# National Association of County and City Health Officials



# Project Public Health Ready 2013 Regional Criteria



November 2012

Updated 11/30/12

#### Introduction

Thank you for completing your PPHR application. Please ensure that your application meets all of the requirements outlined below.

#### **Application Requirements**

- Executive Summary: Specific items that must be addressed in the Executive Summary are listed in the <u>Application Guidelines</u> section, which is located at the end of the PPHR Criteria.
- Criteria Crosswalk: The Criteria Crosswalk is composed of the columns with the headings "Page Number(s)" and "Comments." The Criteria Crosswalk directs PPHR reviewers to the appropriate evidence documents in your application. The Criteria Crosswalk must meet the following requirements:
  - Page Number(s) Column: Applicants must include the precise location within their plans and/or supporting documentation that provides support for each evidence element. If support for an evidence element appears in multiple locations, include multiple page number references and avoid referencing entire sections of documents or large ranges of pages. Please site the strongest evidence first.
  - Comments Column: Applicants may include an explanation for evidence elements items that were not addressed (this may still result in a score of "Not Met") or any explanation that would assist a reviewer in understanding the plans and procedures for that region. Comments should not include additional information that needs to be in the plan and/or application itself.
- Evidence: The application must include the supporting evidence and documentation for all evidence elements (e.g., all-hazards plans, public health annexes, emergency response plans, etc.).
- Hyperlinks: The application **must** be hyperlinked. Contact <u>NACCHO</u> for PPHR hyperlink guidance or instructions. Ensure that all hyperlinks in the criteria checklist are functioning and lead to the correct evidence.

PPHR staff appreciates the time and effort you have put toward achieving PPHR national recognition.

If you have any questions, please feel free to e-mail pphr@naccho.org or ask for PPHR staff at (202) 783-5550.

#### **2013 PPHR Criteria for Regions**

### Goal I: All-Hazards Preparedness Planning: Measure 1

#### Please follow these guidelines:

- 1. If the region is not the lead agency for a particular evidence element and/or sub-measure, evidence that addresses how the region works with the lead agency to ensure that the evidence element and/or sub-measure is adequately addressed must be provided. Specific items that must be addressed in this description can be found in the Guidance on Evidence Elements section at the end of this document (Application Guideline #1).
- 2. If at the time of the PPHR submission deadline, a particular evidence element and/or sub-measure is not met because plans in that area are not fully developed, evidence must be provided that explains how the region plans to address that evidence element and/or sub-measure. Specific items that must be addressed in this description can be found in the Guidance on Evidence Elements section at the end of this document (Application Guideline #2).

#### **Goal I: All-Hazards Preparedness Planning PPHR**

PPHR Measure #1: Possession and Maintenance of a Written All-Hazards Response Plan

The region has documented its planned response to public health emergencies. To prove it has met this measure, the region must submit EITHER a written copy of its all-hazards public health emergency response plan OR the public health annex to its region's emergency response plan. The plan should address the key elements of the sub-measures listed below.

A.	Plan Organization	Page Number(s)	Comments
a1.	The table of contents correctly corresponds to the numbered pages of the plan.		
a2.	The organization of the plan is consistent with the local/state emergency management agency's response plan and compliant with the National Incident Management System (NIMS).		
В.	Introductory Material	Page Number(s)	Comments
	Introductory Material  The plan provides an overview or introduction, including a description of the purpose of the plan.	Page Number(s)	Comments



<b>b3.</b> The plan details evidence of joint participation in disaster planning meetings and creation of an emergency operations plan (e.g., city-state tribal collaboration, city-county collaboration).		
<b>b4.</b> The application includes evidence of collaboration with community stakeholders and engagement with the larger community regarding preparedness activities/processes.		
<b>b5.</b> The plan identifies all neighboring jurisdictions/regions and if applicable, tribal and/or international borders and/or military installations within the region.		
<b>b6.</b> The plan identifies all hospitals, clinics, and community health centers within the region.		
<b>b7.</b> The plan lists the locations where copies of the plan are kept.		
<b>b8.</b> The application explains how all staff is informed of the location of the plans.		
C. Plan Update Cycle	Page Number(s)	Comments
<b>c1.</b> The plan bears a date demonstrating that the plan and its annexes have been reviewed or revised within one year of PPHR submission.		
c2. The plan details the procedure the region will use to update and revise its plan on a regular basis.		
D. Authority and Acknowledgments	Page Number(s)	Comments
<b>d1.</b> The plan provides a description of the legal and administrative authority under which the region would respond to an emergency requiring a public health response.		
<b>d2.</b> The plan describes the process for coordinating and communicating with legal counsel, particularly regarding enforcement.		
<b>d3</b> . The plan describes emergency legal authorities and expedited administrative processes that differ from standard procedures for the following:		
<ul> <li>accepting federal/state funds</li> <li>allocating federal/state funds (determining how funds are allotted)</li> <li>spending federal/state funds (including contracting, procurement, and</li> </ul>		

hiring)		
<b>d4.</b> The plan lists the monitoring and reporting procedures in place to manage expedited administrative processes.		
E. Situations and Assumptions	Page Number(s)	Comments
e1. The plan identifies <u>indicators</u> that will suggest that an event has occurred that could exceed the ordinary <u>capacity</u> of the region and possibly, the <u>surge</u> <u>capacity</u> of the region.		
<b>e2.</b> The plan demonstrates performance of a <u>hazard analysis</u> of threats (e.g., chemical/nuclear facilities, hurricanes, floods) and unique regional characteristics/vulnerabilities that may affect a public health response to an emergency event.		
<b>e3</b> . The plan describes how the region is preparing for the vulnerabilities described in the results of the <u>hazard analysis</u> .		
F. Activation Circumstances and Event Sequence Following Activation	Page Number(s)	Comments
<b>f1.</b> The plan includes <u>standard operating procedures</u> that may include decision matrices, flow charts, or decision trees that describe an all-hazards response.		
<b>f2.</b> The plan includes a flow diagram or narrative that describes the triggers for deploying specific response activities and procedures to detail outbreak and exposure investigations.		
G. Concept of Operations	Page Number(s)	Comments
<b>g1.</b> The plan describes the responsibilities of the emergency response agency or team(s) that will respond to a public health emergency.		
<ul> <li>g2. The plan contains a bulleted list, table, or matrix that clearly identifies both the primary and secondary support roles for local, state, and federal partner agencies, in areas including:</li> <li>Command and control;</li> <li>Detection;</li> <li>Investigation;</li> <li>Communication;</li> </ul>		

<ul> <li>Containment and prevention; and</li> </ul>		
<ul> <li>Recovery.</li> </ul>		
<b>g3.</b> The application contains evidence that the region has adopted NIMS through executive order, proclamation, resolution, or legislation as the agency's all-hazards, incident response system.		
g4. The application contains evidence that the region (or health departments within the region) has coordinated with emergency management to complete a baseline assessment of NIMS implementation requirements.		
<b>g5.</b> The application contains evidence that the departmental operations center or emergency operations center uses the <u>Incident Command System</u> (ICS), as called for by <u>NIMS</u> , to perform core functions such as coordination, communications, resource dispatch, and information collection, analysis, and dissemination.		
<b>g6.</b> The plan contains a table or diagram that illustrates the region's command and control structure (ICS/Unified Command Structure/Multi-agency Coordination System) for coordination of emergency response.		
<ul> <li>g7. The command and control structure addresses the following five items:</li> <li>Staff roles, responsibilities, and concept of operations for ESF 8.</li> <li>Description of response actions that will occur.</li> <li>Description of when the response actions will occur.</li> <li>Description of under whose authority the actions will occur.</li> <li>Description of how response actions will be documented.</li> </ul>		
H. Functional Staff Roles	Page Number(s)	Comments
<b>h1.</b> The plan contains a list, table, or other format detailing the necessary roles to be filled during a response operation to any hazard.		
<b>h2.</b> The plan contains a roster of the primary, secondary, and tertiary staff or community resources to cover the command and general leadership roles during a response operation based on NIMS.		



<b>h3.</b> The plan contains copies of Job Aids or <u>Job Action Sheets</u> detailing specific functions of each role indicated as necessary in measure 1.H.h1.		
<b>h4.</b> The plan explains how the region, during an emergency operation, will assimilate personnel (staff/volunteers).		
I. Vulnerable Population Access and Demographics	Page Number(s)	Comments
i1. The plan identifies <u>vulnerable populations</u> within the region, using the definition of vulnerable populations found in the PPHR glossary.		

NOTE: Sub-measures J–X are **cross-cutting** with the region's concept of operations.

Therefore, sub-measures J–X, all labeled in BLUE, must *also* address the following five items:

- Staff roles and responsibilities as related to Emergency Support Function (ESF) 8: Health and Medical Services.
- Description of response actions that will occur.
- Description of when the response actions will occur.
- Description of under whose authority the actions will occur.
- Description of how response actions will be documented.

Information should be specific to each sub-measure, but can also reference evidence submitted for the concept of operations.

J. Communication Plan	Page Number(s)	Comments
j1. Agency Communication Plan		
<b>j1i.</b> The plan details the party(ies) responsible for notification, alerts, and mobilization.		
<b>j1ii.</b> The plan describes whom to notify during an <u>incident</u> and at what level (e.g., alert, standby, report).		



