

Special Needs Shelter Interagency Committee Meeting Summary

Date: April 9, 2015

9:30 AM – 11:30 AM

PURPOSE: To address issues related to Special Needs Shelters (SpNS) not addressed in the State Comprehensive Plan and to serve in a consultative role to support best practices for sheltering throughout the state.

Present in Person: Sandra Schoenfisch, Christie Mathison, Page Merkison, Eve Rainey, Bob Maiden, Ronnie Fetzko, Julie Roberts, Christy Rojas, Samantha Cooksey, Nancy Leiva Krause, Victor Johnson, Susan Bulecza, John Escoto, Janet Collins, Cindy Dick, and Ben St. John.

Present via Conference Call: Andy Anderson, Amalia Arista, Miguel Ascarrunz, David Brinkley, Mary Baewer, Darlene Baney, Bertie Barber, Kathy Barnett, Kathy Bentley, Ethel Brock, Linda Carter, Aaron Casavant, Sherilyn Clark, Helen Cook, Cyna Wright, John Daly, Carol Dryburgh, Adam Dubois, Mickey Emberton, Donna Free, Cheryl Graham, Christine Griffin, Kevin Guthrie, Alan Harris, Anna Marie Haskins, Jessie Hayes, Ginny Hazen, Martha Hicks, Diane Hilliard, Jen Horner, Bernard Hudson, Michele Jones, Benjamin Juengst, Tom Knox, Spencer Kostus, Robert Linnens, Chris Littlewood, Etta LoPresti, Sam MacDonald, Nina Mattei, Debra McCaughey, Debra McCray, Randy McDaniel, Cindy Morgan, Shayne Morgan, Aubrie Parliament, Aurelio Perea, Clinton Randolph, Inaki Rezola, Don Rich, Sammie Ripley, Valerie Risher, John Scott, Nixsa Serrano, Mitch Smeykal, James Smith, Keely Smith, Walter Thomas, Keith Wall, Scott Warner, Carmen Weatherford, Bonnie Welter, Ted Williams, Peter Newman, Jim Davis, Jeff Feller, Gregory Fisher, Chris Floyd, Patricia Frank, Bryan Garey, Cheryl Graham, Brad Hattaway, Holly Kirsch, Paul Morrison, Scott Nelson, Ginny Palmer, Debbie Peck, Joby Smith, Todd Stalbaum, Linda Stoughton, Carol Waters, Connie Welch, and Sherry Bramblett.

AGENDA ITEM/PRESENTER	DISCUSSION	ACTION/RECOMMENDATIONS/ FOLLOW-UP
Welcome and Call to Order: Sandra Schoenfisch, RN, PhD, Interim, State Coordinator for Special Needs Shelters, Division of Emergency Preparedness and Community Support Florida Department of Health	<ul style="list-style-type: none">• Welcome to all partners in Special Needs Shelters Interagency Committee (IAC) Meeting• Thank you to everyone for your dedication and commitment.• Primary outcome of committee meetings: Inform members of new resources that increase foster sheltering plans and support special needs clients, and create a forum for discussion on issues related to sheltering.• The Florida Department of Health (DOH) is committed to Special Needs Shelter Operations as the department dedicates staff and resources as required by 381.0303 (5), Florida Statutes. The IAC committee discusses and makes recommendations that reshape the state's comprehensive plan.	Please send Cassie.Simmons@flhealth.gov an email with your name and contact information if you did not register for this meeting so that you receive the meeting minutes.
Opening Remarks: Sandra Schoenfisch Cindy E. Dick, MBA, EFO Division Director, Division of Emergency Preparedness and Community Support	<ul style="list-style-type: none">• Sandra welcomed everyone and introduced Cindy Dick, Director for the Division of Emergency Preparedness and Community Support, Florida Department of Health. She brings a wealth of knowledge and experience related to preparedness. She was previously the Fire Chief for the City of Tallahassee Fire Department.• Cindy thanked everyone for participating, and discussed how important it is for those of us in preparedness to sell preparedness to those that do not think about preparedness on a day-to-day basis (i.e., grocery stores, churches, the malls and stores, school functions, etc.). Thank you for what you are doing and thank you for welcoming me to DOH.	

