

APPENDIX A: Missouri Healthcare Coalition Member Roles, Expectations and Participation Agreement

Purpose

The Missouri Healthcare Coalition Member Agreement is a voluntary agreement among organizations that have as their primary mission a purpose to provide or support health care within their community or region. These organizations may include but are not limited to hospitals, emergency medical services, emergency management agencies, local public health agencies, other healthcare organizations, community and faith-based partners and state, local and territorial governments.

This agreement serves to establish formal and recommended roles and responsibilities of a regional healthcare coalition member for emergency preparedness, response, recovery and mitigation as appropriate.

Definitions

Coalition Duty Officer

A rotating position assigned to designated coalition members. The coalition duty officer is a representative for the region serves as a central point of contact for healthcare coalition members to contact whenever their organization needs coalition assistance or to report an emergency/disaster impacting their organization.

eICS

A web-based application for incident management used by the Missouri Healthcare Coalition to notify members of an activation and provide coordination between members during a response to an emergency, disaster or planned event.

EMResource

A web-based data management tool that is available to all healthcare organizations in Missouri. The tool is used for daily hospital and health care organization operation status and bed management, as well as for emergency preparedness and response.

Healthcare Coalition (HCC)

A collaborative network of healthcare organizations and their respective public and private sector response partners that serve as a multiagency coordinating group to assist with preparedness, response, recovery and mitigation activities related to healthcare organization emergency operations. The primary functions of a healthcare coalition are coordination, collaboration and communication. The healthcare coalition coordinates regional planning efforts and organizes training, exercise and evaluation opportunities. During response, the HCC supports member organizations by providing connection to formal response structures, coordinating information sharing and assisting in the coordination of resources for healthcare organizations.

Primary representative

Primary individual representing an organization that is an HCC member. This is the primary person that participates in coalition activities and is the main point of contact for the HCC to contact their organization.

Secondary representative

Back-up individual who serves in place of a primary representative when the primary representative is unavailable.

Membership Participation Expectations

- A. Entity has a focus on healthcare emergency management and/or a support role.
- B. Attend and contribute to coalition meetings
- C. Participate in coalition activities such as trainings, exercises and planning.
- D. Active account in eICS and EMResource to ensure the ability to participate in exercises, drills and respond to real-world incidents.
- E. Update coalition with current information, such as changes in key contacts.
- F. Maintain familiarity with the coalition plans.

Member Participation Actions for Consideration

- A. Entity acts as a signatory on statewide mutual aid agreements, within their respective discipline, if applicable.
- B. Member participates in coalition-based exercise development and execution.
- C. Member serves as a regional coalition duty officer role.
- D. Member participates in other various and miscellaneous ways, such as in providing a venue for coalition meetings or engaging in committees, workgroups, etc., as able.
- E. Member notifies coalition staff of member exercises that are open to the community.
- F. Member notifies the coalition when the member's Emergency Operations Center (EOC) is activated by contacting the duty office or regional liaison.

Benefits of Joining the HCC

The MO HCC brings together the abilities, expertise, and resources of various stakeholders to positively impact community health. The purposeful and collective actions of the HCC are crucial for enhancing healthcare system preparedness and response capabilities. In times of emergency, the HCC acts as a multi-agency coordinating group, aligning ESF-8 activities within jurisdictional incident command systems. By fostering partnerships and collaboration, HCC members advocate for a stronger, more resilient, and responsive public health sector. Together, they unite diverse healthcare organizations to coordinate efforts before, during, and after emergencies, ensuring an effective response to community needs.

Terms and Termination

- A. The initial term of this agreement will commence on the date of signature. Signatories will be required to renew membership annually. Any participating organization may terminate its participation in this agreement at any time by providing written notice to MHA and other participating organizations,

- B. If a signatory to this agreement consistently does not fulfill the participation requirements as outlined in the agreement, they will no longer be considered an active member.

Organization:	
Address:	
Additional Facilities Represented:	

PRIMARY REPRESENTATIVE		ALTERNATE REPRESENTATIVE	
Name:		Name:	
Job Title:		Job Title:	
Email:		Email:	
Office Phone:		Office Phone:	
Cell Phone:		Cell Phone:	

I have read the foregoing MO HCC Member Roles, Expectation and Participation Agreement and agree to the terms set forth therein.

Authorized
Signature:
Printed Name:
Title:
Date:
