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Abstract

This poster introduces the Best Practices Emergency Preparedness Policies and Procedures Resource Guide to help local and state public health agencies nationwide quickly develop and implement necessary policies and procedures for use during a major public health emergency or natural disaster.

Who Created the Guide?

The Resource Guide was created as a partnership project of the DeKalb County, Georgia Board of Health Advanced Practice Center and Public Health Foundation Enterprises, Inc.

Why is the Guide Needed?

To help local and state public health agencies quickly develop and implement necessary policies and procedures for use during a major public health emergency or natural disaster.

Offers health officials a powerful resource with critically needed tools for continuity of operations and cross-agency coordination.

What Does the Guide Contain?

- Over 100 Policy and Procedure Templates
- A Common Template Framework Which Serves as a Roadmap for Public Health Departments
- Helpful Recommendations and Advice
- Checklists
- Key Talking Points
- Comprehensive Glossary

How Did We Create the Guide?

We collaborated with health agencies nationwide to learn and document best practices for public health emergency management.

We researched publicly available documents from public and private sector organizations for information pertaining to emergency response policies and procedures.

We compiled existing policies and procedures developed specifically for use in an emergency and created some original policies.

We created uniform templates for easy editing and adaptation.

Basic Methodology

We contacted and worked with large local health departments and all the NACCHO “Project Public Health Ready” sites nationwide.

We contacted all health departments in states without Project Public Health Ready sites.

We contacted a variety of federal agencies, non-profits and private sector companies.

Some Methodology Issues

We discovered local health departments were more likely to send us documents.

We confirmed that most private sector companies weren’t interested in sharing documents.

We altered methodology to rely heavily on the Internet for policies from national organizations / federal agencies, then contacted them for permission to use resources where usage rules weren’t explicit.

Resource Guide Excerpts

The Guide Contains Over 100 Policy Templates...

The Guide Contains Key Orders for Health Officers and Others...

The Guide Contains Many Checklists...

And the Guide Contains Templates and Forms for Reports.

Resource Guide Chapters

- 1. Declaration/Activation of an Emergency** - Includes Declaration of the Emergency itself, and recommendations and templates for Requests for Assistance.
- 2. Human Resources** - A large-scale emergency may result in high agency absentee rates. Policies address social distancing as well as issues of employees who are ill, caring for family members, or who fear the worksite from fear of becoming ill.
- 3. Volunteer Services and Credentialing** - Contains policies and procedures to help agencies prioritize employee and volunteer emergency functions. Includes recommendations for credentialing, creating ID badges, and hiring/rehiring temporary workers.
- 4. Contracts and Procurement** - Contains policies and procedures to help pre-configure and streamline the emergency procurement process.
- 5. Information Technology** - Focuses on the enhanced need for communications, data collection and sharing capacity, and security.
- 6. Media Relations and Communication** - Focuses on strategies for effective communication with the media, the public, partners, staff, and other stakeholders.
- 7. Security** - Contains policies and procedures to help guard agency infrastructure and personnel from hazards or risks in an emergency.
- 8. Continuity of Operations** - Focuses on helping agencies cope with serious staff reductions and support systems which may be unavailable during large-scale disaster.
- 9. Emergency Facility** - Contains policies and procedures for preplanning alternate facility use and employee support and security.
- 10. Behavioral Health and Critical Incident Stress Management (CISM)** - Policies for pre-planning for severe emotional stress reactions during and after a disaster. Includes templates and policies for Critical Incident Stress Management (CISM) Teams.

How Can I Learn More?

For More information, or to receive assistance in creating your plans, contact: Greg Smith, gsmith@phfe.org