# MassMAP Responder Training Minutes
## April / May 2019

### Region 1
- **Date:** May 2, 2019
- **Location:** Jewish Geriatric Services
  770 Converse St., Longmeadow, MA
- **Responder Training:** 8:30 – 10:30 AM

### Region 2
- **Date:** April 30, 2019
- **Location:** Central Mass CMED
  361 Holden St., Holden, MA
- **Responder Training:** 8:30 – 10:30 AM

### Region 3
- **Date:** May 1, 2019
- **Location:** Aviv Centers for Living
  240 Lynnfield St., Peabody, MA
- **Responder Training:** 1:00 – 3:00 PM

### Region 4
- **Date:** April 30, 2019
- **Location:** Hebrew Rehabilitation Center
  1200 Centre St., Roslindale, MA
- **Responder Training:** 1:00 – 3:00 PM

### 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

### 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?
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