

Asset Typing Public Health and Medical Individual Resources

Title: Asset Typing for Public Health and Medical Individual Resources
Technical Assistance Guide

Version: 2.1

Date: September 19, 2013

1. Purpose: This document provides guidance for ensuring Florida's Public Health and Medical response assets are systematically created through the use of National Incident Management System (NIMS) compliant asset typing. A standard template is supplied to facilitate the use of common definitions and descriptions for the Public Health and Medical individual response assets that are consistent with other Domestic Security resource typing. Typed individuals ready to accomplish specific missions are key to a viable response.

2. Situation: Resource typing is categorizing, by capability, the assets 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, but has not described individual assets. The National Emergency Responder Credentialing has defined 44 job titles in 2008 for medical and public health positions.

The objectives of this guidance are threefold.

- Establish a systematic method consistent with the National Incident Management System for defining minimum qualification standards for incident single resources
- Retain the foundation of the performance based qualification system established and implemented by the National Wildfire Coordinating Group (NWCG)
- Obtain standards for assets that can be applied in a credentialing initiative

3. Assumptions:

Asset Typing Public Health and Medical Individual Resources

- 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 Public Health and Medical Co-Chairs to represent each of the regions of the Domestic Security Task Force (RDSTF). 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 Regional Public Health and Medical Co-Chairs will serve as the Management Group to adopt the qualification standards developed and presented by the Asset Typing Workgroup.
- C. Definitions:
 1. Category: This is the function for which a resource would be most useful. This document addresses the public health and medical , mass care or medical surge categories:
 - Public 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 intends to address personnel resources.
 3. Components: Components are the elements that make up a resource. The qualification criteria for individuals include the components of education, training, experience, medical and physical fitness, certification and licensing.
 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.
 5. Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more

Asset Typing Public Health and Medical Individual Resources

capable than Types 2, 3, or 4, respectively, because of size, capacity, or experience and qualifications. 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.

6. Additional Information: 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.
7. Matrix: A standard template will be used to create and describe individual resources in Florida. A generic blank template is provided in this guidance with narrative to assist the subject matter experts in the complete description of the resource.

4. Authorities:

- 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

5. Concept:

Asset Typing Public Health and Medical Individual Resources

A. Positions that are needed to conduct the ESF 8 core missions will be identified by job title. All job titles will have 4 proficiency levels defined in the qualification standard.

Job Titles without qualification standards and proficiency levels described by the national program will be developed in Florida.

Typing resources will use the standard templates and processes provided in this document. Significant changes made to the standard templates require authorization of the Asset Typing Workgroup.

Table 1 : Florida Public Health and Medical Response Individual Qualification Criteria provides a matrix approach to describing all the proficiency levels on one document in column format. Demonstrating that each proficiency level is additive, this matrix will show the graduation between each type.

Table 2: Qualification Criteria Standards Template provides a more complete one page per proficiency level format.

Both templates are established by consensus of the workgroup based on national guidance documents.

Asset Typing Public Health and Medical Individual Resources

Table 1: Florid Public Health and Medical Response Individual Matrix

Resource:					
Category: Public Health and Medical				Kind: Individual	
Mission:					
Minimum Capabilities		Type I (Expert)	Type II (Fully Qualified)	Type III (Basically Qualified)	Type IV (Trainee/Entry)
Component	Measure				
Overall Function	Independence Incident Complexity				
Education					
Training	Emergency Management and Discipline Specific				
Experience	Exercise				
	Incident				
Medical/Physical Fitness	Field or Office				
Certification					
Licensure					
Readiness	Personnel				
Comments					

B. Matrix Fields Narrative

Each of the fields in the matrix on the previous page must be completed by the subject matter experts (SMEs) to describe their single resources. The fields are defined below in the order in which they appear in the template.

Resource: This is the expertise area of the individual.
Example: Environmental health single resource

Mission: This is a broad statement of the types of missions that can be tasked to this individual.
Example: Provide disease surveillance, investigation and controls during assessment or recovery phases of a disaster.

Overall Function: Resources have multiple components. Each resource has minimum capabilities that describe the overall function; “What does the individual do?”

Education: Formal course of study or degree in accredited school.

Training: Competency based training – classroom, field, or online instruction

Experience: includes previous successfully evaluated deployments or exercises

Medical and Physical Fitness: includes requirements appropriate for the expected work conditions and compliance with immunization standards.

Certification: Nationally recognized certificate awarded upon successful completion of testing, authentication and evaluation of personnel against qualification standards.

Licensure: Nationally recognized license or registration.

Readiness: How fast can the individual be ready? Use standard language

Availability Check:	First contact in pending situation.
Standby:	Request expected to be made
Alert:	Request is in process.
Activated:	Individual is given mission orders
Deployed:	Individual has moved to area of operations

Example: Upon alert, activated within 6 hours. After activation the resource is deployed within 12 hours.

