

CRISIS RESPONSE PLAN

HOSA-FUTURE HEALTH PROFESSIONALS

JANUARY 2023

1. Introduction

- 1.1 The **HOSA Crisis Plan** has been endorsed by the Executive Committee of the HOSA, Inc. Board of Directors and is issued under the authority and signature of the Chairman of the Board. The Crisis Plan is an "all hazards" response to any potential crisis including major incidents occurring at or in conjunction with the HOSA International Leadership Conference which involve delegates, staff, or guests. The plan will coordinate all resources of HOSA and the event site in a systematic and appropriate response.

2. Goal

- 2.1 The goal of the HOSA Crisis Plan is to serve as a guideline for developing and implementing an effective, efficient, and timely response to any crisis affecting the HOSA International Leadership Conference.

3. Definition

- 3.1 A "Crisis" may be defined as a situation, or the threat of an impending situation, which abnormally affects the lives, health, safety, and property of the members of HOSA, or which may be expected to adversely impact the operation, reputation, or normal activities of the HOSA International Leadership Conference.

4. Risk Potential

4.1 Overview

Overall the risk potential for HOSA is considered to be minimal with some significant areas of special concern:

4.1.1 **Natural Crisis**

Natural Crises include, but are not limited to, thunderstorms, windstorms, tornadoes, hurricanes, floods, lightning strikes, and earthquakes.

4.1.2 **Public Welfare Crisis**

Human Caused Crises include, but are not limited to, nuclear reactor accident/incident, serious criminal activity affecting HOSA ILC delegates, fire in a hotel or event site, bomb threat, any vehicle accident with mass casualties, medical emergencies such as food poisoning or epidemic, student or labor unrest, utility explosion or loss of service.

5. Liability

- 5.1 Members of the Crisis Management Team, when acting under the provisions of the HOSA Crisis Plan, are deemed to be acting as agents of HOSA and are not individually responsible for decisions of the Team. HOSA accepts liability for the actions and decisions of the Crisis Management Team provided that such actions or decisions are shown to be "prudent" and are made in "good faith".

6. Decision Making

- 6.1 When assembled, the Crisis Management Team (CMT) is responsible for deciding on all appropriate measures to be taken in response to an International Leadership Conference (ILC) crisis. Decisions will normally be reached through the process of informed discussion and consensus of all members present. Where time precludes, or consensus cannot be reached, the Executive Director or Chairman of the HOSA, Inc. Board of Directors will take note of all points of view and will confirm a decision for the CMT. Written minutes of CMT meetings and all external discussions will reflect the practice of "team solidarity". Crisis Management Team members who are unable to accept this practice may resign from the CMT at any time "without prejudice".

7. Notification Procedures

- 7.1 Any member of the CMT may request that the Team convene to consider a possible, pending, or actual crisis situation affecting the HOSA ILC. Notification will be done by HOSA staff. The meeting time and location will be provided to the HOSA staff by the originator of the request.

8. Crisis Management Team (CMT)

8.1 *Composition*

The Crisis Management Team is composed of eight appointed members of HOSA who have the responsibility of determining and implementing all appropriate measures to respond to any crisis which may affect the HOSA International Leadership Conference. The CMT is chaired by the Chairman of the HOSA, Inc. Board of Directors and when convened in response to an actual or perceived crisis, has total decision-making powers regarding the HOSA response. A quorum for the CMT constitutes five members provided that one of the five is the Chair or the Executive Director.

