Access the recorded webinar here:

https://attendee.gotowebinar.com/ recording/7784518520786727426

ASPR TRACIE: Three Domains



- Self-service collection of audience-tailored materials
- Subject-specific, SME-reviewed "Topic Collections"
- Unpublished and SME peer-reviewed materials highlighting real-life tools and experiences



- Personalized support and responses to requests for information and technical assistance
- Accessible by toll-free number (1844-5-TRACIE), email (askasprtracie@hhs.gov), or web form (ASPRtracie.hhs.gov)



- Area for password-protected discussion among vetted users in near real-time
- Ability to support chats and the peer-to-peer exchange of user-developed templates, plans, and other materials



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Webinar Outline

- Overview of HCC Tools and Templates
 - ASPR TRACIE Select HCC Resources Page
 - Topic Collections
 - HCC Plans
 - HCC Preparedness Plan Template
 - HCC Response Plan Template
 - HCC Pandemic Checklist
 - HCC Surge Test Tool Training Video
 - Hospital Disaster Pharmacy Calculator
 - HCC Resource and Gap Analysis Tool
 - HCC Resource and Gap Analysis Aggregator
- Discussion
- Q&A



ASPR TRACIE-Developed Resources

Since ASPR TRACIE's launch in 2015, our staff and Subject Matter Expert Cadre have developed resources to support healthcare system preparedness, public health preparedness, and disaster clinical professionals plan for, respond to, and recover from all hazards disasters and emergencies. This page provides a comprehensive list with hyperlinks to all ASPR TRACIE-developed materials.

Administrative/General

Completed Topic Collections

Resources at Your Fingertips

Tip Sheets and Fact Sheets

The Exchange

The Express

Tools and Templates

Webinars and Videos

Website Tutorials

Administrative/General

ASPR TRACIE Fact Sheet

CMS Resource Page

Full List of Topic Collections

Select Health Care Coalition Resources

Summary of TA Requests

Completed Topic Collections

Access and Functional Needs Topic Collection

Alternate Care Sites (including shelter medical care)

Ambulatory Care and Federally Qualified Health Centers Topic Collection

Burn

Coalition Administrative Issues

Tools and Templates

EMS Infectious Disease Playbook

Health Care Coalition Pandemic Checklist

Health Care Coalition Preparedness Plan

Health Care Coalition Resource and Gap Analysis Tool

Health Care Coalition Response Plan

Health Care Coalition Surge Test Tool

Hospital Disaster Pharmacy Calculator

Website Tutorials

ASPR TRACIE Assistance Center

ASPR TRACIE Rating, Commenting On, and Saving Resources

ASPR TRACIE Technical Resources

ASPR TRACIE User Experience and Dashboard

Tips for Navigating the Information Exchange



Select Health Care Coalition Resources

While ASPR TRACIE strives to ensure all of our resources are applicable to Healthcare Coalitions and other stakeholders, the resources on this page can be particularly helpful to coalitions in achieving the Health Care Preparedness and Response Capabilities. Resources on this page include ASPR TRACIE- and locally-developed plans, tools, and templates. We would like to thank all the jurisdictions and coalitions that shared their resources with us and our Subject Matter Expert Cadre members who assisted with the development of our tools and templates. If you are unable to find what you are looking for, or if you would like to submit a resource for possible inclusion, contact our Assistance Center.

ASPR NHPP-Developed Resources

ASPR TRACIE-Developed Tools and Templates

Topic Collections

Webinars

State and Local Plans, Tools, and Templates

ASPR NHPP-Developed Resources

Hospital Preparedness Program Website

Hospital Resource Vulnerability Assessment

The Role that Health Care Coalitions Play in Support of Mass Casualty Response

ASPR TRACIE-Developed Tools and Templates

Click here for a full list of ASPR TRACIE-developed resources

Health Care Coalition Preparedness Plan

Health Care Coalition Resource and Gap Analysis Tool

Health Care Coalition Response Plan

Health Care Coalition Aggregator Tool (to be developed)

