

# Sixth Annual Emergency Preparedness Conference July 28-29, 2009

## Agenda

**Tuesday, July 28, 2009**

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7:30-8:30 am **Registration** (Lobby)

**Orca**

8:30-9:00 am **Opening Ceremony**

**Blessing**

**Orca 1**

**Opening Remarks**

**Orca 1**

**Greetings from the Northwest Portland Area Indian Health Board**

Andy Joseph

Chair

Northwest Portland Area Indian Health Board

Joe Finkbonner

Executive Director

Northwest Portland Area Indian Health Board

**Greetings from the Northwest Center for Public Health Practice**

9:00-10:00am **Keynote Address**

Dr. Evan Adams (Coast Salish)

Aboriginal Health Physician Advisor for the Ministry of Health Living & Sport

British Columbia

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10:00-10:30am Refreshment Break

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10:30-11:00am **Plenary Session**

**Orca 1**

**Tulalip Tribal Emergency Preparedness**

Rochelle James, Tulalip Tribe

11:00-11:30am

**Northwest Tribal Emergency Management Council Tribal CERT**

Lynda Harvey, Executive Director

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12:00-1:00pm

Lunch Break

**Orca 2**

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1:00-2:15      **Breakout Session One**

**Tabletop Exercise**

**Douglas Boardroom**

Dan Banks, Washington Department of Health

**Children and Elders in an Emergency: Special Considerations For Vulnerable Populations**

**Chinook 1**

Jenny Holliday and Melissa Swanson Government Affairs and Emergency Preparedness/ Administration for Children and Families/Department of Health and Human Services

**Risk Communication for Challenging Times**

**Chinook 2**

An overview of risk communication strategies for H1N1 (swine flu) and other emerging issues. How to use risk communication principles to communicate effectively in a crisis, and in your every day work.

Laura Blaske, Public Awareness and Emergency Communication Manager, Washington State Department of Health

**FMS: Federal Medical Station**

**Birch**

CPT David Kerschner, USPHS Indian Health Service

**Tribal Continuity Planning and Vital Records Issues**

**Orca 1**

Come hear about important things to consider to ensure your Tribe can operate in a disaster (or flu) if your facilities are impacted or inaccessible. FEMA's new Tribal Continuity Planning course will be promoted to highlight the availability and importance of this training for Tribal officials. The National Archives and Records Administration will compliment the FEMA message and address their services in support of Tribes as well as vital records maintenance and restoration considerations.

Leslie Malek, NARA  
Calvin Hick, FEMA Headquarters  
Andy Hendrickson, Tribal Liaison FEMA Region X

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2:30-3:45pm      **Breakout Session Two**

**Tabletop Exercise**

**Douglas Boardroom**

Michael Kubler, Emergency Preparedness Planner  
Oregon Department of Human Services

**NIMS-ICS Overview**

**Chinook 1**

This session will provide an overview of the National Incident Management System (NIMS) and the Incident Command System (ICS). Use of NIMS concepts and the ICS structure allows for a more coordinated response when incorporating resources and personnel from neighboring communities, counties, state or federal sources

Toney Raines, Assistant EOC Manager with the Washington State Emergency Management Division

**Risk Communication for Challenging Times**

**Chinook 2**

An overview of risk communication strategies for H1N1 (swine flu) and other emerging issues. How to use risk communication principles to communicate effectively in a crisis, and in your every day work.

Laura Blaske, Public Awareness and Emergency Communication Manager, Washington State Department of Health

**HSEEP Tool Kit**

**Birch**

Lynda Muriera, Oregon Department of Human Services

## The Olympic Regional Tribal-Public Health Collaboration and Mutual Aid Agreement

Orca 1

The presentation is about the tribal-public health work group made up of seven tribes and three health departments/districts on the Olympic Peninsula that has been working together to develop a comprehensive public health collaboration and mutual aid agreement.

Susan Ferguson, PHEPR Contractor (Memorandum of Understanding Agreements)  
Kathy Stout, DOH Privacy Officer and Legal Policy Advisor

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4:00pm

Plenary Session

Orca 1

### Contracting 101: Everything You Ever Wanted To Know, But Were Afraid to Ask

Gina Yarbrough, Contract Manager, Washington DOH

Fred Abrahamson, Fiscal Advisor and Contract Manager, Northwest Center for Public Health Practice

#### ~Contract Types~

**Purchased Services Contracts:** Goods and services such as janitorial, laundry, office supplies,

**Personal Services Contracts:** Consulting services such as financial, management consulting, legal services, environmental planning, marketing services, needs assessment, strategic planning, etc.

**Client Service Contracts:** These are contracts for services directly provided to clients or the population normally considered to be part of your agencies responsibility.

#### ~Contract Components~

**Scope of Work also called Statement of Work (SOW):** This document describes the work/services that need to be performed and the dates which the work/services need to be completed. This document MUST be written in specