



**DISASTER PREPAREDNESS/DISASTER RESPONSE  
TELECONFERENCE MEETING MINUTES  
Tuesday, October 25, 2011**

Committee Members Present

Mary Evert  
Kathay Lovell  
Mohammed Khalifa

Board Staff Present

Heather Martin  
Jeff Hanson

**A. Call to order, roll call, establishment of a quorum**

This is the first meeting of this committee. Contact was established at all teleconference locations. At 3:05 p.m. Ms. Evert called the meeting to order. Heather Martin called the roll and a quorum of the Committee was established.

**B. Introductions**

Committee Members introduced themselves. There were no individuals from the public in attendance at any of the teleconference locations.

**C. Review of Committee Member Roster/Information**

Ms. Martin asked Committee Members to review the roster and contact information. Ms. Martin asked that any edits or changes be directed to her.

**D. Review and discussion of Committee's Roles and Responsibilities and consideration of recommending changes to the Board**

The Committee Members reviewed and discussed a draft document describing the roles and responsibilities of the committee. Committee members finalized item #3. The roles and responsibilities are as follows:

1. Identify and provide input into reducing barriers to occupational therapy roles in disaster preparedness.
2. Provide input into and work with stakeholders to reduce barriers to occupational therapist's and occupational therapy assistant's roles in disaster preparedness and response.
3. Review the laws and regulations to ensure consistency and to ensure that there are no conflicts with other laws or regulations in our policy.
4. Review the Board's Business Continuity Plan and suggest updates and/or improvements.

5. Review and provide recommendations to staff on revisions to various applications and forms used by the Board.

**E. Review of the Board's Continuity of Operations/Continuity of Government (COOP/COG) plan to continue operations and protect Board records in the event of a disaster or emergency.**

The Committee Members reviewed the Board COOP/COG plan and were satisfied with its content.

**F. Review of laws and regulations relating to licensees providing services in the event of an emergency.**

Ms. Evert referenced a Power Point Presentation that she obtained from the American Occupational Therapy Association (AOTA). Ms. Evert reported that North and South Carolina have developed action plans, laws, and regulations that provide and promote public protection in disaster situations.

**G. Discussion regarding contacting the American Red cross and local disaster teams about occupational therapists and occupational therapy assistants being trained for and recognized as first responders.**

Committee Members were not certain if occupational therapy practitioners were categorized as first responders in disaster situations. Ms. Evert reported occupational therapy practitioners possess skills that could be of benefit in disaster situations. Committee Members referenced a copy of a pamphlet titled "Disaster Healthcare Healthcare Volunteers" published by California Emergency Medical Services Authority that was contained in the meeting materials.

**H. Discussion regarding advocating to the profession and partnering with other organizations to be available as responders in the event of a disaster or emergency.**

Committee Members indicated they would seek more information on disaster preparedness and how occupational therapists may contribute in disaster situations from their local law enforcement, other city, county, and/or national authorities, and report back at the next meeting. Committee Members considered the breadth of the roles and responsibilities and commented partnering organizations could be international, national, and more localized.

**I. Discussion regarding establishing plan to mobilize occupational therapists and occupational therapy assistants into action in the event of a disaster or emergency.**

Committee Members indicated their initial efforts will be focused on gathering information. Once more information is obtained they will be able to develop a plan.

**J. Selection of 2012 meeting dates/times.**

The next meeting was scheduled for 3:00 p.m. on January 24, 2012.

**K. Public comment on items not on agenda.**

There were no public comments.

**L. Adjournment**

At 4:45 p.m. the meeting adjourned.