

## 2025 - 2026 Public Health Emergency Preparedness Local Health Department Work Plan

2025-2026 Universal Work Plan for All Counties		
<b>Quarter 1</b>	<b>July 1, 2025 – September 30, 2025</b>	<b>Quarterly Reporting due in KGMS October 15, 2025</b>
<b>Quarter 2</b>	<b>October 1, 2025 – December 31, 2025</b>	<b>Quarterly Reporting due in KGMS January 15, 2026</b>
<b>Quarter 3</b>	<b>January 1, 2026 – March 31, 2026</b>	<b>Quarterly Reporting due in KGMS April 15, 2026</b>
<b>Quarter 4</b>	<b>April 1, 2026 – June 30, 2026</b>	<b>Quarterly Reporting due in KGMS July 15, 2026</b>
Description of Tasks		
<b>1</b>	<p>A local health department (LHD) representative (or proxy) will attend, in-person or virtually, the local 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 Readiness and Response Coordinator (RRC) prior to any meeting(s) that will be missed. Letters received after a missed meeting will not be made retroactive. It is recommended that letters be sent in at the beginning of the grant year to cover the entire year.</p> <p style="text-align: right;"><b>Due Quarterly</b></p>	
<b>2</b>	<p>A representative of the local health department (LHD) will participate in the quarterly regional public health preparedness meetings in person or virtually. Note that a Designee/Proxy Letter does not apply to this activity.</p> <p style="text-align: right;"><b>Due Quarterly</b></p>	
<b>3</b>	<p>The LHD, at its discretion, 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: NACCHO Preparedness Summit, Four Corners Emergency Management, Kansas Public Health Association, Governor's Public Health Conference.)</p> <p>Out-of-state conferences and training events must be pre-approved by the KDHE Preparedness Program. For Out-Of-State events, each attendee must upload in KGMS a summary report of the learned knowledge/skill and must include the course/event name, attendee first and last name and date(s) attended.</p>	

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	<b>Due within the quarter attended.</b>
<b>4</b>	<p>LHD will have a staff member attend at least three (3) webinars developed by the KDHE Preparedness Program for the SFY2026 PHEP grant.</p> <ul style="list-style-type: none"> <li>Attendance is <b>required for the July 2025</b> Work Plan Guidance session.</li> <li>The LHD can choose the other two (2) webinars from the approved <b>SFY2026</b> KDHE Preparedness Webinar listing to complete this activity.</li> </ul> <p style="text-align: center;"><b>Due within the quarter attended.</b></p>
<b>5</b>	<p>A LHD representative will participate in a local ESF 8 or LEPC planning meeting at least once per budget period to work with health and medical partners 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.</p> <p style="text-align: center;"><b>Due within the quarter attended.</b></p>
<b>6</b>	<p>The LHD <b>Administrator/Director or their representative</b> 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.</p> <ul style="list-style-type: none"> <li>Contact information should be checked no less than annually by the user. Users are expected to update their own user profiles.</li> <li>The KDHE Preparedness Program will send LHD Administrator/Director a KS-HAN registrant list, annually. The LHD Administrator/Director will provide a list of changes (add and/or remove registrants) to the KS-HAN Administrator within the quarter the report is received.</li> </ul> <p style="text-align: center;"><b>Update list from KS-HAN Administrator, Due within the quarter received.</b></p>

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7	<p>LHD staff registered on KS-HAN will respond to the quarterly KS-HAN drill each quarter 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.</p> <p style="text-align: center;"><b>Drill response due Quarterly.</b></p>
8	<p>LHD Administrator/Director or their representative will ensure the following contacts and roles are maintained in KDHE's Contact Management Community System (K-COMS):</p> <ul style="list-style-type: none"> <li>• Administrator/Director (required)</li> <li>• Assistant Administrator/Director (if applicable)</li> <li>• Health Officer (required)</li> <li>• Medical Consultant (if applicable)</li> <li>• Public Information Officer (required)</li> <li>• Pharmacy Consultant (if applicable)</li> <li>• Primary after-hours emergency contact (required)</li> <li>• Secondary/backup after-hours emergency contact (required)</li> </ul> <p style="text-align: center;"><b>Due Quarterly</b></p>
9	<p>LHD Administrator/Director or their representative will work to 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 the LHD preparedness personnel.</p> <p style="text-align: center;"><b>Due September 30, 2025</b></p>