Health Care Coalition Pandemic Checklist

Hospital Disaster Pharmacy Calculator

State and Local Plans, Tools, and Templates

In early 2017, ASPR TRACIE and ASPR's National Healthcare Preparedness Program (NHPP) solicited various tools and resources from HCCs across the county to share with their colleagues. We received over 150 plans, tools, and templates that then went through a multi-tier review process with select ASPR TRACIE SME Cadre members. After three tiers of reviews, the resources below were identified as being an excellent example of a particular topic area (e.g., emergency operations plan, strategic plan, etc.) and are shared below (also available on the ASPR TRACIE Resource Library and used as examples for ASPR TRACIE-developed resources).

HCC Administrative Topics

DC Emergency Healthcare Coalition Enhanced Hazard Vulnerability Analysis (HVA)

DC Emergency Healthcare Coalition APPENDIX F: Step 5 of Enhanced HVA

Eastern Virginia Healthcare Coalition Charter-Bylaws

Maryland Department of Health and Mental Hygiene: Framework for Development of Healthcare Preparedness Coalitions

Midlands Regional HVA 2016 (SC)

MOU for Hospitals in the District of Columbia

NW Oregon Health Preparedness Organization Memorandum of Understanding: Hospital/ Health System Facility Emergency Mutual Aid

Santa Barbara County Disaster Healthcare Partners Coalition Governance Document

Southeast Minnesota Disaster Health Coalition "Our Coalition" webpage

Southeast Minnesota Disaster Health Coalition "Our Partners" webpage

Unitah Basin Region Healthcare Preparedness Coalition: Inter-Healthcare Provider Master Mutual Aid Agreement

HCC Preparedness Plan Topics

Central Florida Disaster Medical Coalition Strategic Plan 2016-2018

Central Maine Regional Health Care Coalition All Hazards Emergency Operations Plan

Delmarva Regional Healthcare Mutual Aid Group: Emergency Operations Standard Operating Guideline

Eastern Virginia Healthcare Coalition Emergency Operations Guide

Emerald Coast Health Care Coalition Strategic Plan (FL)



Health Care Coalition Preparedness Plan

Both the 2017-2022 Health Care Preparedness and Response Capabilities and HPP-PHEP Cooperative Agreement Funding Opportunity Announcement (FOA) requires Health Care Coalitions (HCCs) to develop a preparedness plan. This template provides general headers and descriptions for a sample HCC Preparedness Plan Template. The resources used to develop this template includes sample HCC plans and the Health Care Preparedness and Response Capabilities. This document is organized as such:

- · Sample plan headings/sub-headings;
- Applicable Health Care Preparedness and Response Capability if available (shown as: capability.objective.activity);
- Description and considerations (where appropriate, language from the Health Care Preparedness and Response Capabilities is used; refer to the full text of the capabilities for additional detail/information); and
- Sample resources/plans that may provide guidance or a template for HCCs to assist in their
 planning efforts. There is no guarantee the resource(s) listed will fully comply with the
 capability. A sample plan outline is provided in Appendix A of this document. Appendix B
 includes a full list of resources referenced in this template.

According to the Health Care Preparedness and Response Capabilities (Capability 1, Objective 3), "the HCC preparedness plan enhances preparedness and risk mitigation through cooperative activities based on common priorities and objectives. In collaboration with the ESF-8 lead agency, the HCC should develop a preparedness plan that includes information collected on hazard vulnerabilities and risks, resources, gaps, needs, and legal and regulatory considerations. The HCC preparedness plan should emphasize strategies and tactics that promote communications, information sharing, resource coordination, and operational response and recovery planning with HCC members and other stakeholders. The HCC should develop its preparedness plan to include core HCC members and additional HCC members so that, at a minimum, hospitals, EMS, emergency management organizations, and public health agencies are represented. The plan can be presented in various formats (e.g., a subset of strategic documents, annexes, or a portion of the HCC's concept of operations plans [CONOPS])."



