



**2006 PPHR DOCUMENTATION CHECKLIST FOR LHDS
GOAL I—PREPAREDNESS PLANNING: MEASURES 1–2**

Before you use this checklist, please review the PPHR Application Instructions. Follow the steps in the Instructions. If you need help, please make use of the support described in Step 4 on page two of the Instructions. **Reminder:** You must address *all* criteria items.

Follow these guidelines:

1. If an item is missing, include a one-page description that explains why you have not addressed the item and your plan to address the item. Include a timeline and the steps you will take to address the item.
2. When a brief explanation of a missing item will suffice, use the “Explanation for Items Not Addressed” column in the checklist.
3. Each item of documentation that you reference and include in the application must have a page number. Handwritten page numbers are acceptable. Insert the page number for each item in the column in this checklist. If documentation appears in several locations, include all of the page numbers.

PPHR MEASURE #1: Written All-Hazards Response Plan

The LHD demonstrates how it will respond to public health emergencies. To do so, the LHD submits a written copy of its All-Hazards public health emergency response plan. **OR**, the LHD submits the public health annex to its jurisdiction’s emergency response plan. Both documents must include the following information:

- A clear description of the LHD’s responsibilities
- How the LHD’s efforts fit within the larger jurisdictional (e.g., county, city) response

The specific actions the LHD will take, when the LHD will take these actions, and how the LHD will maintain and end these actions.

PLAN COMPONENTS: SECTIONS A–B	Page Number(s)	Explanation for Item(s) Not Addressed
A. Table of Contents		
a1. Sets forth sections and subsections with an appropriate pagination scheme that is consistent with the Local/State Civil Defense or Emergency Management Agency’s Response Plan.		
a2. All pages are numbered and consistent with the pages listed in the TOC.		
B. Purpose/Introductory Material		
b1. Sets forth the purpose of the plan and provides an overview of/introduction to the plan.		
b2. Description of how overall LHD preparedness is approached in your jurisdiction.		
b3. Using a table format, identify all neighboring jurisdictions and, if applicable, tribal and/or international borders and/or military installations within the locality.		

PPHR MEASURE #1: Written All-Hazards Response Plan		
PLAN COMPONENTS: SECTIONS C–D	Page Number(s)	Explanation for Item(s) Not Addressed
C. Plan Update Cycle		
c1. The plan is dated as reviewed/revised within one year of submission (since September 2005).		
c2. The procedure to update and revise the LHD plan on a regular basis (e.g., as part of exercise results, as new guidelines are posted, on an annual basis).		
c3. The plan is revised and updated to incorporate National Incident Management System (NIMS) components, principles, and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.		
D. Authority, Signatures, and Acknowledgment		
d1. Describe the legal and administrative authority under which the LHD would respond to an emergency requiring a public health response. Include citations of applicable statutes or administrative rules governing the plan’s creation and use (this item is dependent upon local and state legal practice).		
d2. Provide evidence of joint participation in disaster planning meetings (e.g., city-state-tribal collaboration, city-county collaboration). Evidence includes at least one of the following : <ul style="list-style-type: none"> <input type="checkbox"/> i. Invitation: Recent (since 9/05) invitation from the LHD to military installations or neighboring jurisdictions to participate in a planning process. <input type="checkbox"/> ii. Notes/Minutes: Recent (since 9/05) meeting notes or minutes. <input type="checkbox"/> iii. List/Acknowledgments: List of agency representatives participating in the plan’s development and to whom the plan applies, and acknowledgments by the agencies participating in the planning process. 		
d3. Statement signed by affected jurisdictional authorities acknowledging adoption or support of the plan and including citations of applicable statutes or administrative rules governing the plan’s creation and use (this item is dependent upon local and state legal practice). Evidence includes at least one of the following : <ul style="list-style-type: none"> <input type="checkbox"/> i. Cover Sheet: Minimum requirement cover sheet that states that the LHD response plan is adopted, supported, or acknowledged by the planning committee and is signed by organizations participating in the planning process; OR <input type="checkbox"/> ii. Notes: Meeting notes that include a motion to accept the plan and approval of the motion by the participating agencies. 		