The following positions constitute the Crisis Management Team:

- Chairman, HOSA, Inc. Board of Directors
- Executive Director, HOSA-Future Health Professionals
- Chair-Elect, HOSA, Inc. Board of Directors
- Deputy Executive Director, HOSA-Future Health Professionals
- HOSA President
- Immediate Past Chair, HOSA Inc. Board of Directors
- Secretary, HOSA Inc. Board of Directors
- Director, Security Services, Conference Headquarters Hotel

9. CRISIS OPERATIONS ROOM (COR)

- 9.1 The Crisis Operations Room (COR) is where the Crisis Management Team assembles to share information, evaluate options, and make decisions regarding the HOSA response to a crisis. Crisis Management Team meetings serve as the essential forum for group decision making and keeping all CMT members current regarding the crisis situation as a whole. It is essential that the CMT members meet on a regular basis to share information, identify actions, set priorities, make decisions, and resolve problems. All CMT members must be present or represented at each meeting to hear reports from, and to provide information to, other members of the CMT. The Chair of the CMT is responsible for coordinating all activities within the COR.

10. CRISIS OPERATIONS ROOM LOCATIONS

- 10.1 The Primary Crisis Operations Room is the HOSA Conference Headquarters. It is possible that the Primary COR could be directly affected by the crisis and be unusable. Therefore, an Alternate COR location will be designated.
- 10.1.1 The Primary Crisis Operations Room is located in ILC Headquarters.
- 10.1.2 Alternate Crisis Operations Room will be designated at the beginning of each ILC and communicated to the Crisis Management Team.

11. PUBLIC RELATIONS

11.1 *Responsibility*

In the event of a crisis, the Executive Director is directly responsible to the Crisis Management Team for the effective and efficient dissemination of accurate and timely information regarding the crisis response of HOSA.

11.2 *Crisis Communications Unit*

Only members of the Crisis Communications Unit and are authorized to provide information to the media. The Crisis Communications Unit is composed of:

- Executive Director, HOSA-Future Health Professionals
- Chair with Executive Director, HOSA-Future Health Professionals
- Deputy Executive Director, HOSA-Future Health Professionals
- Director, HOSA-Future Health Professionals

12. CONFERENCE PROCEDURES

12.1 *Security*

HOSA will request increased security at the event site (hotel and off-site activities). Hotel security will be informed of HOSA's Crisis Management Plan and communications protocol. A list of security contact phone numbers will be provided to members of the CMT and state advisors.

12.2 **Local Law Enforcement**

HOSA will notify the local law enforcement agency that the ILC is taking place and the approximate number of delegates expected. A conference program will be provided that includes the times and locations of various events.

12.3 **Local Advisors**

- 12.3.1 HOSA will remind local advisors/chaperones to take extra precautions and know where all assigned students are located at all times. Advisors/chaperones and participants should be continuously aware of their surroundings. Advisors should carry a list of their students' cell phone numbers (when available) and hotel room assignments at all times.
- 12.3.2 Local Advisors/chaperones will be asked to meet with their students after arrival at the ILC site to determine a centralized location for all students to meet, should there be an alert of any kind. Evacuation routes should be reviewed, as well as hotel room safety features and procedures.
- 12.3.3 The HOSA medical liability release form contains vital information for all conference delegates. The chapter advisor should keep a copy of each delegates' liability form in a safe place to be used in contacting parents or school administration if needed.

12.4 **State Advisors**

- 12.4.1 State Advisors should provide a security briefing at a state meeting.
- 12.4.2 State Advisors should keep a copy of each delegates' liability form in a safe place to be used in contacting parents or school administration if needed.
- 12.4.3 State Advisors must be made of their whereabouts and be available to the CMT (Headquarters Staff) at all times. This is accomplished through the use of a personal cell phone. State Advisors will provide their room number/hotel and confirm their cell phone number to HOSA Staff during the registration process.

12.5 **HOSA Staff**

- 12.5.1 The HOSA Staff will provide a security briefing at the state advisor dinner meeting.
- 12.5.2 HOSA Staff will keep the list of State Advisors' cell phone number in a safe place in HOSA Headquarters to be used in contacting advisors, parents or school administration if needed.
- 12.5.3 HOSA Staff will keep a list of emergency contact numbers in HOSA Headquarters.
- 12.5.4 HOSA Staff will alert delegates to the location of emergency exits prior to the start of general sessions or publishes in the program book.