

## Regional Improvement Plan Matrix

The following matrix outlines a work plan for the items that are required to bridge an identified gap in current planning or response activities. Priority for each action, if assigned, should follow a scale of 1 to 5; 1 indicating highest priority, 5 indicating lowest. The person(s) listed as the responsible party will lead the effort to resolve each action listed.

As items on the list are completed, they are moved to the “completed” section of the document, at the bottom, to track items that have been accomplished.

Priority	Actions to be Taken	Responsible Party(s)	Estimated Completion Date	Status	Notes
<b>May 2006 Regional NDMS Exercise</b>					
	Develop transportation assistance plan for early and large numbers of discharged patients	Allison Schletzbaum Danica Mann	January 2009	IN PROGRESS	Information on transportation assets will be collected through the regional evacuation planning process
	Resolve public utility backflow issue at local level for Seattle and research in other communities in the region	Hospital Emergency Managers/RMRC	November 2007		Allison to f/u with SPU
	Policy change request was made to Seattle Public Utility and should continue to be explored by effected agencies regarding permit requirement for fire hydrant usage for decon	Hospital Emergency Managers	November 2007		Allison to f/u with SPU
<b>December 2006 Windstorm</b>					
PRIORITY	ACTIONS TO BE TAKEN	RESPONSIBLE PARTY(S)	ESTIMATED COMPLETION DATE	STATUS	NOTES
	Work with Puget Sound Energy and Seattle City Light to determine	Allison Schletzbaum		ON-GOING	

	power restoration priorities for local medical supplier warehouses				
	Establish line of communication with Dept. of Transportation and Dept. of Utilities to determine road closure information and downed line information for home health providers	Allison Schletzbaum	January 2008		
	Identify regional strategy to encourage or alert hospitals to activate their EOCs	Danica Mann	August 2007	IN PROGRESS	KCHealthTrac will be the mechanism. Policy under development (1/24/08)
	Develop 24/7 contact information for RMRC on Ambulatory Care; Specialty Providers; Home Health, Long Term Care and Palliative Care Providers	Healthcare Coalition Staff		IN PROGRESS	
	Work with long term care, ambulatory care, home health, specialty providers, mental health and palliative care to establish variables that will be tracked in KCHealthTrac	Allison Schletzbaum		IN PROGRESS	
	Assist Ambulatory Care Community in establishing staff call down systems	TBD		IN PROGRESS	
	Coordinate with the Ambulatory Care Community around vaccine storage contingency planning	TBD			
<b>MAY 2007 EARTHQUAKE EXERCISE</b>					
	Create better tracking system for resource requests	Allison Schletzbaum	March 2008	In progress	
<b>SOUNDSHAKE 2008</b>					

PRIORITY	ACTIONS TO BE TAKEN	RESPONSIBLE PARTY(S)	ESTIMATED COMPLETION DATE	STATUS	NOTES
	Provide more position specific training to PHEOC and ESF-8 responders	Danica Mann PHSKC Preparedness Section & KCHCC Training and Exercise Coordinator	October 2008	In progress	
	Create checklist for critical items that need to be in place for alternate EOC locations for hospitals	Danica Mann Luis Gonzalez Region 6 Hospital Committee	January 2009	Checklist to be shared with Region 6 Hospital Committee as template	
	Develop checklist for critical items that need to be available in an alternate location should any critical department need to be relocated	Danica Mann Cassie Gleckler Region 6 Hospital Committee	November 2008	Checklist for labs to be shared with Region 6 Hospital Committee as template	
	Develop protocol for how HAM operator located in the Seattle EOC can best be utilized by ESF-8	Allison Schletzbaum Marina Zuetell	October 2008		
	Accelerate the implementation of Packet Radio in each hospital	Marina Zuetell DOH Communications Specialist	December 31, 2008		
	Provide more training and exercise opportunities for HAM operators - coordinate monthly exercise of equipment at each hospital	Marina Zuetell DOH Communications Specialist/ MST	December 31, 2008	Create schedule and implement	
	Develop JAS, SOP and template for blood orders to assist the hospitals with ordering	Cassie Gleckler Puget Sound Blood Center	October 2008	In Progress - Need to distribute to hospitals for review	