<b>j1ii</b> . The plan describes the method by which notification will take place.	
<b>j1iv</b> . The plan contains pertinent staff contact information (e.g., EOC, phone, cell, fax).	
j1v. The plan describes the process for determining where staff must report.	
j1vi. The plan describes how quickly staff will be notified of an incident.	
j1vii. The plan notes how long the staff will have to report to the designated locations (must be consistent with CDC Public Health Preparedness Capability 3, Function 2, Measure 1, Performance Target: 60 minutes or less).	
<b>j1viii.</b> The plan describes what information is shared with activated staff and volunteers.	
j1ix. The application contains evidence that the region has a redundant communication plan that demonstrates the ability to stand-up three-deep communications systems to link public health, healthcare, emergency management, and law enforcement within 12 hours.	
j2. Crises and Emergency Risk Communication Plan	
<b>j2i.</b> The plan describes the process and procedures used to develop accurate, timely messages to communicate necessary information to the public, including vulnerable populations, during an emergency.	
j2ii. The plan describes the process and procedures used to receive approval of messages to communicate necessary information to the public during an emergency.	
<b>j2iii.</b> The plan describes the process and procedures used to disseminate messages to communicate necessary information to the public, including vulnerable populations, during an emergency.	
<b>j2iv.</b> The plan includes a media contact list that is accompanied by a procedure for keeping the list current and accurate.	

	j2v. The plan describes the process and procedures necessary to coordinate the communication process among <u>partners</u> during an emergency and/or the plan includes a message map.		
	<b>j2vi.</b> The application contains samples of two or more types of public alerts (e.g., media alerts, pre-approved press releases, and coordinated messages) including information about who the information was provided to, the date the information was provided, and for what purpose the information was provided.		
	<ul> <li>j2vii. The plan describes the process for partner notification, including at a minimum the following:</li> <li>Who will notify partners?</li> <li>How will partners be notified?</li> <li>How will notification be confirmed?</li> <li>What procedures are in place to assure that communication will work properly during an emergency (e.g., regular updating of contact lists, regular drills, etc.)?</li> </ul>		
j3.	Information Sharing		
	<b>j3i.</b> The plan describes the process of sending, receiving, confirming receipt/acknowledging messages to/from multiple users, and interacting with Health Alert Network ( <u>HAN</u> ) or Public Health Information Network (PHIN).		
	<b>j3ii.</b> The plan includes a template for health alert messages or the application includes at least one sample health alert message that may be shared with entities outside your region.		
j4.	The communication plan addresses the five items listed as cross-cutting with th	e concept of opera	itions.
	<b>j4i.</b> The communication plan addresses staff roles and responsibilities as related to Emergency Support Function (ESF) 8: Health and Medical Services.		
	<b>j4ii.</b> The communication plan describes response actions that will occur.		

<b>j4iii.</b> The communication plan describes when the response actions will occur.		
<b>j4iv.</b> The communication plan describes under whose authority the actions will occur.		
j4v. The communication plan described how response actions will be documented.		
K. Epidemiology	Page Number(s)	Comments
k1. Surveillance		
<b>k1i.</b> The plan contains the protocol(s) for hazard-specific collection of health data for active surveillance and regular passive surveillance of communicable disease.		
<b>k1ii.</b> The plan contains the protocol(s) for hazard-specific collection of health data for active surveillance and regular passive surveillance of incidents involving technological hazards (chemical or radiological).		
<b>k1iii.</b> The plan provides evidence that an early incident detection system is in place (e.g., the use and monitoring of regular surveillance data) for communicable diseases.		
<b>k1iv.</b> The plan provides evidence that an early incident detection system is in place (e.g., the use and monitoring of regular surveillance data) for chemical or radiological agents.		
<b>k1v.</b> The application includes a list of providers and public health system partners who are surveillance sites reporting to the surveillance system.		
k2. Epidemiological Investigation Tasks		
<b>k2i.</b> The plan calls for the comparison of cases to the baseline and confirmation of diagnosis.		
<b>k2ii.</b> The plan describes how the agency conducts contact tracing, including when it exceeds normal agency capacity.		
<b>k2iii.</b> The plan calls for the development of a description of cases through		

interviews, medical record review, and other mechanisms (person,	
place, and time).	
<b>k2iv.</b> The plan calls for the generation of possible associations of transmission, exposure, and source.	
<b>k2v.</b> The plan calls for identifying the population at risk.	
<b>k2vi.</b> The plan describes the system of <u>tracking and monitoring</u> known cases/exposed persons through disposition to enable short- and long-term follow-up.	
<b>k2vii.</b> The plan describes the methods that would be used to evaluate therapeutic outcome(s).	
<b>k2viii.</b> The plan describes the process for reporting notifiable conditions, including on-call system(s), policies, and procedures to take reports of notifiable conditions 24/7/365.	
<b>k2ix.</b> The plan describes outbreak and exposure investigation tasks for staff and/or volunteers that would be called upon in a regional emergency response.	
k3. Epidemiological Data	
k3i. The plan describes how epidemiological data is shared.	
<b>k3ii.</b> The application provides evidence of a system and protocol for managing epidemiological investigation data.	
<b>k4.</b> The plan calls for coordination with environmental investigation as required.	
k5. The epidemiology plan addresses the five items listed as cross-cutting with the	e concept of operations.
<b>k5i.</b> The epidemiology plan addresses staff roles and responsibilities as related to Emergency Support Function (ESF) 8: Health and Medical Services.	
<b>k5ii.</b> The epidemiology plan describes response actions that will occur.	

LFiv. The emission is lower place describes an above the costs which the cost is no will		
<b>k5iv.</b> The epidemiology plan describes under whose authority the actions will occur.		
<b>k5v.</b> The epidemiology plan described how response actions will be documented.		
L. Laboratory Data and Sample Testing	Page Number(s)	Comments
I1. Access to Labs (e.g., local, regional, state)		
I1i. The plan describes current packaging and shipping regulations on transporting infectious and potentially hazardous substances to labs that can test for biological/chemical/radiological agents.		
l1ii. The application demonstrates the capability to transport specimens/samples to a confirmatory reference lab 24/ 7/365.		
<b>I1iii</b> . The plan details the process of contacting the proper lab to notify them of what specimens to expect and, if applicable, special directions.		
<b>l1iv</b> . The plan includes a table of regional and state laboratories, including a description of laboratory <u>capacity</u> , list of pathogens that can be identified at each level, and contact information for each laboratory.		
2. The application provides evidence of the database and protocol for management/flow of laboratory data and sample testing information.		
<b>3.</b> The plan describes the system in place for sharing laboratory information with public health officials and other partners in neighboring jurisdictions to facilitate the rapid formulation of an appropriate response (e.g., electronic system).		
4. The plan describes a process or policy related to evidence management.		

I5i. The laboratory data and sample testing plan addresses staff roles and responsibilities as related to Emergency Support Function (ESF) 8: Health and Medical Services.		
<b>I5ii</b> . The laboratory data and sample testing plan describes response actions that will occur.		
<b>I5iii</b> . The laboratory data and sample testing plan describes when the response actions will occur.		
<b>I5iv</b> . The laboratory data and sample testing plan describes under whose authority the actions will occur.		
<b>I5v</b> . The laboratory data and sample testing plan described how response actions will be documented.		
M. Medical Countermeasure Dispensing	Page Number(s)	Comments
<b>m1.</b> The plan describes the procedures for implementing medical countermeasure		
dispensing in the region.		
dispensing in the region.  m2. The plan describes the system in place for managing and tracking personnel		
<ul> <li>m2. The plan describes the system in place for managing and tracking personnel and material resources.</li> <li>m3. The plan describes the process or system the region uses to monitor for adverse reactions to public health interventions (also known as post-event</li> </ul>		
<ul> <li>m2. The plan describes the system in place for managing and tracking personnel and material resources.</li> <li>m3. The plan describes the process or system the region uses to monitor for adverse reactions to public health interventions (also known as post-event tracking).</li> <li>m4. The plan includes a sample point of dispensing (POD) patient flow chart and a</li> </ul>		

emergency responders, personnel necessary for receiving, distributing and dispensing medical countermeasures, medical and public health personnel who will treat the sick), who, if indicated by the incident, will receive prophylaxis prior to the general population.	
<b>m7.</b> The plan includes provisions for serving individuals for whom the frontline medical countermeasure is contraindicated.	
m8. Strategic National Stockpile ( <u>SNS</u> ) Plan	
m8i. The plan describes its integration into the state SNS plan.	
<b>m8ii.</b> The plan includes clear delineation of regional responsibilities, including security for receiving, distributing, and dispensing SNS assets.	
<b>m8iii.</b> The plan includes who is legally authorized to dispense during declared disasters and when a disaster has not been declared.	
<b>m8iv</b> . The plan describes standard operating procedures to locate, procure, and coordinate supplies of medical countermeasures.	
m8v. The application includes documentation of legal authority and/or memorandums of understanding with outside entities to suspend normal operations to complete mass prophylaxis.	
<b>m8vi.</b> The plan addresses medical inventories using the following four considerations:	
<ul> <li>The threats from which people must be protected;</li> <li>Prophylactic medicines and supplies available for dealing with those threats;</li> </ul>	
<ul> <li>Quantities of the medicines and other needed items available in inventories; and</li> </ul>	
<ul><li>Location of the inventory.</li></ul>	

