

Asset Typing Procedure for Public Health and Medical Team Resources

Title: Asset Typing Procedure for Public Health and Medical Team Resources

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1. Purpose: This document describes procedures for ensuring Florida's public health and medical response teams are systematically created through the use of National Incident Management System (NIMS) compliant asset typing. A standard generic matrix is supplied to facilitate the use of common definitions and descriptions for the public health and medical team response assets that are consistent with other Domestic Security resource typing. Typed teams ready to accomplish specific missions are key to a viable response.

2. Situation: Resource typing is categorizing, by capability, the resources requested, deployed, and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources.

For ease of ordering and tracking; response assets need to be categorized via resource typing. Resource typing is the categorization and description of resources that are commonly exchanged in disasters via mutual aid, by capacity and/or capability. Through resource typing, disciplines examine resources and identify the capabilities of a resource's components (i.e., personnel, equipment, and training). As a result of the resource typing process, a resource's capability is readily defined and an emergency manager is able to effectively and efficiently request and receive resources through mutual aid during times of disaster

The National Mutual Aid and Resource Management Initiative supports the National Incident Management System (NIMS) by establishing a comprehensive, integrated national mutual aid and resource management system that provides the basis to type, order, and track all (Federal, State, and local) response assets. The Florida Department of Health has described the capability of the Public Health and Medical Response Teams in a 2007 document "*Team Typing Matrices for Inclusion under ESF 8-Public Health and Medical Typed Resources*" approved by Florida Domestic Security Oversight Council. The resource types described are the Epidemiology Strike Teams, Environmental Health Strike Teams, Special Needs Shelter Teams, and Disaster Behavioral Health Teams.

Florida currently has additional team resources in place that have not been described as typed assets. This document provides guidance for the

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update, creation and process for establishing and maintaining typed teams. It is expected that those teams that have not been approved by the Domestic Security Oversight Council will use this policy to seek approval.

3. Assumptions:

- A. The Asset Typing Workgroup established in 2011 will continue to be staffed and operational. The workgroup is led by the Bureau of Preparedness and Response and consists of members appointed by the Regional Health and Medical Co-Chairs to represent each of the RDSTF regions. In addition, representatives from each of the central offices having primary responsibility for teams, Environmental Health, Epidemiology, Special Needs Shelter, and Behavioral Health have members assigned to the workgroup.
- B. The Asset Typing Management Group, established in 2006, will continue to be staffed and operational. The Management Group is established by Department of Health Policy 310-1-06.
- C. Definitions:
 1. Category: This is the function for which a resource would be most useful. This document addresses the Health and Medical Category, Mass Care or Medical Surge Categories:
 - Health and Medical: Provides assistance to supplement local resources in meeting public health and medical care needs following a disaster or emergency or during a potential developing medical situation.
 - Mass Care: To support efforts to meet the mass care needs of disaster victims; these efforts would include delivering such services as supplying victims with shelter, feeding, and emergency first aid.
 - Medical Surge: To support efforts to rapidly expand the capacity of the existing healthcare system to meet personnel needs, support functions, physical space and logistical support requirements in order to provide triage and subsequent medical care.
 2. Kind: Kind refers to broad classes that characterize like resources, such as teams, personnel, equipment, supplies, vehicles, and aircraft. This document addresses teams.
 3. Components: Components are the elements that make up a resource. They include the overall function, team composition, personnel standard, equipment and supplies, readiness, transportation, and training of a team.

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4. Measures: Measures are standards that identify capability and/or capacity. The specific measures used will depend on the kind of resource being typed and the mission envisioned. Measures must be useful in describing a resource's capability to support the mission. As an example, one measure for a disaster medical assistance team is the number of patients it can care for per day.
5. Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, capacity, or experience and qualifications
6. Typing provides managers with additional information to aid in the selection and best use of resources. In some cases, a resource may have fewer than four types; in such cases, the type will be described as "not applicable." The type assigned to a resource or a component is based on a minimum level of capability described by the identified measure(s) for that resource.
7. Additional Information: The resource-typing protocol will also provide the capability to use additional information that is pertinent to resource decision making. For example, if a particular set of resources can be released to support an incident only under particular authorities or laws, the protocol should alert responsible parties to such limitations.
8. Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.
9. Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
10. Matrix: A standard matrix will be used to create and describe task forces or strike teams in Florida. A generic blank template follows with narrative to assist the subject matter experts in the complete description of the team.

