

ASPR TRACIE Technical Assistance Request

Requestor: [REDACTED]

Requestor Phone: [REDACTED]

Requestor Email:

Request Receipt Date (by ASPR TRACIE): 15 December 2015

Response Date: Initial response 17 December 2015; updated response 24 December 2015

Type of TA Request: Standard

Request:

The requestor asked for examples of an acceptable “Strategic Plan” as referred to in the Hospital Preparedness Program (HPP) and Healthcare Coalition Developmental Assessment (HCCDA) guidance. He noted that this “strategic plan” is comprised of an “administrative plan” and a “preparedness strategy,” and is most directly mentioned in the HPP Program Measure Manual for BP3 under Medical Surge, Indicator 3.

Response:

On December 17, 2015, the ASPR TRACIE team initially provided the requestor with the following two Topic Collections that would be most helpful to his request: [Coalition Models and Functions](#), and [Hospital Surge Capacity and Immediate Bed Availability](#). The ASPR TRACIE Team also reached out to several members from our SME Cadre to ask for and collect additional example plans.

Resource(s) identified below were gathered from SME Cadre member(s). Additional materials will be provided to the requestor as they are received.

Also included below are strategic plans from the Topic Collections that may be particularly beneficial to this request.

If you need additional strategic plan examples, guidance, or have other questions, please contact the [ASPR TRACIE Assistance Center](#). You can also post a request on the [ASPR TRACIE Information Exchange](#) to receive sample plans from your peers/ colleagues in the field. There is a current post in the Information Exchange that includes an example coalition by-laws document from New Jersey.

I. Resources from the ASPR TRACIE SME Cadre

Central Florida Disaster Medical Coalition. (2015). [Governance Policies](#).

This document addresses the governance policies of the Central Florida Disaster Medical Coalition. Chapters include: bylaws, charter/ code of ethics, Board nominations and the election process, financial policies and processes, coalition support roles and responsibilities, among others.

Healthcare Emergency Response Coalition (FL). (2015). HERC Coalition Strategic Planning Sample. (See attached.)

This Excel file provides the Palm Beach Healthcare Emergency Response Coalition (HERC) Strategic Plan goals for 2014, 2015, and 2016. Column headers include: the goal, target population outcomes, activities, responsibility, measurable objectives, possible data sources, measurable objective timeline, outcomes or progress in meeting measurable objectives, and comments.

II. Additional Resources

Fairfax County, Virginia. (n.d.). [ESF-8 Public Health and Medical Services Plan](#). (Accessed 10/22/2015.)

This plan describes roles and responsibilities for ESF-8 partners in Fairfax County that may be useful to coalitions in developing coordination structures and plans for their communities. Fairfax County is an urban county with a population of over 1 million. Page 7 specifically outlines the roles and responsibilities of the Northern Virginia Hospital Alliance.

Illinois Department of Public Health. (2014). [Illinois Department of Public Health Emergency Support Function \(ESF\) 8 Plan](#).

This plan describes concept of operations, roles and responsibilities, and command structures for ESF-8 members in Illinois that may be useful to coalitions in developing coordination structures and plans for their communities. This plan can be used as a guidance or template for regional healthcare coalitions. Illinois has seven Public Health and Medical Service Response Regions with a state-wide population of approximately 12.8 million.

Kansas Department of Health and Environment. (2013). [Healthcare Coalition Charter Template](#).

This coalition charter template may be used by other coalitions as a model for developing their own charters. This modifiable template includes categories such as mission, membership, conducting business, leadership roles, and additional provisions. Guidance for coalitions as they complete the template is also provided in italics throughout the document.

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.

Public Health-Seattle and King County, Washington. (2015). [ESF 8 Basic Plan-Health, Medical and Mortuary Services.](#)

This plan describes concept of operations, roles and responsibilities, and command structures for ESF-8 members in King County, Washington that may be useful to coalitions in developing coordination structures and plans for their communities. This plan includes concept of operations and roles and responsibilities that involve the Northwest Healthcare Response Network (healthcare coalition). King County has a population of near 2 million.

Sonoma County, California. (2014). [Sonoma County Healthcare Coalition Governance.](#)

This governance document may be used by other coalitions as a model for developing their own governance documents. It outlines the structure and process used by Sonoma County Healthcare Coalition to develop cooperative disaster capacities. It includes sections on membership, meetings, steering committee, subcommittees, and funding and staffing. Sonoma County (CA) has a population of near 500,000.