(agency letterhead)

Date

Granite State Health Care Coalition

Foundation for Healthy Communities

125 Airport Rd

Concord, NH 03301

Dear Granite State Health Care Coalition Director,

The Granite State Health Care Coalition’s mission of providing a foundation for health care readiness and resilience across New Hampshire aligns with our commitment to serve our communities in collaboration with other health care leaders and stakeholders. This letter is confirmation that my organization is joining the Granite State Health Care Coalition (GSHCC) as a committed member.

Through coalition membership, we agree to participate in GSHCC initiatives. These initiatives will assist my organization in overall all-hazards planning, coordination, training, and capacity development in collaboration with other GSHCC members. Coalition membership provides my organization with additional opportunities to fulfill federal and state training and exercise requirements.

My organization also agrees to support GSHCC’s efforts to provide a foundation for health care readiness in New Hampshire through:

* Encouraging, promoting, and supporting membership recruitment and retention.
* Identifying hazards and risks to the health care system.
* Prioritizing and addressing gaps through planning, training, exercising, educational opportunities, and resource management.
* Encouraging collaborative approaches to information and resource sharing between member organizations during preparedness and response.
* Supporting member organizations to provide continuity of health care service delivery before, during, and after an emergency.
* Seeking funding avenues and sources for sustainment of the coalition.
* Completing its deliverables required by the Office of the Assistant Secretary for Preparedness and Response (ASPR) and any other funders.
* Assisting with support and coordination efforts during emergent situations as requested by the State of New Hampshire ESF-8 Health and Medical Lead.

In addition, my organization acknowledges the expectations of all members of the GSHCC, including:

* Maintaining facility-level emergency plans consistent with the National Incident Management System (NIMS).
* Informing and engaging executives in planning and preparedness efforts.
* As able, participating in GSHCC meetings, trainings, and exercises, including, but not limited to, general membership meetings, quarterly communication drills, and, as appropriate, the annual Coalition Surge Test.
* As able, participating in committees and task forces of the GSHCC.
* As requested, providing input, acknowledgement, and approval of GSHCC strategic and operational planning, including helping to establish priorities for the GSHCC.
* Sharing information with the GSHCC and other members to inform emergency planning and response.
* Participating in coalition-wide resource coordination and sharing efforts.
* Representing the GSHCC by advocating for and educating stakeholders on its mission, goals, objectives, and activities.

We believe strongly that, through collaboration and cooperation with the Granite State Health Care Coalition, New Hampshire’s health care system will experience a more coordinated, sustainable and robust approach to preparedness and response.

Sincerely,

Name, title

Organization