GENERAL MEMBERSHIP MEETING AGENDA

I. Call to Order
   • Validation of voting members present [accept designees, if required]
   • Introductions
   • *Approval of minutes from 2/20/19 meeting

II. Financial
   • *Budget report (February 2019)
   • Expenditure Requests
   • Management and Administration
     o Project Funding Update
     o MGT 409: Community Healthcare Planning and Response to Disasters
     o Hospital Incident Command Systems (HICS)
     o EMAG Conference April 17-19, 2019

III. Business
   • *Approval of General Membership Requests (February) – via forms
   • Presenter - Continuity of Operations Plans – Robert “Chip” Patterson
   • Draft - Coalition Operations Plan
   • Supply Chain Assessment and Survey Update
   • Coalition Surge Tool Exercise
   • Affirmation of Primary and Alternate Board Members
   • Upcoming Events
     o Active Assailant Plan Development Workshops
     o Continuity of Operations Plan Development Workshops
     o Nursing Home Incident Command Systems (NHICS)

IV. Member Reports
   • Board Member Reports
   • Open Discussion

VII. Adjourn

Next Meeting: April 17, 2019 1:30 pm @ Orange Park Medical Center

Conference Call Line: 1-888-585-9008 Code: 511-666-088, then #
A quorum is fifty percent (50%) of the total voting membership (Executive Board).
## Northeast Florida Healthcare Coalition Voting Members & Designated Alternates

*Draft Board beginning July 1, 2019 (Green = affirmed, Yellow/Red = still finalizing)*

<table>
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<tr>
<th>Representation</th>
<th>Voting Member</th>
<th>Alternate Name</th>
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<td>Micah Barth</td>
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The Board Meeting of the Northeast Florida Healthcare Coalition was held at Orange Park Medical Center at 1:30 pm on Wednesday, February 20, 2019.

**CALL TO ORDER**

The meeting was called to order by Chair Rich Ward with a validation of a quorum, with the following Board members present:

Baker County – Jose Morales  
Duval County – Jim Schaudel  
Flagler County – Ed Baltzley (via phone)  
Nassau County – Mike Godwin  
St. Johns County – Tim Connor  
Hospitals – Rich Ward  
EMS – Joe Stores  
Long Term Care – Jeff Markulik  
Public Health – Robert Snyder (via phone)  

Absent  
Clay County – Sonny Rodgers  
Emergency Management – Jeff Alexander  
Home Healthcare – Kristy Seibert  

A sign in sheet is attached for all other attendees.

**Introductions**

Mr. Ward called for introductions.

**Approval of Minutes**

The minutes from the January 24, 2019 meeting were made available online and provided at the start of the meeting.

*Mr. Ward called for a motion for approval of the January 24, 2019 meeting minutes. Jeff Markulik moved approval; Ed Baltzley seconded. Motion carried.*

**FINANCIAL**

*Budget Report*

The finance report for January 2019 was presented by Mr. Godwin.

With no questions, *Mr. Ward called for a motion to accept the January 2019 budget report, Ed Baltzley moved approval, with a second by Joe Stores. Motion carried.*
*Expenditure Requests
None at this time.

Management and Administration Update
Mr. Anderson presented the following:

- Mr. Anderson provided an update on Coalition project funding. A total of 16 projects were awarded. Memorandums of Agreement have been executed with all but one of the projects. Leigh Wilsey is prepared to work with awardees on processing of reimbursement. Please contact Leigh Wilsey (lwilsey@nefrc.org) regarding project tracking.

- The Coalition is offering CMS Provider/Supplier Tabletop Exercises for member organizations. The scenario for the exercise is pandemic influenza. Staff has been using the 100-year anniversary of the Spanish Flu as the backdrop to test emergency plans of our healthcare facilities. The Coalition had approximately 30 people attend the January 30 offering at Orange Park Medical Center.

- The Coalition sponsored a 2-day Advanced Healthcare Emergency Management Course at St. Vincent’s Southside. 24 people attended the class and 6 of those people received 14 CEU credit hours towards their discipline certification maintenance.

- The Coalition has coordinated upcoming active assailant plan development workshops. Three workshops will be offered throughout the region. Attendees will have an opportunity to start or improve their current plan. The hope is that facilities will develop a plan that can be tested in future tabletop exercise.

