

Assessment Project Implementation

It is projected that this assignment will be implemented and executed utilizing a straightforward analytical process to determine the current status of plans along pre-determined 'markers.' Therefore, the first step of the program will be to initiate and establish contact and introductions with hospital representatives to ascertain the current level of plans, as well as the extent of various aspects of the plans (i.e. incident-specific plans). This effort will be undertaken during face-to-face meetings, as much as practical and acceptable to the subject hospital representatives. The facilities included in this proposal are:

- Peace Harbor Hospital – Florence, OR
- Sacred Heart Medical Center – Eugene, OR
- McKenzie-Willamette Medical Center – Springfield, OR
- Cottage Grove Hospital – Cottage Grove, OR
- Lower Umpqua Hospital – Reedsport, OR
- Mercy Medical Center – Roseburg, OR
- Roseburg VAMC – Roseburg, OR
- Coquille Valley Hospital – Coquille, OR
- Bay Area Hospital – Coos Bay, OR
- Southern Coos Hospital – Bandon, OR
- Curry General Hospital – Gold Beach, OR

The second step of this program will be to evaluate the effectiveness, thoroughness, and compatibility of the various plans to Regional goals and ideals, as established through the HRSA Regional Coordinator.

The aspects of Hospital Response Plans that will be examined at each facility will include:

- Completeness of plans
- Relevance of plans to the facility operations
- Administrative contentment with current plans
- Level of 'testing' of plans i.e. exercises, drills, training performed, and the results of such events
- Ease of interoperability of plans toward regional integration
- Comprehensiveness of plans, notably:
 - Depth of Base Response Plan
 - Detail of Authorities
 - Scope and Applicability
 - Key Concepts
 - Planning Assumptions and Considerations
 - Roles and Responsibilities
 - Command & Control
 - Activation
 - Communications
 - Incident Management Actions
 - Plan Management and Maintenance
 - Incident-Specific Plans or Annexes
 - Biological (Pandemic)
 - Mass Care
 - Nuclear/Radiological
 - Natural Disaster - Earthquake

- Natural Disaster - Tsunami (where applicable)
- Chemical – HAZMAT
- Support Plans
 - Hospital Incident Command System (HICS)
 - Evacuation
 - Recovery Operations

Following the assessment of all hospital plans, a report will be generated to provide a comprehensive analysis of the current level of hospital plan development across the region, as well as offering professional observations and recommendations for further enhancement leading to regional (or sub-regional) integration and interoperability of response plans.

Deliverables

Upon completion of this project, Guardian Consulting will deliver to the Oregon HRSA Region 3 Coordinator a single combined report of findings and analysis of the current status of all participating hospitals response plans, based on the parameters noted above. The report will consist of an Executive Summary, a full report of findings, and a visual matrix delineating the analysis results.

A ‘draft’ report will be submitted to the Oregon HRSA Region 3 Coordinator for review and modification and will be returned to Guardian Consulting with revision notes within 10 business days. Draft/Final documents that do not elicit a revision/modification response within 10 business days will be considered “accepted” by the Oregon HRSA Region 3 Coordinator.

Timeline

It is estimated that this project will be completed within 90 days of the execution of a contract (negotiable).