MassMAP Responder Training
Agenda
September 2022

Region 1
Date: September 15, 2022
Location: Leavitt Family Jewish Home
770 Converse St., Longmeadow, MA
Responder Training: 8:30 – 10:30 AM

Region 2
Date: September 13, 2022
Location: Central Mass CMED
361 Holden St., Holden, MA
Responder Training: 8:30 – 10:30 AM

Region 3
Date: September 14, 2022
Location: Chelsea Jewish Foundation
240 Lynnfield St., Peabody, MA
Responder Training: 1:00 – 3:00 PM

Region 4
Date: September 13, 2022
Location: Hebrew Rehabilitation Center
1200 Centre St., Roslindale, MA
Responder Training: 1:00 – 3:00 PM

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

New Business:
1. Review supporting the Connecticut Full-Scale Exercises:
   a. Dates, times, and locations
   b. 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