4. Authorities:

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- A. Chapter 252, Florida Statutes, (F.S.), Public Records. Emergency Management
- B. United States Department of Homeland Security Presidential Directive/HSPD-5 Management of Domestic Incidents
- C. United States Department of Homeland Security Presidential Directive/HSPD-8: National Preparedness
- D. United States Department of Homeland Security Presidential Directive/HSPD-21: Public Health and Medical Preparedness
- E. Florida Department of Health, Asset Typing Policy, DOH 310-1-06

5. Concept:

- A. Significant changes made to the standard matrix require authorization of the Asset Typing Workgroup. See Table 1 : Florida Public Health and Medical Response Team Matrix

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Table 1: Florida Public Health and Medical Response Team Matrix

Resource:					
Category: Public Health and Medical				Kind: Team	
Mission:					
Minimum Capabilities		Type I (Most Advanced)	Type II	Type III	Type IV (May be augmentation)
Component	Measure				
Overall Function	Function	<i>What do they do?</i>			
	Unit	<i>How many units/time?</i>			
Team Composition	Capacity	<i>Tasks</i>			
Personnel Standard	Team # and Type	<i>#member team deployed</i>			
Equipment and Supplies	Brings				
	Needs				
Readiness	Personnel	<i>How fast roster/deployed?</i>			
	Demonstrated	<i>Successfully deployed?</i>			
Transportation	# vehicles				
Training	Didactic				
	Experience				
Comments					

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B. Matrix Fields Narrative

Each of the fields in the matrix on the previous page must be completed by the Subject Matter experts to describe their team. The fields are defined below and examples are given.

Resource: This is the name of the team.

Example: Environmental Health Strike Team

Mission: This is a broad statement of the types of missions that can be tasked to this team.

Example: Provide disease surveillance, investigation and controls during assessment or recovery phases of a disaster.

Overall Function: Resources have multiple components. Each team has minimum capabilities that describe the overall function; "What does the team do?" and by measure "How many can they do?"

Example: (EH) Provides 80 environmental health services per day.

(SpNS) Capable of providing command structure and coordinate activities for a special needs shelter with a census of 250/day.

Team Composition: What are the minimum capabilities and subject matter areas this team can address? What competencies does the team have?

Example: (Epi) All subject areas represented; Disease Surveillance, Outbreak investigations, quarantine and isolation, data analysis, phlebotomist

Personnel Standard: How many members and what are their levels of expertise (individual type). Use plain language Expert, Fully Qualified, Basically Qualified, or Trainee when describing the personnel levels of expertise. This should align to individual asset typing. At least one team leader must be included.

Example: (Epi) 6 member team: 1 Fully Qualified Team Leader, 1 clerk, 4 Basically Qualified team members with expertise in subject areas specific to the request

Equipment and Supplies: What equipment and supplies does the team bring with them and what will they need issued to them by ESF 8 Logistics at the site check in?

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Address what personal protective equipment, communication tools, software and hardware will be brought.

Example: (EH) Regional Strike Team Cache (8 EH Go-Kits; See SOG)

Readiness: How fast can the team assemble? Use standard language

Availability Check: First contact in pending event.

Standby: Request expected to be made for team

Alert: Request is in process.

Rostered: Names have been placed on a list to activate

Activated: Team is given mission orders

Deployed: Team has moved to area of operations

Example: Upon alert, roster within 6 hours. After activation, deployment ready within 12 hours.

Has this been demonstrated in exercise or a real event?

Example: Completion of successful deployment or approved field exercise in the past 24 months.