Health Care Coalition Response Plan

Both the 2017-2022 Health Care Preparedness and Response Capabilities and HPP-PHEP Cooperative Agreement Funding Opportunity Announcement (FOA) require Health Care Coalitions (HCCs) to develop a response plan. This template provides general headers and descriptions for a sample HCC Response Plan Template. The resources used to develop this template includes sample HCC plans and the Health Care Preparedness and Response Capabilities. This document is organized as such:

- · Sample plan headings/sub-headings;
- Applicable Health Care Preparedness and Response Capability if available (shown as: capability.objective.activity);
- Description and considerations (where appropriate, language from the Health Care Preparedness and Response Capabilities is used; refer to the full text of the capabilities for additional detail/information); and
- Sample resources/plans that may assist with more information on that particular section. A
 sample plan outline is provided in Appendix A of this document. Appendix B includes a full
 list of resources referenced in this template.

According to the 2017-2022 Health Care Preparedness and Response Capabilities, "the HCC, in collaboration with the ESF-8 lead agency, should have a collective response plan that is informed by its members' individual plans. In cases where the HCC serves as the ESF-8 lead agency, the HCC response plan may be the same as the ESF-8 response plan. Regardless of the HCC structure, the HCC response plan should describe HCC operations, information sharing, and resource management. The plan should also describe the integration of these functions with the ESF-8 lead agency to ensure information is provided to local officials and to effectively communicate and address resource and other needs requiring ESF-8 assistance." The 2017-2022 Funding Opportunity Announcement for the Hospital Preparedness Program further defines the requirements to ensure that at a minimum, the response plan includes the actions of hospitals, EMS, emergency management organizations, and public health agencies represented in the HCC.



Health Care Coalition Preparedness Plan Health Care Coalition Response Plan



Appendix A: Health Care Coalition Preparedness Plan Outline Example

- 1. Introduction
- 1.1 Purpose
- 1.2 Scope
- 1.3 Administrative Support
- 2. Coalition Overview
- 2.1 Introduction/Role/Purpose of Coalition
- 2.2 Coalition Boundaries
- 2.3 Coalition Members
- 2.4 Organizational Structure/ Governance
 - 2.4.1 Role of Leadership within Member Organizations
- 2.5 Risk
- 2.6 Gaps
- 2.7 Compliance Requirements/ Legal Authorities
- 3. Coalition Objectives
- 3.1 Maintenance and Sustainability
- 3.2 Engagement of Partners and Stakeholders
 - 3.2.1 Health Care Executives
 - 3.2.2 Clinicians
 - 3.2.3 Community Leaders
 - 3.2.4 Children, Pregnant Women, Seniors, Individuals with Access and Functional Needs
- 4. Workplan
- 4.1 Roles and Responsibilities
- 5. Appendices
- 5.1 Detailed Information on HVA
- 5.2 Commitment to Participate
- 5.3 Program Plan and Budget

Appendix B: Resources

ASPR TRACIE Developed Resources:

- · Access and Functional Needs Topic Collection
- · Alternate Care Sites Topic Collection
- . CMS Emergency Preparedness Rule Resources
- Coalition Administration/ Bylaws Topic Collection
- Coalitions Models and Functions Topic Collection
- Continuity of Operations (COOP)/Failure Plan
 Crisis Standards of Care Topic Collection
- Emergency Operations Plans/ Emergency Management Program Topic Collection
- Emergency Public Information and Warning/Risk Communications Topic Collection
- Evaluation of HVA Tools
- Exercise Program Topic Collection
- Family Reunification and Support Topic Collection
- Hazard Vulnerability/ Risk Assessment Topic Collection
- Healthcare Facility Evacuation/Sheltering Topic Collection
- Healthcare Related Disaster Legal/ Regulatory/ Federal Policy
- HIPAA and Disasters: What Emergency Professionals Need to Know
- Hospital Surge Capacity and Immediate Bed Availability Topic Collection
- Incident Management Topic Collection
- Information Sharing Topic Collection
- Patient Movement and Tracking Topic Collection
- · Recovery Planning Topic Collection

ASPR TRACIE Select Health Care Coalition Resources

DC Emergency Healthcare Coalition. (2014). Active Shooter in a Healthcare Facility: A Template for Response Procedures.