- The Coalition has coordinated upcoming continuity of operations plan development workshops. This is the start of a larger program for COOP. Initial classes will be conducted in Jacksonville in June, and additional classes will be scheduled after July 1, 2019. Attendees will have an opportunity to start or improve their current plan. The hope is that facilities will develop a plan that can be tested in future tabletop exercise too.

BUSINESS

*Approval of General Membership Requests
As required by the bylaws, the Board must approve all membership requests. Since the last meeting, there are 25 new member requests. The list is provided in the meeting packet.

A motion was made by Tim Connor and seconded by Mike Godwin to approve the membership list as presented. Motion carried.

Operations Plan Update
The Coalition has a contract deliverable to produce a draft Operations Plan. The Operations Plan will come before the Coalition Executive Committee for their review and approval at the May meeting. A preliminary look at the draft will be provided at the March meeting.
The intent is for the Coalition to have a response role in the region. It is the desire of the federal government to have Coalitions that act as a multi-agency coordination center or MACC. Florida already has processes in place that start at the local level (county). It is not the desire of the Coalition to usurp any of those authorities established in Florida Statute, so an emphasis will be placed on supporting local ESF-8 (Health & Medical) as a force multiplier through coordination with the FDOH - Region 3 Regional Emergency Response Advisor (FDOH-RERA).

Supply-Chain Assessment and Survey Update
The Coalition has a contract deliverable to produce a draft Supply Chain Assessment. The Assessment will come before the Coalition Executive Committee for their review and approval at the May meeting.

Leigh Wilsey is currently developing the survey that will be distributed to membership. The survey will focus on hospitals and inpatient facilities during this initial assessment. Additional disciplines will be surveyed in the future. The primary supply chain issues that the survey will address is medical, fuel, personal protective equipment (PPE), vendors, transportation, and communication.

Coalition Surge Test (CST) Exercise
The CST Exercise has been scheduled for early-March 2019. An initial planning meeting was conducted with hospitals in Region 3 to determine who would like to participate. A total of five (5) hospitals in three counties have agreed to play in the hospital evacuation exercise.

A midterm Planning Meeting/Training for exercise participants was conducted at St. Vincent’s Clay on February 15th. Trainers from the FDOH-Bureau of Preparedness and Response gave a 3-hour training on exercise concepts, expectations, and facilitated a role-playing exercise.

An update on the exercise results will be discussed at the March general membership meeting of the Coalition.

EMAG Conference
The EMAG Conference will be conducted in Savannah, Georgia on April 17-19, 2019. The Coalition had expressed interest in sending people to attend this conference in previous years. The Coalition reviewed the remaining funds in the travel budget and elected to set aside up to $8,000 to provide scholarships for members to attend. The Coalition said that they would pay for hotel, conference registration, and rental car per attendee. Attendees would be expected to pay for any additional costs to attend. Those interested in attending should notify staff by March 8, 2019.

A motion was made by Ed Baltzley and seconded by Jose Morales to approve up to $8,000 in scholarships to attend the EMAG Conference. Motion carried.

Annual Funding Survey
The Coalition will need to conduct an annual survey on past Coalition funded projects. This survey will be used to determine if the resources purchased are still in good working order and can still be used as expected.
Affirmation of Board Members
The Coalition is set to conduct elections soon. A request has been made by staff for primary and alternate members to go back to their appointing organizations to affirm those that they have appointed to serve on the Coalition Executive Committee. Primary members will represent the pool of potential candidates to be considered for an elected position.

Upcoming Events
The Coalition will be conducting multiple training and exercise opportunities in the coming months. Training and exercise opportunities will be posted on the “Training and Exercise” tab of the Coalition’s website (http://www.neflhcc.org/Training_Exercises.html), as well as distributed through our newsletters and direct emails from staff.

Registration links are provided for people to attend. They are:

- **February 2019**
  - **Hospital Incident Command Systems (HICS)**
    - Thursday, February 21, 2019 from 0900 - 1600
    - Student Limit: 30 Students
    - WJCT Studios - 100 Festival Park Avenue, Jacksonville, FL 32202
    - Registration: [https://hospital-i-c-s-2-21-19neflhcc.eventbrite.com](https://hospital-i-c-s-2-21-19neflhcc.eventbrite.com)