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

C. Individual Resource Qualification Criteria standards:

The qualification criteria must be completed by a consensus agreement of the Subject Matter expert workgroup. Table 2 is used to describe a single proficiency level for an individual. The individual proficiency levels, expert, fully qualified, basically qualified, and trainee align to asset typing levels Type 1-4 that responders have used. Each proficiency level builds on the one below it, with the beginning level starting with the entry or trainee level.

The components include education, training, experience, medical and physical fitness, certification and licensing, The criteria are self explanatory and must be determined by SMEs within the Office of Primary Responsibility (OPR) and be consistent with the federal credentialing initiatives.

Table 2: Qualification Criteria Standards Template
DRAFT Qualification Criteria for XXX

The table below lists the criteria for the XXXXX proficiency level for **a person serving in the position as a Public Health XXXXX**.¹

This position performs XXXX duties during a disaster. Reports to XXXXX (ie a team /task force leader) within the XXXXX (i.e.; Operations Branch) of the ICS structure, and interfaces with _____, _____, _____.

Components	Criteria
Education	1.
Training	Completion of the following courses/ curricula 1. ICS 100.b: Introduction to ICS 2. IS 700.a Introduction to NIMS
Experience	XX Annual exercises XX Deployments with XXX within past ____ years with documented successful evaluation XX deployment experience XX years experience in _____ Public Health_____
Medical/Physical Fitness	Medical and physical fitness requirements established by XXXX (i.e., Responder Safety and Health) Plan that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods. Compliance with the DOH Employee Immunization Policy.
Certification	
Licensing	Active status of legal authority to function as a XXXXX without restrictions granted by Florida.
Comments	

¹ US Fire Administration, FEMA, Type 3 All Hazards Incident Management System Qualification Guide, September 2010

D. Establishing Individual Typed Assets

State Emergency Response Team ESF 8 will develop a list of assets necessary to conduct the 11 core missions. Job titles will be identified for each personnel asset. .

1. Subject Matter Experts and Office of Primary Responsibility (OPR) ensure-
 - a. Individual typed assets will use the standard templates found in this document.
 - b. An OPR will be established and a point of contact that will begin meeting with the Asset Typing Workgroup.
 - c. 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 participants, and supporting documents.
 - d. There will be a pilot phase that includes the member identification and implementation of one preparedness cycle.
 - e. A review is requested to the Asset Typing Work Group. Relevant documents are compiled into a packet for distribution. Items will include
 - i. Individual typing matrix and qualification criteria standards table 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 assists development and conducts a review.
 - a. The Asset Typing Workgroup will have a standing agenda item to receive updates from the OPR on qualification standards in development. Once completed, the group will review the materials provided 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. Individual matrix and Qualification Standards for asset typing (Table 1 and 2)
 - ii. Point of contact for the OPR
 - iii. Meeting dates, minutes or other evidence indicating OPR input

- iv. Verification of SME consensus.
- v. Supporting documents such as a standard operating guide, job action sheets, task lists, etc.
- vi. Evidence of the pilot completion of one preparedness cycle.
- c. The subject matter lead will be present at the meetings to brief the workgroup, discuss progress and barriers 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 resource. The workgroup leader will request Management Group review and adopt the qualification standards.

3. Management Group conducts a review

- a. The Management Group will conduct a review of the proposed 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

E. Use of Asset Typing Standards:

The qualification standards for each asset developed in this guidance will be provided to Responder Management program. The proficiency level of each responder will be determined using the adopted qualification standards. An inventory of typed assets will be maintained by ESF 8 logistics. A catalog of asset typing qualification standards will be produced and published on the credentialing webpage.

6. Record of Changes and Approval

DATE	ACTION	BY WHO
12/20/11	Placed into standard format, added authority table	Emily Wilson
1/5/12	Preliminary approval for distribution to program managers	Rhonda White

Asset Typing Public Health and Medical Individual Resources

6/2012	Posted to external website	Webmaster
6/19/13	Version 2-revisions and updates	Emily Wilson
6/27/13	Revisions	Asset Typing Workgroup
7/15/13	Distribution for comment to Regional Public Health and Medical Co Chairs	Emily Wilson
7/29/13	Reworded from Procedure to Guidance Based on "Policy of Policies" a Procedure must be based on a policy. Asset Typing Policy is abolished.	Emily Wilson
8/5/13	Request input and conceptual agreement by statewide CHD Directors/Admin and FACCHO for Management Group	Regional H&M Co-Chairs
8/19/13	No objections to the H&M co-chairs assigned as the management group.	Statewide CHD Administrators/Directors
9/9/13	Agreed that the Regional Public Health and Medical Co-Chairs are an appropriate management group to adopt qualification standards for the public health disaster responders.	FACHO/ Dr. Thaqi
9/19/13	Revisions made to correct titles, format and capitalizations.	Dr. John Lanza