

COPIN Meeting Minutes

July 08, 2015

1:30-3:30 pm

FCEMA

Attendance:

Amber Breedlove, Franklin Co. Public Health

Beth McCollam, City of Gahanna Parks & Rec

Corinne Riegler, Logan County Health Dept.

Donna Stalter, Fairfield Medical Center

Jennifer Thrush, Union County Health Dept.

John Palmer OH Hospital Assoc.

Lynn Bruno, Jackson Twp.

Megan Hoffman, City of Upper Arlington

Pam Palm, Knox County Health Dept.

Traci Whittataker, Delaware General Health Dist.

Bernice Cage, Mid-Ohio Regional Planning Commission

Carrie Ghiloni, Intern with Licking Co. Health Dept.

Dan Kochensparger, Retired (UA Fire Dept)

Jayne Moreau, Columbus Public Health

Joanna Worthington, Mt. Carmel college

Kim Snell, Columbus Regional Airport Authority

Mallory Sribanditmongkol, Gahanna-Jefferson Schools

Niel Jurist, City of Gahanna

Tabitha Haynes, Licking Co. Health Dept.

Call to Order: 1:40pm meeting was called to order by COPIN Chair D. Kochensparger

Minutes Approved: B. Cage moved, D. Stalter seconded motion to approve April 15, 2015 meeting minutes. Motion passed.

New Member Introduction:

John Palmer, Ohio Hospital Association

Carrie Ghiloni, Intern with Licking Co. Health Dept (Guest)

***COPIN Survey Results:** Results summary will go out to membership after COPIN Board meeting in August. Had a high return rate on the survey with great feedback. The Board appreciates members completing the survey and providing honest feedback.

Annual COHAN Test: Good confirmation rate, no corrective action needed.

***Bylaws Ad-hoc Committee Update:** Revisions are being proposed. The proposed revisions will be voted on at the August 2015 Board meeting and if accepted, the proposed revisions will be voted on by the general membership at the October 2015 meeting.

Brochures: COPIN has 2 brochures, an about COPIN brochure and a how to call on COPIN assistance brochure. The brochures are still current with the exception of an out-of-date phone number in the how to call on COPIN brochure. The brochures are housed electronically on the COPIN website. Hard copies are still available. Not going to invest in updating the phone number.

***Social Media Group:** N. Jurist recommended that we replace the brochure with a social media group instead, potentially a LinkedIn group or a Facebook group. This group could give prospective members information about COPIN and could be used to provide information about meetings to current members. The social media group would not have to be regularly updated, but updated 1 week or a few

days before and after COPIN meetings. Items that could be shared on the social media group include best practices, links to resources, meeting presentations and materials, about us information, and a discussion group for topics members want to talk more about. This could replace the brochure.

Mobile JIC: Central Region Public Health has a mobile JIC resource that is available to COPIN members. COPIN traditionally trains on the mobile JIC annually or every two years. This allows COPIN members to know the resource exists and what it includes. The mobile JIC is currently housed at the Union County EMA. J. Thrush has received approval from the Union County EMA to train on the mobile JIC. After discussion members indicated they are interested in this training opportunity and would like to do it in a central location during our October meeting. B. McCollam volunteered Academy Park in Gahanna. The park has a large paved parking lot. Members want the opportunity to be involved in both the setup and “play”. We will offer both setup and “play” opportunities so members can come to one or both sessions. Union County EMA requests we test capability and compatibility with the types of equipment and needs we as PIOs need from the mobile JIC.

Franklin County Mass Notification System: Franklin County EM&HS are in the middle of rolling out a mass notification system to the public and partner agencies. A public information tool kit has been created to help jurisdictions let people know about the new system. The system will launch July 21, 2015. Contact Kelly McGuire at FCEM&HS for questions or to get the public information tool kit. The system will have subgroup capabilities (example: an agency’s employees could be a subgroup) and will allow the public to sign up for notification of emergency situations within Franklin County.

Professional Development: Crisis Communication Plans and Go Kits

Go Kit: Donna Stalter shared the Fairfield Medical Center’s Kit

Flashlight, goggles, duct tape, batteries, gloves, gown, booties, contaminated clothing bags, masks, toiletries, water, hand sanitizer, first aid kit, notepads, sticky notes, folder of basic information on your agency (ICS structure) and plans/policies, jump drive with templates, food

Dan Kochensparger, Retired from Upper Arlington Fire Department, shared his PIO go kit
Chest harness for radio; Rite in the Rain (notepad that is water resistant); batteries; office supplies; inverter for charging from vehicle to computer; binder for documents (ICS forms, paper copies of plans); pocket references for PIOs; PIO vest; ear piece for walkie-talkie; business cards; permission slip for others to go with you

Plans: Jayne Monreau, Columbus Public Health

Lists what communication tools are at disposal; outlines different situations and what communication tools would be needed; outlines when to open a JIC; Lists after hour contacts for media; Call center info; and resources for translators and cultural groups

Joanna Worthington, Mt. Carmel College of Nursing

Defines different types of emergencies (smoldering for examples); lists roles and responsibilities; has different templates for social media, media, and the public; has an org chart

Jennifer Thrush, Union County Health Dept

Plan also identifies subject matter experts in advance and delineates who is responsible for contacting different stakeholders/partners.

A member shared that My Media Directory is a paid subscription service that provides updated media contact information.

Professional Development: Lancaster Botulism Outbreak, PIO Lessons Learned

Donna Stalter, Fairfield Medical Center, April 2015 Botulism Outbreak

This was the first time in years that the COPIN call-out was activated. There were a couple of errors in the COPIN callout procedures (wrong phone number disseminated and COPIN volunteers should have been directed to respond to a COPIN Board member rather than the requesting PIO) that affected the number of volunteers that responded. COPIN had 2 members volunteer during the incident.

Overview of PIO lessons learned: D. Stalter wished she would of called on COPIN sooner b/c got overwhelmed fast; essential to have mock press conference training; be ready to collaborate but understand if partners can't be at the table; direct media to partners when appropriate and then let that partner know the media may be calling; set up a hotline for the media in addition to the public hotline that was setup; could of used 2 people to man the media hotline

Powerpoint attached to email.

Next meeting: Oct. 14, 1:30-3:30pm at Franklin County EM&HS, 5300 Strawberry Farms Blvd, Columbus
**** Meeting time and location may be changed to accommodate mobile JIC training.****

Adjournment: Motion to adjourn made by P. Palm, seconded by C. Reigler. Meeting adjourned at 3:45pm.

* Asterisk indicates items to be discussed at August 2015 Board meeting.