



2015 SWMHE Conference Call
Meeting Minutes
Date: 10/21/15
Location: 1000 Broadway, Room 5000A
10:00am – 10:15am

On-Site Attendees: Erica Pan, Ron Seitz, Zerlyn Ladua, Megan Scott, Donata Nilsen, Preston Lam, Laurence Padua, Beverly Chu	Conference Line Attendees: Terry Dickson, Sandra Williams, Dawn Lulua-Claxton, Julie Hodges, Kevin Chao, Karen Dickson, Jorge Palafox, Zewdu Shibabaw, Aurora Bataclan, Glen Goddard
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Minutes By: Laurence Padua

Agenda Item	Minutes	Action Items
1. Roll Call		
2. Situation Status review	<p>Dr. Erica Pan reviewed the Situation Status Report dated October 14, 2015, which can be found on the PHEP Exercise webpage.</p> <p>Because of national delays in delivery of intranasal flu vaccine, PHEP will send a message to clinics to prioritize intranasal for young children and injectable to adults and older children.</p>	Send message to clinics
3. Participant Updates	No updates	
4. Questions and Answers	<ol style="list-style-type: none"> 1. <i>In a realistic situation, faxing, rather than emailing reports might be a better method. Can a fax number be attached to Situation Report.</i> Yes, a fax number will be added to the next report request. 2. <i>What is the protocol for health centers to submit samples to the lab?</i> The protocols are included in the health advisory and can also be found on the website. 3. <i>Will process for submitting lab samples change with different scenarios?</i> Depending on the scenario, the process might be a bit different. For example, for the flu, there was an added questionnaire 	Add fax number to Situation report (Preston)

	<p>regarding triage. Changes in process/additional information will be included in a health advisory.</p> <p>4. <i>Does the vaccination request form for the exercise go to Infectious Disease or Employee Health?</i> Most likely to Employee Health</p> <p>5. <i>Regarding employees who decline vaccinations, what is the time frame to wear masks?</i> November 1 – March 30</p>	
5. Ham Radio Operation	<ol style="list-style-type: none"> 1. We will have a simulation and will need correct phone numbers. Communication guide will be sent out in the next 2 weeks. 2. John Rabold from ARRL will be able to conduct site visits at clinics between 10/21/15 – 11/11/15 to verify and inspect Ham Radio capabilities. Axis Community Health and Native American Health Center volunteer as participants. 3. Axis and Native American also volunteer to test Ham Radio Communications with HCSA DOC during the functional exercise on 11/19/15. 	<p>Communication Guide will be sent out in the next two weeks (Zerlyn/Preston)</p> <p>Preston Lam will coordinate Ham Radio activities with John and the interested clinics.</p>
	<p>Next Conference Call will be held on Nov. 4, 2015 at 10:00am</p> <p>Last Conference Call will be held on Nov. 19, 2015 at 11:00am</p>	