



Emergency Preparedness Planner

TITLE: Emergency Preparedness Planner

STARTING SALARY: To be determined. Dependent on experience.

FLSA Status: Exempt

TRAVEL: Day, evening, and overnight travel required.

HEALTH BENEFITS: Available, as appropriate to applicant.

SUMMARY OF POSITION:

Performs complex planning, training, and exercising in the area of emergency preparedness in designated Trauma Service Area assigned. Maintain overall working knowledge of the Trauma Service Area covered including the Capital Area Trauma Regional Advisory Council (CATRAC) programs and initiatives in order to coordinate emergency preparedness planning and operations. Assist healthcare facilities, EMS providers, first responders, and other regional stakeholders with emergency preparedness activities and process planning. Duties include facilitating meetings, trainings, and exercises and also organizing resources and providing technical assistance among regional stakeholders concerning emergency plans, mutual-aid agreements, regional resources, and other emergency preparedness needs.

Performs moderately complex preparedness training and educational programming which involves planning, designing, organizing, and evaluating preparedness educational, training, and exercise programs for the CATRAC service area. Responds to disasters and planned events as necessary.

Participate with regional Emergency Medical Task Force Region 7 (EMTF-7) planning and response meetings and activities as needed to maintain the region's ability to respond appropriately to disasters and planned events.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Emergency Preparedness & Operations Manager

Directs: Not applicable. This is a non-supervisory position.



PRINCIPAL DUTIES AND RESPONSIBILITIES:

Coordinates/facilitates activities and response plans within the appropriate Trauma Service Region (TSA L, M, N, O) with other response partners, such as city and/or county Office of Emergency Management, local emergency response agencies and first responder organizations, hospitals and healthcare systems, local health departments, DSHS Health Service Region staff, and Councils of Government (COG), and surrounding Trauma Service Areas. This coordination shall be conducted in accordance with the capabilities and requirements of participating state and federal grants as well as best practices.

Assists healthcare entities in developing and/or updating emergency response plans, including but not limited to decontamination plans, mass fatality management, evacuation/shelter in place plans, and surge capacity plans.

Provides technical assistance in development of required documentation to support emergency response plans such as mutual-aid agreements and memorandums of understanding.

Coordinates, facilitates, and attends meetings, trainings, and conferences as necessary.

Provides technical assistance to Office of Assistant Secretary of Preparedness & Response (ASPR) participating healthcare entities and regional partners regarding grant guidance and compliance.

Facilitates the monitoring of healthcare entities to ensure proper inventory measures are taken by the Office of Assistant Secretary of Preparedness & Response (ASPR) participating healthcare entities.

Assist in creating policies and procedures related to operations, deployment, demobilization, and maintenance of regional assets.

Assists in the logistical operations, deployment, and inventory of equipment, and resources.

Organizes and facilitates training related to emergency preparedness, including but not limited to National Incident Management System (NIMS), decontamination, personal protective equipment (PPE) training.

Conduct regional exercises related to the healthcare capabilities and identified gaps of the Trauma Service Area and/or EMTF-7 Region.

Supports and assists healthcare and responses entities with exercises and drills, when directed.



Participates in local, regional, and statewide exercises, as needed, to assess the capacity of the Region to respond to bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies.

Prepares regional after-action reports and improvement plans, documenting and correcting any identified gaps or weaknesses in preparedness plans identified during exercise.

Assists with emergency management planning, especially related to response and recovery.

Maintains appropriate communication with the CATRAC staff regarding emergency preparedness and response program planning.

Maintains an operational knowledge of Emergency Management phases, literature, and concepts as it relates to NIMS, ICS, and HICS structure and principles.

Performs other related duties as may be assigned.

Maintains a professional appearance and demeanor appropriate to the CATRAC mission.

ACCEPTABLE EXPERIENCE AND TRAINING:

Experience working with emergency planning or first responder preparedness. Experience with disaster response management and an understanding of the Texas Disaster Medical System highly desired. Field deployment event related experience preferred. Must have good computer skills. Experience with contracts and grants management a plus. Ability to interpret and communicate to others relevant state and federal rules, regulations, and guidelines; must demonstrate proficiency in both oral and written communication; and establish and maintain effective working relationships with local, state, and federal agencies, health care officials, policy and advisory committees of the regional council and the general public. Knowledge of the Texas Trauma Service Areas and operations of Regional Advisory Councils. Knowledge of grant management/compliance and government contracts.

Knowledge in National Incident Management System (NIMS) and Incident Command Structure (ICS) and completion of NIMS courses including ICS 800, 700, 100, and 200 or within the first 6 months of employment as well as ICS 300 and 400 within year 2 of employment if training was not completed prior to employment.

Bachelor's degree from an accredited college or university with courses and experience in planning, emergency management, public administration, public health, social science, nursing, or emergency medical services or a related field with experience in emergency planning;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities of position.



TYPICAL PHYSICAL DEMANDS:

Works in multiple environments of high stress and multi-tasking capacity with the ability to serve for extended periods during incidents and exercises. Must possess physical health including the ability to lift and move heavy and bulky items. Must be able to travel and participate in various conferences, regional exercises and real events, staff designated positions in the Emergency Operations Center/Medical Operations Center as needed during events and exercises, and appropriate meetings related to state and regional emergency management activities. Ability to react calmly and promptly during an emergency or disaster situation. Potential of working outside normal business hours, which includes overnight and on weekends during planned events/exercises and emergencies.

CERTIFICATES AND LICENSES REQUIRED:

Must possess a valid Texas driver's license.

CONFIDENTIALITY OF INFORMATION AND CODE OF CONDUCT:

Confidentiality of Information: Employee protects and safeguards the privacy of all confidential information, in compliance with HIPAA and applicable federal and state guidelines, by assuring data integrity, limiting the availability, prohibiting improper disclosure when it is stored, transmitted, received or disposed, and not discussing confidential information with others, including friends and family, who do not have a business "need to know". Confidential information includes the following:

Patient information-protected health information (PHI)
Administrative information
Financial information
Human resources information and Payroll information

Code of Conduct: Employee follows the CATRAC Code of conduct, which are rules to guide us in our work to assure the highest standards of business ethics and compliance as follows:

1. **Legal compliance:** comply with federal/state laws
2. **Business Ethics:** accurately and honestly represent the Organization and not defraud anyone of money, property or service; at a minimum comply with the DSHS fiscal responsibility video.
3. **Confidentiality:** protect confidential information.
4. **Conflict of Interest:** do not use position to profit personally.
5. **Business Relationships:** business transactions are free from offers or solicitation of gifts/favors

6. **Protection of Assets:** preserve assets by using resources prudently and effectively
7. **Patient Rights:** respect and support patient rights to privacy and treatment

Non-essential functions:

- Serve as a role model and resource person through individual accountability
- Serve on key community committees to promote communication with the EMS/Trauma System and to participate in problem solving. Recognize issues that have administrative implications and collaborate to problem solve.
- Performs other duties as assigned

Service Excellence Criteria:

- Shows courtesy, compassion and respect.
- Communicates with all customers appropriately.
- Contributes to teamwork and harmonious working relationships.
- Supports and demonstrates continuous improvement of quality and service.
- Shares ideas and suggestions.
- Participates in projects.
- Reports problems/unusual events appropriately.
- Participates in problem solving.
- Demonstrates behavior that promotes professionalism and self-development.
- Participates in educational programs/seminars.
- Promotes cost consciousness.
- Displays professional appearance.
- Promotes professional environment, including emphasis on cleanliness.