

Dear Regional Medical Surge Planning Steering Committee Member,

I am writing to confirm your participation in the Medical Surge Planning project and invite you to the **project kick-off meeting in Dublin on March 6<sup>th</sup> from 10am to 12noon**. Please respond by Wednesday, February 27<sup>th</sup> to confirm your participation, and whether you will be attending in person or by phone. It is preferable that you attend this initial meeting in person, but understand that folks may be traveling or otherwise unable to attend in person. I will send the final agenda next week. The location:

Office of Homeland Security and Emergency Services  
Alameda County Sheriff's Office OES  
4985 Broder Blvd  
Dublin, CA

The kick-off meeting will serve to introduce you to the project team, discuss goals and activities, review roles and responsibilities, and confirm the timeline/schedule. In preparation for this kick-off, the project team needs copies of the following documents from each jurisdiction. At your earliest convenience please send these to me, or direct me to the individuals that I can follow-up with to get them:

- Copies of Medical Surge Plans
- Copies of Mass Casualty Response Plans
- Copies of Patient Movement Plans
- Copies of Transportation Plans
- Copies of any other relevant Emergency Operations Plans or recovery plans that are related to medical surge events.

Thank you and I look forward to meeting you in a few weeks!

Sincerely,

Lani Kent  
Medical and Public Health Project Manager  
Bay Area Urban Area Security Initiative (UASI)  
Desk: 415.353.5231  
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## Bay Area UASI Regional Medical Surge Planning Project

### Kick Off Meeting

March 6, 2013

10am - 12noon

Alameda County Sheriff's Office OES  
 4985 Broder Blvd  
 Dublin, CA

### AGENDA

Lani Kent	<b>Welcome and Introductions</b>
Meghan Treber	<b>Review of Project Goals and Deliverables</b> <ul style="list-style-type: none"> <li>• Regional medical surge planning gap analysis</li> <li>• Patient tracking feasibility assessment</li> <li>• Exercise and next steps</li> <li>• Steering Committee role in support of goals</li> </ul>
Meghan Treber	<b>Timeline and Meeting Schedule</b> <i>Monthly webinar/conference/meetings:</i> <ul style="list-style-type: none"> <li>• Last Friday 10-12?</li> <li>• First Monday 1-3?</li> <li>• First Tuesday 1-3?</li> <li>• First Wednesday 10-12?</li> </ul> <i>Review of deliverables, as needed</i>
Meghan Treber	<b>Tentative: Facilitated Discussion of Regional Medical Surge Response</b>
Lani Kent	<b>Next Steps</b> <ul style="list-style-type: none"> <li>• Document request</li> <li>• Outreach for patient tracking</li> </ul>