

Asset Typing Workgroup Annual Report 2013

Florida's Public Health and Healthcare System intends to use standardized Incident Command System resource management concepts; typing, inventorying, organizing, and tracking that will facilitate the effective dispatch, deployment, and recovery of resources before, during and after an incident.¹ In January 2013, the seven RDSTF, regional domestic security task force, health and medical co-chairs provided representative members to serve on an Asset Typing Workgroup. Members from central office representing relevant capabilities also serve. This is the third annual report to summarize the activities and progress of the workgroup and make recommendations for the future.

The focus of the workgroup for 2013 was to:

- Revitalize an Asset Typing Management Group
- Apply procedures for ensuring typed assets are systematically created
- Maintain a webpage for public health and medical typed assets

Beginning in January 2013, the Bureau of Preparedness and Response, Training, Exercise and Evaluation Unit, coordinated activities of the workgroup by updating the list of members (Attachment 1). Emily Wilson is designated as the lead for the department for the workgroup and to serve as the liaison to the Division of Emergency Management for the department on matters of asset typing.

Activity Summary:

Meetings: Six meetings were conducted. Five virtually with a Web Ex Meeting format to share documents and one face to face. The WebEx meetings lasted one hour, and the face-to-face meeting lasted a full day. An agenda was sent out with materials to review one week ahead. Roll was taken and minutes (Attachment 3) were drafted and sent out for review. Minutes were approved verbally at the following meeting.

Date of Meeting	Subject Summary
March 18	Qualification Standards for Asset Typing ESF 8 Responder Personnel were compiled into one document dated January 28, 2013. The SpNS and Nursing Task Force qualification standards were piloted in Region 3. The ESF 8 Logistics Coordinator piloted at central office. Task books generated from job action sheets. Agency credentialing policy was routed for review and signature.

¹ Florida Public Health and Health Care Preparedness, Disaster Workforce Credentialing White Paper

April 8	Review of Job Action Sheet template for a Type 2 team member with ICS 225. Knowledge, skills and attitudes were inserted.
June 27	<p>Face-to-face meeting. Discussion on Emergency Duty Policy that was signed by Surgeon General. Credentialing policy will be long-term goal, fully implemented and estimated to be adopted in 2015. Qualification standards for individual assets defined in the Emergency Duty Policy as deployable outside normal area of operations is priority for development.</p> <p>Modifications made to Asset Typing procedures to designate regional health and medical co-chairs as the Asset Typing Management Group.</p> <p>Review of job titles and qualification standards needed for conducting the 11 core ESF 8 missions. Need final/stable list.</p> <p>Developed team leader generic template for qualification for Type 1-4.</p> <p>Identified core tools needed to develop the qualification standards. For ease and timeliness, ATW will provide the initial qualification standard template pre-loaded with required criteria and clearly marking where the subject matter experts will make decisions to complete.</p> <p>Other conclusions are: 1) the job action sheet is not a core tool; and 2) the pilot project period may be waived.</p> <p>The qualification table is a core tool and will show cumulative training required and link to the location of the training.</p> <p>The individual matrix is a core tool. Modifications to this were made to explain incident complexity, allow equivalencies to experience, and standardize readiness criteria.</p>
August 12	Asset Typing Policy of 2006 has been incorporated into the procedures and will be

	<p>abolished. The Asset Typing Management Group concept is being vetted through FACCHO and the CHD administrators/directors. ESF 8 agreed to provide the list of job titles.</p> <p>Florida standards for same job titles as FEMA must not be less stringent. PIO matrix was reviewed and revised consistent with FEMA/DEM.</p> <p>Team leader matrix general to all teams finalized and approved for use.</p>
October 14	Asset Typing Management Group (AMG) established and oriented. Team leader matrices completed for EH and SpNS adopted by ATW and ready for AMG.
November 18	Implementation of Asset Typing procedure underway. The AMG adopted the SpNS team leader qualification standards with one edit. The ESF 8 logs coordinator package was reviewed by the workgroup and is ready to go to the AMG.
Ancillary Meetings	
Subject matter	Dates
Asset Typing Management	August 5, October 7, November 4
DBH	September 3
DEM	October 30
PIO	July 18, July 31, August 21
Epi	August 21, October 24, November 20, December 19
Planning	February 21, July 23, November 18, December 18
Credentialing focus	May 31
Special Needs Shelter	August 6, August 8

Focus Areas:

Revitalization of the Asset Typing Management Group: The RDSTF health and medical co-chairs now serve as the management group to adopt the qualification standards developed and presented by the Asset Typing Workgroup and subject matter experts.

