

## ASPR TRACIE Technical Assistance Request

**Requestor:** [REDACTED]  
**Requestor Phone:** [REDACTED]  
**Requestor Email:**  
**Request Receipt Date (by ASPR TRACIE):** 7 August 2017  
**Response Date:** 8 August 2017  
**Type of TA Request:** Standard

### Request:

[REDACTED] had two requests: (1) Resources to assist with developing a healthcare coalition preparedness plan; and (2) templates or examples of a healthcare organization profile.

### Response:

ASPR TRACIE is collaborating with the ASPR National Healthcare Preparedness Program (NHPP) to develop helpful tools and templates to assist with healthcare coalition (HCC) preparedness efforts, decision making processes, and operational planning. As part of this effort, ASPR TRACIE has developed a HCC Preparedness Plan Template. This template will be released via NHPP by late August. We will be sure to also send it to you directly when it is available.

In the meantime, Section I includes a list of HCC plans. These plans will be featured in the template and were provided to ASPR TRACIE from HCCs and underwent a multi-step review process by members of the ASPR TRACIE Subject Matter Expert Cadre. Section II includes resources for a healthcare organization profile. If you would like for us to search for additional examples of healthcare organization profiles, please let us know and we can reach out to our ASPR SME Cadre members.

These ASPR TRACIE Topic Collections may also provide helpful resources for your planning effort. Other ASPR TRACIE-developed resources can be found here.

- [Coalitions Models and Functions Topic Collection](#)
- [Emergency Operations Plans/ Emergency Management Program Topic Collection](#)

### Section I. HCC Preparedness Plans

Central Maine Regional Health Care Coalition. (2016). [All Hazards Emergency Operations Plan](#).

This plan describes the roles and responsibilities of the Central Maine Regional Health Care Coalition (CMRHCC) in responding to a healthcare emergency. It is comprised of a Base Plan and Annexes (e.g., communication plan, medical surge, responder health and safety) and concludes with appendices that include a list of acronyms and forms that can be downloaded and printed (e.g., volunteer request form, resource request form).

DC Emergency Healthcare Coalition. (2014). [Emergency Operation Plan for the DC Emergency Healthcare Coalition](#).

This plan describes the organizational structure and emergency response processes used by participating healthcare organizations in Washington, DC to collectively respond to and recover from an incident that severely challenges or exceeds normal day-to-day healthcare system management and/or healthcare delivery operations.

Delmarva Regional Healthcare Mutual Aid Group. (2015). [Emergency Operations Standard Operating Guidelines](#).

This document was written to help group members with operations during an incident that exceeds capacity and capability. In addition to traditional sections (e.g., concept of operations, roles and responsibilities, training and exercises), it includes a memorandum of agreement, job action sheets, responsibility matrix, and an acronym list.

Eastern Virginia Healthcare Coalition. (2016). [Emergency Operations Guide](#).

This Emergency Operations Guide addresses protocols, procedures, and organizational structure necessary for the healthcare entities in the Eastern Region to prepare for, respond to and recover from emergencies as a collective whole, in partnership with other emergency response agencies.

Louisiana Hospital Association. (2013). [Louisiana ESF-8 Health and Medical Preparedness and Response Coalition](#).

This plan describes the structure, functions, and planning frameworks of the Louisiana ESF-8 Health and Medical Preparedness and Response Coalition. Coalition membership is primarily those that have a preparedness and response function under ESF-8 such as public health, pre-hospital, and hospital assets. This plan includes sections such as ESF-8 Network Information Sharing, communication hardware/ modalities, planning framework, and cross-cutting activities/processes.

Maryland Department of Health and Mental Hygiene. (2014). [Framework for Development of Healthcare Preparedness Coalitions](#).

This state-specific document is intended to assist health departments and healthcare system partners to identify gaps in preparedness, determine specific priorities, and develop plans for building and sustaining healthcare specific capabilities.

Porth, L., Gatz, J. (2013). [Healthcare coalitions: An emergency preparedness framework for non-urban regions](#). Missouri Hospital Association.

This guidance is targeted to non-urban communities in Missouri developing regional healthcare coalitions. It provides guidance on coalition membership, structure, governance, and roles/ responsibilities during a response (including coordination with city, county, regional, and state partners).

Santa Barbara County, CA. (2014). [Disaster Healthcare Partners Coalition Guidance Document](#).

This document spells out Santa Barbara County's healthcare coalition member roles and responsibilities during disaster response and recovery.

## Section II. HCC Partner Profiles

Nierner, P. and Cantrell, N. (2016). [Operational Profile Template: COOP Continuity of Operations](#). Children's Hospital Colorado.

This document was developed by the Emergency Management team at Children's Hospital Colorado (CHCO) in collaboration with over 200 CHCO managers. It is meant to serve as a resource for healthcare facilities as they prepare to develop Continuity of Operations (COOP) plans. Though specific for COOP plans, the organizational profile section (starting on page 16) may be helpful.

Porth, L., Gatz, J. (2013). [Healthcare coalitions: An emergency preparedness framework for non-urban regions](#). Missouri Hospital Association.

This guidance is targeted to non-urban communities in Missouri developing regional healthcare coalitions. It provides guidance on coalition membership, structure, governance, and roles/ responsibilities during a response (including coordination with city, county, regional, and state partners). Specifically see Appendix III starting on page III-1 for summaries of each HCC in the state which may provide a snapshot of HCC member profiles.

Santa Barbara County, CA. (2014). [Disaster Healthcare Partners Coalition Guidance Document](#).

This document spells out Santa Barbara County's healthcare coalition member roles and responsibilities during disaster response and recovery. Specifically see Appendices D-F for possible questions that can be used to develop a profile.

U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response. (n.d.). [From Hospitals to Healthcare Coalitions: Transforming Health Preparedness and Response in Our Communities](#).

This report provides an overview of the Hospital Preparedness Program (HPP), shares profiles of grant awardees, and includes a chapter on the future of HPP. Starting on page 4, the profiles of awardees may provide a template for how to display healthcare organization profiles.

Wisconsin Department of Health Services. (n.d.). [Wisconsin Public Health Profiles](#).

This page lists the profiles of each county in Wisconsin. They may provide ideas for a template for displaying healthcare organization profiles.