to attend.
 - David Gorin from OC HAM Amateur Radio Operators Group (OC HEART) Tested the antennas at the AOC. Trying to get voice communications between the AOC, the County EOC and trying to bring the hospitals on one by one.
 - Mary Massey – Announced that the Statewide 2020 exercise will be a Burn Surge
 - Alison Kellman – FYI, if we meet anywhere other than the HCA AOC, there is no conference call option available for these meetings.

VIII. NEXT MEETING

- February 27, 2020 at 9:00 a.m. – HCA AOC – 2228 Ritchey St., Santa Ana, CA 92705

IX. ADJOURNMENT

- The meeting was adjourned at 10:30 a.m.

Hospital Advisory Committee

Thursday, February 27, 2020

ATTACHMENT #2

2019/2020 Hospital Advisory Committee Goals

**Orange County Health Care Coalition
Hospital Advisory Committee
FISCAL YEAR 2019-2020 GOALS**

Goal #1 - Ensure each facility has a COOP (outline) collaboratively designed by the end of calendar year 2019

[illegible]

Goal #2 - Establish a network with surrounding coalition members.

[illegible]

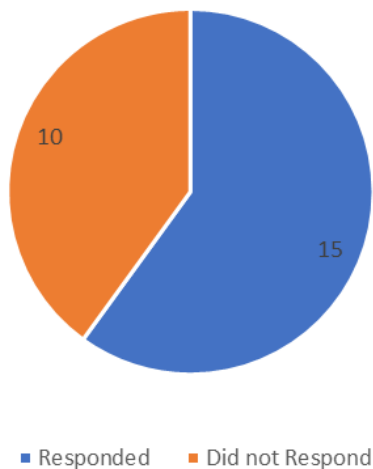
COOP Survey February 27, 2020

Goal #1 - Ensure each facility has a COOP (outline) collaboratively designed by the end of calendar year 2019.

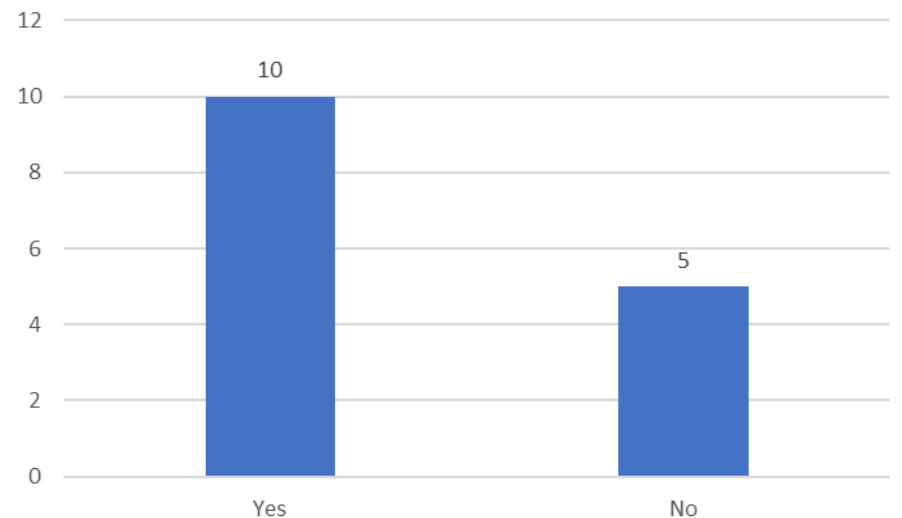
Hospital EM's requested HCA to conduct survey of hospitals regarding their hospital COOP plans. The following is the results of the Survey.

Only 15 out of 25 hospitals responded to the survey

Hospitals Repsonding to COOP Survey



Hospital Has COOP Plan



COOP Survey February 27, 2020

QUESTION 3: Does your facility have a COOP plan?

