
**FDOH Hurricane Exercise
Palm Beach MSEL Meeting
March 27, 2015
Minutes**

I. Welcome and Introductions

Sarah Cox, FDOH – Central Office
Debbie Kelley, FDOH – Central Office
Hunter Berryhill, FDOH – Central Office
James Podlucky, FDEM
Teresa Newsome, EREC
Tim Connor, EREC
See Sign-In Sheets for HERC members present

II. MSEL Meeting Objectives

1. Identify Facility Timelines Thursday, May 21st
 - i. Start time EOC will play pre-landfall, Facilities will play with state scenario and impacts. Actual times TBD.
 - ii. Duration Anticipated for four hours
2. Present for review
 - i. Facility Narratives Scenario Narratives were passed out to the facilities present. Will also be sent out for corrections and finalized by facilities.
 - ii. MSEL Format was discussed. Form will be emailed to facilities along with instructions for use. Choose what they like and eliminate what they don't want to use.
3. Identification of Exercise Day Point of Contact for each facility and method to receive injects.
 - Facilities identified that they would normally use 800 MHz radios to communicate and would plan to do so for the exercise. Select Specialty and New Vista do not have radios and will need to provide an alternate means to receive messages and POC.
 - Bill Senyshyn will work with EREC to provide a location for the SimCell in Palm Beach.
4. Waiver for photographs at facilities EREC will provide a victim waiver form for facilities to use if they so desire.

5. Exercise Logistics

i. Identify facilities wanting real victims

- Palm West
- JFK
- Palm Beach Gardens
- Boca Regional
- Delray
- Bethesda East
- St. Mary's
- West Palm Hospital
- VA

ii. Schedule for observers to visit each facility

- Captain Paul Link of ASPR is to visit Region 7; Lt. Aaron Otis will escort him. Sarah Cox would like to arrange for facilities to be visited to "show their stuff".
- Sarah Cox and Debbie Kelley will visit the facilities during the day of play. They would like to gain feedback from facilities' evaluators for AAR.

6. Document Distribution

i. Via thumb drive - Four thumb drives were left with Ashley Lee and John James for document distribution.

ii. Email Point of Contact for distribution of documents. Documents will be distributed via Ashley Lee and John James to facilities.

iii. Additional documents that will follow pre-exercise:

- Webinar Exercise Briefing
- Webinar C/E Briefing
- Sign-in sheets
- EEGs and C/E Handbook

III. Planning Meeting Schedule

i. Mid-term Planning Meeting (MPM) in Region 7 on April 22nd from approximately 10:30 am -12:00 pm, at Broward EOC in connection with Broward Coalition Meeting starting at 9:30 am.

ii. Final Planning Meeting (FPM) in Region 7 scheduled for May 5th Location TBD.

iii. After Action Meeting (AAM) in Region 7 scheduled for June 25th in connection with the RDSTF Meeting, Location TBD.

IV. Action Items

- EREC to send scenario narratives, MSEL form, instructions, victim instructions, etc. to Ashley Lee and John James for distribution.
- Ashley Lee and John James to coordinate alternate means to receive messages and POC with Select Specialty and New Vista.
- EREC to obtain 800 MHz radio protocol from EM and radios to be used in the SimCell.
- Sarah Cox to coordinate with Ashley Lee and John James for moulage of victims at facilities that identified that they want real patients to play.
- Ashley Lee and John James to coordinate with facilities that want to have dignitary visits and advise Sarah Cox.
- All facilities to provide updates to EREC Teresa Newsome for Scenario Narratives and choose and update MSEL messages.

V. Contact Information

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