

**Regional Healthcare Preparedness Coalition
Recognition of Excellence Award
2019 Hospital Application**



Award Overview

The RHPC Recognition of Excellence Award recognizes excellence and commitment to comprehensive emergency management in the regional healthcare community. This document will provide detailed information and identify documents necessary to successfully complete the RHPC Recognition of Excellence Award application.

Award Timeline

The scoring period will run from July 1, 2018 to June 31, 2019. Applications will be due August 31, 2019 and the selection committee will convene in September.

Award Scoring

Scoring will be comprised of two tiers:

- Tier 1 – Will be scored based upon reports and training requirements determined by the RHPC agreement and ASPR Healthcare Preparedness Capabilities.
- Tier 2 – Will allow the facility to show how they have embraced comprehensive emergency management through innovation, leadership, and community involvement.

Submission Instructions

Applications should be submitted in a 3-ring binder not to exceed 1.5” in depth. Binders should be mailed to the address listed below. Electronic submission will not be accepted at this time. Tabs should be used to separate the different sections of the application packet. Attached documents should be included as appendixes to their respective section of the application packet. Only one (1) submission per facility (as defined by individual HPP agreement) is allowed.

Mailing Address

Regional Healthcare Preparedness Coalition

Attn: Lori Upton

1111 North Loop West, Ste 160

Houston, TX 77008

Applicant Information
Regional Healthcare Preparedness Coalition
Recognition of Excellence Award – Hospitals



Name: _____

Job Title: _____

Facility: _____

Address: _____

Phone Number: _____

Email Address: _____

Award Category Applying for (Select One):

- 1 – 149 Licensed Beds
- 150 – 399 Licensed Beds
- 400+ Licensed Beds

Submission Checklist

Regional Healthcare Preparedness Coalition

Recognition of Excellence Award



Please use the below checklist to ensure all documentation and information is included for submission.

- A. ____ Applicant Information Completed
- B. ____ TIER 1 Cover Sheets
- C. ____ TIER 1 Documentation
- D. ____ TIER 2 Cover Sheets
- E. ____ TIER 2 – Three Essays
- F. ____ Three Ring Binder with Binder Cover Sheet

Documentation Request Form

Regional Healthcare Preparedness Coalition

Recognition of Excellence Award



I _____ am requesting the below documentation to complete the RHPC Excellence Award Packet.

TIER 1 Category

	Technology Drills: Bed Reports, WebEOC, and EMTrack
	Corridor Meeting Attendance
	Symposium Attendance
	Completion of Annual Survey
	Participation in Regional Exercise
	CMOC Training
	WebEOC Training
	Decon Training
	Designated Emergency Manager

Name (please print clearly):	
Facility:	
Email Address:	
Phone Number:	
Date or Date Range of Requested Documentation:	

Please submit form to rhpcaward@setrac.org

*Please duplicate this form as often as necessary to request all required documentation

TIER ONE SCORING

Technology Drills (Bed Reports, WebEOC, and EMTrack) – Points will be awarded for your completion percentage during the previous fiscal year (July-June). Reports will include both drills and real events (NDMS reports and HFD initiated drills are not included).

- 90%-100% – 5 points
- 80%-89% – 3 points
- 75%-79% – 1 point

SETRAC will provide technology drills participation data upon receipt of documentation request form.

Corridor Meeting Attendance – A facility representative must complete the sign-in-sheet at their scheduled Corridor Meeting. Multiple representatives will only be counted as one for your facility.

- 6 Meetings – 1 point for each meeting attended

SETRAC will provide Corridor Meeting attendance data upon receipt of documentation request form.

Symposium Attendance – A facility representative must register and attend the RHPC Symposium. Multiple representatives will only be counted as one for your facility.

- 5 points

Attendance will be verified by submitting a certificate of attendance for the RHPC Symposium with your application.

Completion of Annual Survey – Complete the annual SETRAC survey.

- 5 points

SETRAC will verify you completed the survey upon receipt of documentation request form.

Participation in the Regional Exercise – Must satisfy "Conditions for Participation" set by the Exercise Director.

- 5 points

SETRAC will verify participation upon receipt of documentation request form.

CMOC Training – Number of staff members from your facility trained. You must show documentation of completion.

- 5 or more – 5 points
- 3-4 – 3 points
- 1-2 – 1 point

SETRAC will provide CMOC Training sign-in sheets upon receipt of documentation request form. Please highlight the staff members from your facility and attach the documentation with your application.

WebEOC Training – Number of staff members from your facility trained. Must be trained by a regionally certified trainer. You must show documentation of completion.

- 5 or more – 5 points
- 3-4 – 3 points
- 1-2 – 1 point

SETRAC will provide WebEOC Training sign-in sheets (of training conducted by a member of the SETRAC Staff) upon receipt of documentation request form. If training was conducted by a sentinel, and not a member of the SETRAC Staff, your facility is responsible for providing a copy of the sign-in-sheet. Please highlight the staff members from your facility and attach the documentation with your application.

Decon Training – Number of staff members from your facility trained at the OSHA Best Practices for First Receivers level in the last fiscal year. You must show documentation of completion.

- 12 or more – 5 points
- 6-11 – 3 points
- 1-5 – 1 point

SETRAC will provide Decon Training sign in sheets upon receipt of documentation request form. Please highlight the staff members from your facility and attach the documentation with your application.

Designated Emergency Management Coordinator – The hospital has a designated individual who is responsible for the development and implementation of the emergency management program. You must show documentation by submitting your appointment letter as Emergency Management Coordinator signed by leadership, i.e. HPP Agreement.

- 5 points

YOUR FACILITY MAY RECEIVE A MAXIMUM OF 46 TIER ONE POINTS.

TIER TWO SCORING

Applicants must demonstrate commitment to enhancing emergency preparedness at their facility. Please select only 3 fields from the choices below. Each selected field will be scored on a scale of 0 to 5 by the selection committee. Contributions must reflect how the hospital and not just the Emergency Manager are exemplifying best practices and a commitment to emergency management.

- A. Leadership Support** – How has your executive leadership team demonstrated commitment to emergency management at your facility beyond executive attendance or membership on your facility preparedness committee?
Examples may include: An Emergency Management Department with an individual budget, participation in the National Disaster Medical System with 100% reporting compliance, facility participation with emergency management educational opportunities, and attendance in national training centers such as the Center for Domestic Preparedness.
- B. Contribution to Emergency Management** – How has your facility contributed beyond regulatory, accreditation, or grant requirements?
Examples may include: A published article or speaking engagements on emergency management regarding your facility.
- C. Community Involvement** – How has your facility demonstrated involvement with regional emergency management efforts?
Examples may include: Participation in regionally significant events such as staffing CMOC, active planning and participation in your Local Emergency Planning Committee (LEPC) or Council of Government (COGs), community emergency preparedness education events, or supporting your local Community Emergency Response Team (CERT) program.
- D. Innovation** – What have you done to improve the emergency management process or enhance preparedness at your facility?
- E. Planning** – How has your facility demonstrated mitigation, identification, assessment and planning of the top 3 hazards facing your facility?
- F. Other** – Has your facility participated in or hosted training or educational opportunities above the NIMS and ASPR grant requirements?
Examples may include: ICS 300/400 courses or Weapons of Mass Destruction (WMD) course. Has your facility received special recognition for emergency management or other preparedness activities (excluding the RHPC Award of Excellence)?

YOUR FACILITY MAY RECEIVE A MAXIMUM OF 15 TIER TWO POINTS

FOR MORE INFORMATION OR ANY QUESTIONS, PLEASE EMAIL: rhpcaward@setrac.org