

Tri-State Disaster Preparedness Coalition Charter

Purpose

The Tri-State Disaster Preparedness Coalition is a consortium 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 occurrences.

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

The TSDPC serves the tri-state region, encompassing southwest Ohio, northern Kentucky, and southeast Indiana. The TSDPC unites a collective of multiagency and multidisciplinary entities and individuals with a shared commitment to collaborating and consolidating efforts. This joint endeavor aims to mitigate, prepare for, respond to, and recover from emergencies, thereby promoting a unified response to crises that affect the region.

The TSDPC aims to enhance the region's capacity to achieve emergency preparedness capabilities as outlined by the U.S. Department of Health and Human Services (HHS) and the Administration for Strategic Preparedness and Response (ASPR).

As a planning entity, the three states represented in the Coalition collaborate on preparedness, planning, and other interstate concerns, including but not limited to information sharing, networking, and sharing best practice. However, each state must align with its respective state health departments and other regulatory agencies, abiding by their individual state mandates.

Mission

The central mission of the TSDPC is to promote and enhance the emergency preparedness and response capabilities of healthcare entities through:

- Cultivating partnerships that bolster health preparedness.
- Engaging with community organizations to foster networks in public health, medical, and mental/behavioral health domains.
- Facilitating communication, information sharing, and resource allocation.
- Promoting situational awareness amongst TSDPC members.
- Coordinating training, drills, exercises, and response.
- Strengthening medical surge capacity and capabilities.
- Assisting emergency management, emergency operations center, and Emergency Support Function (ESF) #8 partners.

TSDPC Membership

Coalition membership is open to entities or individuals willing to collaborate on healthcare preparedness and emergency response activities. All significant players in emergency preparedness are urged to actively participate as essential members of the TSDPC.

The Coalition comprises four (4) key groups – Hospitals, Emergency Management Agencies (EMA), Emergency Medical Services (EMS)/Fire, and Public Health. These groups are represented on the

TSDPC by their respective disaster preparedness staff. In addition to the four key groups, the Coalition engages with various essential partners and subject matter experts (SMEs) to streamline planning, preparedness, mitigation, response, and recovery activities.

Member Responsibilities and Expectations

Coalition members shall designate, at a minimum, one representative and an alternate to ensure sustained participation in the Coalition. Members are expected to:

- Attend regularly scheduled meetings, maintaining at least a 75% attendance rate.
- Participate in establishing priorities for the Coalition.
- Educate and inform member organizations on Coalition activities.
- Engage in TSDPC-sponsored training exercises and drills.
- Engage in non-TSDPC-sponsored training exercises and drills, as applicable.
- Assist and support the realization of the Hospital Preparedness Program (HPP) Capabilities.

Meetings

The TSDPC shall hold bimonthly meetings (every even month), or more frequently as needed. Notice for regular meetings should be provided to all members at least seven working days prior to the meeting. Notices will encompass the date, time, location, and agenda for the meeting. Meeting minutes shall be prepared and distributed to all members.

TSDPC meetings serve as a space for members to exchange best practices, engage in various educational initiatives, receive partner reports regarding preparedness activities, and conduct exercises or drills.

Leadership and Administration

Regional level coordination of the Coalition is led by the Regional Healthcare Coordinator (RHC) and the TSDPC's Executive Steering Committee.

The RHC and the Regional Public Health Coordinator (RPHC) jointly serve as co-chairs for the Coalition. They collaborate with appointed leadership, the TSDPC Executive Steering Committee, and Coalition members to accomplish goals and objectives.

A Coalition Vice Chairperson is appointed and will serve a minimum of a two-year term contingent on continued employment with the partner agency.

RHC Roles and Responsibilities

The RHC, or designee, is responsible for planning, implementing, and evaluating Coalition activities. Responsibilities include:

- Providing general oversight for Coalition activities and associated projects.
- Management of Hospital Preparedness Program (HPP) grants, including preparing and submitting grant documents, such as work plan deliverables, and state and national reporting.
- Serving as the point of contact for Ohio Department of Health.
- Providing technical assistance to community hospitals.
- Promoting healthcare preparedness within the region.
- Must be present at each scheduled TSDPC meeting and is expected to lead the Coalition meeting.

RPHC Roles and Responsibilities

The RPHC, or designee, must attend and present at each scheduled TSDPC Meeting. Topics for presentations should be relevant to Coalition members and include but are not limited to regional 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 (PHEP) into healthcare emergency planning when appropriate; support and facilitate the inclusion of public health into TSDPC preparedness activities; and is responsible for supporting the goals and objectives of the Coalition.

Vice Chairperson Roles and Responsibilities

The Vice Chair will be elected for a two-year term, per fiscal year, by the TSDPC Executive Steering Committee members. The Vice Chair is expected to act in the general interest of the Coalition, the TSDPC Executive Steering Committee, and its members. They must work closely with the RHC on current issues concerning the Coalition, and maintain an environment that encourages and rewards cooperation, collective problem-solving and participative decision-making. The Vice Chair will allow the availability for information exchange concerning the Coalition.

TSDPC Executive Steering Committee

The TSDPC 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 TSDPC Executive Steering Committee has been established to guide the strategic direction and continued development of the TSDPC and make decisions that align with the Coalition's mission and goals. The Committee shall meet bimonthly (on odd months) to establish priorities, develop coalition meeting agendas, review and approve major decisions, policies, and plans, provide oversight for supplemental HPP grant fund allocation, and provide other guidance and support as needed to the Coalition.

At minimum the TSDPC 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
- A Vice Chairperson
- Southwest Ohio Regional EMA

- Clinical Advisor
- Other Partner representatives may be included

Memorandum of Understanding

The RHC facilitates the periodic renewal of the regional memorandum of understanding (MOU) for mutual aid between the Coalition Core Members and Partners, as designated. The MOU remains valid for three years.

Responsibility

The Health Collaborative (THC) assumes oversight of the TSDPC in the region. In collaboration with the TSDPC, THC coordinates health and medical planning, response, recovery, and mitigation activities for the region. THC duties encompass developing and maintaining the regional response plan, serving as a liaison with other healthcare and response agencies, and maintaining a regional cache of medical supplies and equipment.

Approval of Charter

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

January 9, 2024

Date

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Jessica Skelton
Regional Healthcare Coordinator

X Robin Thomas
Robin Thomas (Jan 9, 2024 09:02 EST)

Robin Thomas
Regional Public Health Coordinator

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Pam Haverkos
TSDPC Executive Steering Committee Vice-Chair