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Governor

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### Interoffice Memorandum

**DATE:** November 22, 2011

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Bureau of Emergency Medical Services

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**FROM:** Rhonda R. White, MBA, Chief, Bureau of Preparedness and Response

**SUBJECT:** Establishment of Exercise Evaluation and Planning Team (EEPT)

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Ensuring a prepared public health and healthcare system is founded on building and sustaining critical capabilities necessary to respond to all types of incidents. Evaluating the level of readiness for individual capabilities is assessed during exercises or real-world responses. As we mature our performance measurement system, it is important that we have exercises which test specific priority functions and tasks associated with each capability. Designing, delivering and evaluating exercises that test critical functions and provide meaningful feedback systematically across the state can be improved.

To that end, the Bureau of Preparedness and Response (BPR) is establishing a Exercise Evaluation and Planning Network. The purpose of the network is to ensure standardized implementation of the Homeland Security Exercise Evaluation Program concepts and further professionalize expertise in exercise planning and evaluation across the public health and healthcare system.

A component of the network will be the Exercise Evaluation and Planning Team, consisting of subject matter experts who serve as Trusted Agents. Trusted agents assist with exercise

development, planning and evaluation. They have advance knowledge of exercise scenario and are responsible to ensure that scenarios are realistic.

Exercise Evaluation and Planning Team members will be asked to attend the exercise planning meetings to develop the scenario, and exercise evaluation guides. The team members will be responsible for evaluating their respective capability during the exercise and assisting in the development of the after action report.

Team members should be specialists in a given capability and have an understanding of the procedures, and practices necessary to execute objectives and tasks for the capability. The ideal Exercise Evaluation and Planning Team would include individuals with expertise in the following area:

- ❖ ESF8 Command Staff
- ❖ Public Information Officer
- ❖ ESF8 Finance and Administration Section
- ❖ ESF8 Planning Section
- ❖ ESF8 Logistics Section
- ❖ Special Needs Shelter Program
- ❖ Community Preparedness Program
- ❖ Disaster Behavioral Health
- ❖ Environmental Health
- ❖ Epidemiology
- ❖ Public Health Laboratory
- ❖ Emergency Medical Services
- ❖ Emergency Medicine or Related Clinical Expertise

If you have subject matter experts who would be interested in serving on the Exercise Evaluation and Planning Team, please provide their names to Ben St. John by December 9, 2011. Once selected, individuals will receive additional information and a tentative schedule of events for 2012. If you have questions or would like additional information, please contact me or Ben St. John at 850-245-4040.