- **March 2019**
  - **Coalition Surge Tool Exercise**
    - March 2019
    - Must Surge 20% of the acute care beds in the region
    - Exercises Hospitals, Emergency Management, EMS/Private Medical Transportation Services, ESF-8 (Health & Medical), and the Healthcare Coalition.
    - MGT 409 – Community Healthcare Planning & Response to Disasters
      - March 11-12, 2019
      - Student Limit: 30 Students
      - WJCT Studios - 100 Festival Park Avenue, Jacksonville, FL 32202
      - Registration - [https://healthcare-planning-response-to-disasters-neflhcc.eventbrite.com](https://healthcare-planning-response-to-disasters-neflhcc.eventbrite.com)

- **April 2019**
  - **CMS Provider/Supplier Tabletop Exercise**
    - Wednesday, April 3, 2019 from 1300 - 1600
    - Exercise Limit: 50 Participants
    - Location: St. Johns County Emergency Operations Center (EOC), 100 EOC Drive, St. Augustine, FL 32092
    - Registration - [https://neflhcccms-tabletop-exercise-4-3-19.eventbrite.com](https://neflhcccms-tabletop-exercise-4-3-19.eventbrite.com)
Northeast Florida Healthcare Coalition

- **Active Assailant Plan Development Workshops**
  - April 23rd, 2019 - 0830 to 1230
  - Orange Park Medical Center – Classroom #7, 2001 Kingsley Avenue, Orange Park, FL 32073

- May 2019
  - **Active Assailant Plan Development Workshops**
    - May 31st, 2019 - 0830 to 1230
    - WJCT Building – Community Room, 100 Festival Park Avenue, Jacksonville, FL 32002

- June 2019
  - **Active Assailant Plan Development Workshops**
    - June 12th, 2019 - 0830 to 1230
    - St. Johns County Emergency Operations Center (EOC), 100 EOC Drive, St. Augustine, FL 32092

**MEMBER REPORTS**

Board Member Reports
None at this time.

Open Discussion
Coalition staff asked what the Board would like to do with any remaining funds left over at the end of the budget year. There was a consensus to implement another purchase of Stop the Bleed kits.

With no additional business, the NEFLHCC meeting adjourned at 2:30 pm. The next meeting will be held on March 20th at the Orange Park Medical Center at 1:30 pm.
Northeast Florida Health Care Coalition  
Financial Report  
As of February 2019

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1. INTRODUCTION

The Northeast Florida Regional Council (NEFRC) is contracted by the Florida Department of Health (FDOH) to manage the healthcare coalition contract for the three healthcare coalitions in north Florida. The Region 3 Healthcare Coalition Alliance (Alliance) was established in 2017 to provide oversight to the funding and contract deliverables while allowing the three coalitions to maintain their individual missions within their unique geographic and demographic healthcare communities.

Referred to as the Region 3 Healthcare Coalition Alliance, the actual geographic area, as defined by FDOH, includes all 13 counties in Region 3 Regional Domestic Security Task Force (RDSTF) and five counties from RDSTF Region 2. The Alliance’s three established healthcare coalitions are:

- Northeast Florida HCC
- North Central HCC
- the Coalition for Health and Medical Preparedness (CHAMP)
1.1 Purpose

The Region 3 HCC Alliance Operational Plan establishes and describes the operational and response roles and responsibilities of the Coalition and its members during all hazards events that threaten the healthcare system within the healthcare coalition boundaries.

1.2 Scope

The Alliance represents all members of the three coalitions in Region 3. Each county's Emergency Operations Center is responsible for coordinating the overall disaster response within its jurisdiction, but the Alliance can be used in support of an EOC's Emergency Support Function 8- Health and Medical (ESF8) or Operations Section activities. Each Alliance member organization is expected to have organizational plans for preparedness and response, but members of the Alliance may be called upon to assist during the activation of the coalition's operational plan.

1.3 Situation and Assumptions

Planning for response and recovery for the Alliance's 12,000 square mile geographic area can be challenging as it includes immense diversity from rural to urban areas and includes both coastal and inland counties. The Alliance developed a Hazard Vulnerability Assessment and Risk Assessment to identify regional hazards that have the highest impact on the regional healthcare system.
Scoring matrix and detailed criteria on the ranking of these hazards can be found in the Region 3 Alliance Healthcare Hazard Vulnerability Assessment.