<b>m8vii.</b> The plan includes a description of a system for maintaining and tracking vaccination or prophylaxis status of public health responders.			
m9. The medical countermeasure dispensing plan addresses the five items listed as cross-cutting with the concept of operations.			
m9i. The medical countermeasure dispensing plan addresses staff roles and responsibilities as related to Emergency Support Function (ESF) 8: Health and Medical Services.			
m9ii. The medical countermeasure dispensing plan describes response actions that will occur.			
m9iii. The medical countermeasure dispensing plan describes when the response actions will occur.			
m9iv. The medical countermeasure dispensing plan describes under whose authority the actions will occur.			
<b>m9v</b> . The medical countermeasure dispensing plan described how response actions will be documented.			
N. Mass Care	Page Number(s)	Comments	
<b>n1.</b> The plan provides a detailed description of all regional roles in mass care from the field to the medical treatment center.			
<b>n1i.</b> The plan describes how mass care will be established.			
n1ii. The plan describes where mass care will be conducted.			
n1iii. The plan describes who will have access to care.			
n1iv. The plan describes how mass care will be maintained.			
<b>n2.</b> The plan provides documentation detailing the casualty transportation process for mass care from the field to the medical treatment center.			

n3.	The plan describes plans, policies, and procedures to coordinate delivery of mass care services to shelters.		
n4.	The plan details the communication process for mass care and the role of the region in that communication process.		
n5.	The mass care plan addresses the five items listed as cross-cutting with the cor	ncept of operations	
	<b>n5i</b> . The mass care plan addresses staff roles and responsibilities as related to Emergency Support Function (ESF) 8: Health and Medical Services.		
	<b>n5ii</b> . The mass care plan describes response actions that will occur.		
	<b>n5iii</b> . The mass care plan describes when the response actions will occur.		
	<b>n5iv</b> . The mass care plan describes under whose authority the actions will occur.		
	<b>n5v</b> . The mass care plan described how response actions will be documented.		
0.	Mass Fatality Management Plan	Page Number(s)	Comments
	Mass Fatality Management Plan  The plan provides a detailed description of all regional roles in managing mass fatalities in the region.	Page Number(s)	Comments
o1.	The plan provides a detailed description of all regional roles in managing mass	Page Number(s)	Comments
o1.	The plan provides a detailed description of all regional roles in managing mass fatalities in the region.  The plan describes how death certificates and other vital records will be		
o1.	The plan provides a detailed description of all regional roles in managing mass fatalities in the region.  The plan describes how death certificates and other vital records will be handled during emergencies that involve mass fatalities.		

o3iii. The mass fatality management plan describes when the response actions will occur.			
o3iv. The mass fatality management plan describes under whose authority the actions will occur.			
o3v. The mass fatality management plan described how response actions will be documented.			
P. Environmental Health Response	Page Number(s)	Comments	
p1. Environmental Surety Planning			
p1i. The plan addresses the management of environmental hazards to public health and the environment, including contaminated media, epizootic disease, and environmental health infrastructure failure.			
p2. The plan describes the process for determining corrective actions, reporting findings, and establishing responsibilities for emergency actions in the following areas:			
p2i. Foodborne and waterborne outbreak surveillance, investigation, and control.			
p2ii. Vector surveillance for vector borne disease control.			
<b>p2iii.</b> Food safety.			
p2iv. Drinking water supply and safety.			
<b>p2v.</b> Sanitation.			
p2vi. Mass care and evaluation of shelter facilities.			
p2vii. Waste water.			

p2viii. Solid waste management.		
p2ix. Hazardous waste management.		
<b>р2х.</b> Air quality.		
p2xi. Radiation exposure response, including population monitoring.		
p2xii. Chemical or toxic release control and clean-up.		
p3. The environmental health response plan addresses the five items listed as cros	s-cutting with the	concept of operations.
p3i. The environmental health response plan addresses staff roles and responsibilities as related to Emergency Support Function (ESF) 8: Health and Medical Services.		
<b>p3ii</b> . The environmental health response plan describes response actions that will occur.		
<b>p3iii</b> . The environmental health response plan describes when the response actions will occur.		
<b>p3iv</b> . The environmental health response plan describes under whose authority the actions will occur.		
p3v. The environmental health response plan described how response actions will be documented.		
Q. <u>Disaster Behavioral Health</u> : Public Health Emergency Response Personnel	Page Number(s)	Comments
q1. The plan describes the regional process to prepare response personnel, including agency personnel, for the behavioral health implications of public health emergencies.		
q2. The disaster behavioral health plan for public health emergency response pers	onnel addresses th	e five items listed as cross-cutting with



the concept of operations.

Page Number(s)	Comments
sted as cross-cuttir	ng with the concept of operations.

r3v. The population-wide disaster behavioral health plan described how response actions will be documented.		
S. Non-Pharmaceutical Interventions	Page Number(s)	Comments
<b>s1.</b> The plan includes an algorithm, flowchart, or matrix that addresses the processes for implementing quarantine, isolation, and social distancing.		
s2. The plan identifies the legal authority to isolate, quarantine and as appropriate	, institute social dis	tancing for the following:
s2i. Individuals		
s2ii. Groups		
s2iii. Facilities		
s2iv. Animals		
<b>s3.</b> The plan describes the legal process for implementing involuntary quarantine and isolation for an individual.		
<b>s4.</b> The plan describes the legal process for implementing involuntary quarantine and isolation for a group.		
<b>s5.</b> The plan addresses coordination of public health and medical services among those under isolation or quarantine.		
<b>s6.</b> The plan addresses coordination of general services, including food, water, and transportation, among those under isolation or quarantine.		
<b>s7.</b> The plan describes stress management strategies, programs, and crisis response for those under isolation or quarantine or social distancing restrictions.		
<b>s8.</b> The plan details the communication process for directing and controlling public information releases about individuals under isolation or quarantine.		
s9. The plan for non-pharmaceutical interventions addresses the five items listed a	s cross-cutting wit	h the concept of operations.
<b>s9i</b> . The plan for non-pharmaceutical interventions addresses staff roles and responsibilities as related to Emergency Support Function (ESF) 8: Health		

and Medical Services.		
<b>s9ii</b> . The plan for non-pharmaceutical interventions describes response actions that will occur.		
<b>s9iii</b> . The plan for non-pharmaceutical interventions describes when the response actions will occur.		
<b>s9iv</b> . The plan for non-pharmaceutical interventions describes under whose authority the actions will occur.		
<b>s9v</b> . The plan for non-pharmaceutical interventions described how response actions will be documented.		
T. <u>Continuity of Operations Plan</u> (COOP)	Page Number(s)	Comments
t1. The plan identifies the agency functions that must be continued despite a natural disaster or deliberately-caused emergency.		
t2. The plan identifies the staff member who will implement the COOP (must be three-deep).		
t3. The plan identifies an alternate location for key staff to report, if necessary.		
t4. The COOP plan addresses the five items listed as cross-cutting with the concep	t of operations.	
t4i. The COOP plan addresses staff roles and responsibilities as related to Emergency Support Function (ESF) 8: Health and Medical Services.		
t4ii. The COOP plan describes response actions that will occur.		
t4iii. The COOP plan describes when the response actions will occur.		
t4iv. The COOP plan describes under whose authority the actions will occur.		
t4v. The COOP plan described how response actions will be documented.		
U. <u>Surge Capacity</u>	Page Number(s)	Comments
<b>u1.</b> The plan describes expected capability and capacity of local, state, federal, and private resources to respond to an emergency.		

<ul> <li>u2. The plan includes a table or matrix that identifies the capacity, surge capacity, and sources for the following, in relation to the scope and duration for anticipated events:</li> <li>Agency personnel;</li> <li>Treatment facilities;</li> <li>Laboratories;</li> <li>Redundant communications;</li> </ul>		
<ul> <li>Pharmacologic supplies; and</li> </ul>		
<ul><li>Security.</li></ul>		
u3. The surge capacity plan addresses the five items listed as cross-cutting with the	e concept of operat	ions.
u3i. The surge capacity plan addresses staff roles and responsibilities as related to Emergency Support Function (ESF) 8: Health and Medical Services.		
u3ii. The surge capacity plan describes response actions that will occur.		
u3iii. The surge capacity plan describes when the response actions will occur.		
u3iv. The surge capacity plan describes under whose authority the actions will occur.		
u3v. The surge capacity plan described how response actions will be documented.		
V. Volunteer Management	Page Number(s)	Comments
<b>v1.</b> The plan describes the process for volunteer recruitment and retention, (e.g., community Medical Reserve Corps units).		
<b>v2.</b> The plan includes the partners that the region works with for recruitment.		
v3. The plan describes how volunteers are notified.		
v4. The plan describes how volunteers are used in an emergency.		

