

Final CFDMC 2022-2023 Traffic Light Report as of 7-15-22 (see attached Task/Project Report for additional details)

Legend: Blue=Completed; Green=On Target; Yellow =Action Needed; Red=In Jeopardy/Board Action Needed

Contract Task / Project / Deliverable	Due	Status
Task #1: Subscribe to ASPR Readiness Bulletin	October 15, 2022	Completed
Task #2: Data Security Compliance	Quarterly	
Task #3: Attend HCCTF Meetings	Quarterly	
Task #4: Budget Template	July 15 Annually	Completed
Task #5: Annual Work Plan	July 15 Annually	Completed
Task #6: Governance Document	July 15 Annually	Completed
Task #7: CAT Self-Assessment	Quarterly	
Task #8: HPP Compliance	October 15 Annually	
Task #9: Royal 4	Quarterly	
Task #10: HVA	January 15 Annually	
Task #11: Preparedness Plan	March 15 Annually	
Coalition Project: Update Preparedness Annexes	March 15 Annually	
Task #12: NIMS	January 15 Annually	
Task #13: Sustainability Report	January 15 Annually	
Task #14: Radiation Surge Annex	March 15, 2023	
Task #15: Chemical Surge Annex	Due FY 23-24	
Task #16: Member List Template	April 15 Annually	
Task #17: HCC Response Plan	April 15 Annually	
Coalition Project: updates response plan annexes	April 15 Annually	
Task #18: Equipment Management Protocol	April 15 Annually	
Task #19: Training Plan	June 15 Annually	
Coalition Project: Provide Trainings	June 30, 2023	
Task #20: MRSE	May 31, 2024	
Coalition Project: regional medical surge exercise	June 30, 2023	
Task #21: Crisis Standards of Care (CSoc) Exercise	June 15, 2024	
Task #22: Pediatric Surge Exercise	June 15, 2024	
Task #23: Radiation Exercise	June 15, 2023	
Task #24: Chemical Exercise	June 15, 2024	
Coalition Project: Operation Protect & Secure	September Annually	
Coalition Project: Conference Tabletop	December Annually	
Coalition Project: Great Tornado Drill	January Annually	
Coalition Project: Operation Generate Confidence	May Annually	
Task #25: Quarterly Report	Quarterly	
Coalition Project: Communicate with Members	Daily, Monthly, Quarterly	
Coalition Project: Bimonthly Executive Committee & Board Meetings	Monthly	
Coalition Project: Communications Pilot	Monthly	
Coalition Project: Cyber Threats/Security	June 30, 2023	
Coalition Project: Hospital Minimum Readiness	June 30 Annually	
Coalition Project: RMAT	June 30 Annually	
Coalition Project: FAC Team	June 30 Annually	
Coalition Project: Achieve Strategic Objectives	June 30 Annually	
Coalition Project: Implement Actions Identified in AARs/Ips	June 30 Annually	