In all-hazards events impacting the health and medical system, the following assumptions include:

1. Coalition member organization have Emergency Operations Plans (EOP) to provide guidance for response of the organization
2. Coalition members will respond according to their organization’s regulatory requirements, rules, authorities, and plans
3. County Emergency Management is the jurisdictional authority for each county and manages the local Emergency Operations Centers (EOC) operations
4. County Health Departments assist the EOC in managing health and medical issues through ESF8/Health and Medical Branch
5. Healthcare organizations will report their status to AHCA and the local ESF8/Health and Medical Branch
6. Guidance, process or procedures outlined in this or other Alliance plans are designed to support local, regional or state response efforts and are not intended to supersede the jurisdictional authority
7. The National Incident Management System (NIMS) is used to integrate all public and private response
1.4 Administrative Support

The Alliance Operational Plan is reviewed and approved by the Board of Directors of each Coalition and the Region 3 Coalition Alliance Board by June 30 of each year. The Alliance Coordinator will review and recommend updates and changes to the plan annually or as needed following an exercise, activation, or in accordance with contract requirements.

2. CONCEPT OF OPERATIONS

2.1 Introduction

Members of the three healthcare coalitions included in the Alliance come from many sectors of the healthcare system, governmental and non-governmental organizations.

Each of these member types has an essential role in the overall operation of the health and medical system for the region.

2.2 Role of the Coalition in Events

The Region 3 Healthcare Coalition Alliance will function as a Multi-Agency Coordination Center (MACC) which is a multi-disciplinary organizational model that allows healthcare entities a means to obtain additional support during disasters. The Alliance MACC provides offsite support of ICS and EOC organizations and serves as a “clearing house” function by collecting,
processing, and disseminating data and information to Coalition members and partners, as applicable, during a disaster or event.

The Region 3 Alliance MACC does not serve a command and control function for the region; however, it can support functions to improve a coordinated response, including:

- Facilitate information sharing and situational awareness among Coalition members
- Facilitate resource support and resource sharing among Coalition members
- Assist ESF8 in obtaining regional situational awareness
- Support the request for and receipt of assistance from local, State, and Federal authorities
- Support incident management policies and priorities

The Alliance MACC will assist in promoting a common operating picture with the membership and provide a shared understanding of the regional effects of the event by:

- Providing situation reports, regional status updates and information on critical resource shortages
- Assist ESF8 with resource management and resource sharing between the health care coalition membership, as well as local emergency operations centers
- Assist with providing support to our local emergency operation centers by providing a link to our members and their resources

2.2.1 Member Roles and Responsibilities

Coalition members organizations are expected to plan, train and exercise staff for all hazards emergencies to ensure the organization will respond as defined in the organization’s Emergency Operations Plan (EOP) or Comprehensive Emergency Management Plan (CEMP). They have a responsibility to prepare for situations that could negatively impact the operations of the health and medical system. A minimum level of preparedness is expected from participating organizations to minimize undo pressure on the community due to a lack of preparedness and capability. Coalition members are expected to manage the consequences of emergencies, independent of support from the Coalition.

During declared state of emergency events, coalition members licensed by the Agency for Healthcare Administration (AHCA) are required to enter facility status updates and bed availability information into an online status system provided by AHCA.

County Emergency Management and ESF8 have local procedures for tracking healthcare facility status. Currently there is no regional view of facility status information available to the Alliance, ESF8 nor to local emergency management. The Alliance is researching solutions for obtaining and sharing bed availability and facility status across the region.
2.2.2 Coalition Response Organizational Structure
[Insert Org Chart]

The Alliance will integrate into the existing Incident Command structure augmenting the ESF8/Health and Medical operations. It is the expectation that the Alliance will coordinate regional situational awareness and information sharing with the FDOH Regional Emergency Response Advisor (RERA) but may work directly with a member organization or county ESF8, as needed.

2.3 Response Operations

2.3.1 Stages of Incident Response
[Insert process chart]

**Awareness / Alert**

The Alliance Coordinator is made aware of weather, public health or emergency alerts through existing communication channels (e.g., TV, radio, NOAA radios, direct agency notification, phone applications, Health Alert Network notifications) No specific action/activities are conducted. Coalition members should have a heightened awareness that a Region 3 Healthcare Coalition Alliance activation is possible.

**Monitoring**

When notified of an incident, the Alliance Coordinator or designee will conference call with affected organization or jurisdiction to gain situational awareness. If no Coalition support is requested, a process for situational monitoring will be established.

The Alliance Coordinator will 1) Determine if an Everbridge Alert notification should be sent to Coalition members or if a Coordination Room should be established; 2) Determine the level of monitoring needed; 3) Establish a process to meet situational monitoring needs for the Alliance and its members; and 4) Determine if the Alliance Operational Plan needs to be implemented.