<b>v5.</b> The plan describes how volunteers are <u>credentialed</u> .		
<b>v6.</b> The plan describes the region's involvement in the state's Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP) implementation.		
<b>v7.</b> The plan describes the regional legal or liability protections for volunteers.		
v8. The volunteer management plan addresses the five items listed as cross-cutting	g with the concept	of operations.
v8i. The volunteer management plan addresses staff roles and responsibilities as related to Emergency Support Function (ESF) 8: Health and Medical Services.		
v8ii. The volunteer management plan describes response actions that will occur.		
v8iii. The volunteer management plan describes when the response actions will occur.		
<b>v8iv</b> . The volunteer management plan describes under whose authority the actions will occur.		
<b>v8v</b> . The volunteer management plan describes how response actions will be documented.		
W. Mutual Aid and External Resources	Page Number(s)	Comments
w1. The application describes the process by which the region develops intrastate and interagency mutual aid agreements with neighboring jurisdictions, including military installations, private sector, and non-governmental organizations.		
w2. The plan includes a table, chart, or other format that lists mutual aid agreements and their status (including primary, secondary, and tertiary interjurisdictional state agreements).		
<b>w3.</b> The plan specifies how the region will determine when to ask for higher order support based on models and/or past experience.		



<b>w4.</b> The plan specifies when and how partner resources would be requested.		
w5. The mutual aid and resource management plan addresses the five items listed	as cross-cutting w	ith the concept of operations.
w5i. The mutual aid and resource management plan addresses staff roles and responsibilities as related to Emergency Support Function (ESF) 8: Health and Medical Services.		
<b>w5ii</b> . The mutual aid and resource management plan describes response actions that will occur.		
<b>w5iii</b> . The mutual aid and resource management plan describes when the response actions will occur.		
<b>w5iv</b> . The mutual aid and resource management plan describes under whose authority the actions will occur.		
<b>w5v</b> . The mutual aid and resource management plan described how response actions will be documented.		
X. Recovery	Page Number(s)	Comments
<ul> <li>X. Recovery</li> <li>x1. The plan provides information on transitioning from response to short- and long-term recovery.</li> </ul>	Page Number(s)	Comments
x1. The plan provides information on transitioning from response to short- and		Comments
x1. The plan provides information on transitioning from response to short- and long-term recovery.		Comments
<ul> <li>x1. The plan provides information on transitioning from response to short- and long-term recovery.</li> <li>x2. The recovery plan addresses the five items listed as cross-cutting with the cond</li> <li>x2i. The recovery plan addresses staff roles and responsibilities as related to</li> </ul>		Comments
<ul> <li>x1. The plan provides information on transitioning from response to short- and long-term recovery.</li> <li>x2. The recovery plan addresses the five items listed as cross-cutting with the condition of the recovery plan addresses staff roles and responsibilities as related to Emergency Support Function (ESF) 8: Health and Medical Services.</li> </ul>		Comments
<ul> <li>x1. The plan provides information on transitioning from response to short- and long-term recovery.</li> <li>x2. The recovery plan addresses the five items listed as cross-cutting with the condex.</li> <li>x2i. The recovery plan addresses staff roles and responsibilities as related to Emergency Support Function (ESF) 8: Health and Medical Services.</li> <li>x2ii. The recovery plan describes response actions that will occur.</li> </ul>		Comments

#### Goal II: Workforce Capacity Development: Measures 2-3

#### Please follow these guidelines:

- 1. If the region is not the lead agency for a particular evidence element and/or sub-measure, evidence that addresses how the region works with the lead agency to ensure that the evidence element and/or sub-measure is adequately addressed must be provided. Specific items that must be addressed in this description can be found in the Guidance on Evidence Elements section at the end of this document (Application Guideline #1).
- 2. If at the time of the PPHR submission deadline, a particular evidence element and/or sub-measure is not met because plans in that area are not fully developed, evidence must be provided that explains how the region plans to address that evidence element and/or sub-measure. Specific items that must be addressed in this description can be found in the Guidance on Evidence Elements section at the end of this document (Application Guideline #2).

#### **Goal II: Workforce Capacity Development**

In workforce capacity development, the agency develops its workforce to meet the needs of a population prior to, during, and after any event or disaster. This development is accomplished by providing employees with the training, resources, and processes necessary to increase the skills, abilities, and knowledge necessary to respond to any event or disaster. These training activities, when completed by individual staff, increase organizational capacity.

To demonstrate evidence for this goal, an organizational process must be in place to assess, implement, and evaluate workforce competency consistent with the agency's all-hazards response plan. These processes must be consistent with nationally recognized emergency preparedness competencies such as the "Bioterrorism and Emergency Readiness Competencies for All Public Health Workers" from Columbia University, TRAIN<sup>2</sup>, or those recently released through the Public Health Preparedness & Response Core Competency Development Project. This process requires an agency-wide public health competency assessment and training to increase staff competency (skill, ability, and knowledge) and to rectify any other gaps identified by the assessment.

<sup>&</sup>lt;sup>3</sup> See http://www.asph.org/document.cfm?page=1081 for more information



<sup>&</sup>lt;sup>1</sup> These nine competencies are found in the Bioterrorism and Emergency Readiness Competencies developed by Columbia University. (<a href="http://training.fema.gov/emiweb/downloads/BioTerrorism%20and%20Emergency%20Readiness.pdf">http://training.fema.gov/emiweb/downloads/BioTerrorism%20and%20Emergency%20Readiness.pdf</a>)

<sup>&</sup>lt;sup>2</sup> See https://www.train.org/DesktopShell.aspx for more information.

### PPHR Measure #2: Conduct of Regular Training Needs Assessments

Agencies must conduct a training needs assessment of staff consistent with the agency's all-hazards response plan and a set of nationally recognized emergency preparedness competencies. In most agencies, the assessment may be conducted in advance of starting the PPHR application process to allow enough time to implement workforce development activities. To demonstrate evidence for this measure, the following sub-measures (A-C) must be provided in a report format.

A. Date of <u>Training Needs Assessment</u>	Page Number(s)	Comments
<b>a1.</b> The PPHR application shows that a <u>training needs assessment</u> was completed no earlier than 36 months prior to the application submission date.		
B. Assessment Process Report	Page Number(s)	Comments
<b>b1.</b> The report includes a description of the assessment methodology.		
<b>b2</b> . The report notes how frequently re-assessments will occur.		
<b>b3</b> . The report includes details of the assessment tool(s), if applicable.		
<b>b4.</b> The report lists individuals involved in the design of the assessment process.		
<b>b5.</b> The report notes the total number and percentage of staff assessed and a description of the audience and why they were selected.		
C. Results and Implications Report	Page Number(s)	Comments
c1. The report describes priority areas based on the assessment.		
<b>c2.</b> The report describes how results will be or are being used to inform the workforce development plan.		
<b>c3.</b> The report describes how results will be or are being used to inform the exercise plan.		

#### PPHR Measure #3: Completion and Maintenance of a Workforce Development Plan and Staff Competencies

The region establishes a list of priority staff (e.g. members of the public health preparedness division, all expected responders) who need training and priority training topics, based on the results of the training needs assessment and past corrective actions. When the region has not had time to train all priority staff in the appropriate priority areas and obtain evidence that staff have demonstrated competence in these areas, the region's workforce development plan must describe the process (e.g., prioritization of competencies, description of how the competencies were chosen, party responsible for ensuring that training will occur) and timeline the region will follow to train the remaining priority staff. Methods used to address this measure may include a wide range of educational techniques, such as participation in classroom trainings or direct observation by an evaluator during hands-on exercises.

The region must also demonstrate the organizational capability to maintain and enhance competence in the workforce. This section measures the organization's ability to address workforce capacity on an ongoing basis.

The region must submit a workforce development plan to provide the evidence for the sub-measures described below. Additional documentation to support information requested in the sub-measures should also be submitted.

A. Training Topics	Page Number(s)	Comments
<b>a1.</b> The workforce development plan identifies agency priority training topics based on results from the training needs assessment.		
a2. The workforce development plan includes the following training topics:		
<b>a2i.</b> Based on regional capacity and federal requirements, appropriate NIMS training for the public health workforce.		
<b>a2ii.</b> Based on regional capacity and federal requirements, appropriate ICS training for the public health workforce.		
<b>a2iii.</b> Training in the principles of risk communication for key spokespersons for the region.		
B. Training Objectives	Page Number(s)	Comments
<b>b1</b> . The workforce development plan provides the objectives of the trainings OR describes the competencies that the workforce development plan addresses.		
C. Training Delivery	Page Number(s)	Comments
c1. The workforce development plan describes the type of trainings to be		



provided.		
c2. The workforce development plan describes the training participants.  NOTE: If all staff are not trained by the application deadline, a timeline of the planned training process for the remainder of the priority staff must be provided.		
<b>c3.</b> The workforce development plan notes the agency(ies) or individual(s) that will deliver the trainings.		
c4. The application provides justification for each chosen training activity.		
D. Workforce Development Plan	Page Number(s)	Comments
<b>d1.</b> The plan describes how competency-based education in emergency preparedness will be maintained.		
<ul> <li>d2. The workforce development plan describes how it will be kept up-to date, providing at a minimum:</li> <li>Who will update the workforce development plan;</li> <li>How they will coordinate with the agency workforce development plan;</li> <li>How updates will be conducted;</li> <li>When updates will take place; and</li> <li>How new employees will be trained, assessed, and incorporated into the workforce development plan.</li> </ul>		
<b>d3.</b> The workforce development plan describes how progress will be tracked for each of the identified training topics referred to in sub-measure A.		
<b>d4.</b> The application must provide evidence of linkage to each of the appropriate <a href="Training Objectives">Training Objectives</a> noted in <a href="measure #3">measure #3</a> , <a href="b1">b1</a> . The application describes the link between the workforce evaluation, identified gaps, and the process for improving and sustaining levels of competence.		
E. Management of Agency Workforce Capability	Page Number(s)	Comments
e1. The application includes a report or table that describes the method used to		

demonstrate regional workforce capability.		
<b>e2.</b> The application describes how the region routinely evaluates regional workforce capability.		
e3. The application provides two examples of activities (and curricula) and/or exercises wherein staff had the opportunity to demonstrate specific competencies noted in the workforce development plan.		
F. <u>Just-in-time Training</u>	Page Number(s)	Comments
f1. Just-in-time training implementation.		
<b>f1i.</b> The plan includes a narrative describing how just-in-time training is implemented.		
f1ii. The plan details who will provide the just-in-time training and the intended audience to receive it.		
f1iii. The plan details how the just-in-time training is updated.		
f2. The workforce development plan includes training curricula (presentations and	other materials) for	or the following just-in-time training
topics:		
<b>f2i.</b> Epidemiological investigation tasks reflecting the region's all-hazards plan.		
f2ii. Mass prophylaxis reflecting the region's all-hazards plan.		
<b>f2iii.</b> Applicable NIMS components reflecting the region's all-hazards plan.		
f2iv. Communication processes reflecting the region's all-hazards plan.		
f2v. Isolation and quarantine reflecting the region's all-hazards plan.		