PPHR MEASURE #1: Written All-Hazards Response Plan		
PLAN COMPONENTS: SECTION E	Page Number(s)	Explanation for Item(s) Not Addressed
E. Situations, Assumptions, Surge Capacity, and Mutual Aid		
<p>e1. Situations and Assumptions: Description of situations (e.g., floods, hurricanes) likely to affect LHD emergency response—unique vulnerabilities and distinguishing characteristics that may affect the circumstances of an emergency event and how the LHD is preparing for these vulnerabilities (e.g., hazard analysis results).</p> <p><input type="checkbox"/> i. Special Populations: Identify special populations (total numbers, categories, who in different situations) that need to be considered in the agency’s response.</p>		
<p>e2. Surge Capacity: Expected capability/capacity of local, state, federal, and private resources to respond to an emergency.</p> <p><input type="checkbox"/> i. Define the limits of present capabilities and internal agency surge capacity.</p> <p><input type="checkbox"/> ii. Specify how you will determine when to ask for higher order support based on models or past experience.</p> <p><input type="checkbox"/> iii. Specify how far your LHD or partner can manage with present human and physical resources before asking for outside/jurisdictional assistance.</p> <p><input type="checkbox"/> iv. Provide a description of the availability and surge capacity of personnel, treatment facilities, laboratories, redundant communications, pharmacologic supplies and security, etc. in relation to scope and duration for anticipated events.</p> <p><input type="checkbox"/> v. Specify current available resources, when and how the various resources would be requested, and how long they can be maintained (e.g., number of hospital beds, available shelters, volunteers, etc.).</p> <p><input type="checkbox"/> vi. Describe the process for volunteer credentialing.</p>		
<p>e3. Mutual Aid: Evidence of participation in and promotion of intrastate and interagency mutual aid agreements, to include agreements with the private sector and non-governmental organizations.</p> <p><input type="checkbox"/> i. Description: A description of the process by which the LHD is working to develop mutual aid agreements with neighboring jurisdictions, including military installations; OR</p> <p><input type="checkbox"/> ii. Status: Status of mutual aid agreements; OR</p> <p><input type="checkbox"/> iii. Agreement: If available, copy of mutual aid agreement(s).</p> <p><input type="checkbox"/> iv. Reference State Health Department Agreements: If LHD’s state health department is responsible for all mutual aid agreements, submit appropriate reference to these agreements.</p>		

PPHR MEASURE #1: Written All-Hazards Response Plan		
PLAN COMPONENTS: SECTION F–H (NOTE: All documentation for Sections F–H must cover the LHD, neighboring jurisdictions, and tribal and/or international borders and/or military installations.)	Page Number(s)	Explanation for Item(s) Not Addressed
F. Activation Circumstances and Event Sequence Following Activation		
<p>f1. Activation: Standard Operating Procedures (SOPs), decision matrix, flow chart, decision tree, or other format describing the following elements (an example of a decision matrix is included in BtPREP, Template H-1).</p> <ul style="list-style-type: none"> <input type="checkbox"/> i. Preliminary Circumstance: Flow diagram or narrative description that indicates when “to consider deploying specific response activities and procedures” (an example is provided in BtPREP, Template F-1) to detail outbreak investigations. <input type="checkbox"/> ii. Indicators: Identification of indicators that suggest a possible bioterrorist event has occurred. 		
G. Role(s) and Responsibility of Partners		
<p>g1. Partner Agencies: Bulleted list, table, or matrix indicating the primary and secondary support roles for local, state, and federal asset acquisition. Clearly identifies primary and secondary roles of each partner agency.</p>		
H. Concept of Operations		
<p>h1. NOTE: The Concept of Operations section must include a narrative description of the responsibilities of the local emergency response agency or team(s) that will respond to a public health emergency.</p> <p>Items lettered I–V below are all part of the Concept of Operations section. Each letter must address the following two items :</p> <ul style="list-style-type: none"> <input type="checkbox"/> i. Staff roles, responsibilities, and concept of operations for Emergency Services Functions (ESF) 8: Health and Medical Services. <input type="checkbox"/> ii. The response actions that will happen, when the actions will happen, and under whose authority the actions will happen. 		

