



## Disaster Preparedness Coalition Charter

### Purpose

The Disaster Preparedness Coalition is a group of multidisciplinary agencies and organizations who collaborate in planning and response to prepare for, respond to, and recover from disasters, mass casualty incidents, public health emergencies or other catastrophic incidents.

This Charter is a statement of the scope, objectives, and participants in the Disaster Preparedness Coalition (DPC). It outlines the mission of the DPC, identifies the stakeholders, and provides a preliminary delineation of roles and responsibilities.

The region served by the DPC includes the tristate area which includes southwest Ohio, northern Kentucky, and southeast Indiana. The DPC brings together a multiagency and multidisciplinary group of entities and individuals working together to promote, consolidate and collaborate in a unified response to emergencies affecting the region.

The DPC will enhance the region's ability to achieve emergency preparedness capabilities recommended by the U.S. Department of Health and Human Services and the Office of the Assistant Secretary for Preparedness and Response (ASPR).

As a planning entity the three states, represented in the Coalition, collaborate on preparedness and planning and other interstate issues which includes but is not limited to information sharing, networking, and sharing best practice. However, each state must meet their individual state requirements as outlined by their respective state departments of health and other regulatory agencies and therefore plan accordingly with the confines of their state borders.

### Responsibility

The Health Collaborative (THC) is the oversight organization of the DPC in the region. THC, in partnership with the DPC, will coordinate health and medical planning, response, recovery, and mitigation activities for the region. THC develops and maintains the regional response plan, serves as a liaison with other healthcare and response agencies, and maintains a regional cache of medical equipment and supplies.

## Mission

The goal of the DPC is to promote and enhance the emergency preparedness and response capabilities of healthcare entities through:

- Building partnerships to support health preparedness.
- Engaging with community organizations to foster public health, medical, and mental/behavioral health networks.
- Facilitating communication, information, and resource sharing.
- Promoting situational awareness among DPC members.
- Coordinating training, drills, and exercises.
- Strengthening medical surge capacity and capabilities.
- Assisting emergency management and Emergency Support Function (ESF) #8 partners.

## DPC Membership

Membership in the DPC is open to all entities or individuals that agree to work collaboratively on healthcare preparedness and emergency response activities. All significant players in emergency preparedness are urged to participate as essential members of the DPC.

Members of the Coalition include 4 key groups – Hospitals, Emergency Management Agencies (EMA), Emergency Medical Services (EMS)/Fire, and Public Health – in the tristate region, represented on the DPC by their respective disaster preparedness staff. Other essential partner memberships from the community's healthcare organizations and response partners include the following disciplines:

- Congregate Care/Skilled Nursing Facilities (SNF)
- Coroner
- Support Service Providers
  - Drug & Poison Information Center (DPIC)
  - Hoxworth Blood Center

For improved coordination of preparedness, response, and recovery activities, the DPC also engages with subject matter experts (SMEs):

- American Red Cross (Greater Cincinnati Tri-State Chapter)
- Fire Services/Haz Mat
- Airport personnel (Greater Cincinnati/Northern Kentucky International Airport)
- Communication Specialists (Hamilton County Communication Center)
- Greater Cincinnati Fusion Center
- Medical Reserve Corps (Tristate)

## Responsibilities/Expectations

Members of the DPC will designate a representative and an alternate to ensure ongoing participation in the Coalition. Members should:

- Attend regularly scheduled meetings.
- Participate in establishing priorities for the Coalition.

- Educate and inform member organizations on Coalition activities.
- Participate in DPC-sponsored training exercises and drills.
- Assist and support the fulfillment of the Hospital Preparedness Program (HPP) Capabilities.
- The Regional Healthcare Coordinator must be present at each of the scheduled HCC meetings and is expected to lead the HCC meeting.
- The Regional Public Health Coordinator must present at each of the scheduled HCC Meetings. Topics for presentations should be relevant for the HCC members and can include region's public health preparedness activities, opportunities for coordination across the coalition, or requests of the coalition.
  - The RPHC is to assist and support integration of the Public Health Emergency Preparedness Capabilities into healthcare emergency planning when appropriate; support and facilitate the inclusion of public health into DPC preparedness activities; and is responsible for supporting the goals and objectives of the Coalition.

