

Seacoast Regional Public Health Network

Public Health Emergency Preparedness

SFY18 Workplan and Evaluation Plan

Overarching Vision:	Provide leadership to regional PHEP partners directed toward meeting the national standards described in the U.S. Centers for Disease Control and Prevention’s (CDC) Public Health Preparedness Capabilities (March 2011) and subsequent editions.
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1. Required Service:	Provide leadership and coordination to improve regional emergency response plans and the capacity of partnering entities to mitigate, prepare for, respond to and recover from public health emergencies.
Objective:	By June 30, 2018, the PHEP Manager will engage 65% (15 out of 23) municipalities in regional PHEP activities.

Strategy # 1:		Maintain a core group of regional preparedness partners that are significantly engaged in PHEP activities.		
Activities	Timeframe	Responsible Person(s)	Outputs	Long Term Outcome(s)
Coordinate and facilitate bi-monthly meetings of the regional emergency preparedness team	2 nd Thursday: Sept 14 (John from NOAA and review PHEP workplan) November 8 (WebEOC Training) January 11 (TBD)	Mary Cook	<ul style="list-style-type: none"> • Agenda, meeting sign in sheets and minutes • 6 meetings convened • Guest speaker evaluations • Membership acknowledgements 	Cohesive emergency response plans and partnerships

	<p>March 8 (Public Health Tracking NH Wisdom and SVI Training)</p> <p>May 10 (TBD)</p>			
<p>Maintain the ability to communicate with partners. Regular communication efforts include:</p> <ul style="list-style-type: none"> • Update and Maintain the regional contact list of local EMDs and Health Officers • Updated content of RPHN website and updated News/Events page • Minimum biweekly posts on facebook and Twitter (more frequently during responses). • Quarterly Seacoast on Call MRC newsletter. 	<p>July 2017 to June 2018</p>	<p>Mary Cook Support staff</p>	<ul style="list-style-type: none"> • Updated list of EMDs etc... in region • Updated PHEP content on RPHN website at least bi-annually • Posted content of both PHN and MRC facebook pages and PHN Twitter at the least every other week • Distributed 4 Quarterly Seacoast On Call MRC newsletters 	

Identify and train a Logistics officer for the MACE team.	Quarter 2	Mary Cook	<ul style="list-style-type: none"> Met with the new Fremont EMD and reviewed the MACE role and the Logistics Chief Job Action Sheet and asked him if he would be interested in serving in this position. Provided training in IRMS and login information. Updated MACE Appendix to reflect new staff person. 	
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2. Required Service:	Understand and assess the hazards and social conditions that increase vulnerability within the public health region.
Objectives:	<ol style="list-style-type: none"> Enhance the Seacoast Public Health Region's knowledge and response to assess the potential impact of hazards on the health care, behavioral health, and public health systems and to identify risk mitigation strategies that could reduce hazard impacts. Update the RPHEA to reflect vulnerable populations.

Strategy #1:	Participate in hospitals HVA and analyze and disseminate data.			
Activities	Timeframe	Responsible Person(s)	Outputs	Long Term Outcome(s)
Participate in Exeter Hospital's Hazard Vulnerability Assessment	By June 30, 2018	Mary Cook	HVA Assessment conducted and completed and shared w/partners	Established public health recommendations and control measures in place for all hazards
Participate in Northeast Rehab. Hospital's HVA if offered	By June 30, 2018	Mary Cook	HVA Assessment conducted and completed and shared w/partners	
Update the RPHEA plan to include information	Quarter 3	Mary Cook	Sections of the RPHEA on vulnerable populations and people with disabilities updated	

about vulnerable populations in the region				
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Note: The Seacoast Public Health Region will be completing the Boston MSA HVA in FY 2019.

