

2019 SWMHE *in Ventura County*

Midterm Planning Meeting Q&A

1. Will you provide a list of all participants who have submitted an Intent to Participate (ITP)?

Yes, we will be sending a list via email every Friday.

2. How do I receive a copy of the information I submitted in our ITP and the assigned roles?

Send an email to SWMHE@ventura.org requesting information from your ITP.

3. What do we do if we have already submitted an ITP, but have a change in staff assigned to roles?

Please **do not submit** another ITP; rather, email SWMHE@ventura.org with the following information:

1. The role you are modifying.
2. The name of the individual who will now be fulfilling that role.
3. The email address for the individual who will now be fulfilling that role.
4. The phone number the individual who will now be fulfilling that role.

4. What time is the Controller/Evaluator Training on 10/10/19?

The training will be held from 1:30 pm – 3:00 pm at the Ventura County Public Health Department: 2240 E Gonzales Rd, Suite 200, Oxnard, CA 93036.

5. If we have more than one site, are we able to have multiple Controllers and Evaluators?

Yes. In fact, it is required that you have one Controller/Evaluator at each site. If you are a smaller site, one individual at each site can assume both roles for that site.

6. If we have more than one site, can we send one person to represent all sites?

Yes; however, this is not advised. The one representative will be required to disseminate the Controller/Evaluator packets to all other sites and provide training to the other sites' Controllers/Evaluators.

7. The day of the Controller/Evaluator training, October 10th, is a major Jewish holiday.

If you are unable to attend due to your faith related events, please ensure that a representative from your site attend in your place. The representative will need to collect your Controller/Evaluator packet, provide you with guidance regarding information addressed at the training, and inform you of your responsibilities for the Day of Exercise.

8. Is the PIO training still September 25th from 9-11am in Oxnard? If so, how do we register?

Yes. Those interested in attending may register via the following link: bit.ly/PIOTRAINING. Questions regarding this training may be directed to the Ventura County Emergency Medical Services Agency PIO, Julie Frey, by emailing Julie.frey@ventura.org or calling (805) 981-5301. Please note, the PIO training is not a requirement of participation in this year's exercise.

9. What time is the Stakeholder Liaison meeting on the 09/24/19?

The meeting will be held from 2:00 pm – 3:30 pm at the Ventura County EMS Agency: 2220 E. Gonzales Rd, Suite 200-B, Oxnard, CA 93036.

10. Will a Situation Manual (SitMan) be provided for the Tabletop Exercise (TTX)?

Yes. The SitMan will be made available on our [2019 FSE webpage](#) under Section 6, TTX.

11. Do we receive confirmation that the Member Agreement Form has been submitted?

Every Friday, we will send the Member Agreement Packet Tracking document along with the list of all confirmed ITPs. Check this tracking document to see which of the three VCHCC Member Agreement Packet components your site has/hasn't submitted. If your site is not included in this tracking document, that denotes that we have yet to receive any of the three VCHCC Member Agreement Packet components from your site. Once your site has successfully completed all three components, a VCHCC Member Agreement Confirmation Letter will be sent to the Representative and Alternate listed on the Agreement Form. These documents are due October 4th. **The VCHCC Member Agreement Packet is a Requirement of Participation in the exercise.**

12. We just found out that we are one of the participating sites and this is our first webinar. Can you please forward me any information that we have missed?

Please visit our [2019 FSE webpage](#). All the information you need to catch up is there for your convenience. Start by reading through the sections titled, "How to Use this Webpage" and "Follow these steps for successful participation in the FSE!". Be sure to watch the webinar recordings (found in Section 4. HSEEP Planning Meetings) for planning meetings you have missed.

13. I think I am confusing the VCHCC with SWMHE.

VCHCC is the Ventura County Health Care Coalition. SWMHE is the Statewide Medical and Health Exercise. The SWMHE is an activity that is offered by the VCHCC. Any emails regarding the exercise are sent from SWMHE@ventura.org. All general, coalition information are sent from VCHCC@ventura.org.

14. Upcoming meetings and their locations:

The Stakeholder Liaison MSEL meeting on [September 24th](#) will be held at:

Ventura County Emergency Medical Services Agency
2220 E Gonzales Rd, Suite 200-B
Oxnard, CA 93036

The Final Planning Meeting on [October 9th](#) will be held at:

Freedom Center
515 Eubank St
Camarillo, CA 93010

The Controller & Evaluator training on [October 10th](#) will be held at:

Ventura County Public Health
2240 E Gonzales Rd, Suite 200
Oxnard, CA 93036

Day of the Exercise will occur at:

Your site(s)!

The After-Action Meeting on [November 19th](#) will be held at:

Ventura County Behavioral Health
1911 Williams Dr. – New Training Room
Oxnard, CA 93036