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Special Needs Shelter Registry Update: Julie Roberts, External Affairs Director, Division of Emergency Management	<ul style="list-style-type: none">Julie discussed the Statewide Special Needs Registry (Registry) and how far they have come in the past six months. A contract was executed in December with Delta Development Group. They have been working in this arena for 10 years. The first version went live in January. They have gone through two phases of testing; small group for Phase 1 and expanded the group for Phase 2. While they were doing testing they took suggestions and made changes to the basic registry they have. The site went live March 1, 2015. They have not yet done a huge public relations campaign. The goal is to have information entered in the registry from the counties and incorporate suggestions from phase 1 prior to the marketing campaign (TV and print ads). In March an email was sent out to all county emergency management (EM) directors with information on how to access the site so they can begin to upload their information directly. The distribution list is made up of county EM directors; they will get the information out to their counties and maintain a distribution list of that counties EM contacts. This way information goes to those that should be getting it at this time. After looking at the progress so far and where we need to go, the decision was made to put together a small working group. The group will consist of one representative from each of the DM regions, one county representative, and one county health representative. Julie will also have her IT person, and another member of her staff. Once she has all those names she will send it out. DEM has a preparedness website, www.flgetaplan.com. Currently, they are updating the website to include a family plan, business plan and a special needs plan. Julie worked with Valerie Beynon to prepare questions for the special needs plan. There are a couple of “trigger” questions (i.e., need help with transportation or evacuation) it will direct the registrant to the statewide registry. DEM will continue to work on the public education campaign, and continue working with the counties EM in the month of April. The goal is to have all the counties information transferred over and identify ongoing concerns with the Registry. After the system is up and running, the marketing campaign will be launched, most likely in June. DEM is working with the vendor to create a paper form of the Registry, for those who do not have access to Internet. This is strictly a Registry for persons with disabilities, to identify people at the local level that need assistance. It does not replace the work of the programs. <p><u>Questions</u></p> <ul style="list-style-type: none">Page Merkison, Department of Elder Affairs – Asked if they should be a part of the new workgroup since we are in charge of the discharge planning piece? Julie said she would get together with her and show her what they doing and why the group is focusing on the Registry only.	<p>Comments/Questions for Julie regarding the registry can be emailed to Christy Rojas (copy Christy on all emails to Julie, to ensure your comments/questions are answered in a timely manner). Julie.Roberts@em.myflorida.com Christy.Rojas@em.myflorida.com</p>

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	<ul style="list-style-type: none">• Bob Maiden – Bureau of Preparedness and Response –asked if we will be able to get additional data from the system, such as the number of people per census track area and will we be able to generate reports? Julie – Yes, you should contact your local representative and they will be able to print a report.• Rezola Inaki, Pinellas County - Can you clarify the developing a plan piece? Do people who want to register for special needs need to first go through the process of developing a plan before they can register? Julie – the idea is to use our preparedness tool (www.flgetaplan.com) in order to encourage people to have an emergency plan for somebody with a disability. There are two questions at the end of it, if they answer either one of those questions with yes, then they will automatically be directed to the statewide Registry.• Rezola Inaki, Pinellas County - What is the plan during an activation when a county is under the threat of a storm, will the website refer a person in that county to call their county's hotline number versus continue with online registration? Julie – This has been brought up and it's something I want to put before the workgroup to better understand how the system currently operates and what the timeframe looks like. I think we have to be careful of doing a blanket timeframe, for example if Florida is in the cone, the registry gets shut down. Well maybe Miami is in the cone but Pensacola or Jacksonville is fine. So I want to be able to work with the counties to determine what that best timeframe would be.• Walter Thomas, Sumter County – Could you repeat the web site or put it in an email? Julie – www.flgetaplan.com• John Wilgis, Florida Hospital Association – Do you plan on having the Registry up and running by hurricane season? Julie – Yes, the goal is to have the Registry up and operating by June 1, 2015.• Sandra Schoenfisch, BPR – When you are ready with your marketing materials will we be pushing the information out to our partners like home health and the counties? We (DOH) have some very good connections with those folks. We can help to make sure everyone will have the same message and direction. Julie – yes, we will have online versions, printed materials and traditional radio and TV spots.• Sandra Schoenfisch, BPR – Going back to people who use the Registry having a personal and/or family preparedness plan, the important issue is they have a plan and maybe even a backup plan that is useful. There are a lot of different sample plans available. If it is good, up to date and works they have met the goal. Julie - that's fine if they want to use it. It's just a way to make sure people are thinking of what their plan is prior to an event for someone with special needs, like extra medicine, and things like that.	