CFDMC Project Report

Contract Task / Coalition Project	Due Date	Lead / Back-up / Partners	Activities / Status
<p>Task #1 Ensure the HCC Readiness and Response Coordinator is subscribed to ASPR's Health Care Readiness Bulletin at <a href="https://cloud.connect.hhs.gov/healthcarereadinessbulletin">https://cloud.connect.hhs.gov/healthcarereadinessbulletin</a> throughout the contract term. Document the name of the HCC Readiness and Response Coordinator in the Quarterly Progress Report</p>	<p>October 15, 2022</p>	<p>Drawdy (Meyers, Cook)</p>	<p>Drawdy, Meyers and Cook have subscribed; appropriate information is distributed to members</p>
<p>Task #2 Comply with the terms of the Data Security and Confidentiality provisions (Attachment II) at all times throughout the contract term. Document compliance in the Quarterly Progress Report.</p>	<p>Quarterly</p>	<p>Drawdy (Meyers, Cook)</p>	
<p>Task #3 Attend HCCTF meetings and calls as directed by the Department. Document the date of each meeting or call and the name of each of Provider's staff in attendance in the Quarterly Progress Report.</p>	<p>Quarterly</p>	<p>Drawdy (Meyers, Cook)</p>	<p>This quarter's meeting is scheduled for July 19 (Drawdy, Meyers and Cook will attend virtually)</p>
<p>Task #4 Upload the completed HCC Budget Template as an Excel file in the CAT by July 15 of each contract year. Remove any previous versions of the budget from the CAT as applicable. Submit a screenshot of the uploaded HCC Budget Template to the Contract Manager via email and to the HCC SharePoint by July 15 of each contract year.</p>	<p>July 15 Annually</p>	<p>Drawdy (Meyers, Cook, Board)</p>	<p>Completed</p>
<p>Task #5 Complete or update, and submit the HCC Work Plan as follows:                      a. Ensure the HCC Work Plan is based on the following:                      (1) The HCC Region's current HVA; and                      (2) The HCC's current resource analysis, to include the following: medical equipment and supplies, real-time information sharing, communication systems, training, exercises, lessons learned, and health care personnel necessary to respond to an Emergency.                      b. Include the following in the HCC Work Plan:                      (1) A description of the planned activities or projects for addressing the Capabilities of the HPP. Ensure there is at least one activity or project for each Capability, for a total minimum of four activities or projects;                      (2) The intended result of each activity or project;                      (3) The personnel who will complete the activities or projects as applicable;                      (4) The partners who will complete the activities or projects as applicable; and                      (5) The timeline for completion for each activity or project during that contract year.</p>	<p>July 15 Annually</p>	<p>Drawdy (Meyers, Cook, Board)</p>	<p>Completed</p>

<p>c. Submit the HCC Work Plan to Core HCC Member Organizations for approval. Include the approval date of Core HCC Member Organizations in the HCC Work Plan.</p> <p>d. Save the HCC Work Plan using naming convention in a PDF file. Submit the HCC Work Plan by July 15 of each contract year via email to the Contract Manager for review and approval. Upload the HCC Work Plan to the HCC SharePoint and the CAT by July 15 of each contract year. Remove previous versions of the HCC Work Plan from the CAT as applicable.</p>			
<p>Task #6: Maintain, update, and submit HCC governance information throughout the contract term as follows:</p> <p>a. Ensure the HCC governance information includes the following:</p> <p>(1) An organizational structure capable of supporting HCC activities.</p> <p>(2) HCC Member guidelines for participation and engagement in HCC meetings and activities.</p> <p>(3) Policies and procedures focused on supporting acute health care service delivery through communication and coordination.</p> <p>(4) HCC integration with existing state, local, and member-specific incident management structures and roles.</p> <p>b. Compile the HCC governance information into a single PDF file and title the file using naming convention. Submit the HCC governance information via email to the Contract Manager and upload the file in the HCC SharePoint and in the CAT by July 15 of each contract year.</p> <p>c. Update the governance information as necessary. Document any updates to the governance information in the Quarterly Progress Report</p>	<p>July 15 Annually</p>	<p>Drawdy (Meyers, Cook, Board)</p>	<p>Completed</p>
<p>Task #7 Each quarter update the Capability 1, Capability 2, Capability 3 and Capability 4 forms in the CAT and run the following reports: Assessment Details, Progress Report, Capability Planning Report, Capability Gaps and Technical Assistance Report, and PM Report. Compile the reports into a PDF file and title the file re naming convention. Submit the file to the Contract Manager via email and upload it in the HCC SharePoint by August 15, December 15, March 15, and June 15 of each contract year.</p>	<p>August 15 December 15 March 15 June 15</p>	<p>Drawdy (Meyers, Cook, Board)</p>	
<p>Task #8 Maintain HPP compliance throughout the contract term. Complete the HCC HPP Compliance Report Template available on SharePoint. Save with naming convention in a PDF file. Submit the completed HCC HPP Compliance Report Template via email to the Contract Manager and upload it into the HCC SharePoint by October 15 of each contract</p>	<p>October 15 Annually</p>	<p>Drawdy (Meyers, Cook, Board)</p>	