	Offer more TTX for Ambulatory Care and LTC/Home Health	Sarah Wagner Carlos Dominguez Danica Mann Ambulatory Care Planner/LTC Planner	January 2009	On-Going	
	Create mitigation plan for ventilator dependent home health patients during a power outage	Carlos Dominguez Home Health/Home Care	October 2008	Determine number of home health/care patients currently vented	

### COMPLETED ACTIVITIES

Event	Action	Responsible Party(s)	Status	Notes
May 2006 NDMS	Update procedures in regional plan to reflect that NDMS must be contacted if hospital control shifts from primary to alternate	Danica Mann	COMPLETE	
May 2006 NDMS	Develop and implement 800 mhz testing protocol	Allison Schletzbaum	COMPLETE	
May 2006 NDMS	Update communication capability so Overlake Hospital has direct radio communication with Seattle Fire for patient transport as hospital control	Marina Zuetell - Communications	COMPLETE	
May 2006 NDMS	"Surge" beds should be consistent across the region. Define "surge"	Region 6 Hospital Strategy Group	COMPLETE	Using HRSA/ASPR definition
May 2006 NDMS	Organize a regional list of available radiation safety officers	Allison Schletzbaum	COMPLETE	
May 2006 NDMS	Develop Users Guide for Hospital Capacity Website	Gregory Alexander - HMC	COMPLETE	Gregory to develop a fact sheet and offer on-site training to those hospitals

				that request it
May 2006 NDMS	Update Region 6 Hospital Plan Communications Section with new 800 mhz testing protocol	Danica Mann	COMPLETE	
December 2006 Windstorm	RMRC will investigate potential for power restoration to pharmacies	Allison Schletzbaum	COMPLETE	Not Possible
December 2006 Windstorm	Improve communications between hospital facilities to assist in information sharing and tracking CO diagnosed patients	Hospital Emergency Preparedness Committee - Danica	COMPLETE	No process change needed – circumstantial
December 2006 Windstorm	Work with Puget Sound Energy and Seattle City Light to determine power restoration priorities for hospital linen providers	Allison Schletzbaum	COMPLETE	Laundries on critical facilities list for power restoration
December 2006 Windstorm	Determine mechanism for collecting and disseminating information about critical available resources such as, shelters, pharmacies, fuel, etc	Allison Schletzbaum	COMPLETE	KCHealthTrac live for hospitals
December 2006 Windstorm	Work with Puget Sound Energy and Seattle City Light to determine power restoration priorities for long term care facilities	Allison Schletzbaum	COMPLETE	Provided SCL and PSE with lists of skilled nursing facilities for restoration during an outage. Neither utility promised prioritization due to the way that power systems are restored, but assured us they would do the best they can.
May 2007 Earthquake Exercise	Need Job Action Sheets in RMRC	Allison Schletzbaum Danica Mann	COMPLETE	

May 2007 Earthquake Exercise	Outline role of RMRC vs Hospital Control	Danica Mann	COMPLETE	
May 2007 Earthquake Exercise	More ICS training needed for healthcare providers	Danica Mann	COMPLETE	HICS class offered November 7, 2007
May 2007 Earthquake Exercise	RMRC needs vendor lists by supplier/category	Allison Schletzbaum	COMPLETE	
May 2007 Earthquake Exercise	Clarify medical vs non-medical resources	Allison Schletzbaum	COMPLETE	Worksheet outlining medical vs non-medical developed and distributed
May 2007 Earthquake Exercise	Create situation status update template for RMRC	Allison Schletzbaum Danica Mann	COMPLETE	
SoundShake 2008	Provide HAM Class so healthcare providers can have train staff and not rely on volunteers in every activation	Danica Mann KCHCC Training and Exercise Coordinator	COMPLETE	Course offered June 30 and July 1, 2008
SoundShake 2008	Create tool/cheat sheet for use of 800 MHz for those who are not familiar with the equipment	Cassie Gleckler Allison Schletzbaum	COMPLETE	Document to be posted in Knowledgebase