DC Emergency Healthcare Coalition. (2014). Acute Care Facilities Decontamination Planning Template.

DC Emergency Healthcare Coalition. (2015). Appendix F: Step 5 of Enhanced HVA for DC Emergency Healthcare Coalition.

DC Emergency Healthcare Coalition. (2015). Enhanced Hazard Vulnerability Analysis (HVA).

DC Emergency Healthcare Coalition. (2014). Evacuation Functional Annex to DC Emergency Healthcare Coalition's EOP.

DC Emergency Healthcare Coalition. (2014). Communications Support Annex: A Support Annex to the DC EHC Emergency Operations Plan for Coalition Members.

DC Emergency Healthcare Coalition. (2014). Communications Support Annex: A Support Annex to the DC EHC Emergency Operations Plan for Duty Officers/HCRT Members.

1. Introduction

Note: For coalitions using a preparedness plan consisting of multiple documents, consider including an Administrative Procedures section in each of your documents to provide the purpose and scope of the document and timeline/process for review.

Section Headers/ Subheadings	Applicable Health Care Preparedness and Response Capability	Description and Considerations	Sample Resources
1.1 Purpose of Plan	N/A	An HCC preparedness plan should document the organization and process of the Coalition and how it prioritizes and works collectively to develop and test operational capabilities that promote communication, information sharing, resource coordination, and operational response	ASPR TRACIE Coalition Administration/ Bylaws Topic Collection
		and recovery.	ASPR TRACIE Emergency Operations Plans/ Emergency Management Program Topic Collection
			Central Maine Regional Health Care Coalition All Hazards Emergency Operations Plan
			Delmarva Regional Healthcare Mutual Aid Group: Emergency Operations Standard Operating Guidelines (MD)
Section Headers/ Subheadings	Applicable Health Care Preparedness and Response Capability	Description and Considerations	Sample Resources Cont'd.
1.2 Scope	N/A	This section should include the timeframe covered by the plan, define the involved coalition and jurisdictions, and offer any necessary disclaimers about the plan — not superseding authorities of the participating entities, etc. It may also describe elements not addressed in the plan and refer	Eastern Virginia Healthcare Coalition Emergency Operations Guide
1.3 Administrative Support	1.3 2.1.2	the reader to the relevant organization document. HCC members should approve the initial plan and maintain involvement in regular reviews. Some HCCs may choose to obtain official approvals from core members and acknowledgement/ secondary approvals from additional members. Following reviews, the HCC should update the plan as necessary after exercises and planned and real world incidents. The review should include identifying gaps in the preparedness plan and working with HCC members and external partners to define strategies to address the gaps.	- Emergency Operation Plan for the DC Emergency Healthcare Coalition (Washington DC) FEMA Developing and Maintaining Emergency Operations Plans,
		This section should include a schedule to review and undate the propagations plan and staff	Comprehensive Preparedness

This section should include a schedule to review and update the preparedness plan, and staff

and other support for the plan.

Guide (CPG) 101, Version 2.0

Louisiana ESF-8 Health and Medical Preparedness and Response Coalition

1. Introduction

This section provides a high level description of the plan, how it was developed, and how it should be maintained.

