2022 - 2023 Public Health Emergency Preparedness
Large Local Health Department Work Plan

Progress Quarter (Check One)			Contact Information
☐ Quarter 1	covers July 1, 2022 – September 30, 2022	Due October 15, 2022	County:_____
☐ Quarter 2	covers October 1, 2022 – December 31, 2022	Due January 15, 2023	Contact Person:_____
☐ Quarter 3	covers January 1, 2023 – March 31, 2023	Due April 15, 2023	Contact Email:_____
☐ Quarter 4	covers April 1, 2023 – June 30, 2023	Due July 15, 2023	Contact Phone:_____
			Date Sent_____

Work Plan for designated Large Counties

	Description of Tasks	Deliverables
1	A local health department (LHD) representative (or proxy) will attend, in person, via conference call or webinar, the quarterly scheduled Healthcare Coalition (HCC) meetings for their region. Designees/Proxies are permitted, provided they are designated by the LHD Administrator and the Designee/Proxy letter is received by KDHE and the HCC RRC prior to any meetings that will be missed. Letters received after a missed meeting will not be made retroactive. **Due Quarterly**	Each quarter enter HCC Region, Meeting Date, Attendee Name & KS-TRAIN course ID#: ☐ Meeting 1 ☐ Meeting 2 ☐ Meeting 3 ☐ Meeting 4 ☐ Meeting 5 (if applicable) ☐ Meeting 6 (if applicable)
2	The LHD may send staff to preparedness conferences, preparedness meetings, trainings or exercises to increase knowledge, skills and abilities to develop and maintain plans, conduct trainings 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: National Preparedness Summit, Four Corners Emergency Management, Kansas Public Health Association.) Out-of-state conferences and training events must be pre-approved by the KDHE Preparedness Program. See guidance documents for instructions on pre-approval and budget requirements. Each attendee must submit a summary report of the learned knowledge/skill and must include course name, attendee name and date attended. **Due within the quarter attended**	<u>For in-state events</u> Date(s): _____ Event Name: _____ Name of attendees: _____ _____ <u>For out-of-state events</u> <u>Each</u> person must submit a one (1) page summary no later than fifteen (15) business days after the conference. ☐ Summary report/s uploaded Event Name: _____ _____ Event Date(s): _____ Name of Attendee(s): _____ _____

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PREPAREDNESS PROGRAM
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

KALHD
KANSAS ASSOCIATION OF LOCAL HEALTH DEPARTMENTS

3	LHD will have a staff member attend at least three (3) webinars developed by the KDHE Preparedness Program for the PHEP grant. • Attendance is **required for the July 2022** Work Plan Guidance session. • The LHD can choose the other two (2) webinars from the KDHE Preparedness Webinar listing to complete this activity. **Due within the quarter attended**	<u>**KS-TRAIN #**</u> and <u>**Name of attendee**</u> 1. _____ _____ 2. _____ _____ 3. _____ _____
4	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-8 or LEPC acts as an advisory committee of governmental and non-governmental partners to the local health department to integrate preparedness efforts across jurisdictions and to leverage funding streams. **Due once, within the quarter attended**	ESF-8 ☐ / LEPC ☐ Date attended:_____ ☐Attendee names <u>and</u> attendance sheet(s)/meeting notes uploaded to KGMS.
5	LHD **Administrator** will maintain their contact information in the Kansas Health Alert Network (KS-HAN) to ensure the ability of the LHD in receiving situational awareness information. • Contact information should be checked no less than annually by the user. Users are expected to update their own user profiles. • KDHE Preparedness Program will send LHD Administrator a KS-HAN registrant list, annually. LHD will provide a list of changes (add/remove registrants) to KS-HAN Administrator within the quarter the report was received. • LHD staff registered on KS-HAN will respond to one (1) KS-HAN drill 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. **Update list from KS HAN Admin, Due within the quarter received** **Drill information due in quarter conducted**	Date Registrant list updated: _____ Date Drill Completed: _____
6	LHD Administrator will ensure 24/7 epidemiological contact information is kept current and sent to the KDHE Bureau of Epidemiology & Public Health Informatics through KDHE's Contact Management Community System (available at https://kansasct.force.com/cms/s/) at least quarterly. 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. **Due Quarterly**	By checking the box, I attest that the contact information is accurate Q1 ☐ Q2 ☐ Q3 ☐ Q4 ☐