3. Required Service:	Maintain the Regional Public Health Emergency Annex (RPHEA) based on guidance from DPHS; disseminate, educate, and train partners on the RPHEA to ensure a coordinated response to emergencies.
Objective(s):	By June 30, 2018, with partner input, adapt current RPHEA to new template provided by DPHS. By June 30, 2018, incorporate Local Distribution Site concepts into RPHEA. By June 30, 2018, update RPHEA and appendices to meet recommendations from prior MCM-ORR.

Strategy #1:	Update current RPHEA and appendices to reflect new planning framework.			
Activities	Timeframe	Responsible Person(s)	Outputs	Long Term Outcome(s)
Review new RPHEA and appendices along with existing plans.	Q2 (October/November)	Mary Cook	<ul style="list-style-type: none"> Plans reviewed 	Timely coordination and support of response activities with partners
Begin adapting templates based upon content in existing plans.	Q2-3	Mary Cook	<ul style="list-style-type: none"> Initial edits to plan completed 	
Present to Partners for feedback (particularly MACE staff)	Qtr 3	Mary Cook EP Team	<ul style="list-style-type: none"> Input is noted and edits made if applicable. 	
RPHEA completed and published	Qtr 4	Mary Cook	<ul style="list-style-type: none"> Copy of RPHEA provided to EMDs on thumbdrives RPHEA uploaded to estudio Plan available by password on PHN website to partners only 	

Organize and facilitate an LDS workshop with MACE Staff.	January 2018	Mary Cook	<ul style="list-style-type: none"> • Agenda, meeting sign in sheets and minutes • LDS site location and back up identified • Regional LDS plan drafted 	
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4. Required Service:	Maintain an inventory of supplies and equipment for use during emergencies.
Objective:	By June 30, 2018, Using the IRMS System, update and maintain the web-based system of equipment and supplies to support medical surge and MCM operations.

Strategy #1:	Maintain the Seacoast supplies inventory using the State of NH's IRMS (Inventory Resource Management) System.			
Activities	Timeframe	Responsible Person(s)	Outputs	Long Term Outcome(s)
Test communication device equipment	Quarterly	Mary Cook	<ul style="list-style-type: none"> • Data tracking log completed 	Continuity of essential public health and health care services and supply chain during an emergency response and recovery
Complete annual review of inventory to identify and dispose of expired materials	Qtr 4	Mary Cook Nancy Parker MRC volunteers	<ul style="list-style-type: none"> • Updated inventory management system (IRMS) spreadsheet • Back-up paper system is available 	

5. Required Service:	Recruit, train, and retain volunteers to assist during emergencies, with a priority on individuals from the health care sector.
Objective:	Increase the number of volunteers in the Seacoast MRC by June, 2018.

Strategy #1:	Provide leadership and coordination in engaging the Seacoast MRC volunteers.			
Activities	Timeframe	Responsible Person(s)	Outputs	Long Term Outcome(s)
Conduct yearly call down drill of volunteers using NH Responds	September 2017	Mary Cook Nancy Parker	<ul style="list-style-type: none"> Notification sent asking for volunteers at the Seacoast Triennial Pease Airport Exercise One Exercise Notification Drill completed and uploaded to estudio 	Timely coordination and support of response activities with partners
Conduct a 20 hour CERT course that includes the MRC Core competencies	October 20-22, 2017	Nancy Parker MRC volunteers	<ul style="list-style-type: none"> CERT Course advertised on Fire Academy website and newspaper venues, PHN website, and PHN and MRC facebook pages, MRC and CERT listserve. Training roster, course evaluations completed Submitted paperwork to the NH Fire Academy Trained volunteers 	
Participate in the Seacoast Triennial Pease Airport Exercise	September 16, 2017	Nancy Parker Mary Cook MRC volunteers	<ul style="list-style-type: none"> Promote website to register: https://sites.google.com/view/seacoastresponsemrc/home Mary and Nancy attended monthly planning meetings with Portsmouth Development Authority, Portsmouth and Newington Fire Depts, Air Nat'l Guard, ARC, and others. Participated in exercise and provided feedback during hotwash and After-Action meeting. 	
Create and distribute monthly newsletter called Seacoast on Call	Quarterly	Nancy Parker Mary Cook	<ul style="list-style-type: none"> Quarterly Newsletter created and distributed to volunteers via NH Responds, PHN website and fb page, MRC fb page, regional partners, and to the statewide MRC Coordinators via MRC and CERT listserves. 	

