



PPHR Agency Self-Assessment

March 2008

Project Public Health Ready (PPHR) is a competency-based training and recognition program that assesses preparedness and prepares LHDs and regional public health entities (herein referred to as agencies) to respond to emergencies. The PPHR process will help agency staff become prepared for an emergency; integrate emergency preparedness into daily public health; and better understand their unique roles and responsibilities in an emergency. PPHR maintains emergency preparedness criteria that are divided into three main goals:

- 1) All-Hazards Preparedness Planning
- 2) Workforce Capacity Development
- 3) Exercises/Response to Real-Events to Evaluate Preparedness

PPHR is a framework that assists agencies to reach a level of excellence in public health preparedness with national recognition through utilizing a continuous quality improvement process (CQI) of planning, training, and exercising. This CQI process enhances and promotes a system of correction and improvement of identified gaps and weaknesses throughout the entire agency.

It is recommended that agencies wishing to participate in PPHR complete this self-assessment prior to applying. To ensure that both leadership roles are aware of the commitment and resources involved in PPHR, the end of the assessment there is a place for both the agency lead and the PPHR lead to sign and date that they have completed the assessment. The assessment provides an opportunity to assess current resources and capabilities available to fully implement PPHR and allows for an agency to realize what factors for success will need to be implemented for the PPHR process. There are seven components to this assessment: Leadership; PPHR Teams; Emergency Response Plans; PPHR Needs Assessment/Workforce Training; Community Partners; and Training and Exercises.

Agencies will likely be more successful in meeting PPHR requirements if all or a majority of the assessment questions are answered “yes”, and/or are able to provide descriptive responses to those requiring them. The assessment process is only a first step and it allows the agency to identify their strengths and weaknesses, thus spending their time and energy building capacity in those areas targeted as inadequate. This process is an integral part of any agency’s planning efforts and is not simply an end in itself. Please note that completing this assessment and/or answering “yes” to the questions does not guarantee that the agency will be found as recognizing all the PPHR requirements during the formal application review.

Agency Name: _____

Date: _____

A. Leadership

Essential to the success of PPHR in your agency is support from and active participation of agency leadership to promote accountability during the implementation process; and to assure integration of revised policies, procedures, and lessons learned from the planning, training and exercise activities.

Questions	Yes	No
1. Will your agency's leadership support PPHR by allocation of time for the following activities:		
a. Emergency Response Planning	<input type="checkbox"/>	<input type="checkbox"/>
b. Assessments	<input type="checkbox"/>	<input type="checkbox"/>
c. Exercises	<input type="checkbox"/>	<input type="checkbox"/>
d. Orientations	<input type="checkbox"/>	<input type="checkbox"/>
e. Post Assessments	<input type="checkbox"/>	<input type="checkbox"/>
f. Training	<input type="checkbox"/>	<input type="checkbox"/>
2. In your agency application you will need to show proof of the nature of the training, competency of employees, etc. Will your agency mandate participation in PPHR by all employees? How will you mandate participation in PPHR by all employees?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will your agency delegate authority to the PPHR coordinator and team to complete activities necessary to implement the PPHR process, including training needs assessments, participating in trainings and exercises?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will your agency provide support for (training materials, funding, administration, information technology, and travel)? What kind of support for trainings will they provide?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will your agency provide direct access for PPHR coordinator/s to meet with agency Director/Administrator?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will your agency participate in in-house publicity (e.g., send an introductory PPHR email to all staff, presentation on PPHR at staff meetings, etc.)? What kind of introduction will you provide to your employees about PPHR?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will your agency integrate PPHR processes into its on-going training (sustainability) and operations (i.e. incorporate into policies such as new employee orientation curriculum and in-service trainings)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will your agency adopt policies to reflect recommendations received through the peer-review assessment of your application?	<input type="checkbox"/>	<input type="checkbox"/>

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B. PPHR Teams

The purpose of PPHR is to provide a framework for activities already being required of agencies; however, it still requires a significant portion of staff time. Therefore, it is necessary to consider who will be involved in the implementation of the process. There is no requisite PPHR team. A team may consist of a single individual acting in the role of project-lead to provide technical oversight or a group of agency staff with equal responsibility in writing, researching, and organizing application materials. It is crucial that the emergency response coordinator not work in isolation to implement the PPHR process.

Questions	Yes	No
1. Does your agency have or partner with other agencies that have the following staff willing and able to participate on a project team?		
a. Team of individuals responsible for leading the PPHR process	<input type="checkbox"/>	<input type="checkbox"/>
b. Agency planner/trainer	<input type="checkbox"/>	<input type="checkbox"/>
c. Clinical staff	<input type="checkbox"/>	<input type="checkbox"/>
d. Cross-functional trainers	<input type="checkbox"/>	<input type="checkbox"/>
e. Environmental Health (EH)	<input type="checkbox"/>	<input type="checkbox"/>
f. Epidemiologist or Epi staff	<input type="checkbox"/>	<input type="checkbox"/>
g. Human Resources	<input type="checkbox"/>	<input type="checkbox"/>
h. Management	<input type="checkbox"/>	<input type="checkbox"/>
i. Print Shop / General Services	<input type="checkbox"/>	<input type="checkbox"/>
j. Public Information Officer (PIO)	<input type="checkbox"/>	<input type="checkbox"/>

C. Emergency Response Plans

Emergency response plans allow an agency to demonstrate and record how it will respond to public health emergencies. For PPHR, an agency submits a written copy of its All-Hazards public health emergency response plan or the agency submits the public health annex to its jurisdiction’s emergency response plan.

