

## **STANDARD OPERATING PROCEDURE**

### REGIONAL EMERGENCY PREPAREDNESS COMMITTEE (REPC)

#### **I. Committee Purpose and Responsibilities**

REPC is responsible for jointly identifying and recommending plans and solutions that support improvements in Trauma Service Area (TSA) - E emergency/disaster preparedness and response between medical emergency preparedness stakeholders. Additionally, REPC serves as the steering committee that provides recommendations to NCTTRAC regarding budgeting and execution of the Texas Hospital Preparedness Program contract as administered by the Texas Department of State Health Services (DSHS). This responsibility includes strategic oversight for Emergency Medical Task Force (EMTF)-2, covering TSA-C, D, and E. Further details of Committee responsibilities are defined under Article IX of the NCTTRAC Bylaws.

#### **II. Strategic Advisory Group for REPC**

The Strategic Advisory Group's purpose is to:

- A. Assist the REPC in carrying out its duties and responsibilities.
- B. Lead collaborative regional planning, formulate strategies, and make recommendations to the REPC to ensure that the best possible approaches to regional Healthcare Coalition planning can be achieved in TSA-E.
- C. Identify and assess regional needs in order to develop possible options for strengthening the overall resiliency of regional response capabilities based upon federal and state guidance and best practices (these include the Hospital Preparedness Program, Centers for Medicare & Medicaid Services, Federal Emergency Management Agency, etc.)
- D. Serve to identify the regional priorities set forth by current federal and state guidelines by utilizing input from Subject Matter Experts to set strategic planning goals and objectives for REPC.

The Strategic Advisory Group will consist of Workgroup Leads, the REPC Chair, the REPC Chair Elect, DSHS Health Service Region 2/3 Public Health representation, Texas Division of Emergency Management representation, and REPC at-large members who have demonstrated active participation in REPC meetings. Regional Subject Matter Experts will be utilized in an effort to attain the best information and practices for the overall good of regional emergency preparedness.

#### **III. Chair Responsibilities**

- A. The Committee Chair serves as the principal liaison between the Committee and the Board of Directors with responsibilities that include, but are not limited to:
  1. One vote on the Board of Directors representing the collective vote of REPC
  2. Knowledge of the NCTTRAC Bylaws
  3. Knowledge of NCTTRAC programmatic obligations
  4. Scheduling meetings
  5. Meeting agendas and minutes

- 6. Committee reports to the Board of Directors at least quarterly
- 7. Standard Operating Procedures.
- B. The Committee Chair must be a representative of a voting NCTTRAC member in good standing as defined in the NCTTRAC Bylaws.
- C. The term of the Committee Chair is two years.
- D. The Committee Chair may not simultaneously hold another elected position in NCTTRAC.
- E. The Committee Chair only votes at the REPC meeting in the event of a tie.
- F. The Committee Chair has the authority to call or postpone REPC Committee meetings.
- G. Upon election or ascension to the REPC Chair position, the incumbent must vacate their responsibility as a REPC Core Group Representative.

#### **IV. Chair Elect Responsibilities**

- A. The Chair Elect assists the Chair with committee functions and assumes the Chair responsibilities for REPC activity and meeting management in the temporary absence of the Chair. The Chair Elect cannot serve in lieu of the REPC Chair for any Board of Directors responsibilities.
- B. The Chair Elect will lead the REPC Strategic Advisory Group.
- C. The Chair Elect must be a REPC Core Group representative and an employee of a voting member in good standing as defined in the NCTTRAC Bylaws.
- D. The Chair Elect automatically ascends to the Chair position at the end of the current Chair's term.
- E. The REPC Chair Elect position will be voted on by the REPC Core Group every two years or when this position has been vacated by incumbent

#### **V. Meetings, Agenda, and Minutes**

- A. The Committee will meet at least quarterly.
- B. All related meetings will be held as open meetings.
- C. The Committee will follow a NCTTRAC approved format for the meeting agenda and minutes.
- D. The Committee will normally be provided with staff support to draft minutes and capture attendance information following each meeting as a record of committee activities.
- E. See Article IX of the NCTTRAC Bylaws for further details on standing committees with core group membership.

#### **VI. Product Responsibilities (SOPs, SOGs, Protocols, Guidelines, and Plans)**

- A. SOP – HPP Asset Disposition

- B. SOP – Withholding HPP Benefits
- C. Regional Hazard Vulnerability Analysis
- D. Disaster Preparedness Section of NCTTRAC Trauma System Plan

## VII. Core Group

The REPC Core Group shall be comprised of representatives from hospitals, emergency medical services (EMS), public health, emergency management, and other key partnering agencies. In accordance with the NCTTRAC Bylaws, committee voting authority afforded to REPC Core Group representatives includes not only NCTTRAC members, but is also extended to those identified in this SOP.

