



KCER: KIDNEY COMMUNITY EMERGENCY RESPONSE COALITION

ATTENDEES

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

MEETING MINUTES

| Date: December 16 th 2008 | Time: 1:00 EDT | Location: Conference Call | Team: Physicians' Assistance | |
|---|---|---|-------------------------------------|---------------------|
| TOPIC | DISCUSSION | PLAN OF ACTION | RESPONSIBLE | DUE |
| NDMS Dialysis Disaster Team | <p>We reviewed the Disaster Plan drafted by Kay Deck from NxStage. The following are suggestions / considerations to include in the over all planning:</p> <ul style="list-style-type: none"> • Dr. Kenny suggested some clarification to the staffing section. • There are disaster training modules for NDMS on-line • We need to quantify the supply needs for a two week deployment at full capacity • Staff should work 12 hour shifts • We will need to develop position descriptions. • Information on the federal office that will coordinate logistics for the deployment team. • This will be part of a larger field hospital. | <p>Identify the supplies needed for a two week operation</p> <p>Provide some detail on NDMS training, resources and procedures fit into the plan.</p> | <p>Kay Deck</p> <p>Jeffery Kopp</p> | <p>Next Meeting</p> |
| Review Activation Plan ad Charter | Note: when looking for a newer version of the document, I realized that there is a new template for the Charter. | I will add this teams purpose and goal statements to the template and sent to the group for input. | Jim Curtis | 1/15/09 |
| Next Meeting | Will be scheduled for mid January | Jim Curtis to identify potential times and arrange the next call | J. Curtis | 1/1/09 |
| Adjournment | | | | |