<table>
<thead>
<tr>
<th>Progress Quarter (Check One)</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Quarter 1 covers July 1, 2020 – September 30, 2020 due October 15, 2020</td>
<td>County: __________________</td>
</tr>
<tr>
<td>□ Quarter 2 covers October 1, 2020 – December 31, 2020 due January 15, 2021</td>
<td>Contact Person: __________________</td>
</tr>
<tr>
<td>□ Quarter 3 covers January 1, 2021 – March 31, 2021 due April 15, 2021</td>
<td>Contact Email: __________________</td>
</tr>
<tr>
<td>□ Quarter 4 covers April 1, 2021 – June 30, 2021 due July 8, 2021</td>
<td>Contact Phone: __________________</td>
</tr>
</tbody>
</table>

**Work plan for designated Large Counties**

### Description of Tasks

<p>| | |</p>
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</table>

#### 1
A local health department (LHD) representative will attend, in person, via conference call or webinar, Healthcare Coalition (HCC) meetings. Designees are permitted, provided they are a staff member or a contractor of an LHD. In the event a designee is assigned, the designee is required to attend the HCC meeting in person or virtually.

- Attendee for this quarter report: __________________
- HCC Region attended for this quarter report: __________________

#### 2
LHD representative will participate in a local ESF 8 or LEPC planning meeting at least once per year to work with health and medical partners in order to strengthen community preparedness and response activities. The local ESF or LEPC acts as an advisory committee of governmental and nongovernmental partners to the local health department to integrate preparedness efforts across jurisdictions and to leverage funding streams.

- Due by **June 30, 2021**
- ESF-8 □ / LEPC □
- Date attended: __________________
- Attendee names and meeting notes attached

#### 3
The LHD may send staff to regional PHEP meetings, preparedness conferences, trainings or exercises to increase knowledge, skills and abilities to develop and maintain plans, conduct training and exercises and respond to public health threats and emergencies using a whole-community approach to preparedness management. (Examples include but are not limited to: 2021 Preparedness Summit, Four Corners Emergency Management, Kansas Public Health Association.)

- For in-state events: __________________
- Date: __________________
- Name: __________________
- Number of staff attended: ________
- Name of attendees: __________________
- __________________

Conferences and out of state training events must be pre-approved by KDHE. See guidance documents for instructions on pre-approval. Summary will include course name and date.

- Due by **June 30, 2021**
- For out-of-state events: Each person must submit a 1-page summary no later than 15 days after the conference
### LHD administrators will ensure designated staff complete the following online training:
- FEMA IS-100: An Introduction to the Incident Command System (ICS)
- FEMA IS-200: Basic ICS
- FEMA IS-700: An Introduction to the National Incident Management System (NIMS)
- TEEX Medical Countermeasures Awareness for Public Health Emergencies course, AWR314
- FEMA IS-29: Public Information Officer Awareness

**Due by September 30, 2020**

<table>
<thead>
<tr>
<th>4</th>
<th>LHD administrators will ensure designated staff complete the following online training:</th>
<th>As administrator of the LHD, all employees in ICS positions have completed the outlined training.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>LHD will maintain health department personnel contact information in the Kansas Health Alert Network (KS-HAN) to ensure the ability of the LHD in receiving situational awareness information.</td>
<td>Date of KS-HAN update: ____________________</td>
</tr>
</tbody>
</table>
| 6 | LHD staff registered on KS-HAN will respond to KS-HAN drills to ensure and demonstrate the ability to receive and respond to situational awareness updates and common operating picture information, and to ensure that communications equipment is appropriately receiving health alerts and situational information. | Quarter 1 date: ____________
Quarter 2 date: ____________
Quarter 3 date: ____________
Quarter 4 date: ____________ |
| 7 | LHD will ensure that a minimum of two health department surge staff or volunteers are registered users of the Inventory Management Tracking System (IMATS) by working with the KDHE Preparedness MCM/SNS Coordinator to receive access. These users must complete the training hosted on KS-TRAIN. | Date of IMATS update: ________________
Training class attended: ________________
Attendee names: ________________ |
| 8 | LHD can purchase equipment and supplies to maintain PHEP readiness in their counties based on their county plans, risk assessment, and AAR/IPs. | Date items purchased and entered CRMCS and screenshot sent to KDHE: ____________
No purchase ____________ |