<p>Task #9 Ensure the Royal 4 Systems is updated throughout the contract term as necessary. Run an Inventory Movement report to confirm that the Royal 4 Systems is up to date. Submit the report in a PDF file via email to the Contract Manager and upload it in the HCC SharePoint by October 15, January 15, April 15, and June 15 of each contract year. Document the date of each update to the Royal 4 Systems in the Quarterly Progress Report.</p>	<p>Quarterly</p>	<p>Meyers (Drawdy, Cook)</p>	
<p>Task #10 Conduct a HVA and maintain, update, and submit the HVA Report each contract year by January 15 as follows:</p> <p>a. Conduct a HVA of the HCC Region’s characteristics (such as risks for natural or man-made Disasters, geography, and critical infrastructure assessment component that addresses population characteristics (including demographics)) and the individuals who might require additional help in an Emergency (such as children; pregnant women; seniors; and individuals with Access Needs and Functional Needs, including people with disabilities and others with unique needs (available from the Florida Access and Functional Needs Profile in FLhealthcharts.gov)). Conduct a HVA as follows:</p> <ol style="list-style-type: none"> <li>(1) Coordinate with state and local emergency management organization assessments (e.g., THIRA) and any public health hazard assessments (e.g., JRA) in conducting the HVA</li> <li>(2) Ensure HCC Members participate in conducting the HVA.</li> <li>(3) Use a variety of HVA tools in conducting the HVA.</li> <li>(4) Ensure health care facilities, EMS, and other health care organizations provide input while conducting the HVA.</li> </ol> <p>b. Update the HVA Report based on the HVA. Ensure health care facilities, EMS, and other health care organizations provide input into the update of the HVA Report based on their facility’s or organization’s HVAs. Include the following in the HVA Report:</p> <ol style="list-style-type: none"> <li>(1) A summary describing the process to update the HVA Report to verify that the HCC coordinated with state and local emergency management organization assessments and any public health hazard assessments.</li> <li>(2) A list of HCC Members that participated in conducting the HVA.</li> <li>(3) A list of the HVA tools that were used in conducting the HVA</li> <li>(4) An assessment component of the HCC Region’s characteristics.</li> <li>(5) An assessment component that addresses population characteristics and considers those</li> </ol>	<p>January 15 Annually</p>	<p>Drawdy (Meyers, Cook, Members, Board)</p>	

<p>individuals who might require additional help in an Emergency.</p> <p>(6) The dates and descriptions of the meetings and conference calls that took place to update the HVA.</p> <p>(7) A description of how the HVA Report will be distributed to the HCC Members and local health and emergency management officials and organizations.</p> <p>c. Title the HVA Report using naming convention and save it as a PDF file. Submit the HVA Report via email to the Contract Manager and upload it in the HCC SharePoint and CAT by January 15 of each contract year.</p> <p>d. Remove previous versions of the HVA Report from the CAT as applicable.</p> <p>e. Distribute the HVA Report to HCC Members and local health and emergency management officials and organization in accordance with the report. Document the date of distribution, the method of distribution, and the name of each HCC Member and local health and emergency management official and organization the report is distributed to in the Quarterly Progress Report</p> <p>f. Summarize in the Quarterly Progress Report how health care facilities, EMS, and other health care organizations provided input into the update of the HVA Report based on their facility's or organization's HVAs</p>			
<p>#11 Update, submit, and distribute the HCC Preparedness Plan as follows:</p> <p>a. Update the HCC Preparedness Plan as follows:</p> <p>(1) Update the HCC Preparedness Plan by March 15 of each contract year.</p> <p>(2) Ensure HCC Members are given an opportunity to provide input into the update of the HCC Preparedness Plan.</p> <p>(3) Update the HCC Preparedness Plan following major incidents or large-scale exercises.</p> <p>(4) Ensure the HCC Preparedness plan is signed and dated by an HCC representative and at least one representative from each type of the Core HCC Member Organization's Acute Care Hospitals, public health agency, emergency management organization, and EMS.</p> <p>b. Save the HCC Preparedness Plan in accordance with naming convention in a PDF file. Submit the HCC Preparedness Plan via email to the Contract Manager by March 15 of each contract year for the Department to review and approve. Upload the HCC Preparedness Plan in the HCC SharePoint and CAT by March 15 of each contract year.</p> <p>c. Remove any previous versions of the HCC Preparedness Plan from the CAT as applicable.</p> <p>d. Distribute the HCC Preparedness Plan to HCC Members by March 15 of each contract year.</p>	<p>March 15 Annually</p>	<p>Drawdy (Meyers, Cook, Workgroups, Board)</p>	

