

**MassMAP Responder Training
Agenda
September 2022**

<p>Region 1 Date: September 15, 2022 Location: Leavitt Family Jewish Home 770 Converse St., Longmeadow, MA Responder Training: 8:30 – 10:30 AM</p>	<p>Region 2 Date: September 13, 2022 Location: Central Mass CMED 361 Holden St., Holden, MA Responder Training: 8:30 – 10:30 AM</p>
<p>Region 3 Date: September 14, 2022 Location: Chelsea Jewish Foundation 240 Lynnfield St., Peabody, MA Responder Training: 1:00 – 3:00 PM</p>	<p>Region 4 Date: September 13, 2022 Location: Hebrew Rehabilitation Center 1200 Centre St., Roslindale, MA Responder Training: 1:00 – 3:00 PM</p>
<p>Region 5 Date: September 14, 2022 Location: Revolution at Sarah Brayton Place 4901 North Main St., Fall River, MA Responder Training: 8:30 – 10:30 AM</p>	

New Business:

1. Review supporting the Connecticut Full-Scale Exercises:
 - Dates, times, and locations
 - Objectives
2. Review Mutual Aid Plan Updates
3. Recruitment & Retention of MassMAP Responders

Training Objectives:

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

Training Session Overview:

1. LTC Coordinating Center Overview
 - a. LTC Coordinating Center room set up
 - i. Phones, computers, projectors, screens, whiteboards, 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?
 - 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