

**GENERAL COUNTY & REGIONAL PLANNING**  
**QUESTION & ANSWER SESSION**  
County and Regional Planner Monthly Conference Call  
April 13, 2011

**Q. What are the expectations of local planners?**

A. Expectations for local planners are set by the CHD Director/Administrator. At the state-level, we do not dictate the roles and responsibilities of local planners. The State Health Office does however set Preparedness Expectations for County Health Departments. The 2011 Preparedness Expectations are currently being updated and will be distributed to CHD Directors/Administrators. In many cases, the CHD Director looks to the planner to assure the County Health Department meets these expectations. Any planner un-clear on their roles and responsibilities should consult their supervisor for direction.

The 2010 CHD Preparedness Expectations are available online at <http://www.floridashealth.com/prepare/PDFs/2010CHDExpectations.pdf>

**Q. What specific annexes to our Emergency Operations Plan do we have to have?**

A. There is not a standard list of what annexes you must have locally. Local plans should address all the criteria in Goal 1 of Project Public Health Ready and any additional areas identified in your local hazard vulnerability assessment. You should determine how to best address the criteria as a part of your local plans structure. The criteria may be addressed through your base CHD emergency operations plan or one of its annexes, the County CEMP, or by reference to another local plan.

The Goal 1 criteria is available online at <http://www.naccho.org/topics/emergency/PPHR/upload/PPHR-Criteria-2011FINAL-3.pdf>

**Q. What does CPG 101 mean to local planners and how are we supposed to be using it?**

A. CPG101 is FEMA's current guide for developing and maintaining emergency operations plans. It includes useful information such as planning fundamentals, relationships between federal, state and local plans, formats and types of emergency operation plans, and a six step planning process that walks through how to develop a plan.

At the state-level, the Department of Health has adopted CPG101 as our guide for developing plans. We have developed a State-level Public Health and Medical Plan Development Guide that translates FEMA's planning process to our structure. We have also adopted a plan template that aligns with those provided in CPG101.

At the local level, we recommend you work with your county emergency management agency to determine the best planning process for your county. CPG 101 is a tool that you can use to improve your local planning process. You are not required to convert your plans to the CPG101 format however we do encourage planners to align with CPG101 as much as possible within your local structure.

CPG 101 is available online at [http://www.fema.gov/pdf/about/divisions/npd/CPG\\_101\\_V2.pdf](http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf)

**Q. What resources are available to assist local planners?**

A. Many planning resources have been developed at the federal, state and local level to assist planners throughout the planning process. The Bureau of Preparedness & Response is posting these resources to the Planning Webpage for everyone to access. The general types of information available include plan criteria, functional planning guides, county profile data, and plan development tools. Please share other resources your fellow planners may benefit from and we'll post those as well.

The planning website is available online at <http://www.floridashealth.com/prepare/bprcountyplan.htm>

Additionally, the Bureau of Preparedness and Response can provide technical assistance and support to your local planning process as needed. Feel free to contact us directly at [eop@doh.state.fl.us](mailto:eop@doh.state.fl.us) with questions and concerns.

**Q. Are there any specific plan formats or templates we are supposed to be using for our emergency operations plans?**

A. No. Again, this is a local decision. Some county's follow the format established by local emergency management, some counties have existing formats that work well for them. If counties are seeking a format to follow, the Bureau of Preparedness and Response has an established format for state-level plans as a part of the Plan Development Guide for State-level Operational Plans or CPG101 offers several formats that can be used.

**Q. How often are we supposed to exercise our plans?**

A. Local exercise schedules should be based on your local planning cycle. For example, if your plans are scheduled to be reviewed and updated every two-years at some point during that two year period the plan should be tested and evaluated either through a real-incident or an exercise and updated based on the after action report. This schedule should be documented as a part of your local Multi-year Training and Exercise Plan, which is an expectation documented in the County Preparedness Expectations.

**Q. Are there specific plans and annexes that must be exercised?**

A. All plans and annexes should be exercised as a part of the planning cycle which includes planning, organizing, equipping, training, exercising, and evaluating. Each county establishes their own planning cycle which may be one year or more. At the State-level, we operate on a two year planning cycle.

Counties that receive CRI funding are required to exercise their CRI plans one full-scale or functional each grant cycle and the HSEEP Compliant AAR has to be submitted to the State CRI Coordinator before November as a part of the funding agreement.

**Q. Are there any requirements regarding the type of exercises we are supposed to conduct (i.e. table-top, function or full-scale)?**

A. Besides the previously mentioned requirements for CRI counties, there are no other requirements for what type of exercises you should conduct. However, the general rule is the build your capabilities by progressively moving up from discussion-based exercises to progressively more challenging operations exercises.

**Q. Other than adhering the HSEEP, is there anything else we need to know as planners about exercises?**

A. The Bureau of Preparedness and Response maintains a Training and Exercise website to provide planners with additional resources. The website is available online at:  
<http://www.floridashealth.com/prepare/training.htm>

At the state-level, one area currently being enhanced is the monitoring of after-action reports and improvement plans for completion. Counties should assure that the deficiencies identified through the after-action process are being addressed in the planning cycle.

**Q. Is there a required format for After Action Reports (AARs)?**

A. In order to be HSEEP compliant, which is one of the CHD Preparedness Expectations, AARs should be in the HSEEP required AAR format. HSEEP specifically sites “developing and submitting a properly formatted After-Action Report/Improvement Plan (AAR/IP)” as one of the criteria for compliance. The template is available online at: <https://hseep.dhs.gov/support/HSEEP%20AAR-IP%20Template%202007.doc>

**Q. Is there a template or format for writing our Multi-year Training and Exercise Plan (MYTEP)?**

A. There is no required format that counties must adhere to but there are good examples available counties can use.

- [https://hseep.dhs.gov/support/Multiyear\\_Plan\\_Draft\\_Template.doc](https://hseep.dhs.gov/support/Multiyear_Plan_Draft_Template.doc)
- <http://www.floridadisaster.org/Preparedness/TrainingandExercise/documents/MYTEP%202010.pdf>
- <http://www.doh.state.fl.us/demo/php/PDFs/FDOH-MultiyearPlan11-13v2-1.pdf>

**Q. What percentage of a planner’s workload is commonly devoted to training?**

A. As previously stated, expectations for planners are established by their supervisor. Generally, a planner that is responsible for both the plan development and the training components of the planning cycle would likely have their workload driven by where that county is in their planning cycle. A county with all of their plans written may spend more time on delivering training and exercising the plans whereas a county with very little written in the way of plans would spend more time developing and writing plans.

**Q. How do the newly published CDC Public Health Preparedness Capabilities affect local planning efforts?**

A. In Florida, we will continue to build capabilities based on our Public Health and Healthcare Strategic Plan. CDC’s new capabilities document will be an input into our next Strategic Plan, which will take effect January 1, 2012. So for now, the CDC it is a reference document.

The current Public health and Healthcare Strategic Plan is available online at:  
[http://www.floridashealth.com/prepare/PDFs/2011-2013PHHP\\_Strategic\\_Plan.pdf](http://www.floridashealth.com/prepare/PDFs/2011-2013PHHP_Strategic_Plan.pdf)