

# NATIONAL PEDIATRIC DISASTER COALITION CHARTER & BYLAWS



## NPDC Executive Advisory Committee Members

Name	Title	Representing	Date
Michael Frogel MD	Chair	New York City Peds Disaster Coalition	11.24.23
Patricia Frost RN, PHN, MS, PNP	Vice Chair	National Pediatric Disaster Coalition	11.24.23
Brent Kaziny MD, MA	Member	Texas Children's/Gulf 7 PDCOE	11.24.23
David Edwards MBA, EMT-P	Member	Virginia Dept of Health/NASEMO	11.24.23
David Schonfeld MD, FAAP	Member	NACCD/AAP/National Center School Crisis and Bereavement	11.24.23
Deborah Roepke MPA	Member	Coyote Crisis Collaborative	11.24.23
Helen Miller MD, MBA, CEP, CEM	Member	TEEX Adjunct Faculty, Physician Leader/Consultant	11.24.23
George Foltin MD	Member	New York City Peds Disaster Coalition	11.24.23
Greg Nelson PharmD	Member	Intermountain Healthcare	11.24.23
Mark Cicero MD	Member	NACCD, AAP, NAEMSP, Pediatric Pandemic Network	11.24.23
Merritt Schreiber PhD	Member	Advisor National Center for Child Traumatic Stress	11.24.23
Michelle Seitz, BSEM	Member	Emergency Manager Tempe Arizona	11.24.23
Roger Glick MS, MBA, CEM	Member	Fire & Emergency Consultant	11.24.23
Ron Cohen MD FAAP	Member	Neonatologist Emeritus (Stanford)	11.24.23
Scott Needle MD	Member	AAP-DPAC/NACCD	11.24.23
Stuart Bradin DO, FAAP, FACEP	Member	Region V for Kids	

## I. INTRODUCTION

The National Pediatric Disaster Coalition (NPDC) charter and bylaws outline the functions of the NPDC Health Care Coalition when established by the Executive Advisory Committee in 2015.

## II. OBJECTIVE

NPDC exists to engage and support information sharing and resource needs of multi-discipline healthcare providers and their communities in meeting the needs of children across the disaster continuum. The disaster community is very diverse and includes emergency managers, public safety professionals, prehospital providers, and child-serving stakeholders, including schools, childcare, and the social and child safety net services, all of whom play a critical role in meeting the needs of children across the disaster continuum in a timely, comprehensive, and coordinated manner.

## III. PURPOSE OF COALITION

For decades the inclusion of children in disaster has been a challenge due to lack of awareness and gaps in dissemination of solutions and open access to pediatric centric disaster education and training. Children remain overlooked in emergency management policy and practice. Of the over 80 recommendations made by the National Commission on Children and Disasters the majority of those are unfulfilled.

The NPDC has existed since 2015 as a respected information sharing entity and community of practice connecting individuals, organizations, and communities to real-world lessons from trusted sources within the medical/health and emergency management community. NPDC has served in this capacity by:

1. Participating in networking sessions that contribute to the inclusion of children into existing Health Care Coalition operations.
2. Contributing expert knowledge and capabilities necessary to plan and inform the allocation of the essential resources utilized to address the needs of children in the disaster.
3. Creating awareness of toolkits and training opportunities that support the recommendations of national pediatric disaster committees, advisory committees, and commissions.
4. Promoting collaborative information-sharing relationships between local, regional, state, and national entities.

