



KCER: KIDNEY COMMUNITY EMERGENCY RESPONSE COALITION

ATTENDEES

<i>Robert Kenney</i>	<i>Paul Miller</i>	<i>Jeff Kopp</i>	<i>Jim Curtis</i>
<i>Sarah Yelton</i>	<i>Kay Deck</i>		

MEETING MINUTES

Date: January 29 th , 2009	Time: 12:00 EDT	Location: Conference Call	Team: Physicians Placement & Assistance
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TOPIC	DISCUSSION	PLAN OF ACTION	RESPONSIBLE	DUE
NDMS Dialysis Disaster Team	<p>We reviewed the updated Disaster Plan drafted by Kay Deck.</p> <ul style="list-style-type: none"> • We should plan to keep the NxStage System One equipment in NxStage storage facilities so that any hardware or software updates can be done routinely, and assure that the equipment will be up to date if needed for deployment. • Supplies lists should be designed to have an initial deliver of 72 hours worth at maximum capacity. Additional supplies can be delivered in 48 hours. • We will specify cots that have and adjustable back for use in a sitting position. • We will develop position descriptions. <ul style="list-style-type: none"> ○ Command Structure to fit in with standard Incident Command protocol ○ Clinical position descriptions 	<p>Draft clinical job descriptions</p> <p>Calculate 72 hours supply usage</p> <p>Draft Incident Command job descriptions</p>	<p>Kay Deck, Jim Curtis</p> <p>Kay Deck, Jim Curtis</p> <p>Jeffery Kopp</p>	<p>Next Meeting</p>
Review Activation Plan ad Charter	No discussion on this topic today	Add this teams purpose and goal statements to the template and send to the	Jim Curtis	Next Meeting

		group for input.		
Next Meeting	Will be scheduled after the Feb 9 Strategic Planning call	Jim Curtis to identify potential times and arrange the next call	J. Curtis	2/15/09
Adjournment				