

## LHD PHEP BP1-19 Mid-Year Progress Report

### PHEP Exercises Conducted

INSTRUCTIONS: The BP1-19 PHEP mid-year progress report for LHDs is comprised of this survey monkey reporting tool. The mid-year progress report must be completed no later than **January 30, 2020**. If you have questions, contact your regional POC.

Reporting Period: July 1 - December 31, 2019

1. Select your local health department

2. During the reporting period (July 1 - December 31, 2019), did your health department CONDUCT any exercise(s) through the PHEP program not otherwise included in the BP1-19 work plan?

- Yes
- No
- I don't know (please explain)

PHEP Exercises Conducted

3. You indicated that your LHD conducted one or more exercises not otherwise included in the work plan. Provide the NAME and DATE of each exercise (complete as many boxes as applicable):

Name/Date:

Name/Date:

Name/Date:

REMINDER: AAR/IPs must be completed and dated within 120 days of exercise completion, and submitted to DEPR with mid- or end-of-year progress reports

PHEP Assets Used During Incident Response

4. During the reporting period, did your LHD utilize PHEP assets (personnel or equipment) to respond to an incident in your jurisdiction?

- Yes
- No
- I don't know (please explain)

PHEP Assets Used During Incident Response

5. You indicated your LHD utilized PHEP assets to respond to an incident. Complete the following information regarding that incident:

Briefly identify the incident

Is the response still ongoing?

REMINDER: AAR/IPs must be completed and dated within 120 days of demobilization/deactivation, and submitted to DEPR with mid- or end-of-year progress reports

LHD 24/7 Emergency Contacts

6. Have there been any changes to the 24/7 emergency contact list for your LHD since it was submitted in July 2019?

- Yes (Reminder: If you have not already, be sure to submit an updated 24/7 contact form to DEPR)
- No
- I don't know (please explain)

Staff Assembly Exercise

7. During the reporting period, did your health department complete a staff assembly exercise (Activity 5.1)

- Yes
- No
- I don't know (please explain)

Staff Assembly Exercise

8. You indicated your LHD completed a staff assembly drill. Respond to the questions below regarding that drill.

	Yes	No	I don't know
Were staff UNAWARE of the drill/exercise before being notified to assemble?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In the notification, were staff asked to assemble IMMEDIATELY (no time deadline given)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did all notified personnel assemble WITHIN 60 MINUTES of notification?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you answered 'I don't know' to any of the above questions, please explain.

## Staff Assembly Exercise

Unannounced and immediate assembly within 60 minutes of notification are required components of the staff assembly drill (Activity 5.1). If you answered "no" to one or more questions on the previous page, you must repeat the staff assembly drill. Refer to the BP1-S work plan for specific information on drill requirements.

If you responded 'yes' to all three questions on the previous page, be sure to submit an HSEEP compliant AAR/IP to DEPR. The AAR/IP must include the following evidence to meet the deliverable requirements:

- Screenshot or copy of the assembly notification message that includes: time sent and list of recipients.
- Sign-in sheet(s) documenting sign-in time for each participating staff person.



Evidence-Based Benchmarks

9. As part of the evidence-based benchmarks in the BP1-19 work plan (p.3), LHDs are required to conduct quarterly testing of redundant communications systems and maintain appropriate documentation. Below, indicate your department's completion of these activities.

	Yes	No	I don't know
Quarter 1: redundant communications systems were tested	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quarter 2: redundant communications systems were tested	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you answered "I don't know" to any of the above, please explain

10. As part of the evidence-based benchmarks in the BP1-19 work plan, LHDs are required to conduct quarterly call down drills for SNS/MCM roles. Below, indicate your department's completion of these activities.

	Q1	Q2	I don't know	Did not conduct any call down drills for SNS/MCM personnel
Conducted call down drill that included <b>core management personnel</b> for all Open POD sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducted call down drill that included <b>DN lead staff</b> (primary and back up)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducted call down drill that included <b>DN support staff</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered, 'I don't know' or 'did not conduct any MCM call down drills', explain below.

11. As a reminder: while there are no deliverables due to DEPR for these quarterly activities, LHDs should maintain appropriate documentation for both the ORR and general record keeping purposes.

Yes, our department will maintain appropriate documentation of these activities

Whole Community Inclusion

12. What barriers have you experienced (or anticipate) while implementing WCI activities? If none, leave blank

13. What technical assistance regarding WCI can we provide? If none, leave blank.

14. Have you submitted all required evidence/documentation for completed WCI activities?

- Yes
- No
- We have not completed any WCI activities as of Dec 31, 2019
- I don't know (please explain)

Other Preparedness Activities

15. Briefly provide an update on preparedness activities your department conducted during the reporting period (July 1 - Dec 31, 2018). This includes any activities included as part of Activity 8: Jurisdiction-Specific Initiatives.

## LHD PHEP BP1-19 Mid-Year Progress Report

### Submit Mid-Year Progress Report

Thank you for completing the BP1-19 mid-year progress report. If you are satisfied with your responses, click the Submit button below.