**Signature and date.**
# Large Local Health Department Work Plan

## 2020 - 2021 Public Health Emergency Preparedness

**Large Local Health Department Work Plan**

**WORK PLAN PROGRESS REPORTS WILL BE SUBMITTED TO** [KDHE.PREPAREDNESS@KS.GOV](mailto:KDHE.PREPAREDNESS@KS.GOV)

<table>
<thead>
<tr>
<th>#</th>
<th>Objectives</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>LHD will use community preparedness to build partnerships and address risks within their community. LHDs will aim to engage community partners who might otherwise not be involved with preparedness efforts.</td>
<td>KDHE will track social media participation using #KSPrepared. If this hashtag is used, no documentation is needed.</td>
</tr>
<tr>
<td>1.</td>
<td>Social media platform used for posts during September 2020?</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Month second social media campaign conducted in?</td>
<td>Using which platform?</td>
</tr>
<tr>
<td>3.</td>
<td>Document all preparedness activity by including the following information in an email:</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Date of activity</td>
<td>Type and location of activity</td>
</tr>
<tr>
<td>5.</td>
<td>Estimated number of people reached</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>LHD will ensure 24/7 epidemiological contact information is kept current and sent to KDHE Bureau of Epidemiology &amp; Public Health Informatics at <a href="mailto:KDHE.EpiHotline@ks.gov">KDHE.EpiHotline@ks.gov</a>. This supports the public health system by having access to personnel trained to manage and monitor routine jurisdictional surveillance and epidemiological investigation systems and support surge requirements in response to threats.</td>
<td>Date the contact information was reviewed/updated:</td>
</tr>
<tr>
<td>11</td>
<td>Participate in annual exercises during Budget Period: BP2 (2020 - 2021) at the local-level as defined below: Exercise #1 Bioterrorism Tabletop Exercise</td>
<td>Exercise #1</td>
</tr>
<tr>
<td></td>
<td>Capabilities required for BP2 exercise:</td>
<td>Date of Exercise:</td>
</tr>
<tr>
<td></td>
<td>4 - Public Information &amp; Warning</td>
<td>Date AAR/IP submitted:</td>
</tr>
<tr>
<td></td>
<td>8 - Medical Countermeasures Dispensing and Administration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>13 - Public Health Surveillance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15 - Volunteer Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exercise #2 – Tabletop, drill or functional exercise to address gaps/needed improvements identified in April 2020 full-scale exercise (FSE) or real-world incident when approved by KDHE.</td>
<td>Exercise #2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date of Exercise:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date AAR/IP submitted:</td>
</tr>
</tbody>
</table>

Date by **June 30, 2021**

Due by **September 30, 2020**

Due by **April 30, 2021**
### Other Requirements:
- Plans/procedures for assisting at-risk populations specific to the jurisdiction must be documented or evidenced in all exercises. Exercises must also include at-risk and vulnerable populations.
- Exercise activity will be aligned with the HSEEP principles and test/validate current plans and procedures.
- Exercise AAR/IPs must be written using the KDHE approved AAR/IP Template and only reflect PHEP capabilities, not the capabilities or requirements outlined by other agencies (i.e. CMS, Emergency Management, etc.).

Ensure that specific exercise role/responsibilities and improvement plan tasks are outlined for your individual health department. Each capability tested must outline at least one strength and one area for improvement.

Serving in an observer role does not meet the participation requirement.

AAR/IP due within **60 days of exercise completion**

| 12 | LHD will ensure that priority communication services are available in an emergency. This should include maintaining an always-on high-speed internet connection, email services, and a phone and or cell phone that is available to LHD preparedness personnel. | As administrator of the LHD I attest, priority communication services are available 24/7.  
Signature and date.  
_Due by September 30, 2020_  
_Date of website review:_  
Facebook  
Twitter  
Instagram |
| 13 | LHD will maintain a website where information can be posted and accessed by members of the public to promote awareness of LHD preparedness activities and actions the public can take to improve personal preparedness. The LHD will also make regular use of social media channels (for example, Facebook, Twitter and/or Instagram). | Date of website review:___________  
Facebook  
Twitter  
Instagram  
_Due by December 31, 2020_ |
| 14 | Using KS-TRAIN, LHD will ensure appropriate staff members take or renew certification every two years for:  
- Packaging and Shipping Division 6.2 Materials 2016  
- KHEL: Preparing Clinical Specimens Related to Chemical or Biological Exposure Using Evidence Control Measures  
Certificates will be gathered from KS-TRAIN | Date courses completed:________________  
Completed by:________________  
Signature and date.  
_Due by June 30, 2021_ |
| 15 | **ANNUAL REPORTING**  
A. LHD will ensure annual fit testing for PPE (or PAPR annual training) for LHD staff is completed in compliance with the revised *OSHA respiratory protection standard, 29 CFR 1910.134*, adopted April 8, 1998. | Date testing completed:________________  
Signature and date.  
_Due by June 30, 2021_ |
## Large Local Health Department Work Plan 2020 - 2021

**Public Health Emergency Preparedness**

**Work Plan Progress Reports Will Be Submitted to** [KDHE.PREPAREDNESS@KS.GOV](mailto:KDHE.PREPAREDNESS@KS.GOV)

### WORK PLAN PROGRESS REPORTS WILL BE SUBMITTED TO KDHE.PREPAREDNESS@KS.GOV

<table>
<thead>
<tr>
<th>Date Updates sent</th>
<th>Complete plan sent</th>
<th>Signature and date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date Updates sent</th>
<th>Complete plan sent</th>
<th>Signature and date</th>
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<th>Complete plan sent</th>
<th>Signature and date</th>
</tr>
</thead>
</table>

### B. LHD will annually review and submit changes or updates to the Mass Dispensing SOG. If no updates are warranted, sign the workplan verifying no updates are required this budget period.