5. Assisting stakeholders and communities in connecting, accessing, and using resources from the Administration for Strategic Preparedness and Response (ASPR) Technical Resources, Assistance Center, and Information Exchange (TRACIE), American Academy of Pediatrics, Emergency Medical Services for Children, Pediatric Pandemic Network and Pediatric Disaster Centers of Excellence.
6. Serving as a virtual network and clearinghouse for just-in-time and newly developed resources on pediatric disaster readiness via the NPDC website, listserv, and social media.
7. Acting as ambassadors and advocates across the disaster community for the inclusion of children in disaster readiness.
8. Supporting the engagement of multi-disciplinary organizations to collaborate with pediatric readiness subject matter experts.
9. Serving as an incubator for sharing collaborative ideas and technologies that strive to promote the best outcomes for children in disasters.
10. Assisting in referrals and introductions of individuals and organizational points of contact who wish to participate in pediatric disaster readiness efforts.

**IV. CHARTER AND BYLAW MAINTENANCE**

**Review**

The NPDC Charter and Bylaws will be reviewed and approved as needed by the NPDC Executive Advisory Committee. Revisions or changes will be distributed to participating entities.

**Revisions**

Changes made to the charter and bylaws and the revision date will be identified in the document.

Date of Change	Revision Modification
11/22/2023	Approved Charter

**V. GENERAL INFORMATION**

**MISSION**

Whereas children comprise one-quarter of the population in the United States, the mission of the National Pediatric Disaster Coalition (NPDC) is to advance community

preparedness, mitigation, response, and recovery for infants, children, and their families in disasters.

## VISION

To support the development of a unified medical and health emergency management community to prepare, respond, and recover from emergencies and disasters.

## VALUES

1. Multi-discipline inclusiveness
2. Mutual respect
3. Leadership that prioritizes the growth and well-being of others
4. Non-competitive collaboration
5. Integrity
6. Advocacy

## MEMBERSHIP

Under the National Pediatric Disaster Coalition (NPDC) bylaws NPDC affiliation is conducted without fees or compensation, membership consists of three levels:

1. **Listserv Membership:** These individuals have voluntarily signed up for the NPDC listserv and act as pediatric disaster information sharing partners.
2. **Executive Advisory Committee Advisory Members:** These individuals have a background in medical health pediatric disaster preparedness activities and act as information sharing champions and advisors providing situation awareness, updates on evolving education and training opportunities and recommendations to support the mission of ensuring the needs of children are included in disaster.
3. **Liaison Advisory Members:** These individuals represent leaders and advocates from a wide range of organizations providing opportunities for cross discipline collaboration, information sharing and engagement.

## MEETINGS

1. NPDC Executive advisor and liaison member meetings are held quarterly.
2. Meetings are opportunities to facilitate discussion and situation awareness on the latest updates on education training opportunities, collaboration, policy, and grant activities.
3. Liaison members are welcome to attend and participate in all quarterly meetings to facilitate information sharing.
4. There are no requirements for listserv members to attend quarterly meetings.
5. NPDC strives to host a meet and greet at the National Healthcare Preparedness Conference (NHPC) annually open meeting to anyone attending NHPC.

6. NPDC Executive Advisory Committee and Liaison Members attending the NHPC are encouraged to attend in person or virtually (when available) during the NHPC annual meet and greet.

## **TRAINING AND EDUCATION OPPORTUNITIES**

1. NPDC executive advisors participate in and contribute to the development of stakeholder training and education by providing consultation, open access resources, and subject matter expert collaborations.
2. NPDC promotes and disseminates opportunities for no cost, open-access virtual and in-person training via the NPDC listserv and social media.
3. NPDC acts as a key partner in disseminating information on guidelines, toolkits, and other resources developed by trusted sources within the pediatric community. These include resources from CDC, AAP, FEMA, ASPR, Pediatric Pandemic Network, Pediatric Disaster Centers of Excellence, IAEM and many others.
4. NPDC Vice Chair has a diverse compendium of pediatric disaster resources and curates resources at the request of individuals and groups NPDC collaborates with.

## **DRILLS AND EXERCISES**

1. NPDC acts to engage emergency management, prehospital, public health, and pediatric emergency medicine (PEM) groups to partner in developing pediatric drills and exercises.
2. NPDC acts to contribute content and participate in virtual and in-person exercises and drills on the local, state, and federal level.
3. NPDC assists in disseminating opportunities for participation in virtual drills and exercises via its listserv and social media.
4. NPDC encourages healthcare coalitions and communities to share their lessons learned through de-briefs and after actions.

