NDMS Response Team Self-Assessment

Team Name:	
Date Prepared:	
Submitted by:	
Submitter e-mail address:	

Team Score	**0%**	**1662**
Self-assessed Operational Status	**Red**	

#	Item	Priority	Team Self-Assessed Compliance	Team Score	Max Score	Team Notes, Explanation, Comments, Plans
	Command Assessment					
	Team officers					
1	Does the team have named, designated staff assigned to perform the following functions to ensure day-to-day operations				15	
	• Commander (separate person from Administrative Officer, Logistics Officer and Training Officer)	High				
	• Deputy Commander	High				
	• Administrative Officer (separate person from Commander, Logistics Officer and Training Officer)	High				
	• Finance Officer	High				
	• Logistics Officer (separate person from Commander, Administrative Officer and Training Officer)	High				
	• Property Control Officer	High				
	• Communications Officer	High				
	• Training Officer (separate person from Commander, Administrative Officer and Logistics Officer)	High				
	• Public Information Officer	Medium				
	Command staff meetings					
2	Does the team conduct at least quarterly command staff meetings?	High			15	
3	Does the team produce written minutes from command staff meetings, including attendance?	Medium			9	
4	Does the command staff review the team's progress against its annual work plan at least once per quarter?	High			15	
	Financial and Administrative Assessment					
	Fiscal management					
5	Does the team have an overall fiscal management system in place?	Medium			9	
6	Does the team have an annual financial audit process in place?	Medium			9	
7	Did the team pass their last annual financial audit?	Medium			9	
8	Did the team file all required financial reports in the past year?	Medium			9	
	Requesting, tracking, spending and reporting federal funds					
9	Does the team maintain federal funds and books separate from other funding sources?	High			15	
10	Does the team maintain receipts and appropriate documentation for all federal invoices submitted?	High			15	
11	Is the team either a 501(c)3 and/or have a 3rd-party contractor agreement in place for receiving NDMS funds?	High			15	
12	Does the team have a business or government checking account for deposit of federal funds?	High			15	
13	Does the team possess a federal tax identification number?	High			15	
14	Does the team have an annual NDMS budget and workplan on file with NDMS?	High			15	
15	Did the team spend at least 90% of last year's annual NDMS funding?	Medium			9	
	Federal, state, local support					
16	Does the team have an NDMS MOU in place?	High			15	
17	Does the team have local sponsor/participating agency MOU in place?	Low			3	
18	Does the team have an established working relationship with its state/local emergency management or services agency and public health agency, outlining what resources are available from those agencies?	Low			3	
19	Does the team have a non-NDMS pharmacy or pharmaceutical agreement in place?	Medium			9	
	Immunization/vaccination tracking					
20	Does the team track each deployable team member's immunization status: which immunizations received and when, etc?	High			15	
21	Does each team member maintain an immunization record PHS-731?	High			15	
	Office space					

