Introduction

This guidance is for the completion of the Kansas Healthcare Coalition (HCC) Response Plan as provided by the Kansas Department of Health and Environment (KDHE) Preparedness Program for the 2018-2019 budget year. This template and associated guidance document has been developed with financial support from the U.S. Department of Health and Human Services, Hospital Preparedness Program (HPP) – Public Health Emergency Preparedness (PHEP) Cooperative Agreement, funding number CDC-RFA-TP17-1701, Catalog of Federal Domestic Assistance Number 93.074.

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Compliance with State Emergency Management Statutes

The template provided to the Kansas HCCs captures cooperative agreement requirements from the associated HPP-PHEP Cooperative Agreement for the development of a HCC response plan within the context of the Kansas emergency management enterprise statutes and regulations associated with state and local disaster response requirements. This template has been reviewed and concurred with by the Planning and Mitigation Branch Director of the Kansas Division of Emergency Management (KDEM) to assure this is consistent with emergency management regulations.

Remember that Kansas HCCs are intended to support ESF 8 elements, as needed and requested, at the county and state level. The language in the template has been specifically drafted to assure this action and that the overall actions of the HCC are completed in a manner consistent with current, validated Kansas emergency management practices. Modifications to language that make the plan inconsistent with these practices will likely be held as findings by KDHE Preparedness Compliance Coordinator.
Steps for Completion

The following steps are provided to help the assigned planner in completing the HCC Response Plan template.

Changing Name to Coalition Name

1. Read the entire template to become familiar with the general flow and context of the document.
   a. The document generally follows a standard Emergency Response Plan template with the planning categories being consistent with the information recommendations from the HPP-PHEP guidance for an acceptable HCC Response Plan.
2. Perform a find and replace for the term “XX” within the document.
   a. The “XX” term, rarely found in the English language in word usage, has been used as a placeholder for the proper HCC name.
3. Replace the “XX” term with the geographical portion of the coalition name being planned for.
   a. Northeast, Southwest, etc.
   b. Once the “XX” term has been replaced by the geographical portion of the coalition name, the document will read that name with either “healthcare coalition” or “HCC” immediately behind it. For example, if “Northeast” is used to replace “XX” then the document will read “Northeast Kansas Healthcare Coalition” or “Northeast HCC” throughout the document.

Editing Sections

As earlier noted, the template has been developed to meet the direction of the HPP-PHEP Cooperative Agreement and the requirements of the Kansas emergency management statutes and regulations. While the template has been provided in a Word document format for editing, it is advised that planners be very limited in the amount of deleting of language currently in the template. Planners and HCCs are encouraged to add appropriate language to the document to address the specifics of their HCC if those additional activities or language are not conflicting with the approved language included in the document. Language that is added that conflicts with template language may cause the HCC Preparedness Plan to fall out of consistency with Kansas emergency management practices and those sections to be held as findings by KDHE Preparedness Program Compliance review.

Removing or Editing the Watermark

The template is provided with a “DRAFT” watermark to demonstrate that this document is in draft form either as a template or during the planning process within the HCC. Once the plan has achieved concurrence, this watermark will either need to be removed or edited as determined by the HCC member organizations. To remove or edit the watermark on the document, the planner should:

1. Select the “Design” tab near the top of the Word document in the tool bar.
2. Near the right-hand edge of the Design tool bar, the “Watermark” icon should be visible in the “Page Background” sub-section.
3. Select the “Watermark” icon. A small window should appear under the icon.
   a. To remove the watermark, select “Remove Watermark” near the bottom of the small window.
   b. To select a “Confidential” or other watermark, select the desired watermark language from the examples provided in the small window.
   c. To edit the watermark to specific language, select “Custom watermark.” A new window will appear.
i. In the “Text” line of the new window, add the desired custom watermark language.
ii. Select “Apply” and review the change on the document.
iii. If acceptable, select “Okay” and the change will be made and the window will close.

Updating the Table of Contents
The table of contents should be the final update made to the document prior to finalizing. The table included provides section headers and page numbers consistent with the document when the following process is followed by the planner. In this way, the planner does not have to individually write in the section names or page numbers, reducing errors and work burden. To update the table of contents the planner should:

1. Place the mouse icon on the table of contents, right-click the mouse. A new window will appear.
2. Select “Update Field” in the new window. The window will change.
3. Select the radio button to the left of “Update entire table” and then select “OK.”
4. The table should be updated with section headings and correct page numbers.
5. A good practice may be to quickly assure that the updates are correct by a review of the document against the updated table of contents.
6. Select the “Save” icon at the top of the document.

Planning Technical Assistance
For technical assistance with using the plan template or discussion of planning items please contact the KDHE Preparedness Program at KDHE.Preparedness@KS.gov or (785) 296-8115.