7	LHD Administrators 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 telephone and or cell phone that is available to LHD preparedness personnel. **Due September 30, 2022**	As administrator of the LHD I attest, priority communication services are available 24/7 ☐
8	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. LHD will participate in the National Preparedness Month campaign in **September 2022** by posting: • At least two (2) different posts on one (1) social media platform each week during the month of September 2022. • Using the hashtag #KSPrepared to signify participation. **Due September 30, 2022**	KDHE will track social media participation using #KSPrepared. If this hashtag is used, no documentation is needed. 1.Enter the Social media platform(s) (i.e., Twitter, Instagram, Facebook, etc.) used for posts during September 2022: _____
9	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). **Due December 31, 2022**	Website review date: _____ Facebook review date:_____ Twitter review date: _____ Instagram review date: _____ Other: _____
10	New LHD administrators (employed Six (6) months or less, new to the administrator position or has not previously completed as a New Administrator in BP3 will take the *Preparedness - New LHD Administrator Training, Modules 1 through 5,* on KS-TRAIN for administration of the PHEP grant. KS-TRAIN Training Plan # 4137. **Due December 31, 2022**	Attendee Name:_____ Training Plan Completion Date: _____ Not applicable: _____
11	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) *Designated staff is a staff member determined by the LHD Administrator. **Due December 31, 2022**	As administrator of the LHD, all employees in ICS positions have completed the outlined training. LHD Administrator Signature and date

12	**IMATS** *LHD will ensure that a minimum of two (2) health department staff or volunteers are registered and active users of the Inventory Management Tracking System (IMATS) and:* A. *All new users have completed the appropriate training according to their designated role in IMATS.* B. *All users must login to IMATS a minimum of once every six (6) months to keep their account active and update their own user profiles.* C. *KDHE Preparedness Program will send LHD Administrators the list of IMATS registrants twice annually.* LHD will provide a list of changes (add/remove registrants) back to the KDHE Preparedness Program within the quarter received. D. *LHD will update Point of Dispensing (POD) location(s) and any other relevant POD information in IMATS, at least annually. If no updates are warranted, sign the work plan verifying POD info is up-to-date and no updates are required this budget period.* **Due December 31, 2022 and June 30, 2023**	1. Date of IMATS update:_____ 2. Date of IMATS update:_____ (1 and 2 should be 6 months apart) New User Attendee Name(s): _____ _____ KS-TRAIN ID # of the Training class attended:_____ As administrator of the LHD I attest, the POD information in IMATS is up to date as of _____(date).
13	Using KS-TRAIN, LHD will ensure appropriate staff members take or renew certification every two (2) years for: • Packing and Shipping Dangerous Goods: What the Laboratory Staff Must Know (**1092665).** KDHE will verify completion of the training in KS-TRAIN. **Due March 31, 2023**	Packing & Shipping: Attendee Name & Date completed 1. _____ 2. _____ 3. _____
14	Narrative: How has PHEP made a difference for your local health department or community? Provide a written summary of how PHEP funds received in BP4 assisted/improved your county. Include success stories, activities or items purchased that you would not have been able to do without PHEP funding. Maximum length 1 page. **Due March 31, 2023**	☐ Upload Summary (template provided).
15	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/training completed: _____

		Due March 31, 2023
16	LHD can purchase equipment and supplies to maintain PHEP readiness based on their county plans, risk assessments and AAR/IPs. These items must be included in the KDHE approved PHEP KGMS budget. LHD Administrator or designee will: • Use CRMCS for deployable/non-consumable items. Track other items in any inventory tracking system(s). • Complete a review of the actual inventory, removing expired items and adding new items to CRMCS or another inventory tracking system. • Note the responsible person for the cache and how the expired items were disposed. **Due June 30, 2023**	Date items purchased:_____ Date purchased items entered into CRMCS, IMATS, or another inventory tracking system: _____ No purchase_____ Cache Manager Name: _____ ITEMS disposed and how: _____ _____
17	LHD will review and update the following Annexes and submit the completed Annexes to the KDHE Preparedness Program: • Local Emergency Call Down List • Incident Command Staff Contacts • Emergency Phonebook . **Due June 30, 2022**	☐ Local Emergency Call Down List uploaded ☐ Incident Command Staff Contacts uploaded ☐ Emergency Phonebook uploaded .

18	Participate in an annual exercise during Budget Period 4 (2022-2023) **at the local-level** as defined below:
	
	Call Down List Exercise – (Workshop or Tabletop)
	
	• At a minimum, exercise Capabilities 1-Community Preparedness and 3-Emergency Operations Coordination
	• Exercise must utilize the following three (3) annexes:
	    o "Incident Command Staff Contacts"
	    o "Local Emergency Call Down List",
	    o "Emergency Phonebook"
		Date of Exercise: _____
		
		☐AAR/IP uploaded:
		
		The AAR/IP is due within 60 days from the date of the exercise or June 30, 2023 (whichever date comes first) to the

	Exercise options:
	   Hold a workshop to complete/update the required annexes and assure they contain up-to-date information and discuss their uses and applicable plans.
	   OR
	Hold a tabletop to exercise the plan/call lists currently in place.
	