**Goal III: Quality Improvement through Exercises and Real Events: Measures 4–5** 

## Please follow these guidelines:



- 1. If the region is not the lead agency for a particular evidence element and/or sub-measure, evidence that addresses how the region works with the lead agency to ensure that the evidence element and/or sub-measure is adequately addressed must be provided. Specific items that must be addressed in this description can be found in the Guidance on Evidence Elements section at the end of this document (Application Guidance #1).
- 2. If at the time of the PPHR submission deadline, a particular evidence element and/or sub-measure is not met because plans in that area are not fully developed, evidence must be provided that explains how the region plans to address that evidence element and/or sub-measure. Specific items that must be addressed in this description can be found in the Guidance on Evidence Elements section at the end of this document (Application Guidance #2).

#### Goal III: Quality Improvement through Exercises and Responses and a Comprehensive Exercise Plan

To ensure a region follows a Continuous Quality Improvement (CQI) process, evidence must be provided of linkages between its planning, training, and demonstration of readiness through exercise or responses. In order to meet Goal III, regions must show a process in place within the agency that documents exercises/responses in a clear and timely manner; writes an improvement plan for revising the all-hazards response plan and workforce development plan based on the lessons learned and gaps identified during the exercise/response; and develops future exercises based on lessons learned that will test the corrections made while implementing the improvement plan. Goal III demonstrates the use of NIMS and Homeland Security Exercise and Evaluation Program (HSEEP) concepts and principles.

#### PPHR Measure #4: Learning and Improving through Exercises or Responses

The region must provide documentation of its participation in at least *one* exercise or incident response within the 24 months prior to the PPHR application submission date. **Submit documentation of a response to ONE of the following items:** 

- Sub-measure A: <u>Functional</u> or <u>full-scale exercise</u> (the region must scale functional exercises, including number of staff involved in the exercise, to fit the size of the department).
- Sub-measure B: An emergency incident for which the agency has activated its response plan. Appropriate events for PPHR submission are comprehensive and have a definitive start and end date or time. Long-term events, such as pandemics, can be broken into meaningful sections that are time-bound, such as the first or second wave of a pandemic. All incidents used as documentation for PPHR must span more than one operational period and result in the development of an IAP.

Reminder: Based on your region's activities, include documentation for EITHER an exercise OR a response. You do not need to submit both. Documentation (i.e., After Action Report, Improvement Plan) must address the region's improvements and the region's plans.

### A. Multi-agency After Action Report /Improvement Plan (exercises)

An exercise that will meet this measure must result in the production and approval of an after-action report/improvement plan (AAR/IP). AAR/IPs submitted to PPHR must include all of the elements in the following sub-measure (A1-A6).

A1.	Date of <u>AAR/IP</u>	Page Number(s)	Comments
	<b>a1i.</b> The final AAR/IP includes recommendations and corrective actions derived from discussion at the exercise evaluation conference that took place no later than 60 days after completion of the exercise.		
A2.	Exercise Executive Summary	Page Number(s)	Comments
	<b>a2i.</b> The AAR/IP describes why the exercise was conducted (e.g., part of the previous exercise plan or the training needs assessment results) and what part(s) of the region's plan was (were) exercised.		
	<b>a2ii.</b> The AAR/IP lists the exercise objectives and states whether the objectives were met during the exercise.		
	a2iii. The AAR/IP lists notable strengths learned from the exercise.		
	a2iv. The AAR/IP lists the key areas that require further development.		
	<b>a2v.</b> The AAR/IP lists broad observations that cut across multiple capabilities, if applicable.		
А3.	Exercise Overview and Design Summary	Page Number(s)	Comments
	<b>a3i.</b> The AAR/IP includes an overview section that provides details of the exercise, including exercise name, type, start and end dates, duration, location, sponsor(s), funding recipient, mission, capabilities, and scenario.		
	<b>a3ii.</b> The AAR/IP includes an overview section that provides names of the members of the exercise planning team, participating organizations, and number of each type of participant (players, victim role players, controllers, evaluators, observers, and facilitators), as		



	appropriate for the exercise.		
	appropriate for the exercise.		
	<b>a3iii.</b> The AAR/IP includes a section that provides a summary of the exercise design process, including purpose, design, objectives, capabilities, activities, and scenario summary.		
A4.	Analysis of Capabilities	Page Number(s)	Comments
	<ul> <li>a4i. The AAR/IP contains an analysis of capabilities containing all of the capabilities tested in the exercise. Each observation must be identified as either a strength or an area for improvement according to the following definitions:</li> <li>Strength: A strength is an observed action, behavior, procedure, and/or practice that is worthy of special notice and recognition.</li> <li>Area for Improvement: Areas for improvement include areas in which the evaluator observed that a necessary procedure was not performed or that an activity was performed but with notable problems. The documentation must include, at a minimum, the following: <ul> <li>Activity;</li> <li>Observation;</li> <li>Reference(s);</li> <li>Analysis; and</li> </ul> </li> </ul>		
	<ul> <li>Recommendations describing what can be done to correct or resolve issues (change plans, training, equipment, personnel resources, etc.).</li> </ul>		
A5.	Conclusion	Page Number(s)	Comments
	<b>a5i.</b> The AAR/IP contains a summary of remarks on the exercise, including strengths, weaknesses, lessons learned, and areas for improvement.		
A6.	Improvement Plan	Page Number(s)	Comments



<b>a6i.</b> The application provides a listing and timetable of corrective actions, including necessary revisions, to the region's all-hazards response plan based on gaps identified during the exercise.	
<b>a6ii.</b> The application provides a listing and timetable of corrective actions, including necessary revisions, to the workforce development plan based on gaps identified during the exercise.	
<b>a6iii.</b> The application provides a listing and timetable of corrective actions, including necessary revisions, to the exercise plan and schedule, based on gaps identified during the exercise.	
<b>a6iv.</b> The improvement plan lists strengths or weaknesses regarding <u>administrative preparedness</u> or legal preparedness.	

#### **B.** Incident Response Documentation (Real Incident)

A response to an incident that will meet this measure must result in the production and approval of an incident action plan (IAP) (e.g., the incident must last more than one operational period.) If more than one IAP is produced and approved, all IAPs for the event must be submitted.

Documentation submitted to PPHR must include all of the elements in the following sub-measures (B1-B3).

Reminder: Based on your region's activities, if you include documentation of a response, you do NOT need to submit an AAR/IP for an exercise.

B1. All <u>IAPs</u> from the real incident that lasts more than one operational period.	Page Number(s)	Comments
<b>b1i</b> . The IAP lists the:		
<ul><li>Date(s) of the incident;</li><li>Name of the incident;</li></ul>		
<ul><li>Operational period; and</li><li>Objectives for incident response.</li></ul>		
<b>b1ii.</b> The IAP includes a list of regional participants and partner organizations.		
<b>b1iii.</b> The IAP includes safety messages delivered during the incident response.		



	<b>b1iv</b> . The IAP documents who prepared the IAP.		
B2.	AAR	Page Number(s)	Comments
	<b>b2i.</b> The final AAR includes recommendations and corrective actions derived from discussion at an evaluation conference that took place no later than 120 days after completion of the response.		
	<b>b2ii.</b> The AAR contains an executive summary that provides an overview of the incident.		
	<b>b2iii.</b> The AAR lists the response objectives and whether they were met during the incident.		
	<b>b2iv</b> . The AAR lists notable strengths learned from the response.		
	<b>b2v</b> . The AAR lists the key areas that require further development.		
	<b>b2vi.</b> The AAR lists broad observations that cut across multiple capabilities, if applicable.		
	<ul> <li>b2vii. The incident overview contains the following information:</li> <li>The AAR lists the incident name.</li> <li>The AAR lists the date(s) of the incident (start to end).</li> <li>The AAR lists the duration of the incident.</li> <li>The AAR lists the location of the incident.</li> </ul>		
	<b>b2viii.</b> The AAR lists the agencies that participated in the incident response.		
	<b>b2ix.</b> The AAR contains a summary of remarks on the incident, including strengths, weaknesses, lessons learned, and areas for improvement.		
В3.	Improvement Plan	Page Number(s)	Comments
	<b>b3i.</b> The application provides a listing and timetable of corrective actions, including necessary revisions, to the region's all-hazards response plan based on gaps identified during the incident		

response.	
<b>b3ii.</b> The application provides a listing and timetable of corrective actions, including necessary revisions, to the workforce development plan based on gaps identified during the incident response.	
<b>b3iii.</b> The application provides a listing and timetable of corrective actions, including necessary revisions, to the exercise plan and schedule based on gaps identified during the incident response.	
<b>b3iv.</b> The improvement plan lists strengths or weaknesses regarding <u>administrative preparedness</u> or legal preparedness.	

