

# Florida Children's Preparedness Coalition Conference Call Minutes

July 17, 2014  
2:00 p.m. to 3:00 p.m.

## Welcome and Roll Call - Attendees:

The meeting opened with a brief greeting from Dr. Mike Haney, Coalition Chair, after the member roll call. He welcomed coalition members and thanked them for their ongoing participation on the calls and in the workgroups that are tackling the coalition's priorities for children's preparedness.

In attendance were: Beverly Byerts, Carla Juarez, Cesar Rivera, Tanya Holloway, Terry Freeman, Julie Bacon, Kelli Stannard, Scott Needle, Lisa VanderWerf-Hourigan, Mark O'Neil, Nancy Leiva, Russell Eggert, Deborah A. Mulligan, Mike Haney, Michele Sheffield, Victor Johnson, Jacquelyn McCullough and Stephanie Brown.

## Children's Disaster Preparedness Program Update

Stephanie Brown provided a follow-up on the previous meeting's "Next Steps" items:

- Connect with the Division of Emergency Management (DEM) to engage dialogue on the functional needs of children with Autism: DEM has been contacted regarding our coalition's interest in their participation as members of the coalition after their previous two contacts retired; they have eagerly rejoined. Stephanie will schedule a meeting in the coming weeks with all interested persons from this group, DEM, and ESF6 (Mass Care) to open the discussion and learn how the coalition can best engage.
- Special Needs Shelter (SpNS) Overview: At the previous meeting, it was requested that a shelter director provide the group with an overview of shelter activity during an event. Michele Sheffield, Statewide SpNS Coordinator, was invited to this meeting to provide an overview of a SpNS, detail how a SpNS works, discuss roles and responsibilities, and discuss the criteria for a SpNS client and expectations. Cesar Rivera was also on hand to take questions on general population shelters.
- Lack of Interstate Agreements with Bordering States: It was noted that some areas of the state, will have a specific need for these if an event occurred and they are cut off from the rest of the state or can get help quicker from their neighbors in other states who are closer. Although this issue was not addressed at this meeting, there are plans for specific discussion on it at the face-to-face meeting in September.

Stephanie also provided an update on the Children's Disaster Preparedness Program as follows:

- Partnerships: The coalition has established a new partnership with the Florida Department of Health (DOH) Injury Prevention Program and welcomed Lisa VanderWerf-Hourigan to the group. Also, two reconnections were established with the DEM and the Department of Education as their previous representatives retired. Beverly Byerts and Carla Juarez were welcomed as the representatives for the DEM.
- First Face-to-Face Meeting: The coalition was approved through the Strategic Planning Oversight Team (SPOT) for its first face-to-face meeting. The meeting has been tentatively scheduled for September 18-19, 2014 in Tampa, Florida and the travel authorization is being routed. Members were asked to be prepared to respond quickly when approval is given and the meeting coordination email is sent so as to account quickly for all who will be in attendance and plan accordingly.

- 2015 Meeting Dates: The proposed 2015 coalition conference call schedule was provided to give members the opportunity to plan in advance for next year's calls and provide any potential scheduling conflicts with other known meetings. The proposed quarterly meeting dates are:
  - January 22, 2015 – 2 p.m. EST
  - April 23, 2015 – 2 p.m. EST
  - July 23, 2015 – 2 p.m. EST
  - October 22, 2015 – 2 p.m. EST

Nancy Leiva noted a conflict with the April 23<sup>rd</sup> date, so an alternative date will be considered for that quarter's meeting.

- Coalition Dedicated Webpage: A new webpage has been created for the coalition at: <http://www.floridahealth.gov/preparedness-and-response/prepare-yourself/childrens-preparedness/childrens-preparedness-coalition.html>. The page was designed as a way to provide an overview of the coalition for current and prospective members, share pertinent information (such as meeting dates and times, past meeting minutes, and upcoming events), and provide workgroup specific information to keep everyone on task with projects and initiatives. Three suggestions were made to make the page even more beneficial: 1) request an alias web address with IT to shorten the current web address; 2) link the page to other related programs within the DOH and outside of the department, such as the American Red Cross; and 3) add the state-sponsored DEM website [www.Kidsgetaplan.com](http://www.Kidsgetaplan.com) to all of the Children's Disaster Preparedness webpages.

### **Special Needs Shelters (SpNS) Overview**

Michele Sheffield, Statewide SpNS Coordinator, provided an in-depth overview of a SpNS. At the end of her presentation, she answered group questions and invited everyone to visit the SpNS webpage (<http://www.floridahealth.gov/preparedness-and-response/healthcare-system-preparedness/spns-healthcare/index.html>) to learn more about SpNS and how to connect with the local coordinators in their areas.

### **Coalition Workgroups Update**

#### State Guidance Workgroup

The State Guidance Workgroup provided the following update:

- The coalition's Gap Assessment is complete, but on hold at this time until other pieces of the project can be completed; mainly the identification and verification of correct email distribution lists for our targeted groups. Once this is done, the assessment can be submitted through the bureau for final approval.
- The workgroup met on June 12, 2014 to work on two of its goals: pediatric feedback on the state ESF8 Appendix of the Comprehensive Emergency Management Plan (CEMP) and continued development of the Florida Children's and Pediatric Disaster Preparedness Guide. In attendance were: Dr. Mike Haney, Dr. Andy Rucks, Dr. Scott Needle, and Stephanie Brown-Facilitator.
- Since the previously proposed Children's Annex to the current state ESF8 disaster plan was nixed by the group because it would be an "annex to an annex" it was decided to review the current plan to make recommendations to include beneficial pediatric language. The group used Dr. Needle's document as the foundation for review and made several small additions and recommendations in consideration of children as noted on pages: 3, 4, 6, 10, 13, 15, 16, 17, 21, and 26. A copy of these recommendations is available to any interested coalition members.
- Upon completion of the appendix review, the group reviewed the template for the Florida Children's and Pediatric Disaster Preparedness Guide.