## **SOCIAL MEDIA**

1. NPDC uses social media to build relationships with trusted entities and influencers who respond to the needs of children in disaster.
2. NPDC social media strives to share just-in-time opportunities, situation awareness, resources, and information developed by trusted entities in response to real-world events.
3. NPDC strives to create a diverse social media community of reliable pediatric disaster information exchange.
4. Content shared on NPDC social media strives to be appropriately sourced, credited, and accessible.

## VI. GOVERNANCE PRINCIPLES

### COMMITTEES

NPDC invites pediatric and emergency management subject matter experts from diverse sectors to act as advisors providing situation awareness and updates on current activities addressing the needs of children in disasters.

### EXECUTIVE AND LIAISON ADVISORY COMMITTEE

NPDC executive and liaison members advisory committee meetings are designed to promote diverse, respectful, collaborative relationships.

In that capacity, NPDC executive and liaison advisors routinely receive information on the progress of national pediatric disaster programs from trusted entities, including:

1. American Academy of Pediatrics Council on Children and Disasters
2. State Emergency Medical Services for Children Programs
3. Advocates for Children and Youth with Special Health Care Needs
4. Pediatric Pandemic Network
5. Pediatric Disaster Centers of Excellence
6. Centers for Disease Control (CDC).
7. Administration for Strategic Preparedness and Response (ASPR)
8. EMS for Children Innovation and Improvement Center Programs and Initiatives
9. National Center for Missing and Exploited Children
10. Pediatric Initiatives from FEMA and Homeland Security
11. International Association of Emergency Management (IAEM) Pediatric Caucus
12. Child Life Disaster Relief
13. World Association for Disaster and Emergency Management (WADEM) Pediatric Special Interest Group
14. National Advisory Committee for Children and Disaster

### AGENDA DEVELOPMENT AND DISTRIBUTION

1. **Agenda Development:**
  - a. Agenda items or recommendations for a speaker may be submitted by any NPDC executive and liaison advisor to the Vice Chair at any time.
  - b. The Vice-Chair solicits agenda items at the end of each NPDC quarterly meeting.

- c. If an urgent or time-sensitive item occurs outside the regular meeting cycle, it will be brought to the attention of the Chair and Vice Chair, who will advise the Executive Advisory Committee Members to decide if a Special Meeting session needs to be called.
2. **Agenda Distribution:** The agenda and any supporting materials will be distributed electronically at least three (3) calendar days before the regular meeting date.

## VII. FINANCE

1. NPDC exists as a self-funded organization and operates under the following annual budget.
  - a. NPDC Annual Budget Items includes:
    - i. Website Maintenance: \$ 400-\$600
    - ii. Zoom Subscription: \$ 269
2. The NPDC Executive Advisory Committee members, including the Chair and Vice Chair, serve without compensation.
3. There is no requirement for NPDC executive members to subsidize NPDC expenses. However, voluntary contributions to support listserv and website expenses may be accepted.
4. Executive Advisory Committee members must discuss, support, and approve new activities involving financial funding for implementation.
5. The Vice-Chair reports on expenditures associated with maintaining the NPDC website, listserv, and social media to the Executive Advisory Committee once a year.
6. In the event NPDC becomes a funded entity or aligns with a funded entity, the NPDC Executive Advisory Committee Membership will approve those actions.
7. The NPDC and Executive Advisory Committee Members shall not endorse or promote for profit services or products as a representative of NPDC.

## VIII. NPDC PLANS, POLICIES & PROCEDURES

The NPDC Executive Advisory Committee is responsible for providing guidance and feedback on NPDC bylaws.

## III Bylaws

### I. INTRODUCTION TO BYLAWS

The name of this organization shall be the National Pediatric Disaster Coalition (NPDC). The organization connects novices to experts through collaborative relationships and information sharing.

### II. PURPOSE

The National Pediatric Disaster Coalition (NPDC) is an open-access, grassroots Healthcare Coalition accessible to the entire disaster community and individuals. Assuring that the needs of children are included in disaster requires a commitment to listening to diverse and vulnerable families and the experience of their communities. NPDC strives to promote information sharing across stakeholders that promotes diversity, equity, and inclusion. NPDC information-sharing relationships exist alongside multidisciplinary, multi-agency groups with more formal roles in coordinating health and medical emergency management preparedness, response, recovery, and mitigation activities in disaster. NPDC acts as a force multiplier supporting information sharing experiences and expertise.

### III. FUNCTIONS

NPDC has functioned in the following capacities since 2015. These include:

1. Inform the development of pediatric-specific Health Care Coalitions and advisory committees whose purpose is to work on the local level to ensure that the needs of children are addressed.
2. Provide connections with experts and their recommendations based on national pediatric disaster committees, advisory committees, and commissions.
3. Engage and maintain collaborative information-sharing relationships with local, regional, state, and national agencies.
4. Assist stakeholders and communities using expert resources from the Technical Resources, Assistance Center, and Information Exchange (TRACIE) and other nationally recognized organizations, such as the American Academy of Pediatrics and Emergency Medical Services for Children.
5. Serve as a network and clearinghouse for information sharing on pediatric research via resource linkages, listservs, and social media.



6. Serve as ambassadors across the disaster community for the inclusion of children in disaster readiness.
7. Serve as a conduit and incubator for sharing innovative ideas and technologies that promote the best outcomes for children in disasters.
8. Interface with the appropriate organizations and jurisdictions to promote situational awareness associated with the needs of children in disaster.

## **IV. AUTHORITY**

NPDC is a healthcare coalition and community of information sharing and practice. It holds no formal authority over an individual member's activities as such, NPDC as an entity does not perform any specific administrative, fiscal, or disciplinary function.

## **V. MEMBERSHIP**

1. NPDC participation and membership open to individuals and organizations striving to address the needs of children in disaster.
2. NPDC does not serve as a community of information sharing for individuals or organizations whose interest in joining the healthcare coalition to support specific political or financial interests.
3. NPDC consists of the Executive Advisory Committee, Liaisons, and Listserv Members.
4. Executive Advisory and Liaison Advisory members may hold roles as pediatric disaster subject matter and real-world disaster practitioners and may be representatives of trusted organizations, including groups such as:
  - a. Pediatric and Community Hospitals (Pediatric Pandemic Network (PPN), Pediatric Disaster Centers of Excellence (PDCOE).
  - b. Prehospital and Public Safety such as the National Association of EMS Officials (NAEMSO)
  - c. State and National Emergency Medical Services for Children (EMSC)
  - d. Pediatric Professional Organizations such as the American Academy of Pediatrics (AAP)
  - e. Specialty Professions (Respiratory Therapy, Child Life)
  - f. National and International Disaster Organizations include the International Association of Emergency Managers (IAEM), and the World Association for Disaster and Emergency Medicine (WADEM).
  - g. Public Health and Health Care Coalitions (Coyote Crisis Collaborative)
  - h. Federal and State Partners such as the Centers for Disease Control (CDC), the Administration for Strategic Preparedness and Response (ASPR), the

Federal Emergency Management Association (FEMA), and the National Highway Traffic Safety Administration (NHTSA).

