D7 HCC Continuity of Operations Plan (COOP)

D7 Healthcare Coalition (D7 HCC)
Effective Date: June 30, 2025
Review Date: June 19, 2025

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1. Purpose

This Continuity of Operations Plan (COOP) outlines the framework by which the D7 Healthcare Coalition (D7 HCC) ensures the continuity of essential functions during a disruption caused by emergencies, disasters, or other incidents. This plan focuses on sustaining coordination, communication, and administrative functions critical to supporting regional healthcare preparedness and response infrastructure.

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2. Applicability and Scope

This plan applies to all D7 HCC staff, and partners involved in the execution and maintenance of essential coalition functions. It covers events ranging from natural disasters and public health emergencies to technological disruptions or infrastructure failure.

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3. Essential Functions

While D7 HCC does not provide direct patient care or emergency response, it is essential to continue the following core functions:

- **Coalition Coordination:** Facilitate communication and collaboration among member organizations (hospitals, EMS, public health, emergency management, etc.)
- **Information Sharing:** Disseminate situational awareness updates, regional status reports, and resource availability
- **Support for Member Organizations:** Provide guidance and technical assistance on emergency preparedness and recovery
- **Grant and Program Management:** Maintain administrative functions including reporting, tracking deliverables, and HPP grant compliance
- **Planning and Training Support:** Continue development and execution of exercises, training programs, and emergency planning initiatives as required

4. Orders of Succession

Position	Primary	First Alternate	Second Alternate
Coalition Executive Board Chair	**Barry Nicoson**	**Ivan Usrey**	**Curtis Stoffel**
D7 HCC Readiness and Response Coordinator	**Angie Burgess**	**Lori Moon**	**Matt McCullough**

5. Delegations of Authority

Pre-delegated authority allows designated staff to make decisions in the absence of key leadership. Delegations include:

- Approval of resource requests or financial reports
- Authority to communicate official coalition messages
- Permission to reschedule or modify deliverables

Delegation letters are maintained in Appendix A.

6. Continuity Facilities

There is no stand-alone facility for D7 HCC activities, so members shall work either remotely or at their primary place of employment.

Continuity operations are supported by:

- **Virtual Tools:** Microsoft Teams, Email, shared drives, and EmResources / WebEOC

7. Communications

Maintaining communication is essential for D7 HCC operations. Primary systems include:

- Email (Primary system of record)
- Microsoft Teams (For internal and external meetings)
- Cell phones (Redundancy)
- 800mhz radios (Redundancy)

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8. Essential Records and IT

D7 HCC will ensure the protection and availability of critical data and documents, including:

- HPP grant documentation
- Coalition contact lists
- Meeting schedules and plans
- Member organization MOUs

All records are stored in Google Drive with redundant hardcopy backups.

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9. Reconstitution

Once the disruption ends, D7 HCC will:

1. Conduct an after-action report based on events and activation activities.
2. Update the COOP based on lessons learned.
3. Communicate reconstitution status to stakeholders.

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11. Plan Maintenance and Testing

- Reviewed and updated annually.
- COOP plan and necessary training provided to executive staff.
- Tabletop exercises conducted at least every 2 years.
- Updates coordinated with regional partners and the ASPR HPP program officer.

Appendices

- **Appendix A:** Delegation of Authority Letters
- **Appendix B:** Contact Information for Key Staff and Partners
- **Appendix C:** IT Recovery Procedures
- **Appendix D:** COOP Activation Checklist
- **Appendix E:** Communications Tree
- **Appendix F[1]:** D7 HCC Assets List
- **Appendix F[2]:** D7 District Assets List

Appendix A: Delegation of Authority Letters

Delegation of Authority- Executive Chairman

To Whom It May Concern:

I, **Barry Nicoson**, Chairman of the District 7 Executive Board, hereby delegate the authority to **Ivan Usrey**, or if unavailable**, Curtis Stoffel**, both current D7 HCC Executive Board Hospital representatives, to perform all duties and make decisions on behalf of the D7 Healthcare Coalition in the event I am unable to perform my duties due to an emergency, absence, or incapacitation.

This delegation includes, but is not limited to:

- Approving programmatic communications
- Authorizing expenditures within HPP-approved budgets
- Representing the Coalition in meetings with partners and stakeholders

This delegation is effective **June 30, 2025** and remains in effect until **June 30, 2026** or revoked in writing.

Signature: _____
Name: Barry Nicoson
Title: Executive Chairman, District 7 Health Care Coalition
Date: June 30, 2025

Delegation of Authority- Readiness & Response Coordinator

To Whom It May Concern:

I, **Angie Burgess**, District 7 Readiness and Response Coordinator, hereby delegate the authority to **Lori Moon**, or if unavailable**, Matthew McCullough**, both current D7 HCC Executive Board members, to perform all duties and make decisions on behalf of the D7 Healthcare Coalition in the event I am unable to perform my duties due to an emergency, absence, or incapacitation.

This delegation includes, but is not limited to:

- Approving programmatic communications
- Authorizing expenditures within HPP-approved budgets
- Representing the Coalition in meetings with partners and stakeholders

This delegation is effective **June 30, 2025** and remains in effect until **June 30, 2026** or revoked in writing.