- It is being designed to serve as a reference document for our health care coalition partners, community partners, and for use to address the needs of children before, during, and after disasters and emergencies.
- The group wants to include sections that are authored by our coalition members who specialize in the noted areas, and will include references to completed bodies of work that have been adopted by the program and are state-approved children's preparedness resources.
- The document is far from being complete, but there are plans to work directly with the coalition, with the guidance of Dr. Scott Needle, to build this resource.
- Current sections of the draft Florida Children's and Pediatric Disaster Preparedness Guide include: purpose and overview, health care coalitions and partnerships, pediatric protocols, equipment and medications, surge capacity, decontamination procedures, reunification and security, transportation, shelters, behavioral health, school preparedness, children with special needs and family preparedness. At today's coalition meeting it was suggested that the workgroup add a migrants section to the document, to which all agreed.

#### Education and Awareness Workgroup

The Education and Awareness Workgroup provided the following update:

- Jackie McCullough, Education and Awareness Workgroup Chair, shared that the Children's Disaster Preparedness Program is working on several resources to educate various populations on children's disaster preparedness. She thanked the Education and Awareness Workgroup for their feedback and direction on these projects, which was coordinated through group emails.
- One of those resources to be created by the program was a school disaster preparedness guide that would provide guidelines for schools in responding to all hazards and emergencies. However, the program discovered a similar document (Emergency Guidelines for Schools) that was produced by the DOH Emergency Medical Services for Children (EMSC) Program and decided to adopt this resource. It is now shared on our website.
- A school emergency preparedness brochure has been created, in conjunction with the DOH Disability and Health Programs Office, to encourage school administrators and safety officers to increase their school's preparedness and train children for disasters and emergencies. The brochure highlights the state's Kidsgetaplan.com resources and FEMA-sponsored emergency preparedness curricula for their schools. This brochure also provides helpful information on assisting children with special needs while at school.
- The program also created a children's disaster preparedness brochure that will help families with children know how to prepare in advance to be safe and healthy for an emergency or disaster. It contains some basic health and safety information and points families to DOH's website, as well as other state and federal websites that provide helpful information.
- A Training and Exercise Review component has been added to the workgroup to examine the availability of children-focused training plans in each county. Jackie will review each county's training plan in the bureau's planning repository to see if they include children preparedness and track the results to share with the coalition.

#### Health Care Coalition Involvement Workgroup

The Health Care Coalition Involvement Workgroup provided the following update:

- The Health Care Coalition Involvement Workgroup, chaired by Ashley Lee, met on June 17, 2014 to discuss how to build a presence in the regional health care coalitions for the benefit of children.
- Kelli Stannard of Children's Medical Services (CMS), and Ellen Anderson and Ashley Lee of the Florida Hospital Association (FHA), have been coordinating with their respective organizations to identify persons who would be interested in serving as pediatric/children's representatives in

their regional coalitions. To-date, there are 8 CMS representatives connected in 16 of the regional coalitions and four FHA representatives. Ellen will continue to contact potential pediatric representatives from the FHA statewide membership to inquire about volunteering in their regional health care coalition.

- Stephanie shared that the program has created a matrix to begin tracking pediatric/children's representation statewide and, once there is great representation around the state, we will begin to have the representatives share on a semiannual basis with the coalitions the work being done in their regions.
- The "unofficial" position description for a pediatric/children's representative was shared at this meeting and it was noted that workgroup members have participated in all of the statewide Florida Health Care Task Force Working Group calls since last quarter's meeting.

### **Coalition Feedback, Next Steps and Closing Comments**

In closing, Dr. Haney highlighted the work of the coalition and asked for any closing comments and feedback.

- Julie Bacon, coalition member and chair of the EMSC Advisory Council, shared that the EMSC is putting together a plan to assist daycare centers with emergency preparedness. They are looking to use a grading system that will help the centers know where they stand, and will offer assistance to help them achieve the best status.
- Julie also noted that the EMSC is preparing to resurvey EMS provider agencies on national performance measures to determine gaps with the agencies, determine where training is needed and assess the availability of supplies for children. This information will be shared upon completion.

Dr. Haney thanked the group again for their participation and feedback, and encouraged them to get involved in the workgroups and committees being formed. Also, he reminded them that all of their input would be taken into consideration and followed-up for action.

### **Next Steps**

- Setup meeting with DEM and ESF6 on Autism coordination.
- Finalize plans for, and coordinate, the face-to-face meeting of the coalition.
- Continue development of the Florida Children's and Pediatric Disaster Preparedness Guide.
- Continue coordination of pediatric/children's representatives for health care coalition involvement statewide.
- Share newly created resources with the coalition once commercially printed.

### **Next Meeting Date**

- September 18-19, 2014 – Tampa, Florida  
Tentative Meeting Times  
Thursday, September 18 – 1-5 p.m.  
Friday, September 19 – 8:30 a.m. - 3 p.m.