



Northeast Central Ohio Region 5
REGIONAL WORKGROUP MEETINGS
April 4, 2007

PIO

Present: Kristi Kato, Summit Co. HD; David Nunley, Regional PH Coordinator; Bruce Shade Regional RMRS Coordinator; Kathy Coleman, Summit Co. HD; Bob Walker, Robinson Memorial Hospital; Dave Randall, Richland Co. HD; Susan Varnes, Wayne Co. HD; Susan Frew, Carroll Co. HD; Dave Bentz, Portage Co. HD; Jackie Brinegar, ARHA; Sarah Metzger, Regional Hospital Coordinator

FACILITATOR: David Nunley

DISCUSSION ITEMS

Review of Regional Emergency Communication/Notification SOG

- Confirmed that there was a 24/7 point of contact at each agency present
- Plan has been tested at Level 1, identified problems with faxing; minimal testing at Level 2 due to lack of participation.
- Should incorporate OPHCS, MARCS, other backup systems into the SOG
- Look into reverse 911/alert systems; some systems are more flexible than others, but all need to be pre-programmed.
- Recommend to the Steering Committee (possibly in conjunction with the Communications workgroup) that the Executive Committee make a recommendation to ODH that EMAs be included on OPHCS.
- Regional website can be used for 24/7 contact information. Need to make sure that the info is printed out on a quarterly basis in case internet is not available during an event. PIOs will have their own secured page on the site, which will include a document library.
- Should be more inclusive of all disciplines; EMA will be an integral part of the communication infrastructure.
- Change the name to “Regional Public Information SOG”; assumptions should reflect those that are shared by all disciplines; references to public health/health departments should be changed to “functional groups,” with an explanatory reference at the beginning of the document.
- Sarah shared a document the hospitals use for flow of communication during an event and a bulleted list of discussion and action items. Sarah will email to the group, who will discuss at the next meeting the incorporation of a tangible logistical piece, such as the hospital document, into the SOG.

Information Sharing Systems

- Communication group is looking into TeamSpeak and Skype for video conferencing. Skype is free to use; the only investment is a \$30 web camera. Sarah reported that she and Jackie have Skype and it works great; the only drawback is that only nine users can be on at one time.
- Everyone reportedly has conference-calling ability; cost varies, but typically costs a few hundred dollars per call.
- Microsoft has software (Groove) that enables documents to be shared while being worked on, which may be helpful at a virtual JIC. The document library on OPHCS may have a similar feature; Sarah will look into it and report at the next meeting. Bruce will look into Groove and report at the next meeting.

ACTION ITEMS

- Kristi and David will revise the regional SOG and email it to the group. Kristi requested that input on that revision be received by May 16 so they can make appropriate changes and share the draft at the next meeting.
- Sarah will look into the OPHCS document library and report on the document sharing feature at the next meeting.
- Bruce will look into Microsoft Groove and report at the next meeting.
- Everyone should try to have IS-702 completed by the next meeting.

OTHER

- Kristi will be attending Basic PIO training in Columbus next week through OhioEMA. If the training seems worthwhile for this group, she will talk with OhioEMA about doing a one-day training here.
- The next meeting is May 23 at 9:30am at ARHA. ARHA's public relations group is meeting immediately prior to that, so Sarah will look into having that group review the revised SOG.