



Health Care Coalition: FY19 Work Plan Template

HCC Information	HCC Name:
	State:
	HCC Coordinator / Representative:

HCC Member Review and Approval
<p><i>In accordance with the 2019-2023 Hospital Preparedness Program Cooperative Agreement, the following HCC Work Plan was officially reviewed and approved by all Core Members on the following date:</i></p>



Instructions:

The following work plan template **must** be completed by all Healthcare Coalitions. This template is organized by HPP Capability and the HPP Readiness and Operations Cycle Phase. For each Capability, the HCC must provide the following information:

1. Identify all funding types (sources) utilized to complete the selected activities
2. Identify the HCC's overall intent for the activities within this capability
3. Check the box for every HPP Activity the HCC plans to address during the selected budget period
4. Identify the specific output(s) for each selected activity (*Outputs must be reasonable, measurable, attainable within the budget period, and add value to the HCC*)
5. Identify if there is an anticipated need for Technical Assistance to complete each of the selected activities
6. Identify the time frame each selected activity is expected to be completed
7. Once the HCC work plan is complete, it must be approved by the HCC Core Members and submitted to the State and HPP FPO for final review and approval.

CAPABILITY 1: Foundation for Health Care and Medical Readiness

Funding Type	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">HPP</div> <div style="border: 1px solid black; padding: 2px;">Other <i>(describe)</i></div>			
Intent for this Capability	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Build</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Sustain</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Scale Back</div> <div style="border: 1px solid black; padding: 2px;">No Planned Activities this FY</div>			
HPP Capabilities, Objectives, and Activities (Select all that apply)	Intended Output	TA Required	Anticipated Completion Date	
PHASE 1: Plan and Prepare				
Objective 1: Establish and Operationalize a Health Care Coalition				
	Activity 1: Define Health Care Coalition Boundaries			
	Activity 2: Identify Health Care Coalition members			

	Activity 3: Establish Health Care Coalition Governance			
Objective 2: Identify Risks and Needs				
	Activity 1: Assess Hazard Vulnerabilities and Risks			
	Activity 2: Assess Regional Health Care Resources			
	Activity 3: Prioritize Resource Gaps and Mitigation Strategies			
	Activity 4: Assess Community Planning for Children, Pregnant Women, Seniors, Individuals with Access and Functional Needs People with Disabilities, and Others with Unique Needs			

	Activity 5: Assess and Identify Regulatory Compliance Requirements			
Objective 3: Develop a Health Care Coalition Preparedness Plan				
	Activity 1: Develop a Health Care Coalition Preparedness Plan			
Objective 5: Ensure Preparedness is Sustainable				
	Activity 1: Promote the Value of Health Care and Medical Readiness			
	Activity 2: Engage Health Care Executives			
	Activity 3: Engage Clinicians			



	Activity 4: Engage Community Leaders			
	Activity 5: Promote Sustainability of Health Care Coalitions			
PHASE 2: Train and Equip				
Objective 4: Train and Prepare the Health Care and Medical Workforce				
	Activity 1: Promote Role-Appropriate National Incident Management System Implementation			
	Activity 2: Educate and Train on Identified Preparedness and Response Gaps			

PHASE 3: Exercise and Respond				
Objective 4: Train and Prepare the Health Care and Medical Workforce				
	Activity 3: Plan and Conduct Coordinated Exercises with Health Care Coalition Members and Other Response Organizations			
	Activity 4: Align Exercises with Federal Standards and Facility Regulatory and Accreditation Requirements			
PHASE 4: Evaluate and Share Lessons Learned				
Objective 4: Train and Prepare the Health Care and Medical Workforce				
	Activity 5: Evaluate Exercises and Responses to Emergencies			
	Activity 6: Share Leading Practices and Lessons Learned			

CAPABILITY 2: Health Care and Medical Response Coordination

Funding Type	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">HPP</div> <div style="border: 1px solid black; padding: 2px;">Other <i>(describe)</i></div>			
Intent for this Capability	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Build</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Sustain</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Scale Back</div> <div style="border: 1px solid black; padding: 2px;">No Planned Activities this FY</div>			
HPP Capabilities, Objectives, and Activities (Select all that apply)	Intended Output	TA Required	Anticipated Completion Date	
PHASE 1: Plan and Prepare				
Objective 1: Develop and Coordinate Health Care Organization and Health Care Coalition Response Plans				
	Activity 1: Develop a Health Care Organization Emergency Operations Plan			
	Activity 2: Develop a Health Care Coalition Response Plan			