Document the date and method the HCC Preparedness Plan is distributed in the Quarterly Progress Report.			
Coalition Project: Update Preparedness annexes that are not contract tasks, including Strategic Plan Marketing Plan COOP Continuity of Healthcare Service Delivery Supply Chain Mitigation Strategy (other annexes are included in contract tasks)	March 15 Annually	Drawdy (Meyers, Cook, Workgroups, Board)	
Task #12 Promote a NIMS training course, provide assistance to an HCC Member(s) to incorporate NIMS components, ensure HCC leadership receives NIMS training, and complete and submit the HCC NIMS Report Template as follows: a. Promote at least one NIMS training course, which can be found at <a href="https://www.fema.gov/emergency-managers/nims/implementation-training">https://www.fema.gov/emergency-managers/nims/implementation-training</a> , to HCC Members each contract year. Document the NIMS training course that was promoted, the date it was promoted, and the method of promotion in the Quarterly Progress Report. b. Assist at least one HCC Member incorporate NIMS components into their emergency operations plans each contract year. Document the HCC Member assisted, the date assistance was provided, and the NIMS components that were incorporated into the HCC Member's emergency operations plan in the HCC NIMS Report Template. c. Ensure HCC leadership receives NIMS training by January 15 of each contract year. Document the date of the NIMS training and the name of each HCC leadership member that received the training in the Quarterly Progress Report. d. Complete the HCC NIMS Report available at SharePoint. e. Save the completed HCC NIMS Report as required in a PDF file. Submit the completed HCC NIMS Report via email to the Contract Manager and upload it in the HCC SharePoint by January 15 of each contract year.	Quarterly & January 15 Annually	Drawdy (Cook, Meyers, members)	All coalition staff will take revised NIMS courses (100, 200, 700 and 800) by July 31.  Sponsor or promote NIMS course quarterly for members (100, 200, 700 and 800)  New BOLDplanning EOP course includes incorporating NIMS into EOPs.  BPR to define HCC leadership
#13 Complete the HCC Sustainability Report Template available on SharePoint. Save the completed HCC Sustainability Report Template using naming convention in a PDF file. Submit the completed HCC Sustainability Report Template via email to the Contract Manager and upload it in the HCC SharePoint by January 15 of each contract year	January 15 Annually	Drawdy (Meyers, Cook, Hospital Committee, ASPR)	See strategic objective Will discuss report template during first quarter TA call Track in-kind contributions
#14 Develop and submit the HCC Radiation Surge Annex as follows: a. Develop the HCC Radiation Surge Annex as follows:	March 15, 2023	Meyers (Drawdy, Cook, Radiation Workgroup/ Board)	Sent out request for radiation workgroup members  Draft annex using ASPR template

