

Public Health Emergency Preparedness Advisory Committee (PHEPAC)

Governance Structure

I. Purpose

The purpose of the Public Health Emergency Preparedness Advisory Committee (PHEPAC) is to address issues that affect emergency preparedness, response and recovery. PHEPAC serves San Luis Obispo County by:

- A. Promoting quality in the delivery of disaster patient/victim care services, by assessing the level of healthcare preparedness and making recommendations on activities that should be implemented to address gaps.
- B. Supporting the needs of healthcare organizations while ensuring the needs of the community are met.
- C. Developing and implementing effective practices including planning, education, and evaluation as they relate to emergency preparedness.
- D. Serving as an advisory function to the County Health Officer and Public Health Emergency Preparedness (PHEP) program by providing recommendations on county policies and procedures.
- E. Promoting interaction and collaboration across all sectors of the healthcare community to ensure coordinated sharing of incident information and resources during disaster response and recovery.
- F. Working in coordination with the National Response Framework Annex process: Emergency Support Function #8 (Public Health and Medical Services) at the local level in accordance with NIMS and SEMS.

II. Membership

Membership on the committee is extended to any healthcare, first responder or law enforcement organization in San Luis Obispo County and the healthcare associations representing various healthcare sectors, which include but are not limited:

- A. San Luis Obispo County Health Agency (including Behavioral Health)
- B. San Luis Obispo County Office of Emergency Services
- C. Hospitals
- D. Clinics (community health centers and urgent care centers)
- E. Skilled nursing facilities
- F. Residential Care facilities
- G. Emergency medical services providers
- H. Public safety agencies
- I. Ambulatory surgery centers
- J. Dialysis centers

- K. Home health
- L. Hospice agencies
- M. Support service providers (laboratories, pharmacies)
- N. Primary care providers
- O. State and federal entities (CMC, Cal Poly, ASH, FBI)
- P. Non-profit organizations with a role in emergency management (For instance, the American Red Cross, Long Term Care Ombudsman, Tri-Counties Regional Center, VOAD, etc.).

All organizations seeking membership in PHEPAC are asked to designate a primary and secondary representative from their organization to provide redundancy in communication with the group. These representatives will be asked to:

- Register for the California Health Alert Network (CAHAN) via the PHEP Program.
- Provide updated email and phone contact information as needed to update email and rapid fax lists for day-to-day committee business and emergency notification purposes.

This will allow member entities to coordinate resources and information with the Medical and Health Operational Area Coordinator, the County Health Agency Department Operation Center (CHADOC) and County Emergency Operation Center (EOC) in emergencies. It will also allow the Chair to communicate with member agencies to conduct regular group communications.

III. Leadership and Coordination

The Public Health Emergency Preparedness (PHEP) Program is the convener of PHEPAC. The PHEP Program Manager serves as the Committee Chair. The Chair shall:

- A. Set meeting agendas
- B. Coordinate meeting announcements
- C. Preside over all meetings
- D. Coordinate communications among the members and outside entities
- E. Assure that this governance structure document is reviewed at least every other year by the membership. Proposed changes can be made during this review cycle.

In the absence of the PHEP Program Manager, the San Luis Obispo County Public Health Department EMS Division Manager (Medical and Health Operational Area Coordinator-MHOAC) will hold nominations and elections for the Committee Chair position from the membership. At that time, the Committee will amend this document to define Committee Chair term length.

IV. Meetings

- A. Regular meetings of PHEPAC shall be held at 10:30 a.m., on the first Thursday in the months of January, April, July and October, at a location designated by PHEP in advance of each meeting. Whenever possible, the quarterly meeting location will be designated at the beginning of each calendar year for the entire year. Additional meetings may be held as determined by the Chair and locations will be arranged by PHEP staff.

- B. The Committee shall review, evaluate and make recommendations on issues related to healthcare emergency management and the medical and health coordination system.
- C. Decisions will be made by agreement of the convened members.
- D. PHEP staff will attend all PHEPAC meetings and maintain official minutes. Each meeting's minutes shall be distributed to all PHEPAC member organizations via the representatives designated above in Section II prior to the next scheduled meeting.
- E. Special subcommittees and/or workgroups may be occasionally appointed by the chairperson to address specific issues that are compatible with the purposes of the PHEPAC.

May 9, 2013

Date