PPHR MEASURE #1: Written All-Hazards Response Plan		
PLAN COMPONENTS: SECTION I–L (CONCEPTS OF OPERATIONS CONTINUED) (NOTE: All documentation for Sections I–L must cover the LHD, neighboring jurisdictions, and tribal and/or international borders and/or military installations.)	Page Number(s)	Explanation for Item(s) Not Addressed
I. National Incident Management System (NIMS) Compliance		
i1. Evidence of Compliance with the National Incident Management System (NIMS) <ul style="list-style-type: none"> <input type="checkbox"/> i. Adoption of NIMS: Evidence that the LHD has adopted NIMS through executive order, proclamation, resolution, or legislation as the agency’s all-hazards, incident response system. <input type="checkbox"/> ii. NIMS Assessment: Baseline assessment of NIMS implementation requirements that the LHD meets—the results of the NIMS Capability Assessment Support Tool (www.fema.gov/nimcast/index.jsp). <input type="checkbox"/> iii. NIMS Strategy: Description of the LHD’s strategy for full NIMS implementation and maintenance. 		
J. Organizational Structure		
j1. Organizational Structure: Description of the organizational structure to be used for coordination and support of emergency incidents and event management (typically Incident or Unified Command System). <ul style="list-style-type: none"> <input type="checkbox"/> i. ICS Adoption: Includes evidence that the LHD has adopted Incident Command System (ICS) concepts, principles, and structure to manage all emergency incidents and preplanned events. 		
K. Functional Staff Roles		
k1. Functional Staff Roles: Functional role assignments for the LHD staff and volunteers to be called upon in an emergency response. <ul style="list-style-type: none"> <input type="checkbox"/> i. Necessary Roles Document: List, table, or other format indicating the necessary roles to be filled during response operations. <input type="checkbox"/> ii. Job Aids/Action Sheets: Copies of Job Aids/Action Sheets for staff and volunteers detailing specific functions of each role indicated in the Necessary Roles document. 		
L. Command and Control		
l1. Structure: Description, table, or diagram that illustrates the LHD’s command and control structure for emergency incidents and event management.		

PPHR MEASURE #1: Written All-Hazards Response Plan		
PLAN COMPONENTS: SECTION M–N (CONCEPTS OF OPERATIONS CONTINUED) (NOTE: All documentation for Sections M–N must cover the LHD, neighboring jurisdictions, and tribal and/or international borders and/or military installations.)	Page Number(s)	Explanation for Item(s) Not Addressed
M. Communication Plan		
m1. Interdepartmental Communication Plan <ul style="list-style-type: none"> <input type="checkbox"/> i. Response actions to be taken, by whom, and how they will be documented (resources include Template G-1 and Template I-1, as well as Table 16 in BtPREP). <input type="checkbox"/> ii. Whom to notify and at what level (e.g., alert, standby, report). <input type="checkbox"/> iii. Responsible party(ies) for notification, alerts, and mobilization. <input type="checkbox"/> iv. Pertinent contact information (e.g., EOC, phone, cell, fax). <input type="checkbox"/> v. Method of notification. <input type="checkbox"/> vi. Where to report and location of activity(ies). <input type="checkbox"/> vii. When/timing of the activity(ies). 		
m2. Public Information System <ul style="list-style-type: none"> <input type="checkbox"/> i. Processes, procedures, and/or plans to communicate timely, accurate information to the public during an incident through the joint information system. <input type="checkbox"/> ii. Media relations. <input type="checkbox"/> iii. Joint Information Center. 		
m3. Partner Notification Process		
m4. Health Alert Network (HAN) <ul style="list-style-type: none"> <input type="checkbox"/> i. HAN Communications: How the LHD is sending, receiving, and interacting with HAN. <input type="checkbox"/> ii. Sample Messages: Evidence includes sample health alert messages that have been or may be shared by the LHD entity or constituent LHDs with the military installations or neighboring jurisdictions. 		
m5. Evidence that the LHD has achieved Essential Service Designation.		
N. Epidemiology		
n1. Epidemiology/Outbreak Investigation Functional Role: Assignments focusing on epidemiological/outbreak investigation tasks for staff and/or volunteers that would be called upon in an LHD emergency response.		

PPHR MEASURE #1: Written All-Hazards Response Plan		
PLAN COMPONENTS: SECTION N (CONCEPTS OF OPERATIONS CONTINUED) (NOTE: All documentation for Section N must cover the LHD, neighboring jurisdictions, and tribal and/or international borders and/or military installations.)	Page Number(s)	Explanation for Item(s) Not Addressed
N. Epidemiology, <i>continued</i>		
n2. Assimilation of Staff/Volunteers: Plan for how the LHD will assimilate staff and/or volunteers into preparedness operations.		
n3. Resources: Copies of job action sheets/job aids for staff/volunteers.		
n4. Rapid Training Curriculum: Rapid training curriculum for staff and/or volunteers for the Epidemiological Investigation Tasks.		
n5. Early Recognition and Surveillance: Ongoing and event-specific collection of health data.		
n6. Epidemiological Investigation Tasks <ul style="list-style-type: none"> i. Compare cases to the baseline and confirm diagnosis. ii. Case finding—actively search for cases. iii. Conduct contact tracing. iv. Develop description of cases through interviews, medical record review, and other mechanisms (person, place, and time). v. Generate possible associations of transmission, exposure, and source. vi. Identify population at risk. vii. Evaluate therapeutic outcome. 		
n7. Reports of Notifiable Conditions: An on-call system, policies, and procedures to take reports of notifiable conditions 24/7.		
n8. Data Management: Develop database and protocol for management/flow of data concerning epidemiology.		
n9. Coordination with Environmental Investigation		
n10. Perform and Analyze Definitive Studies		
n11. Monitor Adverse Reactions of Public Health Interventions		

PPHR MEASURE #1: Written All-Hazards Response Plan		
PLAN COMPONENTS: SECTION O–Q (CONCEPTS OF OPERATIONS CONTINUED) (NOTE: All documentation for Sections O–Q must cover the LHD, neighboring jurisdictions, and tribal and/or international borders and/or military installations.)	Page Number(s)	Explanation for Item(s) Not Addressed
O. Laboratory Data and Sample Testing		
<p>o1. Testing and Sharing: Description of how lab samples would be tested and how results would be shared with military installations or neighboring jurisdictions. Description includes what data would be shared and how it would be shared.</p> <p><input type="checkbox"/> i. Data Example: Include at least one example of data that has been shared or that might be shared if this has not happened yet.</p>		
<p>o2. Packaging and Shipping: Evidence of current packaging and shipping regulations on transporting infectious substances and dangerous goods to labs in the jurisdiction that can test for biological/chemical/radiological agents.</p>		
<p>o3. Transportation: Capability to transport specimens/samples to a confirmatory reference lab on nights, weekends, and holidays.</p>		
<p>o4. Access to Reference Labs: An on-call system, policies, and procedures to assure reference labs are available 24/7.</p>		
<p>o5. Data Management/Flow: Develop a database and a protocol for management/flow of laboratory data and sample testing information.</p>		
<p>o6. Evidence Management</p>		
P. Mass Prophylaxis and Immunization		
<p>p1. Plan for implementing mass prophylaxis and immunization that includes:</p> <p><input type="checkbox"/> i. The number of volunteers necessary to support mass prophylaxis.</p> <p><input type="checkbox"/> ii. The number of volunteers the LHD has recruited to support mass prophylaxis.</p>		
Q. Mass Patient Care System		
<p>q1. Mass Patient Care System: Description of the LHD’s mass patient care system— including how established, location, who will have access, and how it is maintained.</p>		
<p>q2. Patient Tracking System: System of tracking known cases/exposed persons through disposition to enable short- and long-term follow-up.</p>		

PPHR MEASURE #1: Written All-Hazards Response Plan		
PLAN COMPONENTS: SECTION Q–W (CONCEPTS OF OPERATIONS CONTINUED, EXCEPT W) (NOTE: All documentation for Sections Q–W must cover the LHD, neighboring jurisdictions, and tribal and/or international borders and/or military installations.)	Page Number(s)	Explanation for Item(s) Not Addressed
Q. Mass Patient Care System, continued		
q3. Isolation/Quarantine Patient Tracking System: System of tracking patients under isolation, quarantine, or treatment order whose health status and/or treatment compliance is monitored at a frequency consistent with agency policy.		
q4. Agency Policy for Patient Monitoring		
R. Mass Fatality Management Plan		
S. Environmental Surety Plan		
T. Mental Health of Public Health Emergency Response Personnel Plan		
U. Mental Health: Population-Wide Plan		
u1. Response Capacity: Description of the response capacity of the LHD towards population-wide mental health.		
u2. Partnerships: Description of what, if any, plans the LHD has to partner with sister agency(ies) to deal with population-wide mental health.		
V. Other		
v1. Other Responsibilities: Identify and describe responsibilities of the LHD that fall outside of ESF-8.		
W. Quarantine & Isolation (not part of Concepts of Operation)		
w1. Individual Quarantine/Isolation Process: The statutory or regulatory process in the jurisdiction to order individual quarantine and isolation.		
w2. Mass Quarantine/Isolation Process: The statutory or regulatory process in the jurisdiction to order mass quarantine and isolation.		
w3. Quarantine Authority: Identification of who is responsible for ordering individual or mass quarantine.		

PPHR MEASURE #1: Written All-Hazards Response Plan		
PLAN COMPONENTS: SECTION X	Page Number(s)	Explanation for Item(s) Not Addressed
X. Supporting and/or Reference Documents, as needed		
PPHR MEASURE #2: Plan Accessibility Plan and job action sheets are easily accessible to all LHD staff.		
REQUIRED EVIDENCE	Page Number(s)	Explanation for Item(s) Not Addressed
A. Assurance of Accessibility		
a1. Plan and Job Action Sheets: Plan and job action sheets are easily accessible to all LHD staff. Evidence includes: <ul style="list-style-type: none"> <input type="checkbox"/> i. List: List of locations of plan copies in agency. <input type="checkbox"/> ii. Agenda: New employee orientation agenda, including emergency role(s). 		