Questions	Yes	No
1. Does your agency have an Emergency Operations Plan (EOP) updated within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do annexes and/or other response plans link to the EOP?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have the following EOP Annexes (or ability to obtain them from your county partners):		
a. Continuity of Operations Plan (updated within the last 12 months)	<input type="checkbox"/>	<input type="checkbox"/>
b. ESF-8 (updated within the last 12 months)	<input type="checkbox"/>	<input type="checkbox"/>
c. Terrorism-incident Response Annex	<input type="checkbox"/>	<input type="checkbox"/>
d. Emergency Contact List	<input type="checkbox"/>	<input type="checkbox"/>
e. Plan Update Cycle	<input type="checkbox"/>	<input type="checkbox"/>
f. Command and Control	<input type="checkbox"/>	<input type="checkbox"/>
g. Public Health Surge Capacity	<input type="checkbox"/>	<input type="checkbox"/>
h. Mutual Aid	<input type="checkbox"/>	<input type="checkbox"/>
i. Communication Plan	<input type="checkbox"/>	<input type="checkbox"/>

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j. Vulnerable Population Access and Demographics		
k. Epidemiology	<input type="checkbox"/>	<input type="checkbox"/>
l. Mass Prophylaxis and Immunization	<input type="checkbox"/>	<input type="checkbox"/>
m. Mass Patient Care System Plan	<input type="checkbox"/>	<input type="checkbox"/>
n. Mass Fatality Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
o. Environmental Surety Plan	<input type="checkbox"/>	<input type="checkbox"/>
p. Disaster Behavioral Health Plan	<input type="checkbox"/>	<input type="checkbox"/>
q. Quarantine & Isolation Plan	<input type="checkbox"/>	<input type="checkbox"/>

D. PPHR Needs Assessment / Workforce Training

An organizational process is essential to assess, implement, and evaluate workforce competency. It is strongly recommended that agencies conduct a workforce assessment in advance of starting the PPHR application process or as soon as possible thereafter to allow for enough time to implement appropriate workforce development activities.

Questions	Yes	No
1. Does your agency (or partner agency) have the capability to assess staff on at least the nine core “Bioterrorism and Emergency Readiness Competencies for All Public Health Workers ¹ ?”	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your agency have capability to assess staff on their knowledge of the emergency response plan and their role/responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your agency have training capability or access to trainings? What are your training capabilities?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your agency have access to experienced trainers?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your agency have access to individuals/resources that can assist with the following:		
a. Collect and interpret assessment data	<input type="checkbox"/>	<input type="checkbox"/>
b. Provide technical support for online trainings	<input type="checkbox"/>	<input type="checkbox"/>
c. Train for ICS/NIMS	<input type="checkbox"/>	<input type="checkbox"/>
d. Develop a training plan based on assessment data	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your agency support training opportunities for staff specific to preparedness? What are the preparedness specific training opportunities available to your staff?	<input type="checkbox"/>	<input type="checkbox"/>

¹These nine competencies are found in the Bioterrorism and Emergency Readiness Competencies developed by Columbia University accessible at: <http://www.cumc.columbia.edu/dept/nursing/chphsr/pdf/btcomps.pdf>.

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E. Community Partners

PPHR requires working relationships with community response partners to access information, resources, and other general support. You are required to submit materials that show evidence of these collaborations and describe the activities your agency is expected to lead; resources to provide; and how and when you will access necessary resources during emergency response situations.

Questions	Yes	No
1. Is there a local emergency planning committee (LEPC) group in your jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
2. If so, is your agency an active participant in the LEPC?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have established working relationships with the following:	<input type="checkbox"/>	<input type="checkbox"/>
a. Agencies with responsibilities for all Emergency Support Functions	<input type="checkbox"/>	<input type="checkbox"/>
b. Emergency Management Services (EMS)	<input type="checkbox"/>	<input type="checkbox"/>
c. Hospitals	<input type="checkbox"/>	<input type="checkbox"/>
d. Local fire rescue	<input type="checkbox"/>	<input type="checkbox"/>
e. Local Office of Emergency Management (OEM)	<input type="checkbox"/>	<input type="checkbox"/>
f. Local police	<input type="checkbox"/>	<input type="checkbox"/>
g. Local voluntary agencies (e.g., Red Cross)	<input type="checkbox"/>	<input type="checkbox"/>
h. Center for Public Health Preparedness/School of Public Health	<input type="checkbox"/>	<input type="checkbox"/>
i. State Department of Health	<input type="checkbox"/>	<input type="checkbox"/>
j. Other community organizations (e.g., faith-based agencies, agencies serving special population groups). If so, what are these organizations and do you have updated contact information for them?	<input type="checkbox"/>	<input type="checkbox"/>

F. Exercises/Real-Events

Exercises and real events are ways to identify gaps in your emergency response plan and identify staff training needs. An agency must practice a continuous improvement process that includes all aspects of planning, training, and exercising for emergency response.

Questions	Yes	No
1. Has your agency organized and/or participated in the following activities in the last 12 months:		
a. Table Top Exercise, Functional Exercise, Full-Scale Exercise, and/or a real event where your emergency response plan was activated. What exercises has your agency organized or participated in the past 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
b. Creation of after action reports using the eight-step HSEEP process?	<input type="checkbox"/>	<input type="checkbox"/>
c. Incorporated lessons learned from your last exercise back into the:		
▪ Emergency Response Plan	<input type="checkbox"/>	<input type="checkbox"/>
▪ Training Plan	<input type="checkbox"/>	<input type="checkbox"/>
▪ Exercise Plan	<input type="checkbox"/>	<input type="checkbox"/>

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G. Signatures

We certify that we have conducted the agency self-assessment and certify the assessment results are true to the best of our knowledge.

Agency Administrator/Director

Date

PPHR Lead

Date