

# 2004-2005 CPHP Exemplar Group Charter

## *Rural Preparedness and Agroterrorism*

---

### **PURPOSE**

The purpose of the Centers for Public Health Preparedness (CPHP) Rural Preparedness and Agroterrorism Group is to produce a toolkit that describes activities and resources related to the related issues of rural preparedness and agroterrorism. The toolkit will be a national resource that will assist national, state and local partners in successfully navigating CPHP network products and courses to determine which options best meet their needs given the diverse nature of rural threats and state and local public health capacities. The toolkit will address the unique rural preparedness and agroterrorism challenges facing public health and homeland security leadership in the aftermath of September 11<sup>th</sup>. The process that leads to the toolkit will also help the team identify gaps that exist in activities, resources, and relationships that might benefit all members of the CPHP network.

### **MEMBERSHIP**

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

The membership of the Rural Preparedness and Agroterrorism 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 from workgroup sessions to others within their Centers and include:

- Harvard University: Paul Campbell, Josh Frances
- Iowa State University: Gayle Brown
- Johns Hopkins: Cindy Parker
- University of Albany: Lindsay Benson
- University of Alabama: Steve Becker, Rachel Vasconez, Penny Whiteside
- University of Minnesota: John Shutske
- University of Nebraska Medical Center: Marsha Morien
- University of Oklahoma: Larry Regens
- University of Pittsburgh: Michael Meit, Cherie Wallace
- University of Washington: Jeremy Sappington

#### ***Leadership***

As determined by the membership of the exemplar group, the following members will serve as the primary points of contact and leadership for the exemplar group.

- John Shutske, University of Minnesota (Agroterrorism)
- Michael Meit, University of Pittsburgh (Rural Preparedness)
- Paul Campbell, Harvard School of Public Health (Rural Preparedness)
- Josh Frances, Harvard School of Public Health (Rural Preparedness)

The exemplar group leadership members will be responsible for writing the group's charter, and other core activities necessary to keep the group on task and deadline. The leadership will act as the primary point of contact for the CDC Subject Matter Expert Liaisons and ASPH Coordinator.

# 2004-2005 CPHP Exemplar Group Charter

## *Rural Preparedness and Agroterrorism*

---

### STANDARD OPERATING PROCEDURES

#### **Communications**

- Meetings/conference calls will be biweekly, every other Wednesday from 2:30 – 3:30 EST. The ASPH coordinator will be responsible for distributing conference call information and materials. The conference call schedule is as follows:
  - April 27
  - May 11
  - May 25
  - June 8
  - June 22

Exemplar group members will also meet twice in person, in conjunction with the Academy Health meeting (June 25-29 in Boston - planned meeting date is June 26 for the exemplar group) and in conjunction with the NACCHO/ASTHO meeting (July 11-15 in Boston).

Other telephone conference calls or web-conferences will be arranged as needed following the first live meeting of the group in Boston.

- 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 among group members. Group members will be responsible for posting materials to the exemplar group site.

#### **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 to develop a consensus on the workplan and the contents of the toolkit. Where consensus cannot be achieved, the group will vote to resolve any differences of opinions. The ASPH program coordinator will facilitate voting.

### KEY ACTIVITIES

- Exemplar Group members will identify the data elements to be collected on each rural preparedness and agroterrorism asset, collect all necessary data on activities under review for the toolkit, , and perform a comparative gap analysis of the collected materials.
- Exemplar group members will provide their own lessons learned and experiences.
- Develop a toolkit that will serve as a resource document available to the CPHP network and the public health workforce that will include the following:
  - Highlight differences between...
  - Discuss Lessons Learned
  - Address Challenges

## 2004-2005 CPHP Exemplar Group Charter

### *Rural Preparedness and Agroterrorism*

---

- Comparative Analysis of current CPHP assets (trends, gaps, etc)
- Recommendations for future CPHP network direction

#### **Assessing Network Resources**

The exemplar groups will provide a brief description of existing network resources relevant to Rural Preparedness and Agroterrorism, identifying gaps where appropriate, against both descriptive and evaluative criteria. Exemplar group participants will provide information on their center activities (including program descriptions, training materials, evaluations, etc.), identify activities involving other CPHP network partners, including those partners not part of the exemplar group, and commit to making information and materials available to the broad CPHP audience for use through inclusion in the toolkit.

#### **Timeline**

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

Exemplar Group Activity	Planned Due Date
Finalize Charter/Workplan	April 27, 2005
Clarify the scope of activities that will be addressed in the toolkit	April 29, 2005
Identify data elements to be collected for the rural preparedness and agroterrorism activities to be included in the toolkit	May 11, 2005
Identify current CPHP rural preparedness and agroterrorism activities among all centers	May 27, 2005
Collect all necessary data on activities under review for toolkit	June 10, 2005 (data collection: 5/13-6/10)
Develop and finalize review criteria by which activities will be reviewed and identify reviewers	Discuss May 11, finalize by June 10
Compile and distribute review criteria and information on all activities to reviewers, for review and analysis	June 22, to be reviewed prior to in-person meeting
Review activities for toolkit and analyze for inclusion in toolkit	Discuss at in-person meeting to be held on June 26 and 27.
Develop first draft of toolkit	By July 6, send out for review prior to second in-person meeting
Review toolkit draft	Discuss at in person meeting to be held between 7/11 and 7/15.
Finalize toolkit	August 31

**2004-2005 CPHP Exemplar Group Charter**  
*Rural Preparedness and Agroterrorism*

---