Public Health Emergency Preparedness (PHEP) Program Review Tool

Agency:	Click here to enter text.	Reviewer:	Click here to enter text.
Administrator:	Click here to enter text.	Participants:	Click here to enter text.
Dates of review (*mm/dd/yyyy*):	Click here to enter text.	Date of report (*mm/dd/yyyy*):	Click here to enter text.

I. Administrative			
Criteria for compliance	**Yes**	**No**	**Comments/documentation/explanation/timelines**
A. By September 15 annually, the LPHA has drafted, submitted for review, revised as needed and submitted for final approval an annual work plan that includes all contractual and statutory required elements and Public Health Capabilities. (PE-12.4.f.)	☐	☐	Click here to enter text.
B. Local Public Health Authority (LPHA) must identify a PHEPR Coordinator who is directly funded from the PE-12 grant. Personnel who are funded under the PE-12 contract are working on preparedness activities in accordance with their funding levels based on submitted budgets and work plans (PE-12.4.c.(3))	☐	☐	Click here to enter text.
1. LPHA staff who receive PHEPR funds must have planned activities identified within the approved PHEPR Work Plan.	☐	☐	Click here to enter text.

2. LPHA must implement its PHEPR activities in accordance with its approved PHEPR Work Plan.	☐	☐	Click here to enter text.
3. Work plans will address equity considerations into planning efforts and integration into response and recovery plans in accordance with PE-12 requirements. (PE-12.4.b)	☐	☐	Click here to enter text.
II. Plan and response			
Criteria for compliance	**Yes**	**No**	**Comments/documentation/explanation/timelines**
A. LPHA completed an assessment in accordance with PE-12 requirements. (PE-12.4.e)	☐	☐	Click here to enter text.
B. LPHA has developed and maintained an effective All-Hazards Public Health Emergency Preparedness and Response Plan that clearly identifies Public Health roles and responsibilities for responding to Public Health emergencies. (PE-12.4.l, ORS 431.133)	☐	☐	Click here to enter text.
1. Documentation demonstrates Public Health ESF #8 or All-Hazards Public Health Emergency Preparedness & Response Plan is reviewed and revised every two years. (PE-12.4.l.(2))	☐	☐	Click here to enter text.
C. LPHA has developed and maintained an operational Medical Countermeasure Dispensing and Distribution (MCMDD) Plan. (PE-12.4.l)	☐	☐	Click here to enter text.

D. LPHA has developed and maintained a plan providing for Continuity of Operations during a disaster or emergency, including a plan for accessing resources necessary to recover from or respond to a disaster or emergency. (PE-12.4.l, ORS 431.133)	☐	☐	Click here to enter text.
E. LPHA has developed and maintained a Communications and Information Plan. (PE-12.4.l, ORS 431.134)	☐	☐	Click here to enter text.
G. LPHA demonstrates NIMS compliance as a standard for the development of emergency plans and an incident management system. (PE-12.4.l.(2))	☐	☐	Click here to enter text.
H. LPHA uses HSEEP as an evaluation and improvement model per CDC grant requirements. (PHEP Cooperative Agreement AHA-C)	☐	☐	Click here to enter text.
1. Evidence of Multi-Year Training and Exercise Plan (MYIPP) that demonstrates a 3-year cycle of training and exercises that increase in complexity. (PE-12.4.j.2.e)	☐	☐	Click here to enter text.
2. Evidence of After-Action Report recommendations being built into work and exercise plans as well as required plans, annexes, appendices, if applicable. (PE-12.4.j.2.c, PE-12.4.l.2.a)	☐	☐	Click here to enter text.

III. Partner collaboration and community outreach			
Criteria for compliance	**Yes**	**No**	**Comments/documentation/explanation/timelines**
A. LPHA coordinates and networks with its partners including regular attendance at meetings such as PHEPR/OHA Monthly Call, HCC meetings, etc. (PE-12.4.d, ORS 431.133)	☐	☐	Click here to enter text.
B. Documentation demonstrates LPHA collaborates with HCC partners to develop and maintain plans, conduct training and exercises, and respond to public health threats and emergencies. (PE-12.4.d.(3), ORS 431.133)	☐	☐	Click here to enter text.
C. LPHA maintains a publicly available 24/7/365 system for reporting and responding to public health emergencies. (PE-12.4.h, ORS 433.004)	☐	☐	Click here to enter text.
1. Evidence of easily accessible public 24/7/365 phone number.	☐	☐	Click here to enter text.
D. LPHA has developed and maintained a contact list of community partnerships to support preparedness, mitigation, response and recovery efforts. (PE-12.4.d.(6), ORS 431.133)	☐	☐	Click here to enter text.
E. LPHA appointed a Health Alert Network (HAN) administrator to implement and maintain the HAN system for their respective jurisdiction. (PE-12.4.i.(1))	☐	☐	Click here to enter text.

1. LPHA initiated one local call down exercise for LPHA staff each grant year. (PE-12.4.i.(2).h)	☐	☐	Click here to enter text.
IV. Training and education			
Criteria for compliance	**Yes**	**No**	**Comments/documentation/explanation/timelines**
A. All LPHA personnel are trained for assigned emergency response roles. (PE-12.4.k)	☐	☐	Click here to enter text.
1. Evidence of training records for all LPHA staff with emergency response roles that demonstrate NIMS compliance. (PE-12.4.k)	☐	☐	Click here to enter text.
2. Evidence of Incident Command System (ICS) organizational charts with specific positions identified for a Public Health response. (OAR 333-003-0200)	☐	☐	Click here to enter text.
V. Exercises, incidents and events			
Criteria for compliance	**Yes**	**No**	**Comments/documentation/explanation/timelines**
A. Evidence of submission of one exercise notifications in accordance with PE-12 requirements. (PE-12.4.j)	☐	☐	Click here to enter text.
1. Evidence of submission of Incident Action Plan or local response documentation in accordance with PE-12 requirements. (PE-12.4.j.(1).b)	☐	☐	Click here to enter text.

B. Evidence of submission of exercise, planned event or incident After Action Reports (AARs) in accordance with PE-12 requirements.(PE-12.4.j)	☐	☐	Click here to enter text.

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