

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

June 8, 2007 Surge Planning Meeting

Attendance: Larry, Johanna, Melissa, Bill, Doug

- After discussion regarding the length of the ICS/NIMS training course, the group agreed that a four-hour course would be more conducive to the amount of information being provided. Another ICS/NIMS Course was scheduled for July 10, from 0700-1100. Doug will provide a flyer to Larry.
- Larry proposed waiting until after the July Tabletop Exercise before forwarding the current draft Emergency Operations Plan (Surge Plan) to the EOC committee. The group agreed.
- Bill shared that he conducted one PPE course, which was well received. A future course will be scheduled.
- The August Tabletop has been rescheduled to July 23<sup>rd</sup> (location and time TBD)
- Doug to send out the draft Job Action Sheets for the HICS Command Staff positions for review.

Our next meeting is scheduled for: **Friday, June 19, 2007 at 9 a.m.**

At our next meeting:

- Review/discuss the Command Staff Job Action Sheets
  - Continue planning for the July Tabletop Exercise
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June 19, 2007 Surge Planning Meeting

Attendance: Larry, Johanna, Melissa, Charlotte, Bill, Doug

- After discussion regarding the last WMD Course, the group agreed that this was not as great of a priority as the Decon Training, and therefore delay future training until the Fall.
- Bill will schedule additional Decon Training after the arrival of the second Decon Shower, probably August. The course includes 3-4 hours of classroom time, followed by "hands-on." The best time to schedule would be 7 a.m. to 11 a.m.
- The group reviewed the Job Action Sheets for the Incident Commander and Command personnel. Doug will send out the edited version of the Command Job Action Sheets and the with the meeting summary.

Our next meeting is scheduled for: **Tuesday, July 10, 2007 at 11 a.m. (following the NIMS/ICS training from 0700-1100)**

At our next meeting:

- Review/discuss the Operations Section Job Action Sheets and Supporting Forms
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July 10, 2007 Surge Planning Meeting

Attendance: Larry, Johanna, Bill, Doug

- No attendance at this morning's ICS/NIMS Training session. Additional training to be scheduled later in the year.
- Doug distributed the HICS forms and the Operations Section Job Action Sheets. Larry clarified that the previous job duties (e.g. Triage Clerk) were unnecessary in the EOP policy since these tasks are covered in the HICS Job Action Sheets. Johanna agreed.
- Larry and Johanna to attend the HICS Training Course in Sacramento next week.
- Tabletop exercise is scheduled for Monday, July 23 at the Library.

Our next meeting is scheduled for: **Friday, July 27, 2007 at 8 a.m.**

At our next meeting:

- Review/discuss lessons learned from the Tabletop Exercise
- Review/discuss additional changes to the EOP policy and Job Action Sheets