	Other Requirements:
	• Plans/procedures for assisting at-risk/vulnerable populations specific to the jurisdiction must be documented or evidenced in all exercises.
	• 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(s)/responsibilities and improvement plan tasks are outlined for your individual health department.
	• Each capability tested must outline at least one (1) strength and one (1) area for improvement and demonstrate the ease of access to the call down list as well as the whereabouts known throughout the department.
	
	Serving in an observer role does not meet the participation requirement.
	
	Exercise to be held by April 30, 2023
	AAR/IP due within 60 days of exercise completion or no later than June 30, 2023.
		Regional Coordinator or Subject Matter Expert (SME) **and** to KDHE via KGMS
		
		The submitted AAR/IP must be approved by the KDHE Preparedness Program Training and Exercise Coordinator for credit to be awarded.

MED & LG 19	To further build community preparedness, Medium and Large sized LHDs will participate in another month-long social media campaign conducted at a time and with the topic of the LHD's choosing. LHD will assure this second campaign is separate from the September National Preparedness Month campaign and will include at least two (2) different posts per week for the entire calendar month on at least one (1) social media platform (i.e., Twitter, Instagram, Facebook, etc.). The campaign can be on one (1) topic or cover a variety of topics, but all posts should be tagged with #KSPrepared. **Due June 30, 2023**	KDHE will track social media participation using #KSPrepared. If this hashtag is used, no documentation is needed. Social Media platform(s) used for campaign posts: _____ _____ Month of Campaign: _____
MED & LG 20	LHD administrators will ensure designated staff complete one (1) additional training to address gaps/needed improvements based on a BP3 exercise AAR/IP, real-world incident AAR/IP, or jurisdictional risk assessment for the LHD.	IP gap training 1: Date: _____ Course name:_____

	KDHE will verify training attendance and completion in KS-TRAIN. If the training was not completed in KS-TRAIN, then the certificate of completion <u>must</u> be remitted to KDHE for verification. **Due June 30, 2023**	KS-Train ID: _____ Attendee Name(s): _____ _____
LG 21	LHD administrators will ensure designated staff complete a second additional training to address gaps/needed improvements based on a BP3 exercise AAR/IP, real-world incident AAR/IP, or jurisdictional risk assessment for the LHD. KDHE will verify training attendance and completion in KS-TRAIN. If the training was not completed in KS-TRAIN, then the certificate of completion <u>must</u> be remitted to KDHE for verification. **Due June 30, 2023**	IP gap training 2: Date: _____ Course name:_____ KS-Train ID: _____ Attendee Name(s): _____ _____
LG 22	Exercise #2 – Tabletop, drill or functional exercise to address gaps/needed improvements identified in a BP3 exercise or real-world incident. 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 {Preparedness Program 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 (1) strength and one (1) area for improvement. Serving in an observer role does not meet the participation requirement. **Exercise to be held by April 30, 2023** **AAR/IP due within 60 days of exercise completion or no later than June 30, 2023**	Date of Exercise: _____ ☐AAR/IP uploaded _____ The AAR/IP is due within 60 days from the date of the exercise or June 30, 2023 (whichever date comes first) to the Regional Coordinator or Subject Matter Expert (SME) **and** to KDHE via KGMS The submitted AAR/IP must be approved by the KDHE Preparedness Program Training and Exercise Coordinator for credit to be awarded.

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 directly related to preparedness.

❖ Retain copies or transcripts of all certificates and/or proof of attendance for trainings completed during the entire project period for at least five (5) years.

❖ Have available signed shared resource agreements, Memorandum of Agreement (MOA), Memorandum of Understanding (MOU) and any maintenance contracts relating to PHEP grant funds.

❖ LHD Administrators will provide to the KDHE Preparedness Program information pertaining to the performance measures, benchmark requirements and/or any other requested information as related to the current Hospital Preparedness Program (HPP) and/or the Public Health Emergency Preparedness (PHEP) Cooperative Agreement.

❖ Retain copies of expenditure reports, including but not limited to invoices for each capital equipment purchase, for a period of at least five (5) years. Capital equipment includes purchases of $5,000.00 and above and/or with a lifespan of greater than a year.

❖ LHD Administrators within a Cities Readiness Initiative (CRI) footprint will ensure work plans for the local health department are completed as well as the CRI work plan items.