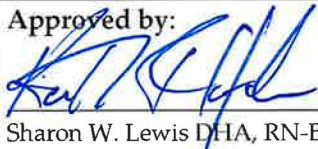



District of Columbia Department of Health DC Health Personnel Integration into Incident Command System		PROCEDURE 1380.000 Implementing Office: Health Emergency Preparedness and Response Administration Training Required: Yes Originally Issued: Sept. 16, 2016 Revised/Reviewed: ULI 26 2022 (First Revision)
Approved by:  Sharon W. Lewis DHA, RN-BC, CPM Agency Interim Director	Review by Legal Counsel:  Phillip Husband, Esq.; General Counsel	Effective Date: ULI 26 2022 Valid Through Date: ULI 26 2025

I. Authority	Reorganization of the District Since the Establishment of Home Rule Subchapter XIV. Part A. Reorganization Plan No. 4 of 1996; Mayor's Order 97-42; D.C. Official Code § 7-2304.01. This document shall supersede and replace the previous version issued on September 16, 2016
II. Reason for the Policy	DC Health is the lead agency for Emergency Support Function #8: Public Health and Medical Services (ESF8). DC Health must have the capacity to respond to any public health emergency at any time. Response readiness is an agency-wide priority. The entire DC Health team plays a part. A protocol is required to monitor and track DC Health team readiness, assign employees to roles, recruit employees to fill gaps, provide subject matter expertise, and track staff training.
III. Applicability	This SOP shall apply to all DC Health employees, contractors, interns, and summer youth employees. These individuals are referred to collectively herein as "employees" or "DC Health employees."
IV. Policy Statement	The Special Operations, Logistics, and Training (SOLT) program within the Health Emergency Preparedness Administration (HEPRA) provides training and technical assistance to establish DC Health's emergency readiness. The SOLT Program Manager is accountable for tasks assigned to this program.

In collaboration with DC Health Office of Human Resources (DC Health HR), the SOLT program will develop a list of the roles that DC Health employees would need to fill during a response, and a description of each role. Assignment to a role is based on employee skillset, training, and expertise. The Senior Deputy Director (SDD) of HEPRA may order a revision to the list of roles as necessary to align with the most recent federal guidance from the Federal Emergency Management Agency (FEMA), the Centers for Disease Control and Prevention (CDC) and/or federal grant requirements. The SOLT program will support DC Health HR's role in maintaining records of courses completed by DC Health employees. SDDs are responsible for enforcing training requirements for employees within their respective administrations.

HEPRA will provide materials to DC Health HR on incident command functions to be distributed to all new employees during new employee orientation. HEPRA will designate an employee or team to provide technical assistance on the trainings that align with each response role in case the employee wishes to tailor their training to specific roles.

Management Supervisory Service (MSS), Excepted Service (ES), and Legal Services (LS) employees with essential or emergency designation shall complete the following federal emergency management trainings within two (2) years of beginning such a position: ICS-100, ICS-200, ICS-700, ICS-800. The HEPRA SDD has the authority to update these training requirements to remain in line with federal requirements and emergency management best practices. The HEPRA SDD will assign a designee to coordinate with DC Health HR to communicate the revised requirements.

DC Health employees not in the above categories, and not employed by HEPRA, may enroll in incident management trainings voluntarily as a professional development activity. Such enrollments are subject to approval from the employee's supervisor and may not interfere with timely completion of work assignments.

	<p>The command and general staff of the IMT are the most senior roles in an exercise, planned event, or real-life event. HEPRA reserves the authority to interview and/or pre-approve any employee who wishes to register for one of these roles. DC Health employees who complete ICS-100, ICS-200, ICS-700, ICS-800, and any other HEPRA prescribed training as required by the HEPRA SDD are eligible to serve on an IMT.</p> <p>The HEPRA Training and Exercise Coordinator will generate a readiness assessment twice a year. The purpose of the readiness assessment is to apprise DC Health leadership of the state of agency readiness and identify gaps where additional training and/or recruitment is necessary. At a minimum, the readiness assessment will include a list of DC Health employees with outstanding mandatory emergency response training.</p> <p>Any employee out of compliance with any part of this SOP may be subject to commensurate disciplinary action.</p>
V. Definitions & Acronyms	<p>CDC- United States Centers for Disease Control and Prevention</p> <p>CS- District of Columbia Career Service</p> <p>DC Health HR- DC Health Office of Human Resources</p> <p>ES- Excepted Service</p> <p>ESF8- Emergency Support Function #8: Public Health and Medical Services. One of fifteen Emergency Support Functions that provide the structure for coordinating Federal interagency support for a Federal response to an incident.</p> <p>HEPRA- Health Emergency Preparedness and Response Administration</p> <p>HRO- Human Resources Officer</p> <p>IMT- Incident Management Team. A comprehensive resource (a team) to either enhance ongoing operations through provision of infrastructure support, or when requested, transition to an incident</p>

	<p>management function. Typical incidents where IMTs are used include:</p> <ol style="list-style-type: none"> 1. Coordination of on-scene operations. 2. Natural disasters, e.g., earthquakes, hurricanes, floods, tornadoes. 3. Planned exercise or public event requiring the cooperation and joint participation of two or more agencies or jurisdictions. 4. Public health emergency. 5. Terrorist incidents. 6. Train derailments, aircraft incidents and other large/complex man-made accidents. <p>LS- Legal Services</p> <p>MSS- Management Supervisory Service</p> <p>SDD- Senior Deputy Director</p> <p>SOLT- Special Operations, Logistics, and Training Program within HEPRA</p>
VI. Procedures	None
VII. Contacts	<p>HEPRA SOLT Program Manager</p> <p>DC Health Human Resources Officer</p>
VIII. Related Documents, Forms and Tools	<p>Application for Change in Tour of Duty</p> <p>DCHR Detail Opportunity Forms</p>