



CORPORATE OFFICE
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**MassMAP Responder Training
 Minutes
 April / May 2019**

<p>Region 1 Date: May 2, 2019 Location: Jewish Geriatric Services 770 Converse St., Longmeadow, MA Responder Training: 8:30 – 10:30 AM</p>	<p>Region 2 Date: April 30, 2019 Location: Central Mass CMED 361 Holden St., Holden, MA Responder Training: 8:30 – 10:30 AM</p>
<p>Region 3 Date: May 1, 2019 Location: Aviv Centers for Living 240 Lynnfield St., Peabody, MA Responder Training: 1:00 – 3:00 PM</p>	<p>Region 4 Date: April 30, 2019 Location: Hebrew Rehabilitation Center 1200 Centre St., Roslindale, MA Responder Training: 1:00 – 3:00 PM</p>
<p>Region 5 Date: May 1, 2019 Location: Sarah Brayton Nursing Center 4901 North Main St., Fall River, MA Responder Training: 8:30 – 10:30 AM</p>	

Training Objectives:

1. Reviewed activation and setup of the LTC Coordinating Center
2. Discussed the roles within the Incident Command Structure and their functions in the LTC Coordinating Center
3. Activated and monitor the Emergency Reporting System (ERS)
4. Developed an Incident Action Plan (IAP) for a mock scenario
5. Followed up on non-reporting facilities (tracking groups)
6. Fulfilled resource requests for beds, transportation, etc.

Training Session Overview: (120 Minutes)

1. LTC Coordinating Center Overview
 - a. LTC Coordinating Center room set up
 - i. Phones, computers, projectors, screens, white boards, etc.
 - ii. After-hours activation – primary contacts, how to get in?
2. LTC Coordinating Center – Incident Command Structure & Function
 - a. Review ICS positions in the LTC Coordinating Center
 - b. LTC Coordinating Center Responder Manual
 - i. Review & familiarize with their contents / tabs / forms / scripts
 - ii. What’s missing? What else do we need to be functional and successful in the LTC Coordinating Center?



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- c. Incident Action Planning (IAP) Process
 - i. Objectives
 - ii. Operational Period(s)
 - iii. Resources needed to meet objectives?
 - iv. IAP Quick Start Guide
- 3. Emergency Reporting
 - a. LTC-MAP Dashboard
 - i. Filters settings (time period, refresh, facility types)
 - ii. Operational Issues (Generators, etc.)
 - iii. Reporting Compliance
 - 1. Correcting non-member reports
 - iv. Open Beds & Transportation – Sorting / filters
 - b. How to obtain Emergency Response Reports
 - i. Summary Report
 - ii. LTC Tracking Board
 - iii. Facility List (non-reporting)
- 4. Tracking Groups
 - a. Reported no issues
 - b. Reported with issues - Follow up for situational update
 - i. Assign a Point of Contact (POC) from the LTC Coordinating Center
 - ii. Call script for Initial Call to DSF
 - c. *Did not report – Considered at Risk. Follow up required.*
 - i. Call scripts for Non-Reporting Facilities