Signature: _____
Name: Angie Burgess
Title: District 7 Readiness and Response Coordinator/ Fiscal Agent
Date: June 30, 2025

Appendix B: Contact Information for Executive Staff and Partners

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D7 HCC EXECUTIVE BOARD

Title	Name	Phone	Email
Readiness & Response Coordinator / Fiscal Agent	Angie Burgess	765-720-5540	district7iac@outlook.com
Executive Chair	Barry Nicoson	812-240-8035	bnicoson@union.health
Position	**Name**	**Phone**	**Email**
Greene County General Hospital	Ivan Usrey	812-227-0033	Ivan.usrey@mygcgh.org
Regional Hospital	Curtis Stoffel	812-232-0021	Curtis.stoffel@hcahealthcare.com
Valley Professionals	Lori Moon	812-236-6437	LMoon@VPCHC.org
EMS	Matt McCullough	812-243-2153	mmccullough@rileyfire.com
Public Health	Christina Carrico	812-691-1715	carricoc@claycountyin.gov
County EMA	Mark O'Heir	765-505-0986	Mark.oheir@vermillioncounty.in.gov

Appendix C: IT Recovery Procedures

1. **Data Backup Location:**
   All critical documents are stored in Google Drive.

2. **Access Credentials:**
   Maintained in a secure location, and/or available to two alternates.

3. **Systems Used:**
   - Email: district7iac@outlook.com
   - Video Conferencing: MS Teams
   - Document Collaboration: Google Drive
   - Emergency Management System: EMResources

4. **Recovery Plan:**
   - Notify IT support vendor or internal IT lead
   - Redirect staff to alternate communication method (e.g., personal email or phone)
   - Use offline hardcopy backups if cloud access is unavailable
   - Reestablish operations on backup devices if needed

Appendix D: COOP Activation Checklist

Triggering Conditions:

- Extended power/internet outage
- Widespread planned events
- Emergency declaration for any of the following but not limited to: Public health, Natural / Man-made disaster

Activation Steps:

Step	Task	Responsible
1	Assess situation and determine COOP activation level	Executive Chair
2	Notify staff and partners of activation	Readiness and Response Coordinator
3	Initiate plan activation protocols	All staff
4	Secure and protect sensitive data and files	Readiness and Response Coordinator
5	Maintain ongoing communication with partners	Readiness and Response Coordinator / all staff
6	Document actions taken for after-action reporting	All staff

Appendix E: Communications Tree

Initial Notification Flow (Emergency)

1. **Executive Chair**
   → Notifies Readiness and Response Coordinator if not done at this time
2. **Readiness and Response Coordinator**
   → Notifies:
   - Member hospitals
   - Executive Board Members
   - IDOH leads
   - HPP Grant Officer
3. **All staff**
   → Notifies:
   - Correlating membership under their jurisdiction
     EMA rep to all D7 EMAs,
     EMS to D7 EMS agencies,
     PHEP to D7 LHDs
   - Maintain contact
     → Update status via email / teams/ group chat if utilized
     → Report availability or issues to coordinator

Template Message for Emergency Notification:

Subject: D7 HCC COOP Activation – _____[Date]

Due to _____[incident], D7 HCC is activating its COOP plan until further notice. All communications will be through _____[Teams/email/phone].

Please confirm receipt and report any operational issues.

In event of emergency declarations, all agency resource requests should be made directly to local EMA / IMT or MAC to ensure no duplication of requests or efforts occur.

Thank you,
D7 HCC Readiness and Response Coordinator

Appendix F[1]: District 7 Healthcare Coalition Assets

[Insert assets/ inventory list from trailer and storage units]

Appendix F^2: Other Assets available thru local partnerships and State Emergency Operating Center

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Support to the healthcare organizations and subsequently to the D7HCC is assumed to come from the local communities and the state and may consist of, but not limited to the following:

- County Emergency Management Agencies (EMA) who will manage county level Emergency Operations
    - Emergency Medical Services (EMS)
    - Fire
        - Hazardous Materials Team (Operations and Technician Levels)
        - Structural Collapse Response
        - Swift Water Rescue Team
    - Local Law Enforcement
    - Local Health Departments
- Community Emergency Response Teams (CERT) in Vigo and Putnam Counties
- Weather Spotters in various counties
- Mental Health Teams
- Community Organizations Active in Disaster (COAD) or Indiana Volunteer Organizations Active in Disaster (IN-VOAD)
    - American Red Cross disaster services
    - Salvation Army for canteen operations
- State Resources
    - Indiana State Police Law Enforcement (ISP)
    - Indiana Department of Homeland Security (IDHS)
        - IN TF 1 / DNR /
            - Hazardous Materials Team (Technician Level)
            - Structural Collapse Response (Technician Level)
            - Swift Water Rescue Teams
        - Incident Management Team (IMAT)
        - Mobile Operations Center (MOC)
        - IBEAM
        - IDEM
        - DMORT Portable Mortuary facilities
        - Emergency Operations Center (SEOC)
- Indiana Department of Health (IDOH) Public Health Preparedness and Emergency Response (PHPER) division
    - District Healthcare Coalitions throughout the state
    - District Regional Managers