Section Headers/	Applicable Health Care Preparedness and Response		
Subheadings	Capability	Description and Considerations	Sample Resources
1.1 Purpose of Plan	2.1.2	This section describes what the plan will address and what goals and objectives of the coalition are met with the plan. Sample language:	ASPR TRACIE Emergency Operations Plans/ Emergency Management Program Topic Collection
		The goal of the HCC is to: This plan supports the goal by:	Central Maine Regional Health Care Coalition All Hazards Emergency Operations Plan
		Or The purpose of this plan is to provide general guidelines for response to natural and manmade events that endanger the patients, visitors, staff, and family members of medical healthcare facilities within the region.	Delmarva Regional Healthcare Mutual Aid Group: Emergency Operations Standard Operating Guidelines (MD)
		Or The purpose of this plan is to provide general guidance for preparation, response, and recovery to all hazards events that threaten the healthcare system that result in illness or injury to the population within the coalition's boundaries and the healthcare system.	Eastern Virginia Healthcare Coalition Emergency Operations Guide Emergency Operation Plan for the DC Emergency Healthcare Coalition (Washington DC)

Section Headers/ Subheadings	Applicable Health Care Preparedness and Response Capability	Description and Considerations	Sample Resources Cont'd.
1.2 Scope		This section describes what organizations are covered by the plan and under what circumstances the plan is activated. This is also the place where memoranda of agreement or relevant statutes and authorities are listed. Sample language: The HCC authority is limited to those compacts and other documents signed by the members and does not supersede jurisdictional or agency responsibilities, etc.	FEMA Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101, Version 2.0 Louisiana ESF-8 Health and Medical Preparedness and Response Coalition NW Oregon Health Preparedness Organization: Health/ Medical Multi-Agency Coordination (MAC) Group Handbook Medical Surge Capacity and
			Capability: The Healthcare Coalition in Emergency Response and Recovery (HHS ASPR)

Health Care Coalition Influenza Pandemic Checklist

Introduction

This planning tool is intended to assist health care coalitions and their partners in assessing their preparedness for an influenza pandemic. It may also be used to orient the response as a pandemic begins. The tool is not comprehensive, and jurisdictional and coalition differences in composition, resources, and response will result in significantly different priorities and depth of engagement in many of these activities. The coalition should have already conducted a gap and resource analysis that may have identified issues common to this document (See ASPR TRACIE Coalition Gap and Resource Analysis Tool). Coalitions may use this tool to identify potential gaps in influenza pandemic planning and drive cross-discipline discussions.

This document assumes that the following all-hazards basics are already in place through planning, exercise, and response activities:

- · Incident management structures and principles at the facility, agency, and coalition level
- Basic information sharing capabilities between coalition partners (e.g., radio, web-based, telephone) and a process for information sharing during an incident
- . Emergency medical services (EMS) mutual aid and disaster response plans
- · Hospital disaster and surge capacity plans
- · Emergency contact/notification list for all partners

Some additional assumptions that are important to consider:

- The pandemic will occur in waves, and will not have a consistent time or impact profile across the United States. Coalition partners should have mechanisms in place to maintain awareness of current conditions in the community and adjust resources as needed.
- Understanding of the virus, infection control, risk factors, clinical care, and patient outcomes
 will be in rapid evolution. Monitoring multiple sources of information and adapting to changing
 circumstances is critical to response success.
- The response will be longer than, and require the most integration of, any incident that
 coalition partners may face. Use of incident management processes and integration of
 leadership and subject matter experts to provide consistent, transparent input and guidance
 is critical to a successful response.

Process

Coalition leadership should use this tool as a discussion document between and among coalition members. Within each discipline, multiple agencies or facilities may need to engage in dialogue to reach an overall conclusion and rate the current state of preparedness for the listed function within the coalition. This rating is a general impression of the work needing to be done to achieve preparedness. Because preparedness may be variable among members within the coalition, the rating should be an approximation of the overall perceived remaining work in that area. For example, alternate care system plans may be very complete in one jurisdiction and lacking in another, so an approximate value may be used, but the specific areas of deficit should be tracked to assure there is a plan to address them.

For each function, the activity should be rated on a 1-5 scale depending on the level of effort required to attain adequate operational function:

- . 5 No plan or asset currently exists
- 4 Inadequate plan or assets
- 3 Possibly adequate plans or assets, but have not been evaluated, tested, and/or incomplete training
- 2 Adequate plans or assets requiring minor modifications based on exercises, events, or other evaluation
- 1 No work remaining plans or assets have been tested in exercises and real-world events and currently require no further modification

This rating may assist coalitions determining priorities for influenza pandemic response planning.