<p>(1) Collaborate with hospitals, community-based healthcare facilities, public health departments (particularly with local and state infection prevention teams), emergency medical services (EMS), emergency management agencies, and other community organizations to develop the HCC Radiation Surge Annex. Document the name of the organizations collaborated with in the Quarterly Progress Report.</p> <p>(2) Use the headings and subheadings of the HCC Radiation Surge Annex template available on SharePoint.</p> <p>3) Ensure the HCC Radiation Surge Annex complements the HCC's Response Plan.</p> <p>(4) Ensure the HCC Radiation Surge Annex aims to improve capacity and capabilities to manage exposed or potentially exposed patients during a radiation emergency.</p> <p>(5) Ensure the HCC Radiation Surge Annex prepares the community to manage exposed or potentially exposed patients during a radiation emergency.</p> <p>b. Include the following in the HCC Radiation Surge Annex:</p> <p>(1) Indicators and triggers of a radiation emergency.</p> <p>(2) Alerting and notifications of a radiation emergency.</p> <p>(3) Initial coordination mechanism and information gathering to determine impact and specialty needs.</p> <p>(4) Documentation of regional resources that can support the specialty response and key resource gaps that may require external support (including inpatient and outpatient resources).</p> <p>(5) A description of access to subject matter experts at the local, regional, and national levels.</p> <p>(6) A description of prioritization method(s) for specialty patient transfers (e.g., which patients are most suited for transfer to a specialty facility).</p> <p>(7) Relevant baseline or just-in-time training to support specialty care.</p> <p>(8) An evaluation and exercise plan for the specialty function.</p> <p>c. Save the HCC Radiation Surge Annex using naming convention in a PDF file. Submit the HCC Radiation Surge Annex via email to the Contract Manager and upload it in the HCC SharePoint and the CAT by March 15, 2023.</p> <p>d. Remove any previous version of the HCC Radiation Surge Annex from the CAT as applicable.</p>			Schedule initial meeting in August
Task #15: Chemical Annex	March 15, 2024	Meyers (Drawdy, Cook, Workgroup, Members, Board)	Planning will begin in 2023

<p>Task #16 Identify all HCC Members within the HCC Region and complete and submit the HCC Members List Template by April 15 of each contract year as follows:</p> <p>a. Identify HCC Members as follows:</p> <p>(1) Identify all HCC Members within the HCC Region.</p> <p>(2) Identify at least one HCC Member from an Acute Care Hospital.</p> <p>(3) Identify at least one HCC Member from EMS (including inter-facility and other non-EMS patient transport systems).</p> <p>(4) Identify at least one HCC Member from an emergency management organization.</p> <p>(5) Identify at least one HCC Member from a public health agency.</p> <p>(6) Identify any Additional Health Care Coalition Members.</p> <p>b. Complete the HCC Members List Template available on SharePoint.</p> <p>c. Save the completed HCC Members List Template using naming convention in an Excel file. Submit the completed HCC Members List Template via email to the Contract Manager and upload it in the HCC SharePoint by April 15 of each contract year</p>	<p>April 15 Annually</p>	<p>Cook (Drawdy, Meyers)</p>	
<p>#17 Update, submit, and distribute an HCC Response Plan as follows:</p> <p>a. Update the HCC Response Plan as follows:</p> <p>(1) Update the HCC Response Plan by April 15 of each contract year.</p> <p>(2) Ensure HCC's Member's organizations are given an opportunity to provide input into the update of the HCC Response Plan.</p> <p>(3) Update the HCC Response Plan after large-scale exercises and real-world events (including, but not limited to Emergencies and Disaster).</p> <p>(4) Ensure the HCC Response plan is signed and dated by an HCC representative and at least one representative from each type of the Core HCC Member Organization's Acute Care Hospitals, public health agency, emergency management organization, and EMS.</p> <p>(5) Collaborate with the Department to integrate the following crisis care elements into the HCC Response Plan:</p> <p>(a) Integration with state-level efforts.</p> <p>(b) Management of crisis conditions through regional coordination, including resource sharing and patient distribution.</p> <p>(c) Management of information and policy decisions with the assistance of the HCC partners during a protracted event.</p> <p>(d) Management of resource requests and scarce resource allocation decisions when the demand cannot currently be met.</p>	<p>April 15 Annually</p>	<p>Meyers (Drawdy, Cook, Workgroups, Board)</p>	