Transportation: The team transportation arrangements for assuring the team arrives at the mobilization check in point are described here. Describe the vehicle such as passenger cars, trucks, 4WD, 15 passenger van, or RVs. State the number of vehicles and source if possible.

Examples:

1. Responders use state issued and registered marked response vehicles.

2. Teams will use 4 state contract rented passenger vehicles.

Training: Competency based didactic team training – classroom, field, or online instruction, experience in previous successfully evaluated deployments or exercises

Example:

Comments: Describe any special conditions for use of these teams and any particular authorities or laws that govern their use.

C. Creation of a Public Health and Medical Response Team:

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The DOH Asset Typing Policy (DOHP 310-1-06) describes the review, request and approval process for establishing Typed Teams. The Asset Typing Workgroup will verify the need for new teams as identified from After Action Report or Gap Analysis.

1. Subject Matter Experts and Office of Primary Responsibility (OPR) ensure-

- a. Team typed assets will use the matrix found in this document.
- b. An office of primary responsibility (OPR) will be established.
- c. Evidence of need for a team will be provided to the Asset Typing Workgroup for conceptual agreement of scope.
- d. The proposed assets will be reviewed and approved by an internal group of OPR subject matter experts as evidenced by a record of meetings, names of the team, and supporting documents.
- e. The teams will have a pilot phase that includes the member identification and implementation of one preparedness cycle.
- f. A review is requested to the Asset Typing Work Group. Relevant documents are compiled into a packet for distribution. Items will include
 - i. Team matrix for asset typing
 - ii. Name of the Office of Primary Responsibility lead person
 - iii. Meeting dates, minutes or other evidence
 - iv. Verification of Subject Matter Experts approval
 - v. Supporting documents such as an Standard Operating Guide
 - vi. Evidence that the pilot has completed one preparedness cycle

2. Asset Typing Workgroup conducts a review.

- a. The Asset Typing Workgroup will review the proposed team structure and matrix within three weeks of receipt of the request.
- b. Relevant documents will be compiled into a packet for distribution by the workgroup leader. Items in the packet will include
 - i. Team matrix for asset typing

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- ii. Name of the Office of Primary Responsibility
 - iii. Meeting dates, minutes or other evidence
 - iv. Verification of Subject Matter Experts approval.
 - v. Supporting documents such as a Standard Operating Guide
 - vi. Evidence of the pilot team completion of one preparedness cycle.
 - c. The subject matter lead will be present at the meeting to brief the workgroup and answer questions.
 - d. The workgroup will review the packet of materials and make a recommendation.
 1. Approve as submitted
 2. Approve with changes
 3. Resubmit
 4. Decline approval
 - e. The workgroup leader will provide written notice of the workgroup recommendation to the OPR and the Program Manager responsible for the Teams at ESF 8.
 - f. The workgroup leader will request the Asset Typing Management Group Review the Approved packets.
3. Asset Typing Management Group Conducts a Review
 - a. The Asset Typing Management Group will conduct a review of the proposed team materials within three weeks of the request and receipt of the materials.
 - b. The Asset Typing Workgroup Leader and the OPR with Subject Matter Expertise shall be present at the meeting.
 - c. The Management Group will make a recommendation.
 1. Approve as submitted
 2. Approve with changes
 3. Resubmit
 4. Decline approval
4. Acceptance by the Florida Domestic Security Oversight Council
 - a. The subcommittee overseeing Asset Typing for the State Working Group on Preparedness, Planning & Operations Committee will review the packet.
 - b. If necessary, the presentation of the team resource will be placed on the committee agenda.
 - c. The OPR will present the material to the subcommittee.

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- d. The subcommittee chair will request the item for the next SWG meeting.
- e. The State Working Group Executive Board will review and accept packet establishing the team as a Public Health and Medical Team Asset in Florida.

The typed assets will be maintained by ESF 8 logistics.

6. Record of Changes and Approval

12/20/11	Placed into standard format, added authority	Emily Wilson
1/9/12	Approve as presented	Workgroup