- A. **Representation:** The REPC Core Group will be comprised of specified or “peer-group” primary and alternate representatives of the following:
  - 1. **Public County Hospitals**  
(2 representatives)  
John Peter Smith Hospital  
Parkland Health & Hospital System
  - 2. **Hospital Systems**  
(4 representatives)  
Baylor Healthcare System  
HCA Healthcare  
Methodist Health System  
Texas Health Resources
  - 3. **Pediatric Hospitals**  
(2 representatives)  
Children’s Medical Center Dallas  
Cook Childrens Medical Center
  - 4. **Air Medical EMS**  
(1 representative, selected from peer group)
  - 5. **TSA-E EMS / Hospital Zones**  
(16 representatives, selected from peer groups within each Zone)
    - Zone 1 (1 each Hospital & EMS)
    - Zone 2 (1 each Hospital & EMS)
    - Zone 3 (1 each Hospital & EMS)
    - Zone 4 (1 each Hospital & EMS)
    - Zone 5 (1 each Hospital & EMS)
    - Zone 6 (1 each Hospital & EMS)
    - Zone 7 (1 each Hospital & EMS)
    - Zone 8 (1 each Hospital & EMS)
  - 6. **DFW International Airport**  
(1 representative)

7. **Public Health**  
(6 representatives)
    - Collin County
    - Dallas County
    - Denton County
    - Grayson County
    - Tarrant County
    - Texas DSHS Health Service Region 2/3
  8. **Disaster Behavioral Health**  
(1 representative, selected from peer group)
  9. **Fatality Management**  
(1 representative, selected from peer group)
  10. **TSA's C & D Emergency Medical Task Force (EMTF) Partnering RACs**  
(2 representatives)
    - North Texas Regional Advisory Council
    - Big Country Texas Regional Advisory Council
  11. **Offices of Emergency Management (OEM)**  
(4 representatives, selected from peer groups)
    - North Central Texas OEM (Urban; greater than 100K population)
    - North Central Texas OEM (Urban; less than 100K population)
    - North Central Texas OEM (Rural; Outside 4 Metro Counties)
    - Texoma OEM
  12. **Councils of Government**  
(1 representative, selected from peer group)
  13. **Texas Division of Emergency Management / Disaster District Committees**  
(1 representative, selected from peer group)
- B. **Quorum and Attendance:** A quorum is defined as 50% of the representatives of the Core Group who are present at the call for a vote. A simple majority vote of the quorum is required to take action. Given the fact meetings occur quarterly, all Core Group Represented Organizations are expected to participate in all REPC meetings through attendance by their primary or alternate appointee.
- C. **Voting:** The Chair shall manage voting issues in accordance with existing NCTTRAC bylaws and procedures. Either the REPC Core Group representative or his/her designated alternate (in writing) shall exercise the right to vote on REPC matters as necessary. Minutes and voting activity will normally be documented by supporting staff. Each approved vote of the REPC Core Group will be subject to the final approval or disapproval of the North Central Texas Trauma Regional Advisory Council Board of Directors. The decision of the NCTTRAC Board of Directors is final.
- D. **How constituted:** The REPC Chair shall preside over REPC and is a separate position from REPC's identified Core Group. The REPC Core Group will elect a

Chair in accordance with NCTTRAC bylaws. The REPC Core Group will also vote to identify a Chair Elect as defined in paragraph IV above. Both the REPC Chair and Chair Elect must be a representative of a NCTTRAC member in good standing.

- E. **Term:** REPC Core Group Representatives will be considered for continuation or rotation annually, normally in conjunction with the NCTTRAC fiscal year calendar. Changes to committee functional representation can be recommended by a two-thirds majority vote of the REPC Core Group, modification of this SOP, and subsequent approval by the North Central Texas Trauma Regional Advisory Council Board of Directors.
- F. **Resignation:** Any representative may voluntarily withdraw from participation.
- G. **Expulsion:** Any representative can be expelled upon a two-thirds majority vote of the REPC Core Group and subsequent approval by the North Central Texas Trauma Regional Advisory Council Board of Directors. Any representative identified for potential expulsion has the right to present themselves to the REPC Core Group and/or the Board of Directors in consideration of such action.
- H. **Meetings:** Meetings shall be managed in accordance with NCTTRAC Bylaws.
- I. **Subcommittees, Working Groups and Standing Reports:** Subcommittees must be approved in conjunction with a change to the NCTTRAC Bylaws. Working Groups and/or and Standing Reports to REPC may be established at the discretion of the REPC Chair and will operate in due consideration of NCTTRAC's Bylaws and this SOP. REPC has no current subcommittees. Current workgroups include:
  - 1. EMTF Operations Workgroup
  - 2. Regional HVA Plans & Exercises Workgroup
  - 3. RMOC/EMS Workgroup
  - 4. Communications & Crisis Applications Workgroup
  - 5. Disaster Behavioral Health Workgroup
- J. **Funds:** The right to execute legal contracts or obligations is reserved for NCTTRAC staff under the direction of the NCTTRAC Board of Directors.
- K. **Amendments:** This SOP may be altered, amended or repealed in accordance with NCTTRAC policy and with approval of the North Central Texas Trauma Regional Advisory Council Board of Directors.