Objective 2: Utilize Information Sharing Processes and Platforms				
	Activity 1: Develop Information Sharing Procedures			
	Activity 2: Identify Information Access and Data Protection Procedures			
	Activity 3: Utilize Communications Systems and Platforms			
PHASE 2: Train and Equip				
Objective 3: Coordinate Response Strategy, Resources, and Communications				
	Activity 4: Communicate with the Public during an Emergency			

PHASE 3: Exercise and Respond				
Objective 3: Coordinate Response Strategy, Resources, and Communications				
	Activity 1: Identify and Coordinate Resource Needs during an Emergency			
	Activity 2: Coordinate Incident Action Planning During an Emergency			
	Activity 3: Communicate with Health Care Providers, Non-Clinical Staff, Patients, and Visitors during an Emergency			

CAPABILITY 3: Continuity of Health Care Service Delivery

Funding Type	HPP			
	Other <i>(describe)</i>			
Intent for this Capability	Build			
	Sustain			
	Scale Back			
	No Planned Activities this FY			
HPP Capabilities, Objectives, and Activities (Select all that apply)	Intended Output	TA Required	Anticipated Completion Date	
PHASE 1: Plan and Prepare				
Objective 1: Identify Essential Functions for Health Care Delivery				
	Activity 1: Identify Essential Functions for Health Care Delivery			
Objective 2: Plan for Continuity of Operations				
	Activity 1: Develop a Health Care Organization Continuity of Operations Plan			

	Activity 2: Develop a Health Care Coalition Continuity of Operations Plan			
	Activity 3: Continue Administrative and Finance Functions			
	Activity 4: Plan for Health Care Organization Sheltering-in-Place			
Objective 3: Maintain Access to Non-Personnel Resources during an Emergency				
	Activity 2: Assess and Address Equipment, Supply, and Pharmaceutical Requirements			
Objective 4: Develop Strategies to Protect Health Care Information Systems and Networks				
	Activity 1: Develop Strategies to Protect Health Care Information Systems and Networks			

Objective 6: Plan for Health Care Evacuation and Relocation				
	Activity 1: Develop and Implement Evacuation and Relocation Plans			
	Activity 2: Develop and Implement Evacuation Transportation Plans			
Objective 7: Coordinate Health Care Delivery System Recovery				
	Activity 1: Plan for Health Care Delivery System Recovery			
	Activity 2: Assess Health Care Delivery System Recovery after an Emergency			

PHASE 2: Train and Equip				
Objective 5: Protect Responders' Safety and Health Activities				
	Activity 1: Distribute Resources Required to Protect the Health Care Workforce			
	Activity 2: Train and Exercise to Promote Responders' Safety and Health			
	Activity 3: Develop Health Care Worker Resilience			
PHASE 3: Exercise and Respond				
Objective 7: Coordinate Health Care Delivery System Recovery				
	Activity 3: Facilitate Recovery Assistance and Implementation			

PHASE 4: Evaluate and Share Lessons Learned

Objective 3: Maintain Access to Non-Personnel Resources during an Emergency

	Activity 1: Assess Supply Chain Integrity			
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CAPABILITY 4: Medical Surge

Funding Type	HPP			
	Other <i>(describe)</i>			
Intent for this Capability	Build			
	Sustain			
	Scale Back			
	No Planned Activities this FY			
HPP Capabilities, Objectives, and Activities (Select all that apply)	Intended Output	TA Required	Anticipated Completion Date	
PHASE 1: Plan and Prepare				
Objective 1: Plan for a Medical Surge				
	Activity 1: Incorporate Medical Surge Planning into a Health Care Organization Emergency Operations Plan			
	Activity 2: Incorporate Medical Surge into an Emergency Medical Services Emergency Operations Plan			

	Activity 3: Incorporate Medical Surge into a Health Care Coalition Response Plan			
Objective 2: Respond to a Medical Surge				
	Activity 3: Develop an Alternate Care System			
PHASE 3: Exercise and Respond				
Objective 2: Respond to a Medical Surge				
	Activity 1: Implement Emergency Department and Inpatient Medical Surge Response			
	Activity 2: Implement Out-of-Hospital Medical Surge Response			
	Activity 4: Provide Pediatric Care during a Medical Surge Response			

	Activity 5: Provide Surge Management during a Chemical or Radiation Emergency Event			
	Activity 6: Provide Burn Care during a Medical Surge Response			
	Activity 7: Provide Trauma Care during a Medical Surge Response			
	Activity 8: Respond to Behavioral Health Needs during a Medical Surge Response			
	Activity 9: Enhance Infectious Disease Preparedness and Surge Response			
	Activity 10: Distribute Medical Countermeasures during Medical Surge Response			

	Activity 11: Manage Mass Fatalities			
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