22	Does the team have office space for making copies, sending faxes, and securely maintaining team documentation?	Low			3	
	Medical records and documentation					
23	Are the team's <u>member</u> medical records safely and securely filed, per federal General Records Schedule (www.archives.gov/about_us/regulations/regulations.html)?	Medium			9	
24	Does the maintain team member occupational exposure injury records on file for 30 years after member leaves the team?	High			15	
25	Are the team's copies of <u>patient</u> medical records safely and securely filed, per federal General Records Schedule (www.archives.gov/about_us/regulations/regulations.html)?	Medium			9	
26	Are the team's prescription drug records appropriately recorded and filed?	Medium			9	
	Individual and team background, training and licensure tracking					
27	Does the team maintain a roster, including name, phone numbers, and addresses, updated within the last 3 months?	High			15	
28	Does the team maintain a record of all team training conducted, including attendance?	Low			3	
29	Does the team maintain a training record of each team member?	Low			3	
30	Does the team maintain photocopies of current team member certifications and licenses?	High			15	
31	Has the team reviewed its team member certifications and licenses reviewed in the past year?	High			15	
32	Does the team track clinical care hours to ensure that each health care provider has at least 112 hours of direct patient care in the previous 12 months (based on CCRF requirements explained at http://oep.osophs.dhhs.gov/ccrf/whatis.htm)?	High			15	
33	Does the team track deployability and readiness of each member, as determined by both NDMS and the team (e.g., completed immunizations, required training)?	High			15	
34	Has the team sent written "deployment status/deficiency" notices to each team member within the last 6 months?	Low			3	
35	Does the team perform a background check on new members?	Medium			9	
36	Does the team have a policy for managing derogatory findings of a background check?	Medium			9	
	Basic load inventory and maintenance tracking					
37	Has the team submitted (in the approved NDMS format) an inventory of all federally-issued or owned property within the past year?	High			15	
38	Does the team maintain an electronic inventory of all federal and non-federal property (separately)?	High			15	
39	Does the team have a written preventative maintenance program in place (generators, batteries, medical electronics, etc.)?	High			15	
40	Does the team maintain a deficiency (inventory shortfall) list?	High			15	
	Rosters: Team, Officers, On-call month					
41	Does the team have a roster of all deployable team members, including:				15	
	• Contact methods: work/home/cell/pager #s, e-mail address, mailing address	High				
	• Social security numbers	High				
	• Birth dates	High				
	• City of birth	High				
	• Team position(s)	High				
	• Immunization status	High				
	• Training status	High				
	• Physical ability status	High				
	• Health and medical status	High				
	• Team-specific deployment requirements (attendance, dues, etc)	High				
42	Does each team officer possess a roster of team officers, including the following information:				15	
	• Work phone #	High				
	• Home phone #	High				
	• Cell phone #	High				
	• Pager #	High				
	• Fax #	High				
	• Team position(s)	High				
	• E-mail address(es)	High				
43	Does NDMS have the current team officer roster on file at the EOC/OSC?	High			15	
44	Does the team maintain a list of available team members during the on-call month?	High			15	
	Logistics Assessment					
	Storage facility space/access					
45	Does the team store its cache in an adequately temperature-controlled area?	High			15	

46	Does the team have at least 40'x60' (or equivalent) for cache storage, equipment re-hab and maintenance, and shipping and receiving?	High			15	
47	Is the team's storage facility adequately equipped for loading and unloading the cache (e.g., loading dock, forklift, adequate ceiling clearance)?	High			15	
48	Does the team's storage facility have a restroom?	Medium			9	
	Storage facility safety and security					
49	Does the team's storage facility meet or exceed NFPA standards, and include fire sprinklers, smoke detectors and fire extinguishers?	Medium			9	
50	Is the team's storage facility adequately secured, with controlled access only by designated individuals?	Medium			9	
51	Are the team's controlled substances stored, inventoried and handled according to all applicable protocols and standards?	High			15	
52	Does the team have a chemical spill pack for use at the storage facility?	Medium			9	
53	Does the team's storage facility have a first aid kit, eye wash station, etc?	Medium			9	
54	Does the team have OSHA-compliant safety procedures in place for working with the cache (e.g., wearing of gloves and boots)?	High			15	
55	Does the team conduct training on storage facility equipment, and only allow properly-trained individuals to operate this equipment?	High			15	
	Insurance					
56	Is the team's storage facility and federal cache adequately insured or otherwise protected against perils?	High			15	
57	Does the team maintain appropriate peril and transportation insurance for federal equipment and supplies used on-federal trainings, exercises or deployments?	High			15	
	Minimum equipment and supplies					
58	Does the team possess the items listed in the current version of the NDMS-issued basic load?	High			15	
	Basic load packaging and organization					
59	Is the team's cache packaged according to NDMS specifications?	Low			3	
60	Is the team's cache labeled according to NDMS specifications?	Low			3	
61	Is the team's cache packaged according to a standard specification?	High			15	
62	Is the team's cache labeled according to a standard specification?	High			15	
	Transportation arrangements					
63	Does the team have a transportation arrangement for moving the team cache from its storage location to each potential local airhead (military, civilian)?	High			15	
64	Does the team have a transportation arrangement for transporting the team cache by ground within a 500 mile radius?	High			15	
65	Does the team have a transportation arrangement for moving team personnel from the mobilization site to each potential local airhead (military, civilian)?	High			15	
66	Does the team have a transportation arrangement for transporting team personnel by ground within a 500 mile radius?	High			15	
67	Does the team provide a secured location for parking personal vehicles for the duration of a mission?	Medium			9	
	Load plans					
68	Does the team have a load plan for military air-transport palletization?	Low			3	
69	Does the team have a load plan for civilian aircraft?	Low			3	
70	Does the team have a load plan for a 48'+ enclosed trailer?	Low			3	
71	Does the team have a load plan for a 48'+ flatbed trailer?	Low			3	
72	Does the team have a load plan for 24' enclosed trucks?	Low			3	
	Hazardous cargo documentation					
73	Does the team have pre-prepared hazardous cargo declarations for both outbound and return travel?	High			15	
74	Is the team's cache properly placarded for hazardous cargo air transport?	High			15	
75	Is the team's cache properly placarded for hazardous cargo ground transport?	High			15	
76	Does the team have at least one logistics person trained to IATA standards?	High			15	
77	Does the team have a mobile spill pack for taking to a local airhead?	Medium			9	
	Operations and Training Assessment					
	Staffing levels					
	Does the team have at least 102 team members, in the following positions (may not count a team member more than once for the purpose of this assessment):					
78	• 4 Team Leaders	High			15	

