

**Public Health Emergency Preparedness Deliverables
For Local Public Health
Grant Year 9 (August 10, 2008 – August 09, 2009)**

The following deliverables provide guidance and requirements for the Regional Public Health Coalitions on local and regional public health emergency preparedness planning activities for the upcoming fiscal year. They are consistent with the Public Health Emergency Preparedness (PHEP) guidance and objectives related to local and regional planning. Deliverables may be revised as required by CDC guidance or as determined in collaboration with the State-Local Health Advisory Council. Revisions to the deliverables will be distributed in writing to regional coalitions through their Regional Coordinators and the Advisory Council Representatives.

The deliverables for GY09 build on work already begun, with a focus on:

- completion or updating of plans (all-hazards, CoOP, EDS);
- compilation, testing and updating of 24/7 contact lists;
- completion of EDS reviews and CDC-required metrics for testing EDS operational capabilities;
- tracking of NIMS and ICS trainings for appropriate personnel;
- continuing development of mutual aid agreements; and
- updating multi-year exercise plans.

It is the expectation that Regional Coalitions will prioritize use of their Public Health Emergency Preparedness (PHEP) funds to ensure that outcomes described in the deliverables will be met as specified during GY09. Proposed funding for purchase of equipment, out of state travel, or other activities not described in the deliverables may be subject to review in the Emergency Preparedness Bureau in assessing a coalition's progress toward completing GY09 deliverables.

All Hazards Planning

- 1) All jurisdictions within the coalition should be working on or have completed an all-hazard response plan.

Outcome – 90% of the members within a coalition will have a current all hazard response plan in place as of August 9, 2009.

- 2) All jurisdictions within the coalition should be working on or have completed a Continuity of Operations plan for the local public health agency

Outcome – 100% of the members within a coalition will have a current CoOP plan in place as of August 9, 2009.

Emergency Dispensing Sites (EDS)

- 1) Each jurisdiction within the coalition should have completed an Emergency Dispensing Site (EDS) plan that identifies 1 or more appropriate dispensing sites within the community, or that is shared across communities.

Outcome – 100% of communities within the coalition will have a plan that identifies 1 or more Emergency Dispensing Sites.

- 2) Each coalition will initiate and evaluate an EDS call-down drill utilizing the CDC metric document and the related exercise documents contained in the EDS Toolkit

Outcome – Documentation of at least 1 call down drill utilizing the CDC metric will be submitted to the regional coordinator by December 31, 2008.

- 3) Each coalition will ensure that one or more jurisdictions within the coalition tests protocols to initiate the EDS site /facility notification plan according to the jurisdiction's EDS plan to test operation readiness (which may be one municipality or multiple jurisdictions).

Outcome – Documentation of one test of the EDS notification plan utilizing the CDC metric and the related exercise documents contained in the EDS Toolkit will be completed by March 31, 2009

Technical Assistance Review (TAR)

- 1) Based on the CDC Technical Assistance Review (TAR), each jurisdiction within the coalition should identify 1 or more gaps in EDS planning and develop an improvement plan to address those gaps

Outcome – Work under the improvement plan will be completed by June 30, 2009.

- 2) Each jurisdiction within the coalition will complete the TAR tool as required by CDC, with technical assistance and support from Emergency Preparedness Bureau staff including the regional coordinators and members of the SNS team.

Outcome – Every jurisdiction within a coalition will complete and submit a TAR tool according to a timeline established by the CDC, to be no later than August 9, 2009.

Communications:

- 1) Each coalition shall update its 24/7/365 contact list at least quarterly.

Outcome – updated contact lists will be collected by the regional coordinators each quarter.

- 2) Each coalition shall conduct a 24/7/365 contact list drill at least once during the grant year.

Outcome – the coalition will submit to the coordinator a completed DPH provided metrics form documenting results of the contact list drill.

- 3) Each coalition shall ensure that members are registered and trained on the HHAN.

Outcome – each coalition will work with its regional coordinator to ensure that a HHAN drill is conducted at least twice during the grant period. Documentation of gaps identified using the DPH provided metrics form, during the initial drill should be addressed through an improvement plan and corrections assessed as part of the second drill.

Trainings:

- 1) NIMS/ICS: Each Board of Health member that will have a management role in a public health response must complete NIMS 700 as well as Incident Command System training (ICS-100 and ICS-200), and ICS-300-400 as appropriate.

Outcome – Each coalition will submit to its regional coordinator by December 31, 2008 a spreadsheet identifying staff that has completed required NIMS and ICS courses. Coalitions shall identify any additional staff that needs to complete required coursework and provide a timeline for completion of training.

Mutual Aid

- 1) Continue work to implement mutual aid agreements between the members of the regional coalition.

Outcome –

(A) Submit to regional coordinator a description of the coalition’s strategy and timeline to implement mutual aid agreements.

(B) If the coalition has completed implementation of mutual aid agreements, provide a statement of completion to the regional coordinator along with a copy of the mutual aid agreement.

If the coalition is not pursuing mutual aid agreement, provide a written explanation of the coalition’s determination not to implement formal mutual aid agreements.

Multi-Year Exercise Plan

- 1) Update coalition multi-year Exercise Plan to include exercises required in these deliverables and reassess previously scheduled exercises for GY09.

Outcome – Submit updated exercise calendar to the Regional Coordinator by December 31, 2008.