



CORPORATE OFFICE
 500 CrossKeys Office Park
 Fairport, NY 14450

p. 585.223.1130
 f. 585.223.1189
www.phillipsllc.com

**MassMAP Responder Training
 Minutes
 March 2019**

<p>Region 1 Date: March 21, 2019 Location: Jewish Geriatric Services 770 Converse St., Longmeadow, MA Responder Training: 8:30 – 10:30 AM</p>	<p>Region 2 Date: March 19, 2019 Location: Central Mass CMED 361 Holden St., Holden, MA Responder Training: 8:30 – 10:30 AM</p>
<p>Region 3 Date: March 20, 2019 Location: Aviv Centers for Living 240 Lynnfield St., Peabody, MA Responder Training: 1:00 – 3:00 PM</p>	<p>Region 4 Date: March 19, 2019 Location: Hebrew Rehabilitation Center 1200 Centre St., Roslindale, MA Responder Training: 1:00 – 3:00 PM</p>
<p>Region 5 Date: March 20, 2019 Location: Sarah Brayton Nursing Center 4901 North Main St., Fall River, MA Responder Training: 8:30 – 10:30 AM</p>	

1. Reviewed the 2019 Calendar of Events specifically the dates of the LTC Coordinating Center training and the exercise dates that the LTC Coordinating Centers are supporting other Regions.
2. Reviewed the locations, dates and agenda of the 2019 Annual Education sessions.
3. Reviewed the dates and objectives of the 2019 Exercises.
4. Reviewed revised Plan Activation Algorithms.
5. Reviewed the LTC Coordinating Center Operational Manual.
6. The LTC Coordinating Center Responders were requested to complete the ISC – 100 and ISC 700 courses. We reviewed the objectives of each course and how to register. All responders were requested to submit their completion certificates to Jim Garrow from RPA who will upload them into the MassMAP website under their user name.
7. Conducted an LTC Coordinating Center Training Session that included:
 - a. Reviewed LTC Coordinating Center Objectives:
 - i. Set up LTC Coordinating Center
 - ii. Utilized the LTC Coordinating Center Operations Manual
 - b. Emergency Reporting:
 - i. Review how to obtain the following Emergency Response Reports:
 1. Open Bed Report
 2. Available Transportation
 3. Available Staffing