



KCER Meeting Minutes

Coordination of Staff and Volunteers ATTENDEES

<i>Lisa Hall</i>	<i>Lee Cauble</i>	<i>Surveen Klein</i>	
<i>Lynda Ball</i>	<i>Jim Curtis</i>		
<i>Liz Howard</i>	<i>Norma Gomez</i>		

KCER MEETING MINUTES

Date: August 12, 2008	Time: 3 PM ET	Location: Conf call	Coordination of Staff/Volunteers
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TOPIC	DISCUSSION	PLAN OF ACTION	RESPONSIBLE	DUE
Review of KCER Drill	<p>Norma reviewed the Coordination of Staff and Volunteers response to the KCER exercise.</p> <p>Prior to the drill Email sent to all members to ensure accurate email addresses – 1 was returned</p> <p>During the drill Voice mail and email were used to alert the team of the activation of the call tree. We had several members without phone numbers in the middle of the call tree. Emergency conference phone number no longer working – we did use another number and did have a call. The list serv was used to notify volunteers – we had 21 responses. Only 2 out of the 21 would not be able to be deployed The committee call was attended by 7 members. The</p>	<p>Revise the call tree</p> <p>Contact ANNA</p>	<p>Norma</p> <p>Norma</p>	<p>ASAP</p> <p>ASAP</p>

	<p>following issues were addressed</p> <ul style="list-style-type: none"> Transportation to the site Length of deployment Licensure issues – state regulations, new CfC issues for PCts Identification of volunteers Food and lodging Supplies to bring – hand sanitizer Infection concerns – contact CDC for 1 pager on precautions Coordinate with the Federal response team <ul style="list-style-type: none"> Non-emergency states (overflow facilities) Posting for more volunteers. <p>Follow up – not all members know how to use list serv Use of faxing during disaster – authorization letters Volunteer with military bases</p>	<p>Invite Sherilyn to do in-service</p>		
Next meeting	Tentative in October 2008.			