

# Dallas Medical Operations Center (DMOC)

## Meeting Minutes

Location: WebEx

Date: December 21, 2016 1:30pm to 3:00pm

Agenda	Discussion	Responsible Individual	Action Plan
<b>1. Introductions, Attendance and Approval of minutes</b>	Chris Noah started the meeting with welcomes and introductions. Mr. Noah stated there were no meeting minutes for November.	Chris Noah	Continue on with meeting.
<b>2. Group Announcements</b>			
<b>2.1</b>	<p>The group reported the following upcoming announcements and activities:</p> <ul style="list-style-type: none"> <li>• DSHS HSR 2/3 – Brent Hart reported that they need a host hospital for an upcoming pediatric surge table top exercise. This exercise will be full day on April 12<sup>th</sup> and will involve around 40 people. They are in need on one large room to fit 40 people, and two smaller break out rooms that can hold 20 people each. Please contact Brenda Hart at <a href="mailto:Brenda.Hart@dshs.state.tx.us">Brenda.Hart@dshs.state.tx.us</a> for further information.</li> <li>• There were no other group announcements.</li> </ul>	Group	Information will be forwarded to email group if available.
<b>EVENT REVIEW</b>			
<b>3.1 DMOC Website</b>	Kaitlyn Cross displayed the new DMOC website at <a href="http://www.dallas-cms.org">www.dallas-cms.org</a> . This website is now live and will be used for all contact info, agendas, minutes, and steering documents. The logo is currently being edited and will be added back shortly.	Kaitlyn Cross	Continue to update.
<b>3.2 Meeting Location &amp; Times</b>	Chris Noah reported that there have been several requests to move the DMOC meeting. Mr. Noah stated that the DMOC officers will pick new random date and times over the next few months to see if that gages a better audience. Kaitlyn Cross added that a large reason behind the change was so that DMOC members can attend the Regional Shelter Workgroup that is currently at the same time. Ms. Cross requested help with DMOC presence at that meeting moving forward.	Chris Noah	Report out on performance.
<b>3.3 Regional Shelter Workgroup</b>	Chris Noah reported that the December workgroup was cancelled and will reconvene in January. This will remain a standing agenda item.	Chris Noah	Continue to provide update.

<b>3.4 CMS Communications &amp; Evacuation Plan</b>	<p>Chris reported that the new CMS regulations will be enforced November 2017 and require a communications and evacuation plan. Mr. Noah stated that DMOC will need to take the lead in develop a community partner communications plan. Mr. Noah added that Parkland is implementing a new mass notification system that DMOC can use to assist with the project. This contact list will be shared mid-March. Mr. Noah went on to report that there will need to be a series of focused group meetings dedicated to hospital evacuations. Future planning meetings will be scheduled in 2017.</p>	Chris Noah	Follow up meetings to occur.
<b>NEW BUSINESS</b>			
<b>4.1 January Meeting</b>	<p>Kaitlyn Cross will pick a new date and send an email invite shortly.</p>	Kaitlyn Cross	Will send calendar invite.
<b>4.2 2017 Mission, Goals, &amp; Objectives</b>	<p>Chris Noah stated that the Bylaws are overdue for an update and they need help from the group to review and finalize.</p>	Chris Noah	Follow up meetings to occur.
<b>4.3 Plain Language Alerting</b>	<p>Chris Noah reported that he is working with Nick Sloan to develop a DMOC support letter to help hospitals adopt a plain language alerting script. He mentioned that UTSW has taken lead and already implemented a successful plain language script at their facility.</p>	Chris Noah	Letter to be developed and distributed.
<b>4.4 DFW Wide</b>	<p>Kaitlyn Cross reported that NCTTRAC is considering cutting their DFW subscription due to very little use during the redundant communications drills. They are reviewing back up plans in the monthly Crisis Applications and Communications Workgroup that meets the first Tuesday of every month at NCTTRAC at 10:30 AM. Ms. Cross requested attendance at this meeting if this is a concern to your facility. Mr. Noah added that Parkland will not go away from DFW Wide but does agree that hospital to hospital communication in the area can use some work.</p>	Kaitlyn Cross	Continue to provide update.
<b>4.5 CBRNE PPE Valve Replacement</b>	<p>Mr. Noah reported that as a reminder there has been a recall on the 3M PAPR. If you are in need of further information, please contact a DMOC officer.</p>	Chris Noah	No further action needed.
<b>NEXT MEETING</b>	TBD		
<b>MEETING ADJOURN</b>	Adjourn at 1:51 PM CT		

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Christopher Noah, Chair, Parkland Hospital

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Date

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Rob Monaghan, Vice Chair, Baylor Scott & White

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Date