Procedures: The Asset Typing Procedures were updated in September and placed on the website. [http://www.floridahealth.gov/preparedness-and-response/training-exercise/ documents/asset-typing-procedforIndivi.pdf](http://www.floridahealth.gov/preparedness-and-response/training-exercise/documents/asset-typing-procedforIndivi.pdf)

Web Page: A page is developed for credentialing. It is located within the Bureau of Preparedness and Response, Training, Exercise and Evaluation Unit at <http://www.floridahealth.gov/preparedness-and-response/training-exercise/credentialing.html> Each Asset Typing Workgroup annual report is added to the page under Asset Typing. Also on this page, each adopted qualification standard is posted.

Asset Typing Workgroup Recommendations:

1. Membership review and renewal is needed. The workgroup schedule will be determined by the need for additional asset typing standards.

RECOMMENDATION: Renew representation from regions and schedule six tentative meetings for the year 2014, with one meeting in person.

2. Continue to implement the Asset Typing procedures for additional Job Titles essential for conducting the 11 core missions as identified by the Emergency Operations Capability and ESF 8.

RECOMMENDATION: Develop asset typing standards for priority ESF 8 missions using the tools and technical assistance provided by the Asset Typing Workgroup.

3. Templates developed by the Asset Typing Workgroup and provided to the subject matter experts ensure consistency and timeliness in the development of qualification standards.

RECOMMENDATION: Develop section and unit level position generic templates for ESF 8.

4. Develop the mechanism for evaluation and verification of deployable responders using the adopted asset typing qualification standards.

RECOMMENDATION: The Responder Qualification Review committee needs to have a clear process mapped out and applied to a selection of ESF 8 responders at central office first in a demonstration prior to statewide application of the standards. Provide guidance to supervisory staff on application of the standards.

5. Asset typing is a component the resource management function that falls within the logistics and responder management capabilities.

RECOMMENDATION: Transfer the Asset Typing work responsibilities to the Logistics Unit and Responder Management Capability.

6. The Domestic Security Oversight Council adopted Public Health team typing matrices of June 7, 2007 are out of date and do not align with national standards.

RECOMMENDATION: ESF 8 Operations and Planning subcommittee members of the State Working Group should recommend removal of these standards and direct the Asset Typing Workgroup to update them.

Attachment 1: Membership list for the Asset Typing Workgroup

Attachment 2: Minutes to the Meetings

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<u>Representing</u>	<u>Name</u>
Region	
1	Molly Payne Hardin
2	Sam MacDonell
3	Patricia Frank
CMS-3	Sharon Surrency
RERA-3	Sandi Courson
4	Dan Simpson
SpNS-4	Denise Heady
EPI-4	Greg Danyluk
5	Matt Meyers
EH-5	Paul Minshew
SpNS-5	Valerie Risher
MRC-5	D. Freeman
6	Bob Kosiba
7	Keith Wall
7	Adam Yanckowitz
SpNS 7	Debra McCray
Central Office	
EPI	Bob Bernstein
DBH	vacant
EH	Tracy Wade
SpNS	Michelle Sheffield
Logistics	Mike McDonald
ESF 8	Sara Bourdeau
Resp Mgmt	John Delorio
BPR	LCDR Aaron Otis

Attachment 2: Minutes to the Meetings

On drive ' hphp on dit00sfp01/netdata ' in Asset Typing Workgroup folder.
In subfolder called "Minutes 2013"

Z:\Asset Typing Workgroup 2011-13\Minutes 2013