#### PPHR Measure #5: Comprehensive Exercise Plan

Based on the AAR/IP or IAP, the region provides documentation of its comprehensive exercise plan or planning notes that are clear and include a detailed description of at least one planned exercise to take place no later than 12 months after the PPHR application submission date.

The data (e.g., lessons learned, evidence of performance) used for developing the future exercise plan should be based on the region's evaluation of previous exercises. The region also provides evidence of establishing a <u>continuous quality improvement system</u>. Effective systems will use, and build upon, lessons learned from previous exercises.

A. Future Exercise Plan Description	Page Number(s)	Comments
<b>a1.</b> The exercise plan contains the proposed months and years of future exercise(s).		
a2. The exercise plan describes the type(s) of exercise(s) that is (are) scheduled.		
<b>a3.</b> The exercise plan describes the purpose(s) of the exercise(s).		
<b>a4.</b> The exercise plan lists draft exercise objectives.		
<b>a5.</b> The exercise plan lists expected departmental participants and partner organizations.		



B. Description of Exercises	Page Number(s)	Comments
<ul> <li>b1. The exercise plan shows anticipated participation in a jurisdiction-wide exercise based on NIMS involving responders from multiple disciplines and/or jurisdictions and includes integration of:</li> <li>Incident command;</li> <li>Multi-agency coordination systems (MACS); and</li> </ul>		
<ul><li>Public information.</li></ul>		
<b>b2.</b> The exercise plan shows anticipated participation in an exercise testing the health alert messaging system using a high priority message.		
<b>b3.</b> The exercise plan shows anticipated participation in an exercise involving the state health department.		
<b>b4</b> . The exercise plan shows anticipated participation in an exercise involving active coordination of response and resources between state and local public health response partners.		
<b>b5.</b> The exercise plan shows anticipated participation in an exercise wherein the region coordinates or helps to coordinate an exercise involving other health and medical partners (medical, mental health, and social systems of care).		
<b>b6.</b> The exercise plan shows anticipated participation in at least two drills of the notification system for primary, secondary, and tertiary staff to cover all incident management functional roles. At least one drill must be unannounced and occur outside of regular business hours.		

### **Application Guidelines**

#### **Executive Summary Tips**

An Executive Summary is required with every PPHR application. The purpose of the Executive Summary is to describe the agency, its jurisdiction, and its approach to public health preparedness. The Executive Summary should describe how the agency addresses all three goals of the PPHR Criteria. Please note that it may be helpful to craft your executive summary after completing your application and PPHR Crosswalk. The Executive Summary is critical in providing context and rationale for the review team evaluating your application. The Executive Summary must include all of the information outlined below, and NACCHO recommends agencies format their Executive Summary in this order.

#### 1. Introduction

- How your region approached the PPHR process.
- Preparedness planning and how the efforts of your region fit within a larger statewide response.
- The responsibilities of your region in a response.

#### 2. Organizational Structure of the region

Information on divisions, services provided number of offices, etc.

#### 3. Employee Demographic Information

- Total number of full time employees in the region (broken down by each participating health department).
- Total number of regional preparedness staff (differentiate between full and part time)
- General professional categories within the region and on the preparedness staff (e.g. nurses, administrators, environmental staff, etc.)

### 4. Jurisdictional Area Description

- Percentage of population served by the region.
- Geography/topography/demographic information
- Governance structure (cities/towns in region, boards of health, county commissioners, etc.).
- Unique characteristics to the region that will better describe approach to preparedness planning

# 5. Connection/Coordination

- Connection to other regions and state partners for emergency preparedness planning and response.
- Linkage between all three Goals of the project; including how the revisions of response plans, training plans and exercise plans are interrelated based on evaluations of trainings, exercise and event responses (i.e., demonstrate a <u>Continuous Quality Improvement</u> process within the region, as evidenced in the application).

# 6. Type of Regional Collaboration

- Describe the context of your approach to preparedness planning in the region using one of the following types of regional collaboration models:
  - Networking: sharing of preparedness information (e.g. recent reports, grant guidance), approaches to planning, press releases, exercise results, or staff organized charts.



- Coordinating: conducting joint exercise, trainings, "strike" or response teams, or a regional project such as a media campaign.
- Standardizing: trainings, planning tools, plan content and format (such as annexes), resource typing, job action sheets, and even "triage tags" that emergency medical services could use throughout the region.
- Centralizing: resources such as a single web portal, an emergency notification system centralized through a regional coordinator, a single training contractor, or regional staff (e.g. GIS specialist)

#### **Application Guideline #1:**

If you are not the lead for a particular task (evidence elements and/or sub-measure), you must provide a description that includes the following:

- Identification of the lead agency.
- Description of the roles and responsibilities of the lead agency.
- Description of the support roles and responsibilities of the applicant.
- Description of how the applicant partners with the lead agency to plan for, and prepare to deliver, the emergency service addressed in the
  evidence element.
- Description of the applicant's coordination and communication process for supporting the work of the lead agency.
- Description of how the applicant will work with the lead agency during and/or following an emergency response.
- An example of how this has worked in the past, how it was exercised, or how it is addressed in your workforce development plan.
- If available, agreements between the applicant and the partner agency.

### **Application Guideline # 2:**

If there is an evidence element and/or sub-measure that your region has not yet addressed or if documentation is not yet available, you must provide a description that includes the following:

- Explanation of why the specific item has not been addressed.
- Steps/milestones of a plan to address the item.
- Timeline for steps/milestones.
- Listing of partners and description of their responsibilities to address the item.

#### **Guidance on Evidence Elements**

<u>Measure 1.A.a2:</u> Evidence for this element can be provided via a note from the regional emergency manager or an affidavit from the Health Officer. This affidavit should also describe how the plan incorporates NIMS components, principles, and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.

*Measure 1.B.b3:* Evidence for this element must include at least one of the following:

- Notes/Minutes: Meeting notes or minutes that include a motion/approval to accept the plan.
- **List/Acknowledgments:** List of agency representatives participating in the plan's development and to whom the plan applies, and acknowledgments by the agencies participating in the planning process.

<u>Measure 1.C.c2</u>: Updating the plan on "a regular basis" means that specific trigger(s) for this process are defined; for example, as part of enacting an exercise corrective action plan, in response to new guidelines being posted, and/or a regular schedule such as annually.

<u>Measure 1.D.d1:</u> Evidence for this element should include citations of applicable statutes or administrative rules governing the plan's creation and use. This item is dependent upon local and state legal practice.

<u>Measure 1.G.q2:</u> If applicable, evidence for this element must also describe the collaboration between the region and tribal and/or military installations, and/or international entities located within or adjacent to your region.

<u>Measure 1.G.q4:</u> Applicants may use the most current version of the NIMS Compliance Assessment Support Tool (<u>www.fema.gov/nimscast</u>), or other assessment tool that has been approved by NACCHO.

Measure 1.G.q7: Evidence for this element must address all five items listed. The concept of operations should be general and not hazard specific.

<u>Measure 1.H.h4:</u> Evidence for this element must include a description of whether employees and/or volunteers will fill functional staff roles during a response, and describe how they will be incorporated into the response (i.e. notifying, where to report, assigning, just-in-time trainings).

<u>Measure 1.1.i2:</u> Evidence for this element must address systems in place, such as establishing shelters, working with NGOs or other community partners, and using WIC data to inform planning. The plan must also identify whether the region has a lead or support role for each function.

<u>Measure 1.J.j1vii:</u> Evidence for this element must be consistent with the most current performance target under the CDC Public Health Preparedness Capabilities. CDC Capability 3, Function 2, Measure 1: Time for pre-identified staff covering activated public health agency incident management lead roles (or equivalent lead roles) to report for immediate duty. Performance Target: 60 minutes or less.



<u>Measure 1.K.k1i</u>: For an active surveillance program such as Biosense or Real-time Outbreak and Disease Surveillance, protocols must be developed to clarify agency response to public health events detected and the effect on the region, related partner agencies, and geographic area.

Measure 1.K.k2i: The occurrence of reportable disease conditions or unusual epidemiological situations is dependent on the knowledge of when an event is beyond or in excess of normal expectancy. Since the procedure for investigation of a suspected outbreak is the same, the region must show documentation of disease occurrence of both yearly incidence and monthly occurrence of reportable conditions. This is compared to available information about the new cases with a predetermined definition of an outbreak. Consequently, each agency must also discuss what is used for case definitions and the process used to establish specific outbreak case definitions. The region must reference how laboratory testing is used to confirm or reject suspected diagnoses and determine the type of agent associated with the illness, whether bacterial, viral, or other. The agency must describe how case definitions are determined and counted in a specific time, place, or group of persons.