NO ANSWERS AND RESPONSES:

Question	Comments
If you answered "NO" to Question 3, When do you expect to have your COOP completed?	CHOC - 30 Departmental plans completed as of 2/12/2020. 30 Additional plans in progress. Cannot develop accurate enterprise-wide plan without the department data. "COOP Draft" expected by 12/31/20 FVRH - 12/1/2020 LAMC - TBD UCI - 4/1/2020 OCGMC - 3 months
If you answered "NO" to Question 3, what is the status of your COOP Plan?	CHOC - Other FVRH - Not Started LAMC - Not Started UCI - In Draft Form OCGMC - In Draft Form
Other: If you answered "NO" to Question 3, what is the status of your COOP Plan?	CHOC - Department Business Impact Analyses currently in progress-30 BCPs either approved or in draft form. All succession plans are included in the Emergency Operations Plan for guidance and compliance purposes FVRH - No Response LAMC - No Response UCI - No Response OCGMC - No Response

COOP Survey February 27, 2020

QUESTION 3: Does your facility have a COOP plan?

YES RESPONSE & FOLLOW UP QUESTIONS

Question	Comments
If you answered "YES" to Question 3: Does your COOP plan integrate risks identified in your hospitals HVA to address identify hazards, risks, and vulnerabilities? (RISK ASSESSMENT INTEGRATION)	YES Foothill Regional, Garden Grove, Huntington Beach, West Anaheim Medical Center, La Palma Intercommunity, Orange Coast Medical Center, St Joseph Hospital, Fountain Valley Hospital, CHOC, Los Alamitos, UCI, Orange County Global Medical Center, St. Jude Medical Center NO Mission Hospital, Mission Laguna Beach Hospital
If you answered "YES" to Question 3: Does your hospital COOP address and maintain orders of succession for key positions in the event leadership is incapable of performing authorized duties? (LEADERSHIP)	YES Foothill Regional, Garden Grove, Huntington Beach, West Anaheim Medical Center, La Palma Intercommunity, Orange Coast Medical Center, St Joseph Hospital, Mission Hospital, Mission Laguna Beach Hospital, Fountain Valley Hospital, CHOC, Los Alamitos, UCI, Orange County Global Medical Center, St. Jude Medical Center NO
If you answered "YES" to Question 3: Does your hospital COOP address delegations of authority to provide successors the legal authority to act on behalf of the organization for specific purposes and to carry out specific duties? (DELEGATION OF AUTHORITY)	YES Foothill Regional, Garden Grove, Huntington Beach, West Anaheim Medical Center, La Palma Intercommunity, Orange Coast Medical Center, St Joseph Hospital, Mission Hospital, Mission Laguna Beach Hospital, Fountain Valley Hospital, CHOC, Los Alamitos, UCI, Orange County Global Medical Center, St. Jude Medical Center NO
If you answered "YES" to Question 3: Does your COOP address identified continuity facilities to conduct business and/or provide clinical care to maintain essential functions when the Hospital facility conducts operations is unavailable	YES Foothill Regional, Garden Grove, Huntington Beach, West Anaheim Medical Center, Orange Coast Medical Center, St Joseph Hospital, Mission Hospital, Mission Laguna Beach Hospital, Fountain Valley Hospital, CHOC, Los Alamitos, UCI, Orange County Global Medical Center, St. Jude Medical Center NO La Palma Intercommunity

