

# Shasta County Healthcare Preparedness Program (HPP) Mission Statement and Cooperative Goals

*This document is to set forth guidelines and goals to fulfill the Hospital Preparedness Program (HPP) grant requirements. It is not meant to be a legally binding document but is to serve as guideline for providing guidance to the overall Healthcare and First Responders community for emergency preparedness in Shasta County.*

**History:** The Hospital Preparedness Program (HPP) in Shasta County transitioned to become the Healthcare Preparedness Program (HPP) as of spring 2013 which has been meeting on a regular basis since 2002 to fulfill the Health Resources and Services Administration (HRSA) / Hospital Preparedness Program (HPP) grant requirements and to provide a comprehensive, collective response to an emergency in Shasta County through cooperative planning, training and exercises.

**Mission:** The Healthcare Preparedness Program exists to provide guidance to the overall Healthcare and First Responders community for emergency preparedness in Shasta County. To fulfill this mission, we foster collaboration among public health and the health professions in education, preparedness and service.

**Purpose:** The Healthcare Preparedness Program serves the citizens of Shasta County, California. It is a voluntary multidisciplinary, multi-agency body created to coordinate and support healthcare preparedness for all-hazard emergencies through planning, mitigation, response and recovery. The Healthcare Preparedness Program strives to promote a spirit of cooperation and working together to provide the best possible outcomes for the population of Shasta County and visitors before, during and after an emergency.

**Membership:** Membership is extended to any healthcare organization in Shasta County and the healthcare associations that represent the various healthcare sectors, which include but are not limited to hospitals, clinics, health centers, skilled nursing facilities, ambulatory surgery centers, dialysis centers, home health, hospice agencies and emergency medical services providers. Other members include key government agencies such as the Shasta County Office of Emergency Services and Coroner's Office, Shasta County Health and Human Services Agency and other non-governmental agencies that play a key role in emergency management to include the American Red Cross.

Membership includes executives, department heads and/or designated leadership staff of organizations and providers who play a direct role in the provision of safety-net services in Shasta County. Safety-net service providers include physical and behavioral health; public health; and social and community services. Annually, all member organizations must commit to participation in a minimum of 75% of all scheduled meetings and at least one scheduled exercise/drill (table tops and/or functional exercises). Organizations must be members in order to receive HPP funding.

**Leadership Structure:** Chair: This shall be the convening agency, which is Shasta County Health & Human Services Agency - Public Health.

Responsibilities will include regular meetings, agenda setting, minutes review, maintaining official membership list, and establishment of key committees to drive the work. Meetings of the Healthcare Preparedness Program shall be held on a regular basis to meet the requirements of the grant. The Chairpersons (HPP Coordinators) will determine if meetings are to be cancelled or if additional meetings are needed.

1. Meetings may be held face to face or through electronic teleconference, but must be done with all participants able to communicate with all members in real time.
2. Special subcommittees and/or workgroups may be appointed by the chairpersons, from time to time, to address specific issues that are compatible with the purposes of the Healthcare Preparedness Program.
3. Reports to the funder(s) are the responsibility of Shasta County Hospital Preparedness Program Coordinators, and he/she may solicit member input as needed.
4. The Shasta County Hospital Preparedness Program Coordinators will facilitate member input in developing grant budgets and will provide updated status reports at the meetings.

#### **HPP PROGRAM ROLES and RESPONSIBILITIES:**

- Each agency will respond to relevant emergencies by:
  - Performing their normal day-today activities
  - Maintaining communications and resource requests with the Medical Health Operational Area Coordinator (MHOAC) Program as per the California Public Health and Medical Emergency Operations Manual (EOM).
  - Altering staffing, scope of practice and location of office and other necessary requests made from the MHOAC Program to the facility based upon the EOM.
  - Planning and implementing, if applicable, the following topics:
    - Medical Surge
    - Alternate Care Site (ACS)
    - Mass Fatality
    - Mass Vaccination and Medical Countermeasures
    - Pandemic Influenza
    - Other guidance as dictated by the event

**Potential Outcomes:** Healthcare system preparedness is the ability of a community's healthcare system to prepare, respond, and recover from incidents that have a public health and medical impact in the short and long term. Healthcare system preparedness is achieved through a continuous cycle of planning, organizing and equipping, training, exercises, evaluations and corrective actions.

**Charter Review:** This charter will be reviewed every year and/or as needed to evaluate its effectiveness and incorporate any improvements. Changes recommended by the membership will be presented to the Healthcare Preparedness Program for approval.