<p>(e)Support EMS agency planning for indicators, triggers, and response strategies during crisis conditions.</p> <p>(f)Support hospital planning for indicators, triggers, and response strategies during crisis conditions.</p> <p>(g)Transition to contingency care by requesting resources or moving patients to other facilities.</p> <p>(h)Integration of crisis standards of care conditions into exercises.</p> <p>b. Save the HCC Response Plan using naming convention in a PDF file. Submit the HCC Response Plan via email to the Contract Manager by April 15 of each contract year for the Department to review and approve. Upload the file into HCC SharePoint and the CAT by April 15 of each contract year.</p> <p>c. Remove previous versions of the HCC Response Plan from the CAT as applicable.</p> <p>d. Distribute the HCC Response Plan to HCC Members by April 15 of each contract year. Document the date and method the HCC Response Plan is distributed in the Quarterly Progress Report</p>			
<p>Coalition Project – Annual updates to Response Annexes, including:</p> <ul style="list-style-type: none"> <li>• Infectious Disease (EID Collaborative)</li> <li>• Disaster Behavioral Health (W.G. Mason and FCRT)</li> <li>• Alternate Care Site (RMAT)</li> <li>• Burn (RTAB)</li> <li>• Family Assistance Center (FAC Workgroup)</li> <li>• Trauma Coordination (Pappas, RTAB Preparedness Committee)</li> <li>• Pediatric Sure (Pediatric Surge Workgroup)</li> <li>• Mass Fatalities (Blanton, Medical Examiners)</li> <li>• Crisis Standards of Care (CSoC Workgroup)</li> </ul>	<p>April 15 Annually</p>	<p>Meyers (Drawdy, Cook, Workgroups, Board)</p>	
<p>Task #18 Update and submit a protocol for equipment, supplies, and pharmaceutical as follows:</p> <p>a. Update a protocol for equipment, supplies, and pharmaceutical and include the following in the protocol:</p> <p>(1) Strategies for acquisition, storage, rotation with day-to-day supplies, and use.</p> <p>(2) Policies relating to the activation and deployment of the HCC and HCC Members' stockpile.</p> <p>(3) Policies relating to the disposal of expired materials.</p> <p>b. Save the protocol using naming convention in a PDF file. Submit the protocol via email to the</p>	<p>April 15 Annually</p>	<p>Drawdy (Meyers, Cook, Hospital Committee, Board)</p>	<p>Discussed during July 2022 Hospital Call (includes ESF8). Need to focus on process for rotating equipment out to prevent expiring equipment/supplies</p>

Contract Manager and upload it in the HCC SharePoint and CAT by April 15 of each contract year. c. Remove previous versions of the protocol from the CAT as applicable.			
Task #19 Create and submit the HCC Training Plan and conduct a minimum of one training as follows: a. Create and submit the HCC Training Plan as follows: (1) Create the HCC Training Plan and include the following in the HCC Training Plan: (a) The training(s) that will be provided; (b) The risk, resource gap, work plan priority, or corrective action from prior exercises and incidents that the training will address; (c) The gap or need identified by HCC Members which the training is based; and (d) The training type. (2) Save the HCC Training Plan using naming convention in a PDF file. Submit the HCC Training Plan via email to the Contract Manager and upload it in the HCC SharePoint and CAT by June 15, 2023. b. Conduct a minimum of one training in accordance with the HCC Training Plan between July 1, 2023 to June 30, 2024. Document the title, date, number of people in attendance, and location of the training in the Quarterly Progress Report	June 15, 2023	Drawdy (Cook, Meyers, members, workgroups, training providers)	Assess member needs, Participate in IPP. Develop training plan meeting all contract requirements Provide training plan  Trainings scheduled for this fiscal year include NIMS, IMT, HICS, ICS for small facilities, all hazards response, COOP, CEMP, NIPP, SFA, Fit-Testing
Not included in contract but CAT requires scope of work each <b>May</b> .	May 2023	Drawdy (Meyers, Cook, Members, Board)	
Task #20: Hold a MRSE between July 1, 2023 to May 31, 2024	June 15, 2024	Drawdy (Meyers, Cook, planning team, hospitals, Board)	Not due until 2023-2024 but may include in regional exercise
Coalition project – regional medical surge exercise	June 20, 2023	Drawdy (Meyers, Cook, Planning Team, Members, Board)	Survey hospitals, convene planning team, plan exercise, conduct exercise, publish AAR
Task #21: Crisis Standards of Care (CSoC) Exercise	June 15, 2024	Meyers (Drawdy, Cook, CSoC workgroup, members, Board)	May begin planning in 2023
Task #22: Pediatric Surge Exercise	June 15, 2024	Meyers (Drawdy, Cook, Ritola, Pediatric workgroup, members, Board)	May begin planning in 2023
Task #23: Conduct a radiation surge exercise to validate the HCC radiation emergency care annex that is part of the HCC Preparedness Response Plan as follows:	June 15, 2023	Meyers Meyers (Drawdy, Cook, Radiation workgroup, members, Board)	Workgroup being formed in July; will meet in August