As administrator of the LHD I attest, the Mass Dispensing SOG has been sent.

**Due by December 31, 2020**

### C. LHD will annually review and submit changes or updates to the Health Department COOP SOG. If no updates are warranted, sign the workplan verifying no updates are required this budget period.

As administrator of the LHD I attest, the Heath Department COOP SOG has been sent.

**Due by December 31, 2020**

### D. LHD will annually update Point of Dispensing (POD) location(s) any other relevant POD information into IMATS. If no updates are warranted, sign the workplan verifying no updates are required this budget period.

As administrator of the LHD I attest, the POD information in IMATS has been updated.

**Due by December 31, 2020**

### E. LHD will review and update county plans as needed according to the findings on the improvement plan from the April 2020 full-scale exercise (FSE) or real-world incident when approved by KDHE. LHD will ensure Improvement Plan (IP) items are completed by the due dates listed on the Improvement Plan.

**Due by December 31, 2020**

The LHD director/administrator will complete a signed statement signifying what Improvement Plan items have been completed.

### New LHD administrators (employed 6 months or less or new to the administrator position) will take the Preparedness - New LHD Administrator Training Plan, Modules 1-6 on KS-TRAIN for administration of the PHEP grant.

**Due by December 31, 2020**

### LHD will have a staff member attend at least four webinars developed by KDHE Preparedness for the PHEP grant. Attendance is required for the July 8 – Workplan and October 14 – Mass Care vs Sheltering sessions. The LHD can choose the other two webinars from the KDHE Preparedness Webinar Wednesday listing to complete this activity

Report training on quarterly work plan.

**Date** | **Name of attendee**
---|---
1 |  
2 |  
3 |  
4 |  

---

Large County Work Plan 2020 - 2021

CFDA#: 93.069

NOFO# CDC-RFA-TP19-1901 BP2

PHEP Grant, NU90TP922049, funded CDC

February 14, 2020
| 18 | **PHEP**-purchased inventory items will be maintained in the Comprehensive Resource Management and Credentialing System (CRMCS). LHD will annually:  
  - Complete a review of the actual inventory, removing expired items and adding new items to the hard copy and CRMCS database.  
  - Note the responsible person for the cache and how the expired items were disposed of.  
  - Send in screenshot of items entered with quarterly work plan.  
  
  **Due by May 31, 2021** | Date cache was reviewed in CRMCS:  
  Name of person responsible for cache:  
  Screenshot:  
  | Yes | No entry required |
| 19 | **LHD** will develop surge strategies to ensure scalable staffing plans adapt to changing requirements based on incident size, scope and complexity.  
  - Develop agreements and/or contacts with resources in the area who have the expertise to help with manpower (federal workers, labor pool agencies)  
  - Maintain a scalable EOP or EOG for staffing needs to meet activation levels as triggers are met.  
  
  **Due by June 30, 2021** | Date strategy response, including activation levels and triggers along with staffing matrix, was provided to KDHE for review:  
  |
| 20 | **LHD** administrators will ensure designated staff have risk communication training for organizing and coordinating incident-related communications within this budget period. At least one staff member will complete the FEMA GO290: Basic Public Information Officer course within this project period.  
  
  **Due by June 30, 2021** | Date of course:  
  Name of attendee(s):  
  |
| 21 | **LHD** administrators will ensure designated staff complete two trainings to address gaps/needed improvements based on the April 2020 full-scale exercise (FSE) or real-world incident when approved by KDHE, AAR/IP or jurisdictional risk assessment for the LHD.  
  
  **Due by March 31, 2021** | Date IP plan sent:  
  IP gap training 1:  
  Date:  
  Course name:  
  Attendees:  
  |  
  IP gap training 2:  
  Date:  
  Course name:  
  Attendees:  
  |
| 22 | **LHD** administrators will ensure designated staff have the following training: Mental health or psychological first aid training.  
  
  **Due by March 31, 2021** | Date of course:  
  Name of course:  
  Name of attendees:  
  |
The following represent administrative preparedness requirements that can be requested at any time during the project period. Please maintain all documents on-site throughout the project period (2019 - 2024):

- Document through job descriptions and employee time and attendance records that all staff members paid with preparedness funds are performing activities related to preparedness for the entire project period (2019 - 2024), or at least 5 years.
- Retain copies or transcripts of all certificates/proof of attendance for trainings completed during the entire project period, or at least 5 years.
- Have available signed shared resource agreements, MOU, MOA, and maintenance contracts for PHEP-related items when asked.
- LHD will provide to KDHE Preparedness information pertaining to the performance measures, benchmark requirements and/or any other requested information as related to the current Hospital Preparedness Program-Public Health Emergency Preparedness Cooperative Agreement.
- Retain copies of expenditure reports, including invoices for each capital equipment purchase for a period of at least five years. Capital equipment includes purchases of $5,000 and above (per item purchased) and/or a lifespan of greater than a year.
- All counties who are part of a larger CRI must ensure their LHD and CRI work plans are complete by budget year-end.