Coordinate a First Aid Station at the Smuttynose Brewery event, Hampton NH. This event is to raise funds for Gather, the Portsmouth Food Pantry.	August 27, 2017	Nancy Parker MRC volunteers	<ul style="list-style-type: none"> Announced event and recruited volunteers via NH Responds and at meetings (Volunteers must be medically certified or certified in First Aid/CPR and comfortable performing 1st aid) Organized supplies and set up station and tent 	
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Note: Healthcare sector recruitment goal is documented in the MRC mini-grant award.

6. Required Service:	<ol style="list-style-type: none"> Conduct emergency drills and exercises in order to meet MCM ORR requirements; Participate in drills and exercises conducted by other regional entities as appropriate. Participate in statewide drills and exercises as appropriate and as funding allows.
Objectives:	<ol style="list-style-type: none"> By May 31, 2018 conduct at least 3 drills in order to meet MCM ORR requirements. Completion and documentation of the MCM ORR Assessment Tool. Obtain additional Closed POD agreements.

Strategy #1:		Engage partners to participate in 3 different drills to meet MCM ORR requirements.		
Activities	Timeframe	Responsible Person(s)	Outputs	Long Term Outcome(s)
Conduct staff notification and assembly drill	July 2017 October 2017 January 2018 April 2018	Mary Cook Functional Personnel Leads (MACE, POD, Security)	<ul style="list-style-type: none"> 4 Exercise Notification forms completed, sent to SNS Coord. and documented and uploaded to estudio AAR/IP documentation posted to estudio 	Timely implementation of intervention and control measures

Conduct facility set-up drill and walk thru	April 2018	Mary Cook Hampton POD Command Staff	<ul style="list-style-type: none"> • Facility Set up form completed, sent to SNS Coordinator and uploaded to estudio • Updates made to the response facility operational plan 	
Conduct site activation drill	January 2018	Mary Cook MACE Staff	<ul style="list-style-type: none"> • Activated the MACE to attend an LDS workshop planning meeting • Exercise Notification form completed and uploaded to studio. 	
Conduct a throughput exercise with one POD site	July 2017- June 2018	Mary Cook	<ul style="list-style-type: none"> • AAR/IP • Updates made to the response facility operational plan • Throughput Exercise Form completed 	

Strategy #2:	Increase the number of Closed POD agreements by 3 by June 30, 2018.			
Activities	Timeframe	Responsible Person(s)	Outputs	Long Term Outcome(s)
Obtain Closed POD agreements	July 2017 - June 2018	Mary Cook	<ul style="list-style-type: none"> • Lamprey HCC MOU completed (in process) • Families First MOU completed (in process) • Rockingham County Complex MOU completed (in process) • 3 Hospitals MOUs completed (pending DHHS guidance) 	Timely implementation of intervention and control measures

Strategy #3:	Complete the CDC MCM ORR Assessment Tool.			
Activities	Timeframe	Responsible Person(s)	Outputs	Long Term Outcome(s)
Submit CDC MCM ORR Self- Assessment to SNS Coordinator	Qtr 2 and 3	Mary Cook	<ul style="list-style-type: none"> Completed self- assessment of current mass dispensing capabilities. Uploaded necessary documentation on either the CDC online tool or estudio. 	Timely implementation of intervention and control measures

Strategy #4:	Participate in drills and exercises conducted by other regional entities as appropriate. Participate in statewide drills and exercises as appropriate and as funding allows.			
Activities	Timeframe	Responsible Person(s)	Outputs	Long Term Outcome(s)
Participate in statewide and/or regional drills and exercises as funding allows.	As requested	Mary Cook	<ul style="list-style-type: none"> Completed After Action Reports Uploaded AARs to estudio 	Timely implementation of intervention and control measures

7. Required Service:	As requested by the DPHS, participate in a statewide healthcare coalition.
Objective:	Upon development of a Statewide Healthcare Coalition, disseminate goals and objectives of the Coalition.