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	<ul style="list-style-type: none">• Walter Thomas, Sumter County – Why don't you have these meetings in other areas of the state so we can meet face-to-face? Sandra - That is a good suggestion, I will take your recommendation to division leadership to see if we can move the meeting. Julie – We do special needs shelter registry trainings and webinars. We also have one more in-person training. I am trying to figure out if want to do that here or at another location with an existing event. I have also received a request for a train the trainer.• Eve Rainey, FEPA – You mentioned two trigger questions, what are those on the registry? Julie – I believe they have to do with evacuation assistance. I did not print them out. Sandra will get the questions and include them in the minutes (see Exhibit A).• Eve Rainey, FEPA – There are still some high end policy issues with the respect to the data and collection and that type of thing. Will the working group be working on those? Julie – Yes.• Eve Rainey, FEPA - With respect to DEM providing access to the various associations, what will the protocol be for deciding who is appropriate for having access? Julie – the EM directors will have access and they will decide at the local level. I believe DOH will have at least one access. We are encouraging everyone to go through their EM director, this way access is not given out to someone who should not have it.• Linda Carter - What respiratory questions do you have on the registry for respiratory planning? Julie – We have a discussion about oxygen dependent, 24 hour, overnight, nebulizer, CPAP or other equipment. It then asks about medical equipment that is not easily transported such as a ventilators and large concentrators. Linda – We do have our plan for them, and we are offering to assist them when they go home. Everyone that comes into a shelter should have a plan on what to do with extra equipment and back up supplies in case something happens.• Mickey Emberton, Sarasota County – We have a lot of oxygen dependent patients. We ask that they bring their concentrators with them and we will store them, so in the event something happens they will have them.• Bay County – Are there any upcoming Registry trainings, for those who missed the training webinars or online? Julie – Yes, there are going to be eight webinars throughout the next year. I will get that information out. Bay County – Could there be an admin training separate from the user training? Julie – yes, I can get you in touch with Delta on how to set those up.	

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	<ul style="list-style-type: none">• Carol – Martin County – If the state is not into sheltering or anything to do with the evacuation itself, not sure what value it has for us to upload our information to the state. Julie – In order for the state to have one comprehensive Registry, it is important to gather the information from the counties into the state in order to have in one system. Consolidation of the data is important for planning and to be able to better describe our vulnerable populations.• Mickey Emberton, Sarasota County – Are you saying, you want a list of patients we have now in our SpNS Registry? Julie – That is correct. We will be uploading all the information into the statewide system. Eve Rainey – just for clarification there is no requirement by statute to upload county information. Julie – I know that is the legislative intent. Eve Rainey – Every county should be encouraged to talk with their legal department and their leadership about their individual requirements. The statute says if you get a paper registration you should enter into the statewide system, it does not say previous information collected by the counties has to be uploaded. Julie – I will take that concern to Senator Rickter and Representative Hudson and let them clarify that. Eve – That being said, because it is an annual registration process I think lots of folks will go to the state system as they update their information.• Mickey Emberton, Sarasota County– Anytime I get a paper application I'm required to put it in the state system as well. Sandra – A number of the people at the local level that have been using different systems have been downloading into the state system, which is working.• Chris Littlewood, St. Petersburg College – My focus includes emergency planning and training, I have a question from the user level - If a person wants to register for this as an individual are they expected to register at the state website or the local county and does the information go back and forth? Julie – As an individual you would register on the statewide Registry and the county would be able to pull that information down and if the individual has already registered with the county, then the county would download that information to the statewide Registry. We will have some redundancy, and we will purge as we put the two systems together.• If a person registers on the statewide Registry first, will the county get an email? Julie – Yes, they should get one in a matter of hours.	