<p>a. Conduct the radiation surge exercise by completing a standardized TTX or discussion exercise in a format that meets HSEEP Standards.</p> <p>b. Ensure at least one representative from each type of Core HCC Member Organization participates in the radiation surge exercise.</p> <p>c. Complete the <u>HCC AAR/IP Template for the radiation exercise</u>. <u>Save the completed HCC AAR/IP Template using naming convention and save in a PDF file</u>. Email the completed HCC AAR/IP Template to the Contract Manager and upload it in the HCC SharePoint and the CAT by June 15, 2023.</p> <p>d. Complete the radiation emergency exercise items in the CAT Exercise Tool. Submit a screenshot of the completed radiation emergency exercise items to the Contract Manager via email by June 15, 2023.</p> <p>e. Document the date of the radiation surge exercise in the Quarterly Progress Report.</p>			
Task #24: Chemical Exercise	June 15, 2024	Meyers (Drawdy, Cook, Ritola, Pediatric workgroup, members, Board)	May begin planning in 2023
Coalition Project: Operation Protect & Secure community based drill (regional active shooter drill)	September Annually	Drawdy (Cook, Meyers, Planning Team, Members)	Scheduled September 1
Coalition Project: Conference Tabletop (evacuation, cyber)	December Annually	Drawdy (Cook, Meyers, Planning Team, Members)	Planning begins in August
Coalition Project: Great Tornado Drill (regional community based shelter in place)	January Annually	Drawdy (Cook, Meyers, Planning Team, Members)	
Coalition Project: Operation Generate Confidence (regional community-based generator drill to prepare for hurricane season)	May Annually	Drawdy (Cook, Meyers, Planning Team, Members)	
<p>Task #25 Complete and submit the Quarterly Progress Report as follows:</p> <p>a. Complete the Quarterly Progress Report available in the SharePoint.</p> <p>b. Include the information as specified in the Tasks above in the Quarterly Progress Report.</p> <p>c. Include the progress for each Task in the Quarterly Progress Report.</p> <p>d. Save the Quarterly Progress Report using naming convention in a PDF file.</p> <p>e. Submit the Quarterly Progress Report within 15 calendar days after the end of each quarter via email to the Contract Manager and upload it in the HCC SharePoint</p>	Quarterly	Drawdy (Cook, Meyers)	Will use traffic light/project report to develop the quarterly progress report
Coalition Project: Communicate with members	Quarterly	Drawdy, Meyers, Cook, Board	<p>Sent out alerts, training opportunities</p> <p>Keep website updated</p> <p>Quarterly member meetings</p> <p>Quarterly communication drills</p>

Coalition Project: Bimonthly Executive Committee & Board Meetings	Monthly	Drawdy (Meyers, Cook, Executive Committee, Board)	
Coalition Project: Marketing Pilot	December 2023	Drawdy (Cook, Meyers, Board)	Present pilot proposal to Executive Committee & Board in August; begin pilot in September.
Coalition Project: Provide COOP & EOP Workshops	June 30 Annually	Drawdy (Meyers, Cook, Members)	<p>Provide members with BOLDplanning COOP and EOP workshops &amp; software licenses</p> <p>Have enterprise (unlimited) license for both</p> <p>Two half-day New COOP Workshops Scheduled for: December 15 May 10</p> <p>Two Refresher Workshops Scheduled for February 16 June 9</p> <p>Four half-day CEMP/EOP Workshops are scheduled for: October 19 – 9 to noon December 15 – 1:30 to 4:30 March 9 – 9 to noon June 13 – 9 to noon Note: this meets a requirement in Task #12</p>
Coalition Project: Communications Pilot	Monthly	Meyers (Drawdy, Cook, Hospitals, EM, EMS, FHA)	<p>Continue Juvare pilot and document results</p> <p>July drill focused on pediatric capabilities</p> <p>Continue to register/train users Monthly practice sessions Integrate into exercises/events Update EEs annually</p>
Coalition Project: Cyber Threats/Security	June 30, 2023	Drawdy (Meyers, Cook, Members)	<p>Send out alerts as received</p> <p>Schedule webinar for September meeting</p> <p>Send out survey to members re mitigation strategies</p> <p>Cyber tabletop (at December meeting)</p>
Coalition Project: Hospital Minimum Readiness	June 30 Annually	Drawdy (Meyers, Cook, Hospitals, Board)	Maintain hospitals at minimum readiness standards (by hospital size)
Coalition Project: RMAT	June 30 Annually	Drawdy (Pachota, Meyers, Cook, Team Members, Board)	Recruit, credential, onboard members, community-based training and exercises, maintain team equipment, secure warehouse