<u>Measure 1.K.k2ii:</u> Evidence for this element should include procedures to determine the group(s) at risk and what procedures to follow when the scope of the outbreak exceeds normal regional capacity.

Measure 1.K.k2iii: Evidence for this element should include how the region will develop a master contact list and a final (or perhaps successive on a complex outbreak) outbreak case definition and hypothesis. The hypothesis directs the investigation and is tested by the data gathered. Describe the mechanism for how the data will be gathered, collected, and managed during the outbreak event and afterward from the interviews, the sampling mechanisms, laboratory processes, and participating investigators. Describe who will prepare daily and final written reports. Describe who is responsible for control and prevention measures.

<u>Measure 1.K.k2vii</u>: Evidence for this element must detail a system for tracking information relating to adverse effects associated with vaccinations or antiviral medications use (i.e., use of the Vaccine Adverse Events Reporting System or other tracking system).

<u>Measure 1.M.m3:</u> Evidence for this element must include an all-hazards approach to post-event tracking. The application must demonstrate that the region has the capacity and structure in place to conduct effective post-event tracking.

<u>Measure 1.M.m5:</u> Evidence for this element must include the number of volunteers needed to support full staffing for a worst-case scenario (i.e., 10 points of distribution, 30 staff each; 4 health department employees, 26 volunteers; two 12-hour rotating shifts = 520 volunteers).

<u>Measure 1.Q.q1:</u> A behavioral health plan for staff should include methods for enhancing emotional resilience in staff, their families, and the individuals with whom they interact.

<u>Measure 1.R.r1:</u> If the applicant is not the lead in addressing and responding to behavioral health issues of the community, the applicant must provide all of the evidence addressed in Application Guideline #1.



<u>Measure 1.S.s3 / Measure 1.S.s4:</u> The process notes the legal agency, legal authority, necessary written forms (e.g. motion, petition, affidavit, order), and partners.

<u>Measure 1.W.w1:</u> Evidence for this element will identify and demonstrate the ability and permission to access, as well as the ability to obtain and utilize external resources necessary to respond to a public health emergency, either through formal or verbal mutual aid agreements or memorandums of understanding, policies, planning documents, or other documentation of response partnering or assistance.

<u>Measure 2.B.b5:</u> If not all staff were assessed, provide justification for the sampling size decision and a timeline for when the remaining staff members will be assessed.

<u>Measure 3.E.e1:</u> Examples of means to show workforce capability include certificates from online courses, descriptions of exercises or one-day activities, inclusion of curricula, etc.

<u>Measure 3.E.e2:</u> Evaluation activities may include annual performance appraisals, exercises, incident responses, or other agency/worker activities and events. Evaluation can be done at the supervisor level, peer-to-peer, or 360 degrees. The description needs to detail the process, including how the evaluation is structured, who conducts the evaluation, and how often the evaluations will be performed.

<u>Measure 3.F.f2:</u> The just-in-time training curricula must describe job responsibilities and information on how to perform the duties associated with specific jobs and should reflect the region's all-hazards plan. The amount of training material provided must be able to be delivered in less than an hour. Evidence must include curricula (presentations or other materials being delivered). Only submitting job action sheets will not satisfy the requirements.

Measure 4.A.a4i: The analysis of capabilities must include a sub-section created for each capability validated during the exercise. Each section must include a summary of the capability in question, including an overview of how that capability was performed during an operations-based exercise or addressed during a discussion-based exercise. The length of this summary depends on the scope of the exercise. Adequate detail must be included to provide the reader with an understanding of how the capability was performed or addressed. Each capability summary is followed by a subheading for each of the capability's associated activities. Under each activity there should be observations that analyze how well the tasks within that activity were performed.

<u>Measure 4.A.a6</u> / <u>Measure 4.B.b3</u>: The requested improvement plan information must include recommendations and tasks that explicitly describe, at a minimum, the following:

- Capability;
- Observation title;



- Recommendation;
- Corrective action description;
- Capability element;
- Primary responsible agency;
- Agency point of contact;
- Start date; and
- Completion date.

Measure 5.A.a4: HSEEP Policy and Guidance can be found at <a href="https://hseep.dhs.gov/pages/1001">hseep7.aspx</a>.



# **Project Public Health Ready Glossary**

The following key terms appear in the PPHR Criteria and are specific to the three project goals. The glossary is not intended be a comprehensive list of all preparedness-related terms because such resources are available through other sources.

The following websites contain definitions of additional preparedness terms:

- Homeland Security Glossary: <a href="https://hseep.dhs.gov/DHSResource/Glossary.aspx">https://hseep.dhs.gov/DHSResource/Glossary.aspx</a>
- NIMS: https://www.fema.gov/nimscast/
- Federal Emergency Management Agency: <a href="http://www.fema.gov/">http://www.fema.gov/</a>
- National Response Framework: http://www.fema.gov/national-response-framework
- National Disaster Medical System: <a href="www.phe.gov/preparedness/responders/ndms/Pages/default.aspx">www.phe.gov/preparedness/responders/ndms/Pages/default.aspx</a>
- Yale Preparedness Glossary: <a href="http://publichealth.yale.edu/ycphp/pdf/glossary.pdf">http://publichealth.yale.edu/ycphp/pdf/glossary.pdf</a>
- Institute for Crisis, Disaster, and Risk Management The George Washington University: <a href="http://www.gwu.edu/~icdrm/">http://www.gwu.edu/~icdrm/</a>

acknowledgment	Notified staff confirms receipt of notification to designated official. Acknowledgment method can be any of the following: e-mail, Health Alert Network, telephone, etc., and can be different from the notification method used. From <a href="Public Health Emergency Preparedness Cooperative Agreement Budget Period 9">Performance Measures Guidance</a> .
administrative preparedness	<b>Administrative preparedness</b> is defined as the process of ensuring that fiscal and administrative authorities and practices that govern funding, procurement, contracting, hiring, and legal capabilities necessary to mitigate, respond to, and recover from public health emergencies can be accelerated, modified, streamlined, and accountably managed at all levels of government.
after action report/ improvement plan	An <b>after action report and improvement plan</b> (AAR/IP) is the main product of the evaluation and improvement planning process. The document has two components: an <b>after action report</b> (AAR), that captures observations of an exercise and makes recommendations for post-exercise improvements; and an <b>improvement plan</b> (IP) that identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion. Even though the AAR/IP are developed through different processes and perform distinct functions, the final AAR/IP should always be printed and distributed jointly as a single AAR/IP following an exercise.
capability	Capability is the ability to perform actions. As it applies to human capital, capability is the sum of expertise and capacity.
capability element	The U.S. Department of Homeland Security states that <b>capability elements</b> define the resources needed to perform the critical tasks to the specified levels of performance, with the recognition that there is rarely a single combination of



	capability elements that must be used to achieve a capability. Consistent with NIMS, the capability elements include personnel; planning; organization and leadership; equipment and systems; training; and exercises, evaluations, and corrective actions. <sup>4</sup>
capacity	<b>Capacity</b> is the ability to achieve stated public health objectives and to improve performance at the national, regional, and global levels with respect to both ongoing and emerging health problems. Building capacity is linked to improving both performance and competence.
continuity of operations plan	A <b>continuity of operations plan</b> (COOP) contains the plans and strategies by which an agency or jurisdiction provides for ongoing functioning in light of a natural disaster or deliberately caused emergency (e.g., sustainment of operations).
continuous quality improvement	In the context of PPHR, <b>continuous quality improvement</b> (CQI) is a management process in which the agency reviews planning, training, and exercise phases of emergency preparedness and seeks to improve upon standards and procedures. This process both reveals needed improvements and highlights strengths.
credential	In the context of a public health emergency, <b>credentialing</b> volunteers requires ensuring that volunteers have the correct level of medical credentialing for the required activities (e.g., registered nurses or physicians). Credentialing is not the same as performing a background check or badging.
crosswalk	A <b>crosswalk</b> is a document that lists the page number(s) where PPHR documentation evidence can be found in the application materials.
disaster behavioral health	<b>Disaster behavioral health</b> comprises the mental health issues related to disasters and the means of addressing them, including proactive methods to build resiliency and short- and long-term approaches to restoring and maintaining psychological and emotional health in the face of an emergency.
Emergency Support Function	An <b>Emergency Support Function</b> (ESF) provides structure for coordinating interagency support to an emergency incident. ESFs provide the structure for coordinating federal interagency support for a federal response to an incident. ESFs are mechanisms for grouping functions most frequently used to provide Federal support to states and federal-to-federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents. Drawn originally from the federal government's National Response Plan, many state and local plans are also based upon an ESF structure. The roles and responsibilities of each ESF are designated by the scope of public services each provides. The

 $<sup>^4\,</sup>http://www.fema.gov/pdf/government/training/tcl.pdf.$ 

	current federal ESFs in the National Response Plan are: ESF #1: Transportation ESF #2: Communications ESF #3: Public Works and Engineering ESF #4: Firefighting ESF #5: Emergency Management ESF #6: Mass Care, Emergency Assistance, Housing, and Human Services ESF #7: Logistics Management and Resource Support ESF #8: Public Health and Medical Services ESF #9: Search and Rescue ESF #10: Oil and Hazardous Materials Response ESF #11: Agriculture and Natural Resources ESF #12: Energy ESF #13: Public Safety and Security ESF #14: Long-Term Community Recovery ESF #15: External Affairs
environmental surety plan	An <b>environmental surety plan</b> is a part of the public health preparedness plan that assures that environmental hazards to public health and the environment, such as contaminated media, epizootic disease, and environmental health infrastructure failure, are managed. Capabilities of a team that does environmental surety include:  Risk assessment Epidemiological analysis  Remediation oversight Sample collection  Advise on protective action Preventative measures  Treatment guidance support Incident reporting  Management of early responders Epidemiological follow-up
emergency operations plan	An <b>emergency operations plan</b> (EOP) is an all-hazards plan developed to describe the system of operations that will be used in an emergency event. It defines who, when, with what resources, and by whose authority individuals and groups will act before, during, and immediately after an emergency. An EOP should be tailored to each community's own potential hazards and resource base.
epidemiological investigation	An <b>epidemiological investigation</b> follows anomaly detection or an alert from a surveillance system, with the goal of rapidly determining the validity of the alert, and the parameters of the outbreak as the index case is being confirmed.

