

# 2004-2005 CPHP Exemplar Group Charter

## *Public Health Preparedness Exercises and Drills*

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### **PURPOSE**

The purpose of the Centers for Public Health Preparedness (CPHP) Public Health Preparedness Exercises and Drills Exemplar Group is twofold:

The exemplar group will produce a resource tool for the public health workforce. The resource tool will delineate the existing CPHP network materials related to exercise and drills.

The exemplar group, through development of the resource tool, will identify any gaps in knowledge or resources within the network. Using members combined expertise, the exemplar group can make recommendations to CDC about any additional activities that the exemplar group should undertake that would contribute to advancing national preparedness goals.

### **MEMBERSHIP**

#### ***General Membership***

The membership of the Exercises and Drills exemplar group is comprised of subject matter experts and other designated representatives the CPHP network, CDC and ASPH. These members are responsible for disseminating information on activities of the exemplar group to others within their academic organization.

Exemplar group members are:

Tomas Aragon, University of California Berkeley  
Daniel Barnette, Johns Hopkins University  
Daniel Bednarz, University of Pittsburgh  
Lindsay Benson, University at Albany State University of New York (SUNY)  
Paul Biddinger, Harvard University  
Laura Biesiadecki, ASPH Program Manager  
Jon Burstein, Harvard University  
Rick Clover, University of Louisville  
Cham Dallas, University of Georgia at Athens  
Mary Davis, University of North Carolina at Chapel Hill  
Robert Emery, University of Texas at Houston  
Kelly Ewertowski, Saint Louis University  
Kristine Gebbie, Columbia University  
Deborah Gray, Ohio State University  
David Herrera, University of Texas at Houston  
Lisle Hites, Tulane University  
Ed Jasper, Thomas Jefferson University  
Devangna Kapadia, University of Illinois at Chicago  
Patrick Lenihan, University of Illinois at Chicago  
Deborah Levy, Centers for Disease Control and Prevention Expert  
Scott Lillibridge, University of Texas at Houston  
Andrea Marcus, University of Medicine and Dentistry of New Jersey  
Lou Nelson, New York University  
Carl Osaki, University of Washington  
Cindy Parker, Johns Hopkins University

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## *Public Health Preparedness Exercises and Drills*

Michael Proctor, University of Texas at Houston

Beth Rada, ASPH Program Coordinator

Steve Reissman, Centers for Disease Control and Prevention Expert

Jane Richter, University of South Carolina

Sue Ann Sarpy, Tulane University

Marcia Sass, University of Medicine and Dentistry of New Jersey

Phil Shertzing, University of Michigan

Kim Shoaf, University of California Los Angeles

**Bill Stanhope, Saint Louis University**

Michael Thomas, Saint Louis University

Bernard Turnock, University of Illinois at Chicago

Mary Des Vignes-Kendrick, University of Texas at Houston

Laurie Walkner, University of Iowa

Penny Whiteside, University of Alabama at Birmingham

### ***Leadership***

Volunteers were solicited from the exemplar group to serve as the leadership of the group. The exemplar group leadership will be responsible for finalizing the group's charter and the other key activities necessary to keep the group on task and deadline. The leadership will act as the primary point of contact between the exemplar group and the CDC Expert Liaison and ASPH Coordinator.

The exercise and drill exemplar group leadership are:

Edward Jasper, Thomas Jefferson University

Kim Shoaf, University of California Los Angeles

Bill Stanhope, Saint Louis University

## **STANDARD OPERATING PROCEDURES**

### ***Communications***

The group will communicate via a number of channels including conference calls, email, in-person meetings and an intranet workgroup.

Conference calls will be bi-weekly, Thursdays 2:30-3:30 PM EST (Suggestion) . The ASPH coordinator will be responsible for distributing conference call information. The conference call schedule will be as follows:

January 6

January 27

February 10

February 24

March 10

March 24

April 7

April 21

May 5

If necessary, exemplar group members may meet in person.

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The exemplar group leadership may meet more frequently via conference call based on project needs. ASPH will be responsible for supporting the calls.

ASPH will support Intranet and Workgroup functions to facilitate the sharing of written communication between group members. Group members are invited to post documents and discussion items to further the purpose of the group. The site is located at <http://www.asph.org/acphp/only.cfm>. The default password for group members is their last name.

### **Agenda**

Exemplar group meetings will be executed according to a pre-established agenda set by the exemplar group leadership and ASPH program coordinator.

### **Voting**

The exemplar group will work toward developing a consensus on the workplan and the contents of the resource tool. Where consensus cannot be achieved the group will vote to resolve any differences of opinion. ASPH program coordinator will facilitate voting.

### **Description of the Proposed Resource Tool**

#### Assumptions:

Group members recognize that a variety of emergency exercise and drills exist including those developed for Federal emergencies. For the purpose of this resource tool, the group will focus on delineating network resource tools that target testing the public health response to a public health threat or emergency including those where public health does not have the lead role.

#### Recommendations:

Based on the assumptions, the exemplar group proposes to develop a resource tool that will:

Include an introductory section outlining the need for the resource tool and a definition of terms associated with the topic. Definitions will be taken from the American College of Emergency Physicians and the Homeland Security Exercise Evaluation Program.

Provide a listing of existing network resources on public health preparedness exercise and drills, which includes those which incorporate clinicians and first responders. Each resource listing will include a cover, which describes the important characteristics of the resource to help users gain a better understanding of the developers and uses of the individual resource.

Divide the resource tool into three sections: 1) Table top exercises; 2) Functional and Full Scale Drills and 3) Simulations. Each section will contain a description of what is available in the CPHP network as well as a discussion about the gaps in the resources required to test preparedness.

## **KEY ACTIVITIES**

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## *Public Health Preparedness Exercises and Drills*

In order to complete the resource tool, the exemplar group will:

Come to consensus on the purpose of the group and the description of the proposed resource tool.

Develop and adopt an exemplar group charter, including a workplan timeline.

Collect existing exercises and drills resources using the finalized resource collection form including finalizing form to characterize existing resources.

Meet in May in Los Angeles to further develop the toolkit.

Compile and distribute information on resources to reviewers, for review and analysis.

Finalize toolkit and submit to CDC.

### ***Timeline***

The proposed timeline for completing the key activities and developing the proposed toolkit is as follows:

Kick-off Meeting	January 6, 2005
Comments on charter from exemplar group due to ASPH	February 10, 2005
Finalized charter	No later than February 28, 2005
Finalize criteria for examining existing network resources on preparedness exercise and drills.	March 11, 2005 (leadership meeting in Washington DC)
Collect information on existing network resources	March 16-April 15, 2005
Meet to discuss resources and their similarities and differences.	Distribute resources for review April 19, 2005
Compile and distribute information on resources to reviewers for review and analysis. Meet in person in Los Angeles associated with the 4 <sup>th</sup> Annual Public Health and Disasters Meeting (proposed)	On or about May 1, 2005
Based on assessed similarities and differences discuss parameters for paper	On or about May 1, 2005
Draft paper to group	By June 15, 2005
Revise draft	By July 11, 2005
Final paper	August 31, 2005