

Marin County Healthcare Preparedness Coalition Governance

- Approved August 16th, 2018

Purpose

This governance document defines the structures and processes that the Marin County Healthcare Preparedness Program (HPP) Coalition uses to support medical and healthcare entities to prepare for, respond to, mitigate, and recover from disasters.

The Marin County Healthcare Preparedness Coalition is a collaborative network of healthcare organizations and other public and private response partners within our Operational Area. The Coalition boundaries are defined by the geographic border of Marin County and serves as a voluntary, multidisciplinary, multi-agency group that assists in the coordination of Emergency Management and Support Function (ESF) #8 through preparedness, response, recovery, and mitigation activities.

Mission

To facilitate continued planning and coordination of emergency preparedness and response activities among healthcare facilities in Marin County in order to improve facility specific and medical and public health system readiness in the event of a major incident affecting healthcare facility members and our community.

Goals

- Develop coordinated emergency plans and pre-incident action plans.
- Coordinate planning, training, and exercises to improve healthcare system preparedness for disasters.
- Plan and collaborate to manage and share resources.
- Deliver medical care to all populations during emergencies and planned events.
- Plan and collaborate to build and improve continuity of health care service delivery during emergencies or planned events.
- Coordinate information, communication, and available resources for Coalition members to maintain surge response.
- Sustain and expand viable, inter-member, emergency communications methods and plans.
- Coordinate and disseminate grant funds and implement grant deliverables.
- Develop and sustain joint training and exercise program for Coalition members.

Funding

The primary funding for Coalition activities comes through the US Department of Health and Human Services, Assistant Secretary for Prevention and Response's Hospital Preparedness Program (ASPR-HPP) program. The HPP grant is awarded to local communities to develop collaborative system-wide health and medical disaster response capabilities. Marin County Department of Health and Human Services (HHS) Public Health Preparedness (PHP) program accepts HPP funds and takes responsibility for grant work planning and fiscal requirements. As the Fiscal Agent for HPP funds, HHS decisions on HPP issues must prevail; however, HHS seeks agreement on decisions for HPP funds from the Coalition under this Governance structure. Occasional funding opportunities may also arise from Homeland Security, California Hospital Association, California Dept. of Public Health, or other entities.

Organizational Structure

The Marin County Public Health Preparedness (PHP) Program acts as the administrator for the Hospital Preparedness Program (HPP) Grant and the Healthcare Preparedness Coalition. PHP works in close partnership with the Marin County Emergency Medical Services (EMS) Agency to determine and facilitate HPP Grant and Coalition activities.

Coalition Membership

All organizations that provide health or medical services, as well as organizations whose mission is related to providing or assuring health services during disasters, are welcome to join the Coalition. Membership information is maintained by the Health Department's Public Health Preparedness (PHP) program. Members agree to share their organization's contact information with each other for disaster preparedness and response purposes.

Participation Requirements

General Membership

All organizations seeking membership in the Marin County HPP Coalition will be required to complete the *Participant Agreement Form*, and are asked to designate a primary and secondary representative from their organization to provide redundancy in communication with the group. These representatives will be asked to:

- Participate in at least three Healthcare Coalition activities each year
- Maintain an emergency response plan for your agency, facility or organization that integrates with local health emergency planning
- Participate in regular communications drills (such as: ReddiNet drills, Healthcare Radio drills, CAHAN, if applicable to your facility)
- Participate in community wide drills and exercises designed to practice health emergency response procedures.
- Register for the California Health Alert Network (CAHAN) via the PHP Program.
- Provide updated email and phone contact information as needed to update email and rapid fax lists for day-to-day committee business and emergency notification purposes.

Membership and active participation in the Coalition will allow member entities to coordinate resources and information with the Medical and Health Operational Area Coordinator (MHOAC), Marin County Public Health, and the County Emergency Operation Center (EOC) in emergencies. It will also allow the HPP Coalition Coordinator to communicate with member agencies for informational, training, and programmatic purposes.

Steering Committee

The **Steering Committee** has been established to manage decisions required of the HPP Coalition. The Steering Committee consists of representatives from (5) groups: Public Health, Local Emergency Medical Services Agency (LEMSA), hospitals, clinics, and skilled nursing facilities (SNFs). The Steering Committee meets quarterly at minimum to make decisions on behalf of the entire HCC to establish priorities for strategic planning; to approve policies, plans, or other products of the HCC; to approve funding decisions for the HPP grant or other funds available to the HCC; and to provide other guidance and support as needed to sustain Coalition initiatives. Notes from the Steering Committee are prepared by PHP and shared with the entire Coalition.

Selection/Appointment Processes:

- All hospitals are required to participate on the Steering Committee. Hospital representatives will be chosen by hospital administration.
- Skilled Nursing Facilities/Long Term Care Facilities representatives will be chosen using the following process:
 - HPP Coordinator will request volunteers to serve on the Steering Committee.

- If more than 2 representatives volunteer, then the SNF/LTC facility representatives will vote for the two individuals they feel will best represent the needs of the SNFs/LTCs as a whole.
- Clinic representative will be chosen using the following process:
 - HPP Coordinator will work with to choose one representative to represent the needs of clinics.

Decision-Making: The Coalition will utilize consensus-based decision making when possible to facilitate solutions that are supported by all coalition members. Decisions will require a quorum of a minimum of one representative from each Steering Committee Group to be finalized. Members may vote via phone or email as necessary.

Subcommittees

The Coalition may establish standing or *ad hoc* subcommittees or working groups as needed for specific Coalition deliverables and activities.

Executive Leaders Committee

The **Executive Leaders Committee** is comprised of executive leadership from hospitals and other healthcare organizations and agencies that are integral in a medical response to events/emergencies. This committee provides oversight to Steering Committee recommendations and HPP Coalition activities. The Executive Committee meets annually. During its meeting the Executive Committee will receive a briefing on coalition activities and be presented with Steering Committee recommendations for approval.

Amendments to Governance

This Governance document may be amended by decision of the Steering Committee and will require a two-thirds vote of all voting members.