#	Item	Priority			Points	
79	• 3 Administrative/Finance Chiefs	High			15	
80	• 3 Administrative Officers	High			15	
81	• 3 Administrative Assistants	High			15	
82	• 3 Logistics Chiefs	High			15	
83	• 3 Equipment Specialists	High			15	
84	• 3 Communications Officers	High			15	
85	• 3 Communications Specialists	High			15	
86	• 3 Safety Officers	High			15	
87	• 3 Security Officers	High			15	
88	• 9 Medical Officers	High			15	
89	• 6 Advanced Practice Nurses, Physicians Assistants or Medical Officers	High			15	
90	• 3 Pharmacists	High			15	
91	• 6 Pharmacy Assistants, Pharmacists, or others permitted by team's state regulations	High			15	
92	• 3 Supervisory Nurse Specialists (or medical practitioners with Charge Nurse experience)	High			15	
93	• 12 Staff Nurses, Supervisory Nurse Specialists, Advanced Nurse Practioners or Physicians Assistants	High			15	
94	• 8 Paramedics	High			15	
95	• 6 EMTs, Paramedics, Staff Nurses or Supervisory Staff Nurses	High			15	
96	• 3 Mental Health Specialists or Social Workers	High			15	
97	• 15 Other members (as determined by the team)	High			15	
98	Are 3 or more of the Medical Officers Board Certified (or have hospital priveleges) in emergency medicine or critical care?	High			15	
	Training program structure					
99	Does the team have an annual training program in place and submitted to NDMS?	High			15	
100	Does the training program include all NDMS Core training modules every 24 months?	Medium			9	
101	Does the training program include objectives for online training completion?	Medium			9	
102	Does the training program include objectives for didactic training?	Medium			9	
103	Does the training program include at least one annual overnight field exercise?	High			15	
104	Does the training program incorporate the NDMS field training curriculum?	Low			3	
105	Has the team submitted required training notification/approval documentation to NDMS?	High			15	
106	Does the team provide or arrange training and protocols for skills not typically practiced in daily work?	High			15	
107	Does the team provide position-specific, individual training plans for each team member?	Low			3	
	Training program effectiveness					
108	Has the team provided an annual report to NDMS of the effectiveness and participation level of the prior year's training program, including:				15	
	• The percentage of team members who have completed at least one field exercise within the last year	Medium				
	• The percentage of the team's didactic training completed by each team member	Medium				
	• The percentage of the NDMS Core online training program completed by each team member	Medium				
109	Did at least 50% of the team's members attend at least one field exercise within the last year?	High			15	
110	Did at least 50% of the team's members complete the didactic training required by the team in the last year?	High			15	
	Immunization/vaccination program					
111	Does the team have an immunization program in place that meets the current NDMS immunization requirements?	High			15	
112	Does the team have sufficient numbers of immunized personnel to meet the specified minimum team staffing levels?	High			15	
	Uniform and personal equipment inspection program					
113	Does the team have a written uniform policy consistent with the NDMS uniform policy?	Medium			9	
114	Does the team have a written personal equipment policy?	High			15	
115	Does the team pre-inspect (during regular, non-activated operations) all deployable members to confirm that they meet the uniform and personal equipment policies?	Medium			9	
116	Does the team inspect uniforms and personal equipment during the mobilization/activation process?	Medium			9	
	Physical ability program					
117	Does the team have physical ability standards for individual team members that meets or exceeds NDMS standards?	High			15	
118	Does the team have a Physical Ability Statement form documenting that the individual meets the team's physical ability requirement?	High			15	
119	Does the team have a process in place to annually verify that individuals meet the team's physical ability requirements?	High			15	
120	Does the team have a process in place to address physical ability deficiencies?	Medium			9	