5. In joining the listserv NPDC members serve as information-sharing champions in the following ways:
  - a. Assisting in the dissemination of opportunities to participate in a webinar or virtual exercise.
  - b. Providing pediatric disaster resources to assist with a local or workgroup project.
  - c. Facilitating electronic introductions.
  - d. Informing NPDC of an immediate need after an incident or during a real-world disaster.
  - e. Sharing just-in-time first responder pediatric care resources via NPDC social media.
6. The NPDC listserv membership is open to anyone, regardless of discipline, who requests membership. There are no fees, paywalls, portals, or requirements. A member of the Executive Advisory Committee acts as a listserv point of contact to respond to questions, comments, and feedback.

## **VI. NPDC GOVERNANCE**

### **NPDC EXECUTIVE ADVISORY COMMITTEE OFFICER ROLES**

The officers of the NPDC shall be a Chairperson and Vice Chairperson. The Chairperson and Vice Chairperson serve voluntarily and shall be approved by the NPDC Executive Advisory Committee Members at appropriate intervals. They serve and act to support information sharing activities and networking sessions coordinated by the NPDC. This includes.

1. Respond as points of contact for the organization.
2. Facilitate quarterly meetings and activities.
3. Addressing NPDC members, leadership, and administrative concerns.
4. Maintain NPDC website, listserv, and social media.
5. Triage inquiries to appropriate subject matter experts.
6. Represent NPDC organization at stakeholder events, workgroups, meetings, and conferences.
7. Write letters of support for stakeholders applying for state or federal grants.
8. Invite and maintain collaborative relationships with NPDC liaison advisory representatives promoting trans-disciplinary information sharing.

9. Advocate for the inclusion of children through participating in learning, strategy, and advocacy activities.
10. Ensure and sustain an open-door community of information sharing and practice addressing the needs of children.
11. When appropriate, address action items that require a simple majority approval of the NPDC executive and liaison advisory committee.

## **NPDC EXECUTIVE ADVISORY COMMITTEE MEMBER ROLES**

The role of an Executive Advisory Committee Member is to share information and opportunities for collaboration associated with the pediatric disaster subject matter expertise and community engagement they represent. To serve in this capacity participation as an Executive Advisory Committee member has the following qualifications:

1. Willingness to support the NPDC charter.
2. Real world experience in pediatric disaster med/health emergency management
3. Engaged in improving pediatric readiness on a local, regional, state or federal level.
4. Attendance and participation at virtual meetings.
5. Willingness to share and contribute to learning opportunities.
6. Willingness to respond to requests for information from listserv members.

NPDC recognizes that each executive member is fully engaged in their respective professional organizations. This level of engagement provides NPDC with situation awareness about opportunities for collaboration and information sharing that would otherwise remain siloed. NPDC Executive Advisory Committee Members serve in the capacity to bridge those gaps by:

7. Supporting the information sharing mission of the NPDC.
8. Advising of opportunities for collective discussion and activities.
9. Provide updates on education, training, research, and policy work being conducted by various workgroups and initiatives.
10. Discuss strategies to improve collaborative dissemination within and across disciplines.
11. Attend NPDC virtual meetings, respond to emails for advice and assistance, provide feedback on NPDC-created materials.
12. Share situation awareness that would otherwise be siloed within organizations.

## VII. DUTIES OF OFFICERS

### NPDC CHAIRPERSON

The Chairperson shall, when present, preside at all meetings of the NPDC. The Executive Advisory Committee Chair will conduct matters requiring official approval amongst committee members. The Chair shall not participate in approval unless the majority cannot come to a consensus on the motion presented. The NPDC Chair supports the mission of the NPDC as described in its charter. The Chair works with the National Healthcare Coalition Preparedness Conference (NHCCPC) planners to ensure that pediatric content is reliably included in the effort and facilitates the pediatric meet and greet at the national conference. The NPDC chairs the quarterly NPDC meetings that provide situation awareness across organizations of opportunities to participate in programs, projects, education, and training.

