

# Local SNS Support Plan Self-Assessment and Development FAQs

## Where can I access Local SNS Support Plan Assessment Guidance Documents and Tools?

Local SNS Guidance Documents and Tools can be accessed from the Ohio EMA website at: <http://www.ema.ohio.gov/SNSGuidance.aspx>.

## How should my local SNS Support Plans be structured?

It is the joint guidance of the Ohio Department of Health and the Ohio Emergency Management Agency that local Strategic National Stockpile program support plans, operational plans and procedures should be developed using federal plan development guidance that is contained within FEMA's *State and Local Guidance-101 – Guide for All-Hazard Emergency Operations Planning* - <http://www.fema.gov/pdf/plan/slg101.pdf>, and FEMA's newly-developed Comprehensive Preparedness Guide-101 (CPG-101), *Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans* - [http://www.fema.gov/pdf/about/divisions/npd/cpg\\_101\\_layout.pdf](http://www.fema.gov/pdf/about/divisions/npd/cpg_101_layout.pdf); and the State of Ohio's Plan Development and Review Guidance for Local Emergency Operations Plans - [http://www.ema.ohio.gov/Documents/pdfs/plan\\_development\\_review\\_guidance.pdf](http://www.ema.ohio.gov/Documents/pdfs/plan_development_review_guidance.pdf).

In part, these guidance documents state that:

- Emergency Operations Plans (EOP) should be all-hazard plans that are created and maintained by the jurisdiction's emergency management authority, with input and cooperation from support agencies that have specific assignments of responsibility under the plan.
- EOPs should not contain implementing instructions, such as standard operating procedures and guidelines, maps, charts, contact lists, task lists, etc.
- Implementing instructions need to be created and maintained by individual support agencies for each assignment of responsibility in a jurisdiction's SNS Support Plans.
- Implementing instructions, rather than being included in the jurisdiction's EOP, should instead be housed by either the jurisdiction's emergency management authority and/or by individual support agencies in one-or-more agency-based Operation Plans or in separate Resource Manuals.
- The EOP should contain references to the existence and location of associated implementing instructions.

## What planning factors should my jurisdiction's EOP-based local SNS Support Plans address?

CDC's Local Technical Assistance Review spreadsheet should be used as a checklist of the planning factors that should be addressed in your EOP-based local SNS Support Plans.

**Should my jurisdiction’s local SNS plans and local SNS program support plans be located in one plan, or can my SNS plans be split between multiple Plans?**

Local SNS Plans and Local SNS Program Support response and/or operational plans can be split between multiple plans. As is done with other local plans, a record of the location of a jurisdiction’s response and/or operational plans should be maintained by the jurisdiction’s emergency management authority. A jurisdiction’s EOP-based SNS Plans should be contained with a specific SNS Annex.

**Which agencies should be included in a jurisdiction’s Local SNS Support Plan Self-Assessment process?**

At a minimum, representatives of the jurisdiction’s emergency management agency and representatives of the jurisdiction’s local health districts should be included in a jurisdiction’s Local SNS Support Plan Self-Assessment process.

At best, all County agencies should be engaged to gain support for key core County partnerships. County agencies with an SNS support role should be included in the self assessment in the areas of their support as well as in the creation and maintenance of the jurisdiction’s plans.

**Will SNS materiel be withheld or will delivery be delayed if a jurisdiction receives a “low score” on their Technical Assistance Review, or will preference for the delivery of SNS materiel be given to jurisdictions that receive “high scores” on their Technical Assistance Review?**

The delivery of SNS materiel will not be based on a jurisdiction’s Technical Assistance Review scores.

**What additional planning assistance is available to my jurisdiction?**

The Ohio Emergency Management Agency (OEMA) and the Ohio Department of Health (ODH) will provide planning assistance as they are able to do so, based on available resources.

Upon request, planning assistance from OEMA could be offered to local jurisdictions via telephone, email, or in person, based on the level of assistance that is needed. Requests for planning assistance from OEMA should be directed to Brad Schwartz, State Planner, at 614-799-3839 or at [baschwartz@dps.state.oh.us](mailto:baschwartz@dps.state.oh.us).

Assistance from ODH is available either from SNS program staff or from PHEP Consultants. Requests for planning assistance from ODH should be directed to the PHEP consultant for your jurisdiction’s LHD. The ODH PHEP consultant will coordinate requests for assistance with the ODH SNS Program as necessary.

**Is there a deadline for the completion of the Local TAR Self-Assessment?**

In Ohio, LHDs apply for and receive Public Health Emergency Preparedness (PHEP) grants, which contain SNS requirements to build preparedness in their jurisdiction. Currently, all LHDs should have completed a self-assessment as a grant application requirement, and submitted their results to ODH

with their PHEP grant application. If LHDs have not already done so, ODH encourages LHDs to share their PHEP grant self-assessment results with their County EMA and other County agencies to help facilitate the production of effective local SNS program plans and procedures.

Although there is no deadline for County EMAs, LHDs and other local support agencies to use the Local TAR tools to assess local EOP-based SNS plans and agency-based SNS operational plans and procedures, local jurisdictions should do this as soon as possible to ensure that they are prepared to address a possible resurgence of H1N1-related issues in the fall and to address other SNS-related incidents in the future.

**Which version of the Local Technical Assistance Review tool should my jurisdiction use in our self-assessment?**

Two versions of the Local Technical Assistance Review Tool have been created. There is an October 2007 version and a March 2009 version. The ODH PHEP grant was written with the use of the October 2007 LTAR as the current CDC tool. In March of 2009, CDC released an updated LTAR tool. The October 2007 LTAR is what was required to be submitted for the PHEP grant application. There are no differences between the October 2007 LTAR and the March 2009 LTAR with the exception of the demographics pages at the beginning of the document. CDC has updated this page to increase the awareness of the area being scored in the LTAR. Cities Readiness Initiative (CRI) Metropolitan Statistical Areas (MSA) are to use the March 2009 LTAR tool.