

Healthcare Coalition of Maine



Principals of Membership in The Healthcare Coalition of Maine

Introduction

The Healthcare Coalition of Maine (HCC-ME) is a collaborative network of healthcare organizations and their respective public and private sector partners. This document sets forth the expectations of member facilities and organizations for membership in HCC-ME. Working together under these principles, the coalition serves as a multi-organization initiative to assist members and communities with preparedness, response, and recovery activities related to health and public health emergencies or other community disasters. Members of HCC-ME include hospitals, emergency medical services (EMS), public health agencies, ancillary healthcare, emergency management organizations, and many other members of the healthcare community. The definition of the healthcare community is broad and in addition to the above sectors, HCC-ME strives to include all partners within the continuum of healthcare providers.

HCC-ME is funded by the Hospital Preparedness and Preparation (HPP) grant from federal Health and Human Services (HHS) and is administered through the Administration for Strategic Preparedness and Response (ASPR). The coalition aligns with national healthcare preparedness capabilities, including:

- Medical Surge
- Information Sharing
- Resource Coordination
- Emergency Operations Coordination

Purpose of These Principles

By signing these guidelines each organization is demonstrating its intent to participate in the activities and roles of HCC-ME in preparing for and addressing emergency events and disasters, and to follow the plans and guidelines developed by the coalition.

Membership in HCC-ME carries specific responsibilities; conformity to these expectations is voluntary on the part of the undersigned facility/organization.

Roles of the Healthcare Coalition of Maine

A health care coalition provides a means for member organizations to plan and prepare for emergencies and disasters that may compromise their ability to provide safe care for current or new patients. HCC-ME facilitates training, assessment, education, and the exercising of emergency operation plans for its

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member organizations. Coalition activities enable the healthcare community to support one another's essential operations and services, ensuring the continuation of vital healthcare services to the community. Preparation activities of the HCC-ME include:

- Assessing the need for and providing training and education to its members in preparation for emergencies.
- Conducting exercises that allow members to assess their readiness and capacity to respond.
- Conducting assessments to allow members to gauge the risks of, and preparations for, disaster situations.
- Developing plans and supporting systems guiding emergency and disaster response for members and their communities.
- Conducting After Action Reviews (AARs) following events in order to develop learnings from the involved facilities/organizations to enable future trainings and exercises.

HCC-ME is not a first line response agent. The coalition provides support to those organizations and agencies dedicated to emergency response and does not lead the response to an event or emergency. The actions of the coalition are directed and supported by operational protocols and plans developed by HCC-ME to guide the coalition's actions in a disaster. These plans are available for member review in the membership section of the HCC-ME website.

Once a facility/organization becomes a participating member it may be called upon to participate in HCC-ME's response to an emergency. Facilities may be requested to assess and make other temporary changes to their services, and/or share available resources during an event. Facilities are not expected to compromise the health and safety of their patients and clients in participating in the coalition's actions.

During emergencies HCC-ME expedites and assists local, district, and state-wide disaster response and recovery operations through:

- Facilitating coordination and communications.
- Providing medical surge support, including personnel as available.
- Facilitating the process of resource sharing among coalition members.
- Providing and receiving situational awareness and information for coalition members, the Maine CDC, and other state-wide departments and organizations.
- Supporting the request and receipt of resources and assistance from local, state, and federal authorities.

General Principles of Membership

An organization becomes a participating facility/organization when an authorized administrator signs this document, and a representative of the facility/organization starts to attend District Chapter meetings. Members of HCC-ME are expected to:

- Regularly attend HCC-ME meetings.
- Respond to assessments and surveys gathering information and data.
- Participate in trainings, exercises, and educational opportunities identified by the coalition.
- Develop and maintain their own emergency operations plans.
- Train staff in basic Incident Command System (ICS) principles and National Incident Management

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System (NIMS) principles.

- Maintain up to date contact information for their facility/organization and the staff members who participate regularly in HCC-ME district chapter meetings.

HCC-ME may reassess membership status if an organization is consistently disengaged from coalition activities or does not maintain current contact information. Facilities and organizations are welcome to re-enroll when they have the capacity to attend HCC-ME meetings and activities.

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Signature Page

Term

The expectations of membership in HCC-ME begin with the signing of this document and end when the facility/organization withdraws from the coalition. Members may request a currently signed document at any time for purposes of accreditation, licensure, or other regulatory requirements. HCC-ME reserves the right to remove a facility or organization from membership in the event of gross non-compliance of the expectations and or procedures set in this document.

Facility/Organization _____

Street Address _____

City/Town _____ County _____

Facility/Organization Phone Number _____

Primary Contact for Facility/Organization _____

Primary Contact email _____

Primary Contact Phone Number _____

Signature of this agreement confirms agreement to follow these principles.

Member Organization:

Signature: _____

Date: _____

Witness:

Signature: _____

Date: _____

HCC-ME Coordinator

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