

Please find below actions reached at our Emergency Management Meeting held on 14<sup>th</sup> July 2014 at the MAB Conference Room.

ACTIONS	RESPONSIBLE PERSON
<p><b>Changing Rooms for Staff</b></p> <ul style="list-style-type: none"> <li>• Discussion with the Nursing staff on the provision of rooms at the Hostel to be used as Changing Rooms.</li> <li>• In the event that staff decide to use their office as changing rooms, the Matron was to lead further discussion with appropriate authorities and to ensure successful implementation.</li> </ul>	<p>Miss Beatrice Bangalie</p>
<p><b>Call Duties and Filtering of Clients</b></p> <ul style="list-style-type: none"> <li>• Medical Doctors are to start running Call duties as follows:  2:00pm to 8:00pm and 8:00pm to 6:00am next day</li> <li>• Provision of a small rest room in the hospital for the Dr. on Call to use</li> <li>• Provision of a filtering room at the OPD for clients expected to be admitted on the Ward go through it.</li> <li>• As a temporary measure, no referred case should be admitted in the ward</li> </ul>	<p>Dr. Sandy</p>
<p><b>Fumigation of Emergency and other Departments</b></p> <ul style="list-style-type: none"> <li>• Fumigation at the OPD needed to be done again.</li> <li>• The new chlorine and disinfectants purchased need to be properly diluted</li> <li>• The doors to the Emergency Room have problems and needed to be rectified for the fumigation to be effective</li> </ul>	<p>Miss Beatrice Bangalie and Sr. Getrude</p> <p>Br. Nestor to assist</p> <p>Br. Augustine to mobilize Maintenance Team</p>

<p><b>Visiting Hours</b></p> <ul style="list-style-type: none"> <li>• Visiting hours to the hospital was amended to be as follows: Morning = 6:00am to 8:00am Evening = 4:00pm to 6:00pm</li> <li>• Time for the start and Ending of OPD Services needed to be changed to 8:00am – 3:00pm</li> </ul>	<p>Mr. Joshua Sandy</p>
<p><b>Staff admitted and discharged</b></p> <ul style="list-style-type: none"> <li>• Locate the where about of the following staff: Jericatu, Martin, Ambrose, Formine etc for possible testing</li> <li>• Identify and talk to the contacts of Jericatu and Martin to be tested</li> <li>• Counsel identified staff and others for possible testing</li> <li>• Contact the Ebola surveillance Team to come for the blood samples of these staff</li> </ul>	<p>Mr. Joshua Sandy</p> <p>Mr. Joshua Sandy</p> <p>Mr. Joshua Sandy and Ms. Beatrice Bangalie</p> <p>Dr. Sandy</p>
<p><b>Meeting with Nurses</b></p> <ul style="list-style-type: none"> <li>• Need to meet Nurses and to ask them to sign and formalize the concerned letter presented to management on the suspected Ebola outbreak.</li> </ul>	<p>Ms. Beatrice Bangalie</p>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Update staff on the current feedback received on the suspected Ebola cases in the hospital</li> <li>• Inform staff of the rationale behind the emergency measures taken in the hospital</li> <li>• Need to pass on the verified necessary information to London Mining Company</li> <li>• Update the Paramount Chief of the Marampa Chiefdom current situation</li> </ul>	<p>Mr. Joshua Sandy</p> <p>Mr. Joshua Sandy</p> <p>Mr. Joshua Sandy</p> <p>Mr. Joshua Sandy</p>

<p><b>Appeals for Support</b></p> <ul style="list-style-type: none"> <li>• Appeal to the DPC to come to the aid of the hospital.</li> <li>• Prepare list of items needed for the Ebola outbreak to be presented to Donors (especially the German group).</li> </ul>	<p>Dr. Sandy and Mr. Joshua Sandy</p> <p>Dr. Sandy</p>
<p><b>Distribution of Cleaners</b></p> <ul style="list-style-type: none"> <li>• Cleaners needed to be distributed and assigned to specific departments for specific periods to promote effective monitoring and effectiveness.</li> </ul>	<p>Ms. Beatrice Bangalie and Ms. Fatmata</p>
<p><b>Sensitization at Lungi</b></p> <ul style="list-style-type: none"> <li>• The hospital needed to carry out sensitization of Ebola in Lungi. Plan was therefore needed to be put in place to carry out this important assignment.</li> </ul>	<p>Mr. Joshua Sandy</p>
<p><b>Store for Ebola Items</b></p> <ul style="list-style-type: none"> <li>• There is the need to create a special store to take custody of all items related to Ebola. The objective is to make it easy for items to be collected and to promote efficiency as well as effectiveness in distributing emergency materials to users.</li> </ul>	<p>Br. Augustine</p>
<p><b>Veronica Buckets</b></p> <ul style="list-style-type: none"> <li>• There is the need to identify the departments and locations to place the required number of Veronica buckets in the hospital.</li> <li>• The required number of stools and tables needed to be manufactured for the Veronica Buckets to be put on.</li> <li>• The required number of bowls needed to be procured to be attached to the buckets for the collection of waste water.</li> <li>• There is the need to find a responsible person to ensure appropriate dilution of water and chemical for disinfecting.</li> <li>• Need to identify a staff to be collecting and changing used water</li> </ul>	<p>Mr. Joshua Sandy and Ms. Beatrice Bangalie</p> <p>Br. Augustine</p> <p>Br. Augustine</p> <p>Br. Nestor</p> <p>Ms. Beatrice Bangalie</p>

<p><b>Observation Ward</b></p> <ul style="list-style-type: none"><li>• The observation ward was still not ready. The Maintenance team was encouraged to make it a priority to ensure that it is completed for use by</li></ul>	<p>Br. Augustine</p>
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Please, take notice of the actions expected of you to promote effective and efficient Management and Administration.

Still trust in your capabilities to deliver results on time.