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10	<p>The LHD will use National Preparedness Month to create an awareness campaign to address risks within their community.</p> <p>LHD will participate in the National Preparedness Month campaign in <b>September 2025</b> by posting:</p> <ul style="list-style-type: none"> <li>• At least two (2) different posts on one (1) social media platform and/or website each week during the month of September 2025.</li> <li>• Each social media post must highlight and focus specifically on National Preparedness Month.</li> <li>• Use the hashtag #KSPrepared to signify participation and avoid having to remit supporting documentation.</li> </ul> <p style="text-align: center;"><b>Due September 30, 2025</b></p>
11	<p>LHDs will engage with community partners to build partnerships and promote preparedness with current and atypical partners who might otherwise not be involved with preparedness efforts. Documentation of engagements through planned events or real-world responses will be required biannually. One engagement is to be completed between July 1, 2025, and December 31, 2025, and a second engagement is to be completed between January 1, 2026, and June 30, 2026.</p> <p style="text-align: center;"><b>Due December 31, 2025, and June 30, 2026</b></p>
12	<p>New LHD administrator/director, (for those employed six (6) months or less, new to the administrator/director position, or have not previously completed as a New Administrator/Director in BP1) will take the <i>Preparedness - New LHD Administrator Training, Modules 1 through 5</i>, on KS-TRAIN for administration of the PHEP grant. KS-TRAIN Training Plan # 4137.</p> <p style="text-align: center;"><b>Due December 31, 2025</b></p>

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13	<p>LHD administrators/directors or their representative will ensure all PHEP funded staff* complete the following online training:</p> <ul style="list-style-type: none"> <li>• FEMA IS-100: An Introduction to the Incident Command System (ICS)</li> <li>• FEMA IS-120: An Introduction to Exercises</li> <li>• FEMA IS-200: Basic ICS</li> <li>• FEMA IS-700: An Introduction to the National Incident Management System (NIMS)</li> </ul> <p>The LHD Administrator/ Director may designate additional staff, who are not PHEP funded, to take the identified FEMA IS courses for situational awareness and, building of knowledge and skills directly related to preparedness to strengthen the health department's ability to respond to emergency incidents.</p> <p>*PHEP funded staff are any LHD staff member whose salary is fully funded or partially subsidized with funding from the PHEP Grant Award.</p> <p>Note: These trainings are only required once.</p> <p style="text-align: right;"><b>Due December 31, 2025</b></p>
14	<p><b>IMATS</b></p> <p>The 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:</p> <ul style="list-style-type: none"> <li>• All new users have completed IMATS training via KS-TRAIN (<a href="#">1121098</a>).</li> <li>• All users <b>must</b> login to IMATS a minimum of once every six (6) months to keep their account active and update their own user profiles.</li> <li>• 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, attest in KGMS verifying POD info is up-to-date and no updates are required this budget period.</li> </ul> <p style="text-align: right;"><b>Due December 31, 2025, and June 30, 2026</b></p>

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15	<p>Using KS-TRAIN, LHD will ensure appropriate staff members take or renew certification every two (2) years for:</p> <ul style="list-style-type: none"> <li>Packing and Shipping Dangerous Goods: What the Laboratory Staff Must Know (<b>1092665</b>).</li> </ul> <p>KDHE will verify completion of the training in KS-TRAIN.</p> <p style="text-align: right;"><b>Due June 30, 2026</b></p>
16	<p>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.</p> <p style="text-align: right;"><b>Due June 30, 2026</b></p>
17	<p>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:</p> <ul style="list-style-type: none"> <li>Use CRMCS for deployable/non-consumable items (items purchased with PHEP funds that cost \$5,000 or more are required to be in CRMCS). Track other items in any inventory tracking system(s).</li> <li>Complete a review of the actual inventory, removing expired items and adding new items to CRMCS or another inventory tracking system.</li> <li>Note the responsible person for the cache and how the expired items were disposed.</li> </ul> <p style="text-align: right;"><b>Due June 30, 2026</b></p>
18	<p>LHD will review and update a Public Information and Communications (PIC) plan or Crisis and Emergency Risk Communications (CERC) plan or equivalent plan. The updated plan will be submitted in KGMS.</p> <p style="text-align: right;"><b>Due December 31, 2025</b></p>

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LHD will participate in an annual PHEP regional exercise during Budget Period 2 (2025-2026). The exercise to meet this requirement will be coordinated by KDHE Preparedness staff and PHEP regional coordinators. Exercise AAR/IPs must be written following the exercise using the KDHE approved AAR/IP Template.

**Exercise to be held by April 30, 2026. AAR/IP due within 60 days of exercise completion or no later than June 30, 2026.**

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 (2024 - 2029):

- 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/Directors 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.

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