### NPDC VICE CHAIRPERSON

In the absence of the Chairperson, the Vice Chairperson shall preside at meetings and exercise the Chairperson's duties. Acts to organize the quarterly meetings, including requests for agenda items, and sets the agenda in collaboration with the NPDC Chair and executive members. This includes arranging for speakers and taking minutes. The NPDC Vice Chair serves as the primary point of contact for the NPDC organization. The Vice Chairperson ensures the administrative functions of NPDC meetings, listserv, website, and social media are sustained.

### NPDC LIAISON ADVISORY MEMBERS

NPDC liaison advisory members act as transdisciplinary information-sharing partners. Their role is to reduce barriers to information sharing between public/private sectors that respond to the needs of children in disaster. In that capacity, NPDC Liaisons may represent Volunteer Organizations Active in Disaster (VOADs), Organizational representatives activated as part of Emergency Support Function (ESF) 8 (Public Health and Medical) and ESF 6 (Mass Care, Emergency Assistance, Temporary Housing and Human Services).

1. Any member of the executive advisory committee may invite liaison members.
2. New liaison members are introduced at NPDC quarterly meetings and provide their contact information for information sharing.

3. Liaison members serve as a voluntary designated point of contact for their organization.
4. Liaison members may attend and participate in virtual quarterly meetings.
5. If the liaison representative can no longer participate or will be replaced by another individual, the liaison is responsible for advising the NPDC Chair and Vice Chair of the contact information for the new representative.
6. NPDC liaisons are welcome to become executive advisory members as positions become available.
7. NPDC liaison advisory representatives determine their length of participation.

## **NPDC EXECUTIVE ADVISORY COMMITTEE MEMBERS**

Since 2015 NPDC has had sixteen Executive Advisory Committee Members voluntarily participating in the healthcare coalition. The members are active representatives of a pediatric medical/health, emergency management communities and subject matter experts. New members may be recommended by any one of the executive advisory committee members when a vacancy occurs.

NPDC executive advisory members are expected to:

1. Attend quarterly meetings, participate in discussions, share information, and provide updates on programs and projects supporting children and disasters.
2. Respond to communications for assistance from the NPDC peers.
3. Contribute to meeting agenda items, providing advice during discussions.
4. Communicate with the NPDC Vice Chair and Chair on any topic of concern.
5. Attend a minimum of three meetings a year.
6. Inform the Chair/Vice Chair that they are vacating the position.

## **VIII. APPROVAL OF OFFICERS**

**(proposed section seeking further input from executive advisory members)**

1. NPDC Officers are available to support the mission of the NPDC.
2. In the event the Vice Chair or Chair can no longer participate NPDC executive advisory committee will be asked to nominate a new chair or vice chair.
3. Approval or re-approval of NPDC officers will occur every 3 years thereafter.
4. Executive advisory committee members may nominate themselves or a willing peer.

5. Nominees may serve more than one 3-year term in the event no other nominees have applied for approval of the executive advisory committee.
6. Nominees will provide a statement of willingness to serve that will be distributed to the executive advisory committee members.
7. In the event more than one person is willing to nominate themselves as chair or vice chair position the process for approval will include:
  - a. Formation of a nomination subcommittee of no more than two executive advisory committee non-candidates and one liaison advisor.
  - b. A virtual ballot via Survey Monkey or other online method will be compiled.
  - c. The ballot will be electronically distributed to each member of the Executive Advisory Committee.
  - d. The nomination subcommittee will compile and report the results to the NPDC executive members.
  - e. Approval of new officers will be made by simple majority.
8. New officers will be inducted at the next regular quarterly NPDC meeting.
9. In the event the NPDC becomes a formal non-profit or affiliated with a funded entity, the organizations bylaws will need to be updated and any approval of officers will comply with the new organizational bylaw requirements.

## **IX. BYLAWS, ADOPTION AND AMENDMENTS**

These Bylaws, and any future amendments to these bylaws, must be approved by over half vote by the NPDC Executive Advisory Committee Members. The Bylaws/Amendments become effective immediately upon approval. The most recent approval date will be displayed in the footer of the Bylaws.