1. Coalition Activities

	Preparedness and	Rating	
Activities	Response Capability	(1-5)	Remaining Work Needed
1.1 Identify and document the roles and responsibilities for coalition members in	Cap 1, Obj 1		
pandemic planning and response, including identifying a lead agency when necessary			
(e.g., for alternate care site operation, distribution of personal protective equipment			
[PPE], points of dispensing [POD] activities).			

2. Safety/Infection Control Activities

Activities	Applicable Health Care Preparedness and Response Capability	Coalition Rating (1-5)	Remaining Work Needed
2.1 Develop a coalition-level pandemic safety plan and appoint a safety officer to modify	Cap 4, Obj 1		
as required.			

3. EMS Activities

Coordination/Regulatory Activities	Applicable Health Care Preparedness and Response Capability	Coalition Rating (1-5)	Remaining Work Needed
3.1 Determine coordination mechanisms, scope, and likely authorities between coalition	Cap 4, Obj 1		
EMS agencies including information sharing, resource monitoring/assistance, and policy			
coordination. Work with local intelligence fusion centers to assist with information sharing			
and coordination.			

4. Hospitals and Health Care Activities

Coordination/Regulatory Activities	Applicable Health Care Preparedness and Response Capability	Coalition Rating (1-5)	Remaining Work Needed
4.1 Determine coordination mechanisms, scope, and likely authorities between coalition	Cap 2, Obj 3		
hospitals and health care systems including information sharing, resource			
monitoring/assistance, and policy coordination. This should include the role of the			
coalition to engage with vendors of PPE, pharmaceuticals, and other medical supplies			
that may be in shortage. Conduct a coordination conference call with healthcare facilities			
to ensure awareness and consistency.			

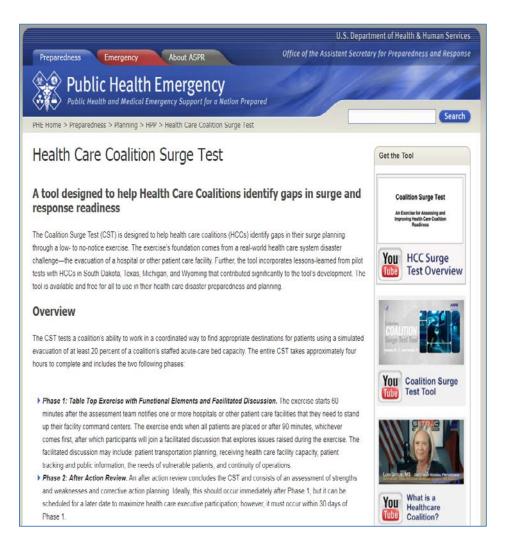
5. Public Health Activities

Coordination/Regulatory Activities	Applicable Health Care Preparedness and Response Capability	Coalition Rating (1-5)	Remaining Work Needed
5.1 Determine coordination mechanisms, scope, and likely authorities between public	Cap 2, Obj 1)		
health agencies in the coalition including information sharing, resource			
monitoring/assistance, and policy coordination. This should include cooperative planning			
for population-based interventions to assure regional consistency.			

6. Emergency Management Activities

Activities	Applicable Health Care Preparedness and Response Capability	Coalition Rating (1-5)	Remaining Work Needed
6.1 Define the emergency orders and actions that the local jurisdiction and state may invoke to support the pandemic response.	Cap 1, Obj 2		

Health Care Coalition Surge Test



Website:

https://www.phe.gov/Preparedness/planning/hpp/Pages/coaltion-tool.aspx

HCC Surge Test Tool
Training Video

HPP Coalition Surge Test
Webinar- February 7, 2017



Live Demo

- Hospital Disaster Pharmacy Calculator
- Health Care Coalition Resource and Gap Analysis Tool
- Health Care Coalition Resource and Gap Analysis Aggregator Tool (draft)



Question & Answer





Contact Us







