

# BOH Staff Emergency Preparedness Self-Assessment



**About the Assessment:** This survey focuses on bioterrorism and emergency preparedness competencies. Results from this assessment will be used to identify appropriate training topics and opportunities. In addition, a post-test assessment will be used to determine the effectiveness of some training and educational opportunities that have already been implemented.

**Participation:** Your participation is voluntary. By completing the survey, you are giving your consent to participate. Results will be reported in group or aggregate format. By August 28, 2003, place your survey in the labeled "BT Survey" box on the 8<sup>th</sup> Floor of Key Bank Plaza, or in Water Chemistry office on Union Street level at 221 State Street or the mailroom (Health Engineering Supply) at 161 Capital Street.

**Resources:** For additional information about the emergency preparedness competencies visit the following website: <http://www.bt.cdc.gov/index.asp>

## Background Information:

**ID # (required):** \_\_\_\_\_  
(last four digits of SS#)

**NAME (optional):** \_\_\_\_\_

**DATE (required):** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YY

**ORGANIZATION** \_\_\_\_\_ **DIVISION (if applicable)** \_\_\_\_\_

**POSITION** (please check the box that "best" describes your position):

**1 Administrative Staff**  
(Clerical Staff, Data Entry Staff,  
IT Support)

**4 Epidemiologist**

**7 Laboratory Staff**

**2 Clinical Staff**  
(Nurses, Physicians, PA, NP)

**5 Health Educator**

**8 Other (please specify)**  
\_\_\_\_\_

**3 Environmental Health Staff**  
(Entomologist, Health Engineering,  
Sanitarian, Toxicologist, Water Specialist)

**6 Health Planner**  
(Comprehensive Health Planner, Research  
Associate, Research Assistant, Statistician)

**FAMILIARITY** (please check the box that "best" describes your familiarity with public health emergency preparedness):

**1 Very familiar**     **2 Somewhat familiar**     **3 Not very familiar**     **4 Not at all familiar**

**DIRECTIONS:** Please circle the number that best corresponds with how confident you are you can perform the following functions, as well as your perceived level of need for training in that particular area, and the relevancy of each competency to your current position.

<b>Functions/Roles</b>		<b>Confidence</b>				<b>Training Need</b>				<b>Relevancy</b>			
<b>Am I able to...</b>		<b>How confident are you that you can do the following?</b>				<b>What is your level of need for training in this area?</b>				<b>How relevant is this to your current position?</b>			
		Low Confidence		High Confidence		Low Need		High Need		Low Relevancy		High Relevancy	
<b>1.</b>	<b>Public Health Role in Emergency Response</b>												
A.	Describe the public health role in emergency response in a range of emergencies that might arise	1	2	3	4	1	2	3	4	1	2	3	4
B.	Maintain regular communication with partner professionals in other agencies involved in emergency response	1	2	3	4	1	2	3	4	1	2	3	4
<b>2.</b>	<b>Chain of Command in Emergency Response</b>												
A.	Describe the chain of command and management system for emergency response	1	2	3	4	1	2	3	4	1	2	3	4
B.	Maintain regular communication with emergency response partners	1	2	3	4	1	2	3	4	1	2	3	4
<b>3.</b>	<b>Agency Emergency Response Plan</b>												
A.	Identify and locate my agency's emergency response plan	1	2	3	4	1	2	3	4	1	2	3	4
B.	Identify the needed components of a public health BT response plan that is integrated with overall emergency response plan for the agency	1	2	3	4	1	2	3	4	1	2	3	4
C.	Conduct workforce BT preparedness programs	1	2	3	4	1	2	3	4	1	2	3	4
D.	Establish protocols for handling and distribution of the Strategic National Stockpile	1	2	3	4	1	2	3	4	1	2	3	4
E.	Establish written policies and procedures for rapid specimen identification and electronic reporting of results	1	2	3	4	1	2	3	4	1	2	3	4

Functions/Roles		Confidence				Training Need				Relevancy			
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		Low Confidence		High Confidence		Low Need		High Need		Low Relevancy		High Relevancy	
F.	Maintain or know the location of written plans for 24/7 availability of specific staff and specialists required during a BT event	1	2	3	4	1	2	3	4	1	2	3	4
G.	Identify specific resources needed for BT response to crucial biologic agents	1	2	3	4	1	2	3	4	1	2	3	4
H.	Use risk assessment of potential biological, chemical, or radiological hazards in the community to determine roles and responsibilities of those involved in public health BT response	1	2	3	4	1	2	3	4	1	2	3	4
I.	Establish protocols to address public health surge capacity	1	2	3	4	1	2	3	4	1	2	3	4
J.	Specify safety measures to be taken by public health responder in a BT event, including use of protective equipment	1	2	3	4	1	2	3	4	1	2	3	4
K.	Establish emergency communication roles and responsibilities for BT response	1	2	3	4	1	2	3	4	1	2	3	4
L.	Delineate protocols for patient decontamination and environmental remediation, including populations with special needs	1	2	3	4	1	2	3	4	1	2	3	4
<b>4.</b>	<b>Functional Roles in Emergency Response</b>												
A.	Describe my role in emergency response and demonstrate my role in regular drills.	1	2	3	4	1	2	3	4	1	2	3	4
B.	Demonstrate the use of equipment (including protective equipment) and skills associated with my functional role in emergency response during regular drills	1	2	3	4	1	2	3	4	1	2	3	4
C.	Demonstrate readiness to apply professional skills to a range of emergency situations during regular drills	1	2	3	4	1	2	3	4	1	2	3	4
D.	Describe at least one resource for backup/support in key areas of responsibility	1	2	3	4	1	2	3	4	1	2	3	4

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<b>5.</b>	<b>Communication Equipment</b>												
A.	Demonstrate correct use of all communication equipment used for emergency communication (phone, fax, radio)	1	2	3	4	1	2	3	4	1	2	3	4
<b>6.</b>	<b>Communication Roles in Emergency Response</b>												
A.	Know my role via the Health Alert Network (HAN)	1	2	3	4	1	2	3	4	1	2	3	4
B.	Describe the communication role in emergency response within the agency, with the media, with the general public, and with family and neighbors	1	2	3	4	1	2	3	4	1	2	3	4
<b>7.</b>	<b>Limitations of Knowledge/Skills/Authority and Key System Resources for Referring</b>												
A.	Identify limits to my own knowledge, skills, and authority	1	2	3	4	1	2	3	4	1	2	3	4
B.	Identify key resources for referring matters which exceed my limits	1	2	3	4	1	2	3	4	1	2	3	4
<b>8.</b>	<b>Unusual Events and Appropriate Action</b>												
A.	Recognize unusual events that might indicate an emergency	1	2	3	4	1	2	3	4	1	2	3	4
B.	Describe appropriate action to these unusual events	1	2	3	4	1	2	3	4	1	2	3	4
C.	Participate in continuing education to maintain up to date knowledge in areas relevant to emergency response	1	2	3	4	1	2	3	4	1	2	3	4

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<b>9.</b>	<b>Problem Solving and Flexible Thinking to Challenges and Evaluation of Effectiveness of Actions</b>												
A.	Apply creative problem solving and flexible thinking to unusual challenges within my area of functional responsibility	1	2	3	4	1	2	3	4	1	2	3	4
B.	Able to evaluate effectiveness of all actions taken in response to an emergency	1	2	3	4	1	2	3	4	1	2	3	4

**Thank you for your time!**