**Activation**

**Activation without Local EOC Activation**

In this type of activation, the incident is significant enough to require additional support from other healthcare organizations, but not large enough to require a jurisdictional Emergency Operations Center activation. The Alliance may communicate directly with organizations and/or RERA to obtain Essential Elements of Information and facilitate information sharing to create regional situational awareness and resource support.

**Activation with Local EOC Activation**

In this type of activation, the incident is significant enough to require additional support from other healthcare organizations and activation of one or more jurisdictional Emergency Operations Centers (EOC). In this situation, the Alliance supports one or more local EOCs by
supporting pre-hospital and hospital response operations and helping to create a common operating picture for the regional partners.

When activated, the Alliance Coordinator, or designee, will notify Coalition members, State Watch Office Duty Officer, affected Local Emergency Operation Centers and Regional Department of Health RERA that the Region 3 Healthcare Coalition Alliance has been activated.

An Everbridge Alert will be sent to Coalition members to provide situational awareness and/or provide awareness for potential resource needs. The Alliance will support information management, situational awareness of resource and patient transfer requests. Each member organization will submit resource requests through its local EOC following local guidelines and procedures, but the Alliance may assist in identifying available resources to assist the local EOC in filling these requests.

**Deactivation**

The Alliance Coordinator will notify Coalition members, State Watch Office Duty Officer, affected Local Emergency Operation Centers and Regional Department of Health RERA that the Alliance operational activities are complete.

The Alliance Coordinator will 1) compile any records, documentation or reports created during the activation; 2) survey members as part of the hotwash and 3) create an Alliance After-Action-Report to document operational activities and identify improvement planning items.

3. RESOURCES

3.1 Contact Information

The Alliance staff will maintain a current membership list with email and phone contact information and a ‘red book’ of contact information for each of the acute care facilities, county emergency management representatives and public health representatives to be used in the monitoring and activation phases.

3.2 Job Action Sheets

[Under development]

3.3 Communications and Information Sharing Systems

Information systems used by the Alliance and its members to share information.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Primary System</th>
<th>Secondary System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coalition Membership Lists</td>
<td>Airtable</td>
<td></td>
</tr>
<tr>
<td>Partner contact Lists</td>
<td>Outlook</td>
<td>Red Book (printed)</td>
</tr>
<tr>
<td>Facility Status</td>
<td>ESS (AHCA)</td>
<td>HCC researching option</td>
</tr>
<tr>
<td>Resource requests and Coordination</td>
<td>WebEOC (DEM)</td>
<td></td>
</tr>
</tbody>
</table>
Upcoming Event

❖ April 2019
- **CMS Provider/Supplier tabletop Exercise – Pandemic Influenza**
  - Wednesday, April 3, 2019 from 1300 – 1600
  - Exercise Limit: 50 Participants
  - Location: St. Johns County Emergency Operations Center (EOC) – 100 EOC Drive, St. Augustine, FL 32092
  - Registration Link: [https://neflhcc-cms-tabletop-exercise-4-3-19.eventbrite.com](https://neflhcc-cms-tabletop-exercise-4-3-19.eventbrite.com)

- **Active Assailant Plan Development Workshops**
  - April 23rd, 2019 - 0830 to 1230
  - Orange Park Medical Center – Classroom #7, 2001 Kingsley Avenue, Orange Park, FL 32073

❖ May 2019
- **Nursing Home Incident Command System (NHICS)**
  - Thursday, May 30, 2019 from 0900 - 1630
  - Student Limit: 35 Students
  - Location: Flagler County Emergency Operations Center (EOC) 1769 Moody Blvd., Building #3, Bunnell, FL 32110

- **Active Assailant Plan Development Workshops**
  - May 31st, 2019 - 0830 to 1230
  - WJCT Building – Community Room, 100 Festival Park Avenue, Jacksonville, FL 32002
June 2019

- Active Assailant Plan Development Workshops
  - June 12th, 2019 - 0830 to 1230
  - St. Johns County Emergency Operations Center (EOC), 100 EOC Drive, St. Augustine, FL 32092
  - Registration link: https://active-assailant-plan-development-workshop-6-12-19.eventbrite.com

The Coalition is currently finalizing details for offering Continuity of Operations Plan Development Workshops. Stay tuned for future emails and newsletters highlighting these opportunities.
***FREE Exercise***

CMS Provider/Supplier Tabletop Exercise

- **Date:** Wednesday, April 3, 2019 from 1300 - 1600
- **Exercise Limit:** 50 Participants
- **Location:** St. Johns County Emergency Operations Center (EOC)
  100 EOC Drive
  St. Augustine, FL 32092

**Registration Link:**
https://neflhcc-cms-tabletop-exercise-4-3-19.eventbrite.com

The Northeast Florida Healthcare Coalition is pleased to provide a Tabletop Exercise for member organizations. This Exercise is being conducted to assist member organizations in complying with new CMS rules regarding exercise participation.

