

**EP Manager's PandORa Preparation Messages to IMT. The first 5 were emailed to IMT members in June and July, other are added:**

**1. Reserve November 1 and 2 on Outlook for PandORa exercise.** See number 6 for details on position assignments, time of participation and rough schedule of Action Plan for team preparation activities.

**2. Take the new web-based FEMA (Federal Emergency Management Agency) IS-703 NIMS Resource Management Course** accessed at <http://training.fema.gov/emiweb/is/is703.asp> . The course takes 3-4 hours. It is a solid over view of all aspects of resource management. Consider your functional role (logistics, planning, command, finance, operations, etc) as you take the course. EPPG recently required Logistic Section personnel to take it before PandORa. Jim S. recommends (not requires) it to all logistics, planning, and finance section personnel, and Agency Executives, Incident Commanders, and senior operations section personnel. It ends with an on line test and a certificate mailed to those who pass the test. Please forward evidence of completion (email or certificate of completion from FEMA) to Robin Holm so we can add this to IMT training records.

**3. Review the after After Action Report from last November's exercise and highlight or print the general recommendations and recommendations regarding your function.** This report is available at <http://www.mchealth.org/emergprep/btx05.shtml> . The recommendations are opportunities to improve performance. Post them or keep them in a conspicuous file that you will periodically refer to during exercise preparations, drills, workshops, and personal review during the summer and early fall. Include solutions to AAR gaps into group and individual preparations. This will guarantee solid performance.

**4. Review the Health Department Director's Letter of Endorsement of our Public Health Emergency Response Plan dated June 16, 2006.** Find it by going to <http://www.co.multnomah.or.us/health/emergprep/plans.shtml> The Director's Letter is the top link in the list of links to each Chapter and Tab of the Plan. Learn why our base Plan is relatively simple. Familiarize yourself with the plan layout, scope, and level of detail.

**5. View the new 11 minute documentary video of two mass medicine dispensing clinics** exercised during our last major exercise. From <http://www.mchealth.org/emergprep/btx05.shtml>, choose the "Video Documentary..." link. It is good. It is public health. It is us. Operations Section IMT members are expected to be able to design and lead this type of operation. Note that the exercise primarily used just-in-time trained staff (starting an hour before the doors opened), and greatly exceeded design-capacity to encourage active leadership and to improve our clinic model throughput expectations.

**6. Leaders Lead. Individuals Prepare.** PandORa Preparation Documents A., B, and C were posted on 8/29/06. They assign exercise positions (subject to change by leaders), require that leaders lead team preparation, and all IMT members to prepare themselves. Planning Chiefs, firm the schedules in the Action Plan with the ICs and Command and

General Staff. IC, Officers, Chiefs, schedule your team preparations in alignment with the Action Plan and in consultation with the Planning Section Chief(s) and EP Manager. Individuals, know your position and review and learn your and role, processes, and responsibilities and those of whom you work with. Seek updated FEMA ICS job aids from EP's Robin or Jim.