COOP Survey February 27, 2020

for the duration of the continuity event? (FACILITIES)	
If you answered "YES" to Question 3: Does your hospital COOP address effective communications system to provide connectivity to internal response players, key leadership, and county, state and federal response and recovery partners? (COMMUNICATION SYSTEMS)	YES Foothill Regional, Garden Grove, Huntington Beach, West Anaheim Medical Center, La Palma Intercommunity, Orange Coast Medical Center, St Joseph Hospital, Mission Hospital, Mission Laguna Beach Hospital, Fountain Valley Hospital, CHOC, Los Alamitos, UCI, Orange County Global Medical Center, St. Jude Medical Center NO
If you answered "YES" to Question 3: Does your hospital COOP address essential hardcopy records in a mobile container that can be relocated to alternate sites? (ALTERNATIVE CARE SITES)	YES St Joseph Hospital, Mission Laguna Beach Hospital, CHOC NO Foothill Regional, Garden Grove, Huntington Beach, West Anaheim Medical Center, La Palma Intercommunity, Orange Coast Medical Center, Mission Hospital, Fountain Valley Hospital, CHOC, Los Alamitos, UCI, Orange County Global Medical Center, St. Jude Medical Center
If you answered "YES" to Question 3: Does your hospital COOP address deployment of staffing of the health workforce to provide patient care to support healthcare service delivery in all environments? (HEALTHCARE STAFFING)	YES Foothill Regional, Orange Coast Medical Center, St Joseph Hospital, Mission Hospital, Mission Laguna Beach Hospital, Fountain Valley Hospital, CHOC, Los Alamitos, UCI, Orange County Global Medical Center, St. Jude Medical Center NO Garden Grove, Huntington Beach, West Anaheim Medical Center, La Palma Intercommunity,
If you answered "YES" to Question 3: Does your hospital COOP identify and address critical equipment/resource needs to ensure critical processes are operational within a specified operational period? (CRITICAL RESOURCES)	YES Foothill Regional, Garden Grove, Huntington Beach, West Anaheim Medical Center, La Palma Intercommunity, Orange Coast Medical Center, St Joseph Hospital, Mission Hospital, Mission Laguna Beach Hospital, Fountain Valley Hospital, CHOC, Los Alamitos, UCI, Orange County Global Medical Center, St. Jude Medical Center NO

