

Asset Typing Workgroup Annual Report

In December 2010, the 7 Regional Health and Medical Co-Chairs appointed staff representing the public health and medical response teams to membership on an Asset Typing Workgroup. This report will summarize the activities and progress of the Workgroup for the year 2011 and make recommendations for the future.

The workgroup was given these directions:

- Implement the DOH Asset Typing Policy
- Develop procedures for ensuring typed assets are systematically created, maintained and evaluated.
- Coordinate annual exercise for Public Health Regional Typed Teams
- Align Typed Teams to specific objectives documented in operation plans
- Provide annual evaluation of status of typed teams
- Maintain a web page for public health and medical typed assets
- Integrate training and exercise schedules for the typed teams into the Multi-Year Training and Exercise Plan

Beginning in January 2011, the Bureau of Preparedness and Response, Preparedness Section, Training & Exercise Unit coordinated activities of the workgroup by establishing the list of members. Emily Wilson was designated as the lead for the department for the workgroup and to serve as the liaison to Division of Emergency Management for the department on matters of Asset Typing.

Activity Summary:

Meetings: The meetings were all conducted virtually with a Live Meeting format to share documents on a biweekly schedule for one hour. An agenda is sent out with materials to review one week ahead. Roll is taken and minutes are drafted and sent out for review. Minutes are approved verbally at the following meeting.

Date of Meeting	Major Accomplishment
March 14, 2011	Orientation to work assigned
March 28	Standard team matrix, Exercise objectives Reviewed
April 11	Review of plans, development of team type procedure
April 25	Gantt charts for typing assets and alignment of plans
May 16	Hurricane toolkit, ESF 8 Appendix and SOP reviewed. Summer exercise
July 25	Reviewing Leading Edge and

	CDC Rad exercise.
August 8	Develop team asset procedure
August 22	Qualification criteria for individual asset typing
September 12	SpNS develops qualifications by proficiency levels
September 26	Review team resources in operational plans- new format
October 10	Alignment of national criteria for FEMA job titles
October 24	Individual asset typing procedure drafted. FEMA Task books for ST leaders.
November 21	Survey to determine the EH and Epi workforce status compared to FEMA Job Titles
December 5	Survey discussion. Reformat of team procedure.
December 19	Final approval of Asset Typing Procedures. Adopt ICS competencies as primary.

Procedures: The workgroup has developed and vetted two procedures for developing the standards for systematically creating typed assets. One procedure addresses individual assets, the other addresses team assets. These documents provide standard templates and sets a review and approval process to establish the typed asset definitions.

Exercise: The workgroup served as the planning team for the “Leading Edge” a statewide virtual exercise conducted across the state on June 15-16. This entailed meeting for the Initial, Midterm, and Final Planning Conferences. Additionally, each region was responsible for securing a location and players. An After Action Plan was produced on July 28, 2011 and signed on 10/13/11.

Alignment of teams: A comprehensive review of the operational plans and supporting documents was conducted. The resulting conclusion is that the term team is used liberally and there is no distinction between typed teams and other teams. There are four team approved and accepted by the Florida Domestic Security Oversight Committee for Health and Medical.

Annual Evaluation: An annual status of the Regional Public Health and Medical Response teams was gathered and compiled. The workgroup identified methods of evaluating the teams that was written into the Team Resource Asset Typing Procedure. This evaluation component of teams has been determined to be a Logistics function.

Web Page: Some ideas for what should be on the webpage have been identified. This has been assigned as a task in DAPTIV to ESF 8. It will link to the Training and Exercise credentialing project webpage.

MYTEP: The 2012-2014 MYTEP was reviewed by the Workgroup and response teams training and exercises were integrated.

Future Recommendations:

1. Membership review and renewal is needed. Region 2 is missing a representative. Other Regions with low attendance may need back up.

ACTION: The Regional Health and Medical Co-Chairs will appoint new a member where the seat is vacant and identify back up members where the region representation at the meetings is low.

2. While travel costs have been avoided, the workgroup handles many complex documents and concepts. It is highly recommended the workgroup be authorized to meet in person at least twice per year.

ACTION: Travel authorization will be submitted by the workgroup lead for conceptual approval.

3. Exercise objectives are established, but need to be pulled out into those specific for strike teams. These will be used in various statewide exercises. The schedule of when each regional team can be exercised has not been established at a state level.

ACTION: Request that exercise objectives specific for strike teams will be pulled into one document by the Exercise and Evaluation Team.

4. The key data needs for an annual report must be established a year ahead and a web based format for entry of the information is needed.

ACTION: Request Logistics for ESF 8 identify essential data necessary for an annual status report of typed teams.

5. Asset typing should not be self declared.

ACTION: Establish a governance system consistent with the Division of Emergency Management that can declare eligibility and verify the asset qualification to the defined asset by type/proficiency standards.

6. The Asset Typing Workgroup has written two procedures that need to be implemented in 2012. The internal DEMO review and approval process has been difficult to manage.

Approved by the Asset Typing Workgroup 1/23/12

ACTION: Proceed with conceptual approval.

7. The Asset Typing Management Group established by Asset Typing Policy needs to be re-established and oriented to the work that will be coming to them in 2012.

ACTION: Identify lead for the reconstitution of the group. Leader will need to provide orientation to new members.

8. A pilot phase of the Asset Typing Procedures using the existing strike teams and single resources (individual assets) will produce valuable information in the application of typing procedures to resources.

ACTION: Continue to develop qualification standards for key resources. Track lessons learned for future improvements.

Overall, I believe the workgroup assignment was overly ambitious given that the members are adding to existing workloads. The future of the workgroup will focus on the application of the procedures. The development of qualification standards is needed for individual assets. The application of standards to the resources has only been applied in an initial survey using federal Job Titles for EH and Epidemiology. The survey information will give the group grounding on how to proceed with setting qualification standards by proficiency levels for Florida.

Attachment 1: Membership list for the Asset Typing Workgroup

Attachment 2: Member Attendance Record

Attachment 3: Minutes to the Meetings

Attachment 4: Leading Edge After Action Report

Attachment 5: Team Resources List in DOH Plans

Attachment 6: Regional Public Health and Medical Teams 2011