#### DPC Executive Steering Committee

The DPC Executive Steering Committee is a collaboration of a multidisciplinary team with representation from each of the Coalition's 4 key groups from the eight counties in the Southwest Ohio region. The Steering Committee has been established to manage decisions required of the DPC. The Committee will meet bimonthly (on odd months) to make decisions on behalf of the Coalition, establish priorities, approve policies, plans, develop Coalition meeting agendas, approve large funding decisions for supplemental HPP grant funds and provide other guidance and support as needed to the Coalition mission.

At minimum the Executive Steering Committee must include:

- One representative from each county
- One representative from each discipline (hospitals, public health, EMS, EMA)
- One non-hospital healthcare partner representative
- The Regional Healthcare Coordinator (RHC; non-voting member)
  - The RHC must participate as a non-voting member of their Regional Healthcare Coalition's Executive Steering Committee, and fulfill all Executive Steering Committee roles, responsibilities, and participation requirements as outlined in the Regional Healthcare Coalition Requirements.
- The Regional Public Health Coordinator (RPHC; non-voting member)
  - The RPHC must participate as a non-voting member of their Regional Healthcare Coalition's Executive Steering Committee, and fulfill all Executive Steering Committee roles, responsibilities, and participation requirements as outlined in the Regional Healthcare Coalition Requirements.
- Other Partner representatives may be included

## Meetings

The DPC shall hold bimonthly meetings (every even month), or more frequently as needed. Notice for regular meetings shall be provided to all members at least seven working days prior to the meeting. Notices shall include the time, place, and meeting agenda. Minutes of all meetings shall be prepared and distributed to the membership.

The meetings are an opportunity for members to share best practices, engage in a variety of preparedness education, receive partner reports on preparedness activities, and conduct exercises or drills.

## Administration

A Coalition chairperson is appointed and will serve a no-limit term based on current continued employment with the partner agency.

Regional level coordination of the Coalition is led by the Regional Healthcare Coordinator (RHC) and Disaster Coalition Steering Committee.

The RHC and Emergency Response Team are responsible for planning, implementing, and evaluating Coalition activities. Tasks include:

- Providing general oversight for Coalition activities and associated projects.
- Management of Hospital Preparedness Program (HPP) grants, including the preparation and submission of grant documents, such as work plan deliverables, and state and national reporting.
- Serving as the point of contact for the Ohio Department of Health.
- Providing technical assistance to community hospitals.
- Promoting healthcare preparedness within the region.

The RHC and RPHC act as co-chairs for the Coalition.

The RHC and RPHC shall collaborate with the appointed leadership, steering committee, and Coalition members to achieve its goals and objectives.

## Voting

The Coalition takes direction from the National Guidance for Healthcare System Preparedness. In issues requiring a vote, each ASPR facility will be assigned one vote. Voting will only take place in the presence of a quorum and passed with a 51% majority.

## Memorandum of Understanding

The Coalition facilitates the renewal of the regional memorandum of understanding for mutual aid between the Coalition and partners. The MOU is valid for three years.

## Looking Forward

As funding for Coalition's will likely decrease over time, the DPC will continue to function as it has for over 35 years. Prior to the start of healthcare coalition grant funding, in 2012, the region's healthcare planning and preparedness efforts were ahead of its time, functioning as the Disaster Preparedness Coalition with much of the same partners at the table that are present today. With or without funding, the goal of the collaborative body is to facilitate regional planning and preparedness, maintain the Regional Hospital Response Plan, and promote collaboration with healthcare and response partners. This regional planning and collaboration will be maintained through the efforts of the RHC and The Health Collaborative even when funding no longer exists.

## Approval of Charter

This charter is adopted by the Disaster Preparedness Coalition on the following date:

03/30/2022

Date



Regional Healthcare Coordinator, SW Region  
The Health Collaborative



Regional Public Health Coordinator, SW Region  
Hamilton County Public Health



[Pam Haverkos \(Mar 30, 2022 08:18 EDT\)](#)

Disaster Preparedness Coalition Chair, SW Region  
Clermont County EMA






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Final Audit Report

2022-03-30

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