Coalition Project: FAC Team	June 30 Annually	Drawdy (Meyers, Cook, Team Members, Board)	Recruit, credential, train and exercise team
<p>Coalition Project: Achieve Strategic Objectives</p> <p>Ensure Sustainability:</p> <ul style="list-style-type: none"> <li>By June 2023, participate in ASPR sustainability assessment</li> <li>By December 2023, develop and implement a Coalition sustainability plan</li> <li>By January 2023, develop a Board succession plan</li> </ul> <p>Increase Member Diversity &amp; Engagement:</p> <ul style="list-style-type: none"> <li>By December 2022, implement a sustainable social marketing campaign</li> <li>By December 2023, increase number of county and city leaders who are Coalition members by 50%</li> </ul> <p>Address Climate Change Impacts:</p> <ul style="list-style-type: none"> <li>By June 2023, complete an assessment of regional healthcare systems and city/county environmental sustainability/resiliency strategies</li> <li>By June 2024, publish guidance on climate change and healthcare mitigation strategies</li> </ul> <p>Build &amp; Sustain Capabilities:</p> <ul style="list-style-type: none"> <li>By December 2023, develop a plan to standardize plans, equipment, training, and exercising in at least one additional capability</li> <li>By June 2024, develop, implement and evaluate a campaign focused on increasing retention of the healthcare workforce</li> </ul>	June 30, 2023	Drawdy (Meyers, Cook, Board)	Report progress at bimonthly board meetings
<p>Coalition Project: Implement Actions Identified in AARs/IPs:</p> <p>MRSE (Hospital Committee)</p> <ul style="list-style-type: none"> <li>Training for hospitals on HICS activation button (Meyers)</li> <li>Training for hospitals on reporting fatalities (Blanton)</li> <li>Family reunification guidelines for hospitals (Corfield/Winter)</li> </ul> <p>RTCC (Trauma Preparedness Committee)</p> <ul style="list-style-type: none"> <li>Revise 311 form (Drawdy, draft sent to Bilski and McPherson)</li> <li>Revise plan (include all transfer/transport resources, assign two paramedics to Medical Officer)</li> <li>Review army triage methodology (Meyers)</li> </ul>	As identified in the IP	Drawdy (Meyers, Cook, Workgroups, Members, Board)	Report progress at bimonthly board meetings

<ul style="list-style-type: none"> <li>• Develop SOPs to educate hospital leaders on process</li> </ul> <p>FIDTN (EID Collaborative/Burke):</p> <ul style="list-style-type: none"> <li>• Incorporate lessons learned into planning, equipment, training and exercises</li> </ul> <p>Burn (Meyers)</p> <ul style="list-style-type: none"> <li>• Add any burn specific EEIs</li> <li>• Incorporate burn annex into RTCC</li> <li>• Explore/ develop blanket 1135 waiver for burn scenario (Drawdy/Wilgis)</li> <li>• ID any burn equipment needed in hospital minimum readiness standards (Meyers)</li> <li>• Warden Burn Center to provide burn training to acute care hospitals (Meyers)</li> </ul> <p>COVID (EID Collaborative/Burke)</p> <ul style="list-style-type: none"> <li>• Mitigation strategy for short supply (e.g. PPEs) – Meyers &amp; Hospital Committee</li> <li>• Blanket</li> </ul>			
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