

STATE OF HAWAII
DEPARTMENT OF HEALTH

OFFICE OF PUBLIC HEALTH PREPAREDNESS

FUNCTIONAL STATEMENT

Under the general supervision of the Director of Health, accountable for preparing the department, public health agencies, the health care community, and ultimately the State of Hawaii to respond effectively and efficiently to a public health emergency, such as a bioterrorism event, a severe outbreak of a dangerous infectious disease, or natural disasters. Responsible for coordinating department disaster-related planning; facilitating training and exercising for the entire department; administering federal funding that supports department emergency preparedness activities; maintaining the Department (Emergency) Operations Center (DOC); ensuring that needed mutual assistance agreements and memoranda of understanding are in place to supplement the resources of the department in times of need; serving as the primary facilitator of program stakeholder involvement; and exercising leadership during an actual public health emergency.

The chief activities of this office are to:

- Assess the state of readiness to respond to public health emergencies.
- Inventory resources available to respond to public health emergencies.
- Develop and promulgate plans to respond to public health emergencies.
- Exercise response and recovery plans with public health, health care, and mental health agencies.
- Develop plans and protocols to manage assets of the Strategic National Stockpile and implement those plans and protocols should they be needed to respond to a public health emergency.
- Train and test on distributing procedures of medical countermeasures.
- Support the development and implementation of advanced systems for disease surveillance.
- Support laboratory capability to identify suspect agents.
- Develop an effective risk communications capacity that provides for timely information dissemination to citizens during a public health emergency.
- Facilitate training of key public health officials, emergency responders, and healthcare providers to respond to public health emergencies.
- Coordinate awareness, training, and practices with community partners on how to prevent, respond to, and recover from public health incidents.
- Engage and liaise with public and private organizations that represent the cultural and socio-economic demographic components of the community in preparedness activities.
- Engage with community organizations to foster public health, medical, and mental health social networks.

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- Support the development and maintenance of public health continuity of operations plans at the state and local levels.
- Maintain 24/7 public health emergency contact capability and function.
- Maintain current ability to rapidly activate state public health Incident Command System team as needed.
- Facilitate training of public health staff in Incident Command System roles, responsibilities, and lines of communication.
- Support the maintenance of the department's Emergency Operations Plan.
- Coordinate department after-action reports and other evaluative tools as necessary following large-scale and/or broad impact infectious disease outbreaks, environmental public health risks, natural disasters, and other events that threaten the health of people.
- Facilitate and coordinate public health, medical, and mental health mass care services, as needed.
- Support the ability of healthcare systems to provide needed beds and public access to care and medical services in the event of an emergency, as well as track patients, medical staff, equipment, and supplies.
- Develop, utilize, and support the Emergency System for the Advance Registration of Volunteer Health Professionals (ESAR-VHP).
- Coordinate the identification, recruitment, rostering, credential verification, training, and engagement of public health volunteers to assist in emergency response operations.
- Enable and sustain partnerships with healthcare coalitions responsible for emergency preparedness, response, and recovery.
- Solidify and strengthen an advisory group to provide technical support and recommendations on preparedness issues.

Secretarial and Clerical Support Staff

- Provide secretarial and clerical services.
- Develop and maintain administrative, personnel, and general correspondence files of program.
- Assemble information from records, files, interviews, and various reference sources.

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Fiscal and Administrative Support Staff

Implements Fiscal and administrative responsibilities including ongoing fiscal monitoring, tracking, and evaluation to ensure compliance with all relevant federal, state, and local laws, as well as administrative rules and regulations regarding budget and fiscal matters. The overall functions of this staff are as follows:

- Plan, monitor, and perform program evaluation and analysis related to budgets, procurement, property, and personnel management.
- Develop and manage the formulation and execution of the federal cooperative agreement budget.
- Interpret State, Federal, and grant-specific fiscal/financial policies, rules, regulations, and procedures to ensure program compliance.
- Prepare operation expenditures plan, financial reports, inventory reports, variance reports, and other reports as needed.
- Develop and monitor contractual procurement.
- Provide orientation to new staff.

Policy, Assessment, and Implementation Section

Conducts statewide public health preparedness planning and implementation including, conducting coordination, assessment, planning, and capacity building activities to meet the program strategic objectives as well as the national benchmarks for both public health and healthcare preparedness capabilities. The overall functions of this section are as follows:

- Develop and update Emergency Response Plans including annexes, appendices, and implementing instructions.
- Ensure all areas of national performance metrics, especially as required by funding cooperative agreements, are met and in compliance; follow-up on and address any recommendations/corrective actions.
- Share best practices learned from meetings and trainings related to Public Health Emergency Preparedness with other program stakeholders.
- Plan drills and exercises consistent with the Homeland Security Exercise and Evaluation Program and complete After Action Reports and Improvement Plans as required.
- Provide or facilitate training and assistance in subject matter areas of expertise for both internal and external stakeholders.
- Track the implementation of any corrective action plans following exercises

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and compile periodic reports for submission to funding agency and executive authorities.

- Provide strategic, operational, and planning support to the department in the event of an emergency response.
- Ensure all supplies, equipment, and other public health emergency response materials are accounted for and in a state of readiness for rapid deployment 24/7.

Education and Training Section

Improves the competency of the public health workforce and works with communities and the general public to educate and mobilize them on preparedness issues. Activities conducted by this section will include training, health education, community outreach, and communication strategies/materials development. The overall functions of this section are as follows:

- Coordinate or facilitate training of departmental staff and other public and private sector health professionals to assess needs, coordinate resources, and maintain inventories.
- Develop partnerships with centers for public health preparedness, schools (or departments) of public health and medicine, other academic institutions, and other organizations for the provision or facilitation of related education and training.
- Conduct community outreach activities on public health emergency preparedness in collaboration with community partners.
- Work with the DOH Communication Office to provide accurate and appropriate information to the public during emergencies, and facilitate timely delivery of such information to public health stakeholders.
- Strengthen the department's surge capacity for Emergency Public Information and Warning.
- Ensure performance metrics in respective technical areas are met and in compliance; address any recommendations/corrective actions.
- Share best practices from meetings and trainings related to Public Health Emergency Preparedness Education and Training with other program stakeholders.