Hospital Advisory Committee

Thursday, February 27, 2020

ATTACHMENT #3

Hospital PIO Training

**2020 HCA HEALTH EMERGENCY MANAGEMENT
HOSPITAL PIO TRAINING**

From: Good, Jessica <JGood@ochca.com>

Sent: Thursday, January 16, 2020 4:32 PM

To: Good, Jessica <JGood@ochca.com>

Cc: pios@ocgov.com; MacDonald, Julie <JMacDonald@ochca.com>; Mayer, Donna <DMayer@ochca.com>; Alamitos West Health Care Center / Pradep Muley <phmuley@alamitoswest.com>; Anaheim - Chapman - OC - South Coast Global / Jeff Corliss <jeff.corliss@kphealth.com>; Anaheim - Chapman - OC - South Coast Global MC / Tim Lineberger <tim@venturestrategic.com>; Anaheim Regional Medical Center / Frieda Wenzara <frieda.wenzara@ahmchealth.com>; Buena Vista Care Center / Prashna Raniga <praniga@buenavistacarecenter.com>; CHOC / Andrea Hanigan <ahanigan@choc.org>; CHOC / Denise Almazan <dalmazan@choc.org>; CHOC / Kathleen Gormley <kgormley@choc.org>; CHOC / Kelsey Ros <Kelsey.Ros@choc.org>; College Hospital Costa Mesa / Nicolette Pacheco-Risk <nicolettep@chcm.us>; College Hospital Costa Mesa / Susan Taylor <susant@chcm.us>; Coventry Court Healthcare Anaheim / Derek Cretz <dcretz@nahssw.com>; Extended Care Hospital Westminster / Victoria Lamotta <victoria@westanaheimec.com>; Foothill Regional Medical Center / Laura Gilbert <laura.gilbert@altahospitals.com>; Foothill Regional Medical Center / Wendy Bonilla <wendy.bonilla@altahospitals.com>; Healthbridge Children's Hospital Orange / Roberta Consolver <rconsolver@nhsltd.com>; Healthcare Partners Huntington Beach / Kate Stabrawa <kate.stabrawa@davita.com>; Hoag Memorial Hospital Presbyterian / Heidi Pallares <Heidi.pallares@hoag.org>; Kaiser Permanente / Elita Fielder <elita.t.fielder@kp.org>; Kaiser Permanente / John Stratman <john.e.stratman@kp.org>; Kaiser Permanente / Marlene Armas-Zermeno <marlene.armas-zermeno@kp.org>; Kindred Hospital Brea / Victor Navarro <victor.navarro@kindred.com>; Kindred Hospital Santa Ana / Dora Noriega <Dora.Noriega@kindred.com>; Kindred Hospital Santa Ana / Earl Nicholson <Earl.Nicholson@kindred.com>; Kindred Hospital Santa Ana / Rick Rufino <ricardo.rufino@kindred.com>; Kindred Hospital Westminster / Fernando Limon <fernando.limon@kindred.com>; Mission Hospital / Carrie Arneth Miller <carrie.miller@stjoe.org>; Mission Hospital / Maria Castillo (maria.castillo@stjoe.org) <maria.castillo@stjoe.org>; Orange Coast / Saddleback Medical Center / Debra Culver <dculver@memorialcare.org>; Orange Coast Memorial / Saddleback Medical / Rhoda Weiss <reweiss@memorialcare.org>; Prime Healthcare / La Palma Intercommunity / West Anaheim Medical Center / Ray Lubbers <rlubbers@primehealthcare.com>; Prime Healthcare Garden Grove/Huntington Beach / Bryan Swadener <bswadender2@primehealthcare.com>; Sarah Mitchell (Smitchell3@memorialcare.org) <Smitchell3@memorialcare.org>; St. Joseph Hospital / Connie Martin <constance.martin@stjoe.org>; St. Jude Medical Center / Dru Ann Copping <DruAnn.Copping@stjoe.org>; Tenet Health / Fountain Valley Regional Hospital / Los Alamitos Medical Center / Placentia Linda Hospital / Jessica Chen <jessica.chen@tenethealth.com>; The Covington / Lea Davis <ldavis@thecovington.org>; UCI Medical Center / John Murray <jdmurray@uci.edu>; UCI Medical Center / Tom Vasich <tmvasich@uci.edu>; Windsor Gardens Care Center Fullerton / Brian Rougeux <brougeux@windsorcares.com>

Subject: HCA Crisis Communications Training

Hi there,

Thank you to those who indicated interest in attending crisis communications training provided by the Media Survival Group.

Based on your feedback, we will be offering two identical workshops on the following dates:

**2020 HCA HEALTH EMERGENCY MANAGEMENT
HOSPITAL PIO TRAINING**

- Workshop #1 - Tuesday, **February 18, 2020** (8:30 a.m. – 5 p.m.) through Wednesday, **February 19, 2020** (8:30 a.m. – 12 p.m.)
- Workshop #2 - Tuesday, **March 3, 2020** (8:30 a.m. – 5 p.m.) through Wednesday, **March 4, 2020** (8:30 a.m. – 12 p.m.)

As a refresher, these classes will provide a “hyper-local” approach to crisis communications – focusing on the latest industry standards for crisis communications and how to apply them to the real and relevant risks that we face in Orange County. Topics will include the basics of crisis and risk communications, message crafting, creating video updates through your smart phone, and on-camera interview coaching.

To register for a training session, please complete the information below send it to HCACOMM@OCHCA.COM.

Workshop #1 or #2:

Name:

Title:

Agency/Facility:

Phone:

Email:

A confirmation email will be sent with details about location, parking and daily agenda. Please feel free to forward to additional people in your team who would benefit from this type of training. Please reply by **Friday, January 31** so we can ensure we have enough space for all participants. Food/beverages will be provided.