Strategy #1:		Participate and support the statewide healthcare coalition.		
Activities	Timeframe	Responsible Person(s)	Outputs	Long Term Outcome(s)
Participate in statewide healthcare coalition	As requested	Mary Cook	Attended meetings and disseminated information Meeting minutes/agenda Disseminated information to EP Team and Network partners	Continuity of essential management throughout the surge of an emergency or incident
Designate an EP Team member to report on healthcare coalition goals and initiatives (such as the hospital preparedness coord's)	TBD	Mary Cook	Person assigned Healthcare Coalition updates added to EP Team meetings for discussion	
Present findings and lessons learned to partners	Bimonthly or as needed	Mary Cook	Information shared with partners at bimonthly EP Team	

8. Optional Service:	Engage partners and the community in public health emergency preparedness and response.
Objective:	Increase the number of partners in the region to gain knowledge of emergency preparedness and response, and raise awareness of the Seacoast Public Health Network and MRC.

Strategy #1:	Offer regional training opportunities through meetings and classes to bolster awareness and education.			
Activities	Timeframe	Responsible Person(s)	Outputs	Long Term Outcome(s)
Coordinate and present Emergency Family Preparedness classes	Qtr 1 Ongoing by June 2018	Nancy Parker	<ul style="list-style-type: none"> • Provided classes to residents at Portsmouth Housing Authority (4 units) • Also by request • Sign in sheets and evaluations completed 	Timely assessment and sharing of essential elements of information
Distribute emergency preparedness information	Qtr 1 and 2	Nancy Parker	<ul style="list-style-type: none"> • Raymond Town Fair (August) • Newmarket National Night Out (Aug) • Booth at the Portsmouth Senior Falls Expo (October) • St Vincent De Paul Food Pantry in Exeter and Crossroads House, homeless shelter in Portsmouth • Community Fair in Kensington 	
Meet with new Portsmouth Police Chief (Robert Merner)	Qtr 1	Mary Cook	<ul style="list-style-type: none"> • Meeting scheduled for 8/15 • Discussed public health preparedness and Portsmouth POD, SPHN structure, and Medical Reserve Corps as well as as partnering in providing trainings such as Autism and Developmental Disabilities Awareness Training or Crisis Intervention for police officers 	

Attend Exeter, Portsmouth and Hampton Chamber events	Ongoing	SPHN staff members Nancy Parker	<ul style="list-style-type: none"> • Attended events to educate businesses about the PHN • Established new relationships. • 4 events attended and 5 new relationships formed. 	
Attend Seacoast Fire Chiefs Breakfast	Qtr 2 or 3	Mary Cook	<ul style="list-style-type: none"> • Attended Informal breakfast to meet and greet and reviewed public health and MRC roles in an emergency. 	
Attend Rockingham County Chief of Police Association meeting	Qtr 3	Mary Cook	<ul style="list-style-type: none"> • Attended Meet and Greet • Better informed police about our PHN and how we can partner in the future 	
Meet with Walmart Distribution Center located in Raymond to discuss partnership	Qtr 1	Mary Cook	<ul style="list-style-type: none"> • Met with Charlene Anderson (895-5748) • Discussed what we have to offer such as: CPR/First Aid and CERT Training, BP checks, emergency preparedness presentations 	
Attend Exeter Hospital and Portsmouth Regional Hospital emergency planning meetings	Monthly	Mary Cook	<ul style="list-style-type: none"> • Attended meetings and gave PHN updates • Meeting agendas/minutes • Stronger partnership with healthcare partners 	