	Steps may not always proceed in the same order and may repeat in the course of the investigation as new cases present themselves. Steps in an epidemiological investigation include:  Case confirmation Cause investigation Cause investigation Initiation of control measures Conduct analytic study (if necessary) Conclusions Continued surveillance Communication of findings
evidence management	<b>Evidence management</b> comprises activities designed to protect the integrity of evidence and provide for a documented chain of custody when there is a possibility (or it is already known) that an incident was deliberately caused, and therefore, the incident is a legal and law enforcement issue and a health issue.
full-scale exercise	HSEEP defines a <b>full-scale exercise</b> as "a multi-agency, multi-jurisdictional, multi-discipline exercise involving functional (e.g., joint field office, emergency operation centers, etc.) and 'boots on the ground' response (e.g., firefighters decontaminating mock victims)." In the context of PPHR, a full-scale exercise is a scenario-based exercise that includes all or most of the functions and complex activities of the emergency operations plan. It is typically conducted under high levels of stress and very real-time constraints of an actual incident and should include actual movement of people and resources to replicate real world response situations. Interaction across all functions by the players decreases the artificial (oral) injects by controllers and make the overall scenario more realistic.
functional exercise	HSEEP defines a <b>functional exercise</b> as one that "examines and/or validates the coordination, command, and control between various multi-agency coordination centers (e.g., emergency operation center, joint field office, etc.). A functional exercise does not involve any 'boots on the ground' (i.e., first responders or emergency officials responding to an incident in real time)." In the context of PPHR, a functional exercise is scenario-based and the focus of the exercise is cooperation and interactive decision-making within a functional area of the Emergency Operations Plan. Interaction with other functions and outside personnel can be simulated, commonly through the play of exercise controllers.
hazard analysis	A <b>hazard analysis</b> evaluates potential targets and hazards in a specific community. The analysis can be the basis both for identifying potential targets and for planning for their defense and the response capability necessary should an emergency arise.
Health Alert Network	The <b>Health Alert Network</b> (HAN) is a national communications infrastructure that supports the dissemination of vital health information (such as emerging infectious and chronic diseases, environmental hazards, and bioterrorism related



	threats) at the state and local levels. The HAN Messaging System directly and indirectly transmits health alerts, advisories, and updates to over one million recipients. The current system is being phased into the overall PHIN (Public Health Information Network) messaging component. Many states also possess state-oriented extensions of the national system, also called HAN.
incident	An <b>incident</b> is an unexpected occurrence that requires immediate response actions to protect life or property. Examples of incidents include major disasters, emergencies, terrorist attacks, terrorist threats, woodland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, warrelated disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
incident action plan	An <b>incident action plan</b> (IAP) is part of ICS and is written at the outset of emergency response coordination and revised throughout the course of a response during operational periods. The IAP is usually prepared by the planning section chief. This plan must be accurate and transmit all information produced in the planning process.
Incident Command System	The <b>Incident Command System</b> (ICS) is a system designed to enable effective domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within an organized command structure.
indicators	In the context of PPHR, <b>indicators</b> are identifiable and measurable criteria by which a determination of readiness can be made.
information sharing	The Centers for Disease Control and Prevention's <i>Public Health Preparedness Capabilities</i> defines <b>information sharing</b> as the ability to conduct multijurisdictional, multidisciplinary exchange of health-related information and situational awareness data among federal, state, local, territorial, and tribal levels of government, and the private sector. This capability includes the routine sharing of information as well as issuing of public health alerts to federal, state, local, territorial, and tribal levels of government and the private sector in preparation for, and in response to, events or incidents of public health significance. <sup>5</sup>
job action sheets	Job action sheets (JAS) are part of ICS and contain succinct descriptions of the duties of each member of a unit, department, or response team. Job Action Sheets should describe clearly the primary responsibilities of the position, the chain of command, and reporting authority. These tools can be applicable in both emergencies and daily job functions.

<sup>&</sup>lt;sup>5</sup> http://www.cdc.gov/phpr/capabilities/dslr\_capabilities\_july.pdf

just-in-time training	<b>Just-in-time training</b> is provided to individuals or groups just before the skills or functions taught will be used in a practical situation. Just-in-time trainings span from approximately 15 minutes to one hour in length and ideally should not last longer than 30 minutes. Just-in-time training curricula must describe job responsibilities and information on how to perform the duties associated with specific jobs and should reflect the agency's all-hazards plan.
mass care	Mass care is the ability to coordinate with partner agencies to address the public health, medical, and mental/behavioral health needs of those impacted by an incident at a congregate location. This includes the coordination of ongoing surveillance and assessment to ensure that health needs continue to be met as the incident evolves.
memorandum of understanding/mutual aid agreement	Both <b>memoranda of understanding</b> (MOUs) and <b>mutual aid agreements</b> (MAAs) are written agreements established between agencies, organizations, and jurisdictions that outline how they will assist one another upon request by furnishing personnel, equipment, and expertise in a specified manner, according to specified parameters.
National Incident Management System	The <b>National Incident Management System</b> (NIMS) is an incident management structure used by federal, state, local, and tribal responders to an emergency situation. NIMS uses best practices developed by responders and authorities throughout the country.
NIMS assessment	A <b>NIMS</b> assessment determines the compliance of an agency or jurisdiction with the directives of NIMS. The NIMS Compliance Assistance Support Tool, or NIMSCAST, is an example of a tool that can assist in such an assessment and is available online at <a href="https://www.fema.gov/nimscast/">www.fema.gov/nimscast/</a> .
partners	Partners refers to the broad categorization of response partners that require communication capability with your region during potential or actual incidents of public health significance or any agency with which the region might work or communicate during an emergency in an effort to meet the health needs of the population in a jurisdiction. Examples of partners include hospitals, morgues, social service providers, emergency management, private pharmacies, mental health organizations, volunteer organizations, universities, the media, and neighboring health districts. Partners exist at the local, state, and federal level. Any agency that acts as the lead agency for any evidence element that is not the primary responsibility of the region is also a partner agency.
patient tracking and monitoring system	A <b>patient tracking and monitoring system</b> maintains information on individuals who have either received or are receiving health care services. At a minimum, this system should maintain individual contact information and information on the services received. Services tracked by such a system include emergency sheltering, mass patient care, and pre- or post-exposure prophylaxis.

surge capacity	<b>Surge capacity</b> is the ability of the public health <i>system</i> , including LHDs, clinics, hospitals, or public health laboratories, to respond to sharply increased demand for services during a public health emergency.
recognition	In the context of PPHR, <b>recognition</b> is successfully meeting the requirements within the process designed by PPHR to assess the level of preparedness of an agency or a region. An agency's recognition status is valid for five years, at which point the agency must apply for re-recognition to maintain recognition status.
standard operating procedure	A <b>standard operating procedure</b> (SOP) is the established (e.g., regular, daily, routine) manner in which a specified type of work will be done.
Strategic National Stockpile	The <b>Strategic National Stockpile</b> (SNS) comprises a federal cache of medicines and other medical supplies to be used in the event of a public health emergency. In an event, these supplies will be delivered to requesting or affected states within 12 hours. Each state has a plan to receive and distribute resources provided from the SNS.
training needs assessment	A <b>training needs assessment</b> identifies what educational courses or activities should be provided to employees to address gaps in knowledge and improve work productivity.
vulnerable populations	<b>Vulnerable populations</b> comprise a range of residents who may not be able to comfortably or safely access and use the standard resources offered in disaster preparedness, relief, and recovery. These groups will likely include, but may be larger, than the Department of Health and Human Services (HHS) definition of at-risk populations, or the NRF definition of special-needs populations.
	The Department of Health and Human Services has developed the following definition of at-risk individuals: Before, during, and after an incident, members of at-risk populations may have additional needs in one or more of the following functional areas: communication, medical care, maintaining independence, supervision, and transportation. In addition to those individuals specifically recognized as at-risk in the Pandemic and All-Hazards Preparedness Act (i.e., children, senior citizens, and pregnant women), individuals who may need additional response assistance include those who have disabilities, live in institutionalized settings, are from diverse cultures, have limited English proficiency or are non-English speaking, are transportation disadvantaged, have chronic medical disorders, and have pharmacological dependency. <sup>6</sup>

<sup>&</sup>lt;sup>6</sup> http://www.phe.gov/preparedness/planning/abc/Pages/default.aspx