



Eastern Virginia Healthcare Coalition Exercise and Training Work Group Charter

Overview

The Exercise and Training Work Group is established as a standing work group of the Eastern Virginia Healthcare Coalition (EVHC).

Purpose and Duties

The EVHC Exercise and Training Work Group will outline a multi-year strategic training and exercise plan based on the review of available healthcare Coalition partners' hazard vulnerability analysis (HVA) data and After Action Reports/Improvement Plans (AARs/IPs) resulting from Regional Healthcare Coordination Center (RHCC) activations, mass or multiple casualty activations and responses, funded exercises or events, and/or current threats shared by Coalition partners and stakeholders. The work group will assist Coalition members to meet their educational and training needs which are aligned with EVHC mission or promoting healthcare emergency preparedness, mitigation, response and recovery.

Membership and Voting

The EVHC Exercise and Training Work Group will be comprised of Coalition members and subject matter experts. Every effort should be made by Coalition members with Hospital Preparedness Program (HPP) grant funded training or exercises to participate in the work group. The work group members will select a Chair and a Vice-Chairperson that will be approved by a majority vote of the work group members in January of each year. The EVHC Exercise and Training Coordinator will be a standing member of this work group.

Meetings

The Exercise and Training Work Group will conduct meetings monthly, and as needed to conduct work group business and provide stability in scheduling. Meeting agendas, attendance and minutes will be maintained and made available to the Coalition membership.

Deliverables

- Work group meeting schedules, agendas and minutes
- Recommendations for regional training and exercise objectives and plans
- Report outs to Coalition partners at group meetings and to the Coalition Executive Council upon request
- Monthly project updates
- Budget documents and justification for proposals or recommendations
- Review and make recommendations on AARs from all EVHC funded exercises



Project Selection

It is the intent of the Exercise and Training Work Group to ensure all funded projects support the Coalition’s mission to develop and promote the emergency preparedness, mitigation, response and recovery capabilities of local healthcare entities. Additionally, all funded/non-funded projects support the HPP capabilities as outlined in, *“2017-2022 Health Care Preparedness and Response Capabilities”*, November 2016.

Project Metrics & Documentation

A project dashboard will be maintained for all funded exercises and training to monitor project progress to completion and meet Assistant Secretary for Preparedness and Response (ASPR), HPP and other reporting requirements. Unfunded training and exercises may be added to the dashboard at the discretion of the work group.

Fiscal Year Timeline

The Exercise and Training Work Group will follow the Hospital Preparedness Program fiscal year funding cycle which runs from July 1st through June 30th of each year.

Date Approved: _____

Chair: _____

Name: _____

Vice Chair: _____

Name: _____