

Proposal To
Hidalgo County Health and Human Services
For
Operation Lone Star (OLS)
Full Scale Exercise (FSE)

Gary Meaney
Training Manager
KE5HSN
Disaster Preparedness and Response (DPR)
Texas Engineering Extension Service (TEEX)
200 Technology Way
College Station, Texas 77845
(979) 324-6797 Office
(979) 458-8165 Fax



Proposal Overview

As requested, The Disaster Preparedness and Response (DPR) Division of the Texas Engineering Extension Service (TEEX) proposes to conduct for the Hidalgo County Health and Human Services one (1) SNS full scale exercise (FSE) on July 23, 2012. The FSE will be delivered on one (1) day at one (1) site (PSJA High School) for a maximum of ten (10) hours in duration. A written after action report will be delivered to the customer sixty (60) days following the FSE delivery. The FSE, verbal "hotwash" (combined after action review- if time permits) and after action report will be delivered in English. Hidalgo County Health and Human Services will be responsible for any costs of the FSE facility (rental fees), planning meeting locations, etc.

The exercise will focus on the following Capabilities and objectives:

Capability 3

Objective 1

Hidalgo County Health and Human Services Department (HCHHSD) will demonstrate the ability to effectively coordinate during a Pandemic Influenza integrated emergency operations in accordance with NIMS and HCHHSD procedures in response to an emergency.

Activity 1: Notify designated incident command staff of public health response to report to health Medical Emergency Operation Center.

Task 1: Utilize call master for EOC activation of staff

Task 2: Track time of initial start of call down to completion time of Medical Emergency Operation Center is fully staffed.

Task 3: Utilize RAND Drill to cumulative totals for all data collected.

Capability 8

Objective 1

Hidalgo County Health and Human Services Department will activate dispensing strategies and dispensing sites to achieve dispensing goals as set by Texas Department of State Health Services SNS Plan.

Activity 1: Calculate the throughput for POD site to process patients thru several stations.

Task 1: Use scanning method (bracelet) to gather real-time data to be implemented

Task 2: Utilize RAND Drill to cumulative totals for all data collected.

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Objective 2

Hidalgo County Health and Human Services Department will standup a dispensing site to be fully operational in response to SNS activation.

Activity 1: Volunteers will set-up equipment and materials for Point of Dispensing site

Task 1: Utilize RAND Drill Facility Setup Data Collection Sheet completion to collect data and calculate performance results from the facility set up drill.

Activity2: Notify point of contact for volunteer agency to report to assigned site.

Task 1: Have sign in roster with time of arrival for volunteers.

There will be four (4) planning meetingsfor thisfull scale exercise. These meetings will include a Concept & Objectives Meeting, Initial Planning Meeting, Midterm Planning Meeting and Final Planning Meeting. There will also be an Improvement Plan Meeting held after the FSE.

This full scale exercise quote is designed for a maximum of one hundred(100) participants. TEEEX can provide additional resources to accommodate additional FSEparticipants or objectives; however adequate time should be provided for planning and any necessary contract modification and/or cost adjustment. Costs associated with the additional resources requested will be provided to Hidalgo County Health Department to enable contract modification.

TEEX will provide three (3) personnel(as described on the next page)for the OLS FSE delivery. This exercisewill be developed to allow the participants toengage the exercise objectives and capabilities listed above,as well as to identify gaps and potential areas for improvement. TEEEX will work closely with Hidalgo County Health and Human Servicessubject matter experts to ensure the exercise design supports the exercise objectives and capabilities.

The FSE will be followed immediately by verbal“hotwash”(combined after action review - time permitting) and ultimately by a written AAR sixty (60) days after the FSE is delivered.

DELIVERABLES

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The deliverables include:

- Four (4) Planning Meetings will be held in at location designated by customer for this Full Scale Exercise.
- Conference calls as necessary
- Design, develop and deliver FSE incident outline and injects
- Three (3) personnel for FSE delivery of approximately ten (10) hours duration on one (1) day for up to a maximum of one hundred (100) participants
- A facilitated verbal "hotwash" (combined after action review) immediately following the FSE (on the same day) – time permitting
- Exercise Certificates for up to a maximum of one hundred (100) participants
- A written after action report focused on key exercise issues from the full scale exercise sixty (60) days following the FSE. One (1) copy of the AAR will be provided in electronic form to Mr. Eddie Olivarez, CAO HCHSD.
- TCLEOSE (Texas Commission on Law Enforcement Standards and Education) credit for US Law Enforcement Officers in good standing registering (at the beginning of FSE) and participating in the entire FSE.

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The Texas Engineering Extension Service (TEEX) proposes to perform the services requested as described in this document for the Firm Fixed Price of **\$51,261.00**. Please provide your comments / approval as soon as possible so we can begin the contracting process. Please feel free to contact me as soon as possible. Communications will be a lot quicker if you call my cell: (979) 324-6797.

Staffing levels for exercise and other services are contained the following tables.

