

**MARK TWAIN ST. JOSEPH'S HOSPITAL**  
**SURGE PLANNING MEETINGS**

August 3, 2007 Surge Planning Meeting

Attendance: Larry, Bill, Doug

Spent the time identifying what our next steps need to be. Here's what we came up with:

- The Surge Plan is essentially complete, but needs to be made into an Incident Response Guide format. The information about Incident Command System has been removed, but reference is still there. Doug will be doing the changes to the plan (and calling it something like Surge of Patients) and getting it back to Larry by the 20th. Larry will check it out and forward it to Johanna and Melissa so we can meet on the 23rd at 11:00 and talk about it.
- We need to have a drill on the Surge. We think all admin-on-call, house supervisors, Johanna and as much of her staff as necessary are there. Maybe admitting too. We have tentatively scheduled it for September 12th at 8:00 a.m.
- Johanna and Larry will be reformatting the Emergency Preparedness P&P as Incident Response Guides with objectives for the first two hours of any incident. Obviously, for a fire drill there are immediate objectives like put it out! Others are more planning activities, like pandemic flu. We still want to do a full blown drill later this year on Wildfire, so this P&P would be a priority.
- The next step is to write the P&P for the HICS response. This can be done in parallel to the IRGs. This whole process will take 6 months.

**Next meeting:** August 23<sup>rd</sup> at 11 a.m.. Note it is after Department Managers meeting.

At our next meeting:

- Review/discuss the Incident Response Guide format
  - Planning for September Tabletop Exercise
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August 23, 2007 Surge Planning Meeting

Attendance: Melissa, Johanna, Bill, Doug

- Feedback regarding the new Incident Response Guide was positive. It seems pretty user-friendly.
- The group reviewed a Tabletop Scenario regarding a Surge of Patient due to electrical power outage. Melissa shared that no written policy or procedure exists for "early discharge of patients" nor for "cancellation of special procedures." This may be one area needing development.
- Melissa will check with the course instructor regarding the September 12<sup>th</sup> exercise to see if we can incorporate this exercise into the class.
- The group discussed future exercises, possibly a Hospital Command Center exercise on October 25<sup>th</sup>, including overhead announcements of Level I and Level II, and conversion of one of the rooms on the North Wing to accommodate a surge of inpatients.
- Doug provided a self-study CD to Melissa for the ICS/NIMS Training Course.
- Johanna and Bill reviewed the Communications Exercise scheduled for Monday.

**Next meeting:** September 12<sup>th</sup> at 7:30 a.m. prior to the Tabletop Exercise.

At our next meeting:

- Review/discuss the Tabletop Exercise materials and format.
- Schedule future meeting(s) to develop Functional Exercise.