# <u>Checklist for New Members</u>

| | Task | Source |
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| ☐ | ALL MEMBERS:  Visit the Healthcare Coalition Website. Read Healthcare Coalition Guide and Healthcare Coalition Governance, as well as notes from previous meetings to gain an understanding of Coalition discussion. | Coalition Website: http://www.sonoma-county.org/health/services/healthcarecoalition.asp <br> Coalition Toolkit: http://www.sonoma-county.org/health/services/healthcarecoalitiontoolkit.asp |
| ☐ | ALL MEMBERS:  Attend quarterly Healthcare Coalition meetings. | Coalition Meeting Schedule:  http://www.sonoma-county.org/health/meetings/hdpf.asp |
| ☐ | ALL MEMBERS:  Provide contact information for Coalition Communications Plan (aka "Rainbow Guide") and lace copies of the Coalition Communications Plan at restricted locations in your facility accessible to disaster leadership staff. <br> ▪ Agency name, Address <br> ▪ 24/7 phone, contact name, title | Contact Public Health Preparedness:  565-4496 |
| ☐ | ALL MEMBERS:  Register key staff for CAHAN notifications—leaders who need to be notified of an emergency situation | Contact:  CAHAN Administrator:  cahan@sonoma-county.org |
| ☐ | ALL MEMBERS:  Register key staff for Image*Trend* Resource Bridge—all those who will respond to polls or emergency notifications for your facility. | Contact Public Health Preparedness:  565-4496 |
| ☐ | ALL MEMBERS: Respond to polls, inquiries, and surveys as requested.  As part of registering for Resource Bridge, please complete the survey on your disaster role. | Contact Public Health Preparedness:  565-4496 |
| ☐ | HOSPITALS, CLINICS, SNFs, & KEY FACILITIES:  Consider establishing a HealthNet Radio at your site. | Coalition Toolkit:  http://www.sonoma-county.org/health/services/pdf/healthnet.pdf |
| ☐ | ALL MEMBERS:  Assure NIMS compliance for your healthcare facility, especially ICS training for response leadership. | FEMA: https://www.fema.gov/pdf/emergency/nims/imp_hos.pdf <br> Joint Commission:  EM.01.01.01,EP 7: (http://www.jointcommission.org/assets/1/6/Leadership_Oversight_EM_Proposed_Requirements.pdf, pg 4) |
| ☐ | ALL MEMBERS:  Establish procedures and train your staff to work with Healthcare Coalition and with MHOAC Program for disaster response (SitRep, Resource Request, communications systems). | SitRep: http://www.sonoma-county.org/health/services/pdf/situationreportquicksheet.pdf <br> Resource Request: http://www.sonoma-county.org/health/services/pdf/resourcerequestquicksheet.pdf |
| ☐ | ALL MEMBERS WELCOME:  Attend annual Statewide Tabletop Exercise, usually October. | Coalition Calendar:  http://www.sonoma-county.org/health/services/pdf/healthcare-coalition-calendar.pdf |
| ☐ | MAINLY HOSPITALS, CLINICS, SNFs:  Participate in annual Statewide Functional Exercise, November and turn in an After Action Report. | Sample AAR template in Coalition Toolkit: http://www.sonoma-county.org/health/services/healthcarecoalitiontoolkit.asp |
| ☐ | MAINLY INPATIENT FACILITIES:  Participate in annual Surge Exercise (currently for hospitals, SNFs, and EMS only). | Refer to Coalition meeting notes |
| ☐ | ALL MEMBERS:  Participate in monthly communications drills (radio, satphone, Resource Bridge, other). | Coalition Calendar:  http://www.sonoma-county.org/health/services/pdf/healthcare-coalition-calendar.pdf |
| | ALL MEMBERS:  Maintain inventory and report current information for any items purchased for your facility. | Contact Public Health Preparedness:  565-4496 |
| ☐ | ALL MEMBERS:  Attend Coalition trainings as needed (Healthcare Coalition 101 Workshop, ICS training, N95 fit testing, or other trainings). | Coalition Calendar:  http://www.sonoma-county.org/health/services/pdf/healthcare-coalition-calendar.pdf |
| ☐ | ALL MEMBERS:  Adopt Coalition Plans and Procedures into your organization's disaster plans. | |
| ☐ | ALL MEMBERS:  Consider establishing a Closed POD plan and Push Prophy MOU for your facility. | Coalition website:  http://www.sonoma-county.org/health/services/pushprophy.asp |