

Asset Typing Workgroup Annual Report 2012

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 2012, the seven Regional Health and Medical Co-Chairs provided representative members to serve on an Asset Typing Workgroup. This is the second annual report to summarize the activities and progress of the Workgroup and make recommendations for the future.

The focus and purpose of the workgroup for 2012 was to:

- Pilot procedures for ensuring typed assets are systematically created
- Provide annual evaluation of status of typed teams
- Maintain a web page for public health and medical typed assets

Beginning in January 2012, the Bureau of Preparedness and Response, Community Preparedness Section, Training, Exercise & Evaluation Unit, coordinated activities of the workgroup by updating the list of members (Attachment 1). 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: Ten meetings were conducted virtually with a Web Ex Meeting format to share documents. Each meeting lasted one hour. 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 are approved verbally at the following meeting.

Date of Meeting	Subject Summary
January 9	Asset typing procedures ready to use. Pilot application of FEMA qualification standard for EH and Epi individual responders.
January 23	Pilot application ongoing. Inventory of "Go-Kits" requested. Review of Job Action Sheet template.
February 6	Discussion of lessons learned on pilot application of qualification standards. Web page work initiated.
March 5	EH team matrix updated. Regional team status annual report initiated. Webpage mock up reviewed.

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

April 2	Logistics Coordinator for SERT ESF 8 qualification standards reviewed. Template provided for an annual status report of regional teams. Webpage approved for posting.
May 14	Identified Disaster Behavioral Health is undergoing changes and needs revised team typing matrix. SpNS team leader and team matrices presented. EMS medical director matrix presented and ready for pilot. Logistic Coordinator matrix presented and ready for pilot.
June 11	Final results on piloting the FEMA qualification standard for EH and Epi team members. SpNS matrix for team leader and member ready for pilot in Region 3. Planner qualification criteria sent to ESF 8 for consideration when developing a responder standard. EH team matrix ready for pilot. Review of training for team members in the Public Health Preparedness Catalog.
August 13	End of Year Credentialing report reviewed. Update on Region 3 pilot for SpNS. Regional team status report and discussion about regional team concept in Duval EpiAid. Lessons learned identified.
October 15	Report on SERT ESF 8 Logistics Coordinator pilot and Region 3 SpNS pilot. Responder Management Capability introduced.
December 10	Update on pilots. Status update on development of Epi and PIO qualification standards. Review of draft Agency Credentialing Policy and 2012/13 deliverables and milestones. Review of Job Action Sheets that overlay new KSAs with the ICS competencies.

Procedures: Two procedures for developing the standards for systematically creating typed assets are in use for 6 capability projects. One procedure addresses individual assets, the other addresses team assets. Assets are identified that support the ESF 8 core missions. These assets are recommended for typing and subject matter experts use the tools provided by the workgroup to develop the typing standards. In December 2012, the Emergency Operations Capability and ESF 8 initiated a list of priority and secondary positions that need asset typing standards.

Annual Evaluation: An annual status of the Regional Public Health and Medical Response teams was gathered and compiled. (Attachment 3) This status was provided to the Responder Management Capability program to meet one of their program milestones.

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.doh.state.fl.us/demo/bpr/credentialing.html> .

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 2013, with one meeting in person.

2. Continue to implement the Asset Typing procedures for additional assets 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. List exercise objectives for strike teams to apply in various exercises.

RECOMMENDATION: Exercise objectives specific for strike teams need to be listed annually in the MYTEP or on the exercise webpage.

4. Key data for the annual report of regional team and equipment status is a logistics function; best established a year ahead in a web based format.

RECOMMENDATION: Responder Management and Logistics capability need to identify essential data necessary for a status report of typed teams for entry and updating in a web based format.

5. Responders must register in an electronic system (such as SERV FL) and have a qualification review to establish the asset type. The electronic system must be capable of linking from existing sources to prevent duplicate entry and a paper based review.

RECOMMENDATION: The Responder Management Program will review responder eligibility and assign a type based on qualifications provided during registration.

6. The Asset Management Group established by policy was not reconstituted. Instead, a new capability area was developed for Responder Management with a Program Advisory Team.

RECOMMENDATION: Write an Agency Credentialing Policy to incorporate the Asset Typing Policy and modify the management group to be formed from the Responder Management Capability Program Advisory Team.

Attachment 1: Membership list for the Asset Typing Workgroup

Attachment 2: Minutes to the Meetings

Attachment 3: Regional Public Health and Medical Teams 2012

Attachment 1: Membership list for the Asset Typing Workgroup

<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
5	Matt Meyers
EH-5	Paul Minshew
EPI-5	Greg Danyluk
SpNS-5	Valerie Risher
MRC-5	Betty Omerod o/b/o D. Freeman
6	Bob Kosiba
7	Keith Wall
7	Adam Yanckowitz
Central Office	
EPI	Tom Torok
DBH	Linda Bailey
EH	Tracy Wade

Attachment 2: Minutes to the Meetings

On drive 'hphp on dit00sfp01/netdata' in Asset Typing Workgroup folder.
In subfolder called "Minutes 2012"

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Attachment 3: Regional Public Health and Medical Teams 2012

Regional PHM Response Teams 6 18 12
file on drive 'hphp on dit00sfp01/netdata' in Asset Typing Workgroup folder.
