

# Preparedness Strategy

## Contents

A. Preparedness Strategy.....	2
B. Operational Planning.....	2
C. Gap Analysis.....	2
D. Resource Development Process.....	2
E. Training Engagement and Development.....	3
F. Exercise, Evaluation, and Mitigation Strategies.....	3
Exhibit 1: Gap Analysis.....	4
Exhibit 2: Resource Needs.....	6
Exhibit 3: Prioritized Resource Gap Analysis.....	7

### Reference:

- ▶ Hospital Preparedness Program (HPP) BP3 Measure Manual, Implementation Guidance for the HPP Program Measures

### Purpose:

- ▶ Provide a strategy that the NPHCC will use to prepare for a disaster or medical/public health event/incident. This includes how, who, and when NPHCC will engage in planning, organizing, equipping, training, exercising, and evaluating.
- ▶ Outline the resource development process to address gaps and should describe the funding model to develop resources or lack thereof.

### Critical Tasks:

1. Define the strategy to engage in risk assessment and operational planning
2. Define the strategy to ensure the appropriate stakeholders are available for capability-based planning and to develop acceptable coordinating structures for operational roles and responsibilities
3. Define the process to assess, prioritize, and develop resources (e.g., fund equipment purchases) or resource processes (e.g., mutual aid, ESF #8 request)
4. Define the process to develop and engage in training. This must be based on the overarching training and exercise program management strategy.
5. Define the process to engage in exercise, evaluation, and mitigation strategies.

## **A. Preparedness Strategy**

1. NPHCC will engage in a formal strategic planning session every other year, on even-numbered years (i.e. 2014, 2016, 2018, etc.)
2. These sessions will include identifying planning activities of NPHCC using this Preparedness Strategy as a guide.
3. Past and current strategic planning documents can be found with the NPHCC Coordinator

## **B. Operational Planning**

1. NPHCC engages in operational planning at each Steering Committee meeting, as they conduct exercises, and during strategic planning.
  - a. Ensure the appropriate members and subject matter experts are part of planning.
  - b. Develop risk-based operational plans.
  - c. Develop resources and resource processes.
  - d. Develop the appropriate training to address gaps in capability targets.
  - e. Establish a mechanism to exercise plans

## **C. Gap Analysis**

1. A gap analysis will be conducted at each of our strategic planning sessions
  - a. Assess available resources
  - b. Assess resources needed
  - c. Determine resource gaps
  - d. Resource development process

## **D. Resource Development Process**

1. Coordinator or steering committee will outline the goals of the planning session
2. Steering committee or others set capability-based objectives based on risk (e.g. decon, fatality management, infectious disease outbreak, etc)
3. Steering committee or others develop courses of action to meet the capability-based objectives and to identify the resource gaps based on results and analysis of:
  - a. Resource assessments
  - b. Plan deficiencies (lack of or inadequate plans)
  - c. Corrective actions from After Action Reports (AARs)
  - d. Other methods to ascertain resource gaps
4. Steering committee prioritizes each of the capability-based objectives with all resource needs listed (see Exhibit 2 – Resource needs)
5. Steering committee prioritizes each of the resource needs under the previously prioritized objectives (see Exhibit 3—Prioritized Resource Gap Analysis)

## **E. Training Engagement and Development**

1. Training gaps will be identified during exercises and strategic planning sessions.
2. The Steering Committee will prioritize training gaps and determine how to provide for those gaps

## **F. Exercise, Evaluation, and Mitigation Strategies**

1. Exercise, evaluation, and mitigation strategies will be developed at strategic planning sessions.
2. NPHCC will conduct at least one exercise per year according to state requirements.
3. An After Action Report and Improvement Plan will be developed for each exercise in which NPHCC members participate.
4. The Coordinator or designee will be tasked with following up with identified improvement activities until complete

## Exhibit 1: Gap Analysis

### Reference:

Hospital Preparedness Program (HPP) Measure Manual: Continuity of Healthcare Operations, Indicator #2

<http://www.phe.gov/Preparedness/planning/evaluation/Documents/hpp-bp2-measuresguide-2013.pdf>

**Purpose:** Provide insight in to two main areas: resource management and resource identification prior to emergency

### I. Resource Management

- A. Resource management – preparedness
  - 1. Typing
  - 2. Credentialing
  - 3. Inventorying
- B. Resource management – during response
  - 1. Identify requirements
  - 2. Order and acquire
  - 3. Mobilize
  - 4. Track and report
  - 5. Recover / demobilize
  - 6. Reimburse
  - 7. Inventory

### II. Identify Resources During Planning

- A. Identify resources needed to accomplish tasks without regard to resource availability
  - 1. Identify resources needed to make the operation work
- B. Match available resources to requirements
  - 1. Track obligations and assignments to determine resource shortfalls
  - 2. Develop list of needs that private suppliers or other jurisdictions might fill
- C. List facilities vital to emergency operations
  - 1. Indicate how individual hazards might affect the facilities
- D. Match resources with other geographical/regional needs so that multiple demands for the same or similar resources can be identified and conflicts resolved
  - 1. This identifies resource shortfalls to pass to higher levels of government and to prepare prescribed resource requests
- E. EOP should account for unsolvable resource shortfalls so they are not just “assumed away”

**Goal:** Gap analysis to include a resource assessment and resource development process

**NPHCC Process:**

- A. Conduct an assessment of available resources (organizational, planning, equipment, training, space)
  - 1. Update inventory list annually or as changes occur
  - 2. Add inventory/resource list to website
- B. Assess resources needed to achieve operational priorities, goals and objectives
  - 1. Update after each exercise or real event
  - 2. Update as part of a regional strategic planning session
- C. Determine resource gaps (determined from the difference between resources needed and available resources)
- D. Outline a resource development process to address gaps
  - 1. Prioritize identified resource gaps (complete Exhibit 2)



### Exhibit 3: Prioritized Resource Gap Analysis

Date completed: \_\_\_\_\_

Prioritized capability-based objectives:

Priority #1: \_\_\_\_\_

a. Identified resource gap (priority 1): \_\_\_\_\_

b. Identified resource gap (priority 2): \_\_\_\_\_

c. Identified resource gap (priority 3): \_\_\_\_\_

Priority #2: \_\_\_\_\_

a. Identified resource gap (priority 1): \_\_\_\_\_

b. Identified resource gap (priority 2): \_\_\_\_\_

c. Identified resource gap (priority 3): \_\_\_\_\_

Priority #3: \_\_\_\_\_

a. Identified resource gap (priority 1): \_\_\_\_\_

b. Identified resource gap (priority 2): \_\_\_\_\_

c. Identified resource gap (priority 3): \_\_\_\_\_