**Region III Information Sharing/Communication Plan Workshop and Training**

**Scope of Work**

*This proposal is intended to develop the formalization of the Region III Information Sharing/Communication Draft Plan. Through a building blocks approach (including two large tasks) Region III will established its regional Information Sharing/Communication plan.*

The Region III Health and Medical Coalition will use information gathered at this workshop to fully develop and add to the Regional Information Sharing/Communication Plan. This Plan will outline common goals, objectives and steps for implementation of the Regional Information Sharing/Communication Plan. The work under this task will include making sure the proposed plan is discussed with and reviewed by appropriate stakeholders and additional appendices that are needed are identified and added, as well as provide additional training on all communication assets within Region III. As part of this process Region III anticipates the development of Draft, Final Draft and Final versions of the Regional Information Sharing/Communication Plan with the information and feedback given during the workshop.

The development of this Regional Information Sharing/Communication Plan will be an effective tool to focus communication resources and the proper use of each item. The formalization of the Regional Information Sharing/Communication assets will allow Region III to make effective decisions during a response. These planning documents also will provide the guidance that Region III can use to define specific implementation steps and measure progress.

The venue selected will be MITAGS due to its accessibility and location within Region III. MITAGS will be able to provide the venue, parking, and extensive set up that is required when training personnel on communication equipment. High Speed internet capable of supporting multiple computers as well as space needed for testing the communication assets will also be needed due to the six different assets that training will be provided for. Due to its central location within Region III, MITAGS severs as the ideal venue for this workshop and training session.

Task 1 – Training on All Region III Communication Assets

Provide training through the use of PowerPoint and hand on training on the communication and information sharing assets throughout Region. Training will be provided by MIEMMS, OP&R, and Regional partners covering HC Standard, WebEOC, WebFusion, the Electronic Patient Tracking System, 800 Mhz radios, MSAT, and HAM radio deployment.

Some of the steps included:

* Train Emergency Planners and department heads on Communication assets in Region III
* Provide Hands-on training for all participants on all communication and information sharing assets
* Provide one on one training opportunities for partners who have trouble utilizing this equipment
* Provide question and answer section for each asset for all the partners

Task 2 – Information Sharing/Communication Plan development

Conduct stakeholder session during the workshop after the training portion on the development of the Information Sharing/Communication Plan. These sessions will be an opportunity for Region III to have an active role in the development of this plan. This session will incorporate the following:

1. How stakeholders view the Regional tiered communication system and yearly training proposal
* View draft and provide input for training times and dates;
* Provide input on tiered communication system;
* Provide input on use of communication assets;
* Provide input on appendices provided in the plan

The estimated cost for the workshop and training is $9,000. The breakdown of the funding use is below.

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| Day | Monday |
| Date | 9-21-2015 |
| General Session | Class room 1 |
| Break Out 1 | A111/A113 |
| Overall Price for Venue: | $7,800\* |
| Administrative fees to include handouts, printing, name tags, etc. Printing for handouts of training material: $880Folders: $200Name Tags (if needed): $120 | $1,200 |

\*Venue breakdown in quote provided.