Hospital Advisory Committee

Thursday, February 27, 2020

ATTACHMENT #4

Submission Dates for 2020

Hospital Advisory Committee 2020 Deliverable Due Dates

Due Date	Deliverable	Description
February 28, 2020	Funding Request	Submit funding request for FY 2020/2021
March 20, 2020	Education Request	Submit Education request for FY 2020/2021
April 1, 2020	Inventory Report	Conduct Hospital Inventory per MOU and submit inventory list of items. Identify missing items or items in need of repair
April 30, 2020	HVA Actual Events and Summary -1 st Qtr 2020	Complete and submit Actual Events for 1 st Qtr 2020 and Summary Page
July 31, 2020	HVA Hazards, Actual Events, and Summary for FY 2019-2020	Complete and submit HVA Hazards for FY 2020/2021, All Actual Events for FY 2019/2020 and Summary Page
October 30, 2020	HVA Actual Events and Summary -3rd Qtr 2020	Complete and submit Actual Events for 3 rd Qtr 2020 and Summary Page
January 31, 2021	HVA Actual Events and Summary -4th Qtr 2020	Complete and submit Actual Events for 4 th Qtr 2020 and Summary Page

Updated 1/17/2020 MD

Hospital Advisory Committee

Thursday, February 27, 2020

ATTACHMENT #5

Spring Exercise Updates

HCCOC 2020 Spring Exercise Planning Snapshot



Release No. 1

The following information has been developed by the Exercise Planning Team at the Initial Planning Meeting on February 3, 2020.

Hazard/Theme: Earthquake

Exercise Date: Tuesday June 9, 2020

Exercise Time: 4 hrs, Start time TBD

System wide Objectives:

1. Activation of your Emergency Operation Plan (EOP)
2. Information Sharing & Communication
3. Activation of your Business Continuity Plan/Continuity of Operations Plan (BCP/COOP)

Scenario Development:

- Hours 1 & 2 = Initial response & activation
- Hours 3 & 4 = (*progressive scenario*) 2-3 days into event: activation of BCP/COOP

Exercise Planning Meetings:

<i>Initial Planning Meeting (IPM):</i>	Feb. 3, 2020 10am – 12pm
<i>Midterm Planning Meeting (MPM):</i>	March 9, 2020 10am – 12pm / 2228 Ritchey St.
<i>Master Scenario Event List (MSEL) Meeting:</i>	April 13, 2020 10am – 12pm / 2228 Ritchey St.
<i>Final Planning Meeting (FPM):</i>	May 11, 2020 10am – 12pm / Care Ambulance 1517 W. Braden Ct. Orange, CA 92868
<i>Controller & Evaluator (C&E) Training:</i>	TBD
<i>Day of Exercise:</i>	Tuesday - June 9, 2020 / Time TBD
<i>Controller & Evaluator (C&E) Debrief:</i>	
<i>After Action Meeting (AAM):</i>	TBD

Considerations:

- Exercise time: Primary request is to conduct the exercise from 0500 – 0900. By holding the exercise at this time, facilities feel that they can not only get their day shift, but night shift involved as well. Secondary time request is 12:00 p.m. to 4:00p.m.
- Evaluator Training: Bring back the vendor for another round of training.

Hospital Advisory Committee

Thursday, February 27, 2020

ATTACHMENT #6

2020 Meeting Dates



Health Care Coalition of Orange County

NET Meetings

Hospital (NET/OCMAD) Advisory Committee

2020 MEETINGS SCHEDULE

Meetings are held The 4th Thursday of every Month

Date	Time	Location
January 23, 2020	0900-1030	OCGMC
February 27, 2020	0900-1030	HCA AOC
March 26, 2020	0900-1030	HCA AOC
April 23, 2020	0900-1030	OCGMC
May 28, 2020	0900-1030	HCA AOC
June 25, 2020	0900-1030	HCA AOC
July 23, 2020	0900-1030	OCGMC
August 27, 2020	0900-1030	HCA AOC
September 24, 2020	0900-1030	HCA AOC
October 22, 2020	0900-1030	OCGMC
December 10, 2020	0830-1000**	HCA AOC

****note time change**

Contact:

Irma Chavando, Staff Assistant

E-mail: ichavando@ochca.com

Phone: (714) 560-6162