NDMS Response Team Self-Assessment

	Health and medical fitness program					
121	Does the team have health and medical fitness standards for individual team members that meets or exceeds NDMS standards?	High			15	
122	Does the team have a Member Medical Information form documenting that the individual meets the team's health and medical standards?	High			15	
123	Have all deployable team members submitted completed a Member Medical Information form within the last year, and immediately prior to the member's last deployment?	High			15	
124	Does the team have a process in place to review Member Medical Information forms and address deficiencies?	Medium			9	
125	Does the team perform a mobilization/activation and post-mission/deactivation medical screening that includes the following:				15	
	• A baseline set of vitals	High				
	• History of present illnesses, past medical history, recent surgery, allergies	High				
	• Current medications (and possess adequate quantity for deployment)	High				
	• Any medical condition which would preclude deployment	High				
126	Does the team have a process to evaluate medical screening information to determine whether the team member is capable of deploying on the mission?	High			15	
	Plans Assessment					
	Annual development plan					
127	Does the team have an annual plan, submitted to NDMS, that describes activities, goals and objectives (training, equipment management/procurement, recruiting/staffing), budget and finances, etc.?	High			15	
128	Does the team have an annual team work plan, including key objectives for each team officer position?	Medium			9	
129	Is there a comprehensive annual plan that includes:				15	
	• Strategies, priorities and timetables for command, administrative/finance, operations/training, and logistics functions	Medium				
	• Annual work plan and budget	High				
	• Multi-year strategic plan to correct deficiencies and maintain current readiness	Medium				
	• Training plan	High				
	• Supply/equipment procurement and maintenance	High				
	• Recruiting, retention and public awareness	Low				
	Activation/call-down					
130	Does the team have a documented activation procedure that:				15	
	• Starts at the point where NDMS contacts the Team Leader	High				
	• Results in a complete, short-notice team mobilization at any time day or night	High				
	• Includes at least two methods of contacting each member (e.g., phone, e-mail, website, pager)	High				
131	Has the activation procedure been exercised at least once per quarter for the past year?	High			15	
132	Have the past year's activation procedure tests successfully contacted 80% of team members within 3 hours, producing a "hypothetical" complete team roster with all required positions staffed?	High			15	
	Mobilization					
133	Does the team have a documented mobilization procedure that includes:	High			15	
	• Roster preparation and submission	High				
	• Personal gear inspection or assurance	Medium				
	• Health and medical exam/screening	High				
	• Documentation	High				
	• Charging batteries for basic load items (radios, defibrillator, EKG, suction, opthalmascope, etc.)	High				
	• Acquiring fuels	High				
	• Activating MOUs for transportation, pharmaceuticals, etc.	High				
	• Loading the cache	High				
134	Have all components of this mobilization procedure been tested at least twice within the past year?	High			15	