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	<ul style="list-style-type: none"> Martha Hicks, Region 1 – I want to make sure that the clients who do not have access to a computer will be able to register. Will we have hard copies to use for registration? Julie – We are in the process of finalizing a hard copy. Jennifer, Flagler County Emergency Management – You had sent an email stating there was a SNR report that was supposed to have been received by the county EM contact, we have not received that information. Julie – I will double check the EM director email address to make sure it is correct. 	
2015 State Hurricane Exercise: Ben St. John, Training and Exercise Program Manager, Division of Emergency Preparedness and Community Support, Bureau of Preparedness and Response, Florida Department of Health	<ul style="list-style-type: none"> 2015 HUREX is split into four phases this year. <ul style="list-style-type: none"> Phase 1 – Table top exercise for Regions 1 and 2 April 29, 2015 Phase 2 – Table top exercise for Regions 3-7 May 6, 2015 Phase 3 – Full scale exercise for Regions 1 and 2 will focus on Recovery efforts, May 19-21, 2015 Regions 3-7 will focus on Response efforts, May 19-21, 2015 (this year we will begin on a Tuesday and end on Thursday) Phase 4 – Table top exercise for Regions 3-7 will focus on Recovery efforts, June 2, 2015 For the special needs community Miami-Dade will be setting up a special needs shelter on Friday May 22, 2015. They will focus on Alzheimer's training. Alachua County is setting up a mock shelter in a conference room. There are many more counties that will be engaged at different levels. Refer to slides (Exhibit B) lessons learned and improvement areas, this stems from the 2004-2005 storm season; encourage you to take a look at items and have a discussion about them. 	
Florida Department of Health Shelter Staffing Capability Report (derived from CHD Expectations): Samantha Cooksey-Strickland, Planning Program Manager, Division of Emergency Preparedness and Community Support, Bureau of Preparedness and Response, Florida Department of Health	<ul style="list-style-type: none"> Special needs shelters capabilities, counties are asked to submit data (survey) every two years (even years), collect qualitative information about where you really feel you are with your capabilities due at the local level and where do you expect to need state support. We use this information to help us drive our support for local public health and medical activities and to validate that anecdotal information you hear through-out the year. We use the information to figure out what are the issues and where should we be prepared as state ESF8 to expect mission request and to provide support and what kind of support will that be. We do not report the information out on a broad level; we summarize it and validate it against the plan. Last survey was completed in 2014, we had five questions related to special needs sheltering. Refer to slides Exhibit C. 	

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Next Steps: Sandra Schoenfisch, RN, PhD, Interim, State Coordinator for Special Needs Shelters	<p>We have been busy preparing for Hurricane Season 2015. We now have six Regional Special Needs Consultants. Please see the attached map with their names and contact information. I will be covering for Region 2 until a permanent person is hired. The folks on the handout are experienced and connected DOH staff that have a lot of information. If you have questions reach out to them. We have been checking inventories at the local level and replenishing needed and expired supplies. We have also prepared SpNS Go Kits for the Consultants. We are also checking out the sites that have been designated a Special Needs Shelters and are updating that list. We have also been doing a lot of training. Some of the data is on the handout. We are offering Nursing Skills Refresher Training in all of the Regions. We have completed four regions and have three to go. To date approximately 150 nurses have completed the training and we have approximately 120 registered for the remaining classes. We have also been doing a lot of Body Mechanics and Alzheimer's training. Please do not hesitate to contact me if you have any questions.</p>	<p>Sandra can be contacted by email or phone. Sandra.Schoenfisch@flhealth.gov (850) 245-4040</p>
Partner Updates and Next	<p>Janet Collins announced that the Community Resilience Section and the DOH Disability and Health Program are sponsoring two training opportunities related to functional and access needs during the Governor's Hurricane Conference in Orlando.</p> <ul style="list-style-type: none">• "Effective Strategies for Communicating with People who are Deaf or Hard of Hearing and Others with Functional and Access Needs" training during the Governor's Hurricane Conference scheduled for May 12, 2015. Two sessions of this training will be offered. The target audience for this training is first responders, healthcare providers, public information officers, officials, emergency managers, planners and other emergency management personnel. (Note: we have applied for CEUs/CMEs for this training.)• "Collaboration for a Whole Community Approach/Functional & Access Needs" Workshop – May 14, 2015. The target audience is emergency managers and planners.	<p>Please see Community Resilience Web Page located at: http://www.doh.state.fl.us/demo/BPR/community.htm</p> <p>Governor's Hurricane Conference information: http://flghc.org/</p>
Closing: Sandra Schoenfisch	<p>Thank you everyone for attending, your participation and ongoing support. Please complete the evaluation form. We would appreciate your constructive comments and recommendations.</p>	
Adjournment	<ul style="list-style-type: none">• 11:30 am	