This exercise will be a comprehensive discussion-based tabletop exercise with an open discussion led by an exercise facilitator. The scenario will be centered on Pandemic Influenza. The narrated discussion will present a series of scenarios with accompanying problem statements designed to challenge providers’ and suppliers’ Emergency Plans.

Participants will be challenged to assess their plans, policies, and procedures related to the CMS Emergency Preparedness Rule requirements for Medicare and Medicaid participating providers and suppliers. Key personnel and community stakeholders will be discussing the protective actions based on the emergency scenarios.

Participating organizations will walk away having identified strengths and areas for improvement within their Emergency Plan. Exercise staff will provide participants with an After-Action Report (AAR) overview and document template that can be completed by individual facilities.

Questions, please contact: Eric Anderson, Coalition Coordinator
Email: eanderson@nefrc.org  Office: (904) 279-0885 ext. 178
***FREE Course***
Nursing Home Incident Command System (NHICS)

- Thursday, May 30, 2019 from 0900 - 1630
- Student Limit: 35 Students
- Location: Flagler County Emergency Operations Center (EOC)
  1769 E. Moody Blvd., Building #3
  Bunnell, FL 32110


This is a 6-hour course that provides a working foundation of the NHICS concept. This class was developed to provide planning and response guidance to nursing homes and other long-term care facilities. It describes the nursing home incident command system, which can be used by facilities regardless of size or resident care capabilities, and is intended to assist with emergency planning and response efforts for all hazards.

The focus of the course is on organizing the nursing home team, implementing command and control measures, and decision making. The course is delivered to meet requirements from The Joint Commission. Training objectives include:

1) Reveal an increased awareness of the impact that the Incident Command System has on healthcare facilities

2) Describe the relationship of ICS, NIMS, and NHICS

3) Understand the need for nursing home planning and the use of a standardized incident management system

4) Understand the NHICS model and its integration into the current hospital organization

5) Prepare individual staff members for emergencies

***CEUs are available for Nursing Home Administrators who attend this course***

Questions, please contact: Eric Anderson, Senior Regional Planner
Email: eanderson@nefrc.org Office: (904) 279-0885 ext. 178
***Active Assailant Plan Development Workshops***

1. **April 23rd, 2019 - 0830 to 1230**  
   Orange Park Medical Center – Classroom #7, 2001 Kingsley Avenue, Orange Park, FL 32073  

2. **May 31st, 2019 - 0830 to 1230**  
   WJCT Building – Community Room, 100 Festival Park Avenue, Jacksonville, FL 32002  

3. **June 12th, 2019 - 0830 to 1230**  
   St. Johns County Emergency Operations Center (EOC), 100 EOC Drive, St. Augustine, FL 32092  

In this **FREE 4-hour workshop**, expect to experience a dynamic combination of learning, exchanging ideas and at the same time working through how to effectively plan for an active assailant for your organization. This facilitated workshop will walk you through the planning process and key elements to consider while putting together your plan. Feel free to bring your existing plan in a format that you may edit as we move through the workshop, otherwise an electronic Active Assailant Plans Template will be sent to you prior to the workshop that you may prefer to use. Please bring a laptop with files loaded to enable you to make dynamic changes during the session. We encourage you to bring floorplans if available to help us guide you if you wish. Some of the key elements to be explored will be:

- Key Individuals and plans
- Threat Management and Active Assailant Teams
- Lockdown Procedures
- First responder coordination
- Communications
- Recovery and Continuity of Operations
- Rally/Assembly locations

At the end of the workshop you’ll be put in a position to accelerate your planning effort or update existing plans with confidence!

**Questions, please contact:** Eric Anderson, Coalition Coordinator  
Email: eanderson@nefrc.org  
Office: (904) 279-0885 ext. 178