Tabletop Exercise Milestones	Staff	Quantity
Facilitated Planning Meetings four (4) total Exercise design, development and preparation	Training Manager Subject Matter Experts (SMEs), Adjunct Faculty Administrative Coordinators	One (1) Five(5) Three (3)
Full Scale Exercise Delivery	Training Manager Subject Matter Experts (SMEs), Adjunct Faculty	One (1) Two (2)
A facilitated combined after action review immediately following the full scale exercise (time permitting)	Training Manager Subject Matter Experts (SMEs), Adjunct Faculty	One (1) Two (2)
Written After Action Report (AAR)	Training Manager Subject Matter Experts (SMEs), Adjunct Faculty Technical Writer Administrative Coordinator	One (1) Three (3) One (1) One (1)

<u>Major efforts Included in cost but are not limited to:</u>	
Pre exercise	Exercise Participant Planning Meetings– four (4) total PowerPoint Presentations designed for these exercise meetings Printed Handouts of all presentations Full Scale Exercise Design Subject Matter Expert hours to develop Scenario Subject Matter Expert hours to develop Injects Subject Matter Expert hours to develop Master Sequence of Event List Subject Matter Expert hours to develop after action material framework Briefing for SMEs, Observer Controllers and staff working exercise Full Scale Exercise Development Inject development/ creation Printing of all injects for Exercise Nodes Master Sequence of Event List (MSEL) Development Printing of Briefing Manuals for SMEs and Staff Briefing for SMEs and staff working exercise Travel for exercise staff and SMEs to and from exercise meetings and

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	<p>development efforts Per Diem (food and hotel costs) Rental vehicles for SMEs, staff and exercise equipment Subject Matter Expert wages Purchasing other misc. expendable office supplies: pens, pads, markers, etc. Telephone discussions pertaining to exercise planning and department</p>
<p>During and Post Exercise</p>	<p>Full Scale Exercise Delivery Verbal Node "Hot Washes"(if possible, time permitting) Combined After Action Report (Verbal) Exercise Certificates for up to one hundred (100) exercise participants Postage for mailing exercise certificates to Hidalgo County Health and Human ServicesPOC TCLEOSE credit for those eligible Law Enforcement Officers registered for and working the entire day of exercise Subject Matter Expertsto document FSE Subject Matter Expertsto develop critical analysis of FSE Subject Matter Expertsto develop recommendations for FSE discoveries Telephone discussions reference department of FSE Synchronization of all exercise material. Scrutinize health department plans used for FSE. Pore over differences between exercise proceedings versus plans. Identify the gaps between plans and personnel actions. Identify the gaps in plans noted during exercise events. Dissect participant suggestions and SME recommendations versus written plans, needs identified through performance. Coalesce all exercise material (pre, during and post exercise material) noted and otherwise not mentioned. Travel for exercise staff and SMEs to and from site of exercise Per Diem (food and hotel costs) Rental vehicles for SMEs, staff and exercise equipment Subject Matter Expert wages Complete Rand Drill Sheets with appropriate data Along with the items above, interlace the following items below into the written after action report where appropriate: PowerPoint presentations Exercise Design Exercise Development All injects Master Sequence of Event List (MSEL) Synchronization and documentation of significant parts of plans andmaterial utilized by FSE Participants. Procedural Recommendations from SME Scrutinize health department plans, versus observed actions during FSE. Pore over differences between actions and events versus Plans. Identify the gaps between plans and personnel actions. Identify the gaps in plans versus unexpected requirements noted during FSE</p>

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	<p>injects/events. Document participant suggestions and SME recommendations versus written plans and needs identified through FSE performance. Provide recommendations for improvement Pictures of events during exercise. Recommendations for improvement. Certificates for all registered exercise participants working the entire FSE up to one hundred (100) individuals.</p>
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ASSUMPTIONS

The following assumptions were made to provide you with the most accurate estimate of costs. The assumptions are as follows:

- The SNS Full Scale Exercise delivery will be a maximum of ten (10) hours total on one (1) day, with a Combined After Action Review immediately following the FSE – time permitting.
- The Hidalgo County Health and Human Services will provide facilities of sufficient size as recommended by TEEEX POC for planning meetings and full scale exercise delivery.
- Dates for the planning meetings are still to be determined but all will occur before 4 PM July 10, 2012.
- The FSE After Action Report will be delivered to Ms. Eva Rubio at Hidalgo County Health Department via email.
- Hidalgo County Health and Human Services will provide TEEEX the most current copies of any Plans, HCHHSD procedures in response to an emergency, SOPs, and documents, DSHS Exercise AAR Requirements and any other material pertinent and material to writing the After Action Report (AAR), and/ or to be used during this FSE at least sixty (60) days prior to FSE delivery. These items will be the source documents for use in exercise planning / design, assessment development and during the exercise performance evaluation.
- Hidalgo County Health and Human Services will invite all partners involved in the SNS FSE program to include local, state and federal partners. TEEEX will not invite anyone to Hidalgo County Health and Human Services' FSE.
- Hidalgo County Health and Human Services will provide an individual to maintain a roster of participants, their contact information, and their registrations (TEEEX will provide the registration form) working the FSE and the creation of name badges for the same. This person will also be responsible for Law Enforcement Officers enrollment for TCLEOSE credit. This information will be provided to TEEEX electronically as soon as possible post exercise.

-----Nothing Follows-----