

Public Health Emergency Preparedness Core Competency Assessment Tool

Employee Name: _____

Date: _____

Every employee of the Local Public Health Agency should take this assessment. Discussion can be facilitated by using the attached scenarios.

Item No.	Competencies Can staff ...	Circle the number reflecting the extent to which employee meets competency requirements			Indicators for Meeting Competencies			Notes
		Does not yet meet	Meets	Exceeds	Training	Exercise	Skills Test	
1	Describe the public health role in emergency response.	1	2	3	<ul style="list-style-type: none"> • Watched PowerPoint presentation "Public Health Emergency Preparedness" 	<ul style="list-style-type: none"> • Participated in Joint Exercise 	<ul style="list-style-type: none"> • Discuss using scenario 	
2	Describe the chain of command in emergency response.	1	2	3	<ul style="list-style-type: none"> • Attended an ICS Training • Completed NIMS IS-700 	<ul style="list-style-type: none"> • Participated in an exercise involving ICS 	<ul style="list-style-type: none"> • Discuss using scenario 	
3	Identify and locate the agency emergency response plan.	1	2	3	<ul style="list-style-type: none"> • Attended an ICS Training • Watched PowerPoint presentation "Public Health Emergency Preparedness" 		<ul style="list-style-type: none"> • Can identify the physical location of the PHEP 	
4	Describe his/her functional role in emergency response and demonstrate the role in drills.	1	2	3	<ul style="list-style-type: none"> • Watched PowerPoint Presentation "Mass Clinic Overview" 	<ul style="list-style-type: none"> • Participated in Mass Clinic Exercise 	<ul style="list-style-type: none"> • Can identify the physical location they would report to if an event happened today • Can identify likely role in ICS 	
5	Demonstrate correct use of all communication equipment for emergency communication (fax, radios, sat phone).	1	2	3	<ul style="list-style-type: none"> • Attended Redundant Communications In-service • HAN Training 	<ul style="list-style-type: none"> • Participated in annual radio drill • Participated in HAN drill through Command Caller 	<ul style="list-style-type: none"> • Completed radio task in drill • Can identify location of communications information within the PHEP 	
6	Describe communication role in emergency response (within the agency, with the media, with the general public, and with family).	1	2	3			<ul style="list-style-type: none"> • Can identify who the likely PIO will be for an emergency 	
7	Identify limits to their knowledge and identify key system resources for referring matters.	1	2	3	<ul style="list-style-type: none"> • Completed HAN Training • Attended an ICS/EOP Training 		<ul style="list-style-type: none"> • Discuss using scenario 	
8	Recognize unusual events that might indicate an emergency and describe the appropriate action.	1	2	3	<ul style="list-style-type: none"> • Attended Forensic Epi Course 	<ul style="list-style-type: none"> • Participated in an Exercise 	<ul style="list-style-type: none"> • Discuss using scenario • Review the syndromic surveillance plan 	
9	Apply creative problem solving and flexible thinking to challenges within his/her functional responsibilities.	1	2	3		<ul style="list-style-type: none"> • Participated in an Exercise 	<ul style="list-style-type: none"> • Discuss using scenario 	

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Leaders and Administrators								
LA1	Describe the chain of command and management system for emergency response in the jurisdiction.	1	2	3	<ul style="list-style-type: none"> Completed NIMS IS-700 Completed NIMS IS-800 Completed ICS-300 and ICS-400 	<ul style="list-style-type: none"> Participated in an Exercise 	<ul style="list-style-type: none"> Can describe county's government structure Can identify county's EOP/EOC location 	
LA2	Communicate the public health information, roles, capacities, and legal authority to all emergency response partners-such as other public health agencies, other health agencies, other government agencies- during planning, drills, and actual emergencies.	1	2	3	<ul style="list-style-type: none"> Completed Risk Communications Training Participated in a Leadership Training Public Health Emergency Law Training 	<ul style="list-style-type: none"> Risk Communications Drill 	<ul style="list-style-type: none"> Work collaboratively with emergency response partners Invite key players to exercise 	
LA3	Maintain regular communication with emergency response partners.	1	2	3		<ul style="list-style-type: none"> Participated in Joint Exercise 	<ul style="list-style-type: none"> Distribute quarterly newsletter to partners 	
LA4	Assure that the agency has a written, regularly updated plan for major categories of emergencies that respects the culture of the community.	1	2	3			<ul style="list-style-type: none"> Update/upgrade plans 	
LA5	Assure that the agency regularly practices all parts of emergency response.	1	2	3	<ul style="list-style-type: none"> Completed Command Caller Activator Training 	<ul style="list-style-type: none"> Participated in Functional Exercise 	<ul style="list-style-type: none"> Activated a Command Caller scenario 	
LA6	Evaluate every emergency response drill to identify needed internal and external improvements	1	2	3		<ul style="list-style-type: none"> Conduct a debriefing after an exercise/drill 	<ul style="list-style-type: none"> Contribute to and write an After Action Report 	
LA7	Assure that knowledge and skills gaps are identified through planning, drills, and evaluation and are addressed.	1	2	3	<ul style="list-style-type: none"> Attended a Strategic Planning Training 		<ul style="list-style-type: none"> Follow up on After Action Report recommendations Complete competency 	
Public Health Professionals								
P1	Demonstrate readiness to apply professional skills to a range of emergency situations during regular drills.	1	2	3	<ul style="list-style-type: none"> Epi Training Personal Protective Equipment (PPE) Training 	<ul style="list-style-type: none"> Participated in an Exercise 	<ul style="list-style-type: none"> Discuss using scenario 	
P2	Maintain regular communication with partner professionals in other agencies involved in emergency response.	1	2	3	<ul style="list-style-type: none"> Health Alert Network Training (can use "People" function on the HAN) 	<ul style="list-style-type: none"> Participated in an Exercise 	<ul style="list-style-type: none"> Can locate and have maintained a contact list 	
P3	Participate in continuing education to maintain up-to-date knowledge in areas relevant to emergency response.	1	2	3	<ul style="list-style-type: none"> Trainings/education applicable to public health emergency preparedness 			
Public Health Technical and Support Staff								
T&S1	Demonstrate the use of equipment and skills associated with his/her functional role in emergency response during regular drills.	1	2	3	<ul style="list-style-type: none"> HAN Training Blast fax 		<ul style="list-style-type: none"> Demonstrate record-keeping/organizational skills Demonstrate using blast fax 	
T&S2	Describe at least one resource for backup support in key areas of responsibility.	1	2	3	<ul style="list-style-type: none"> ICS/EOP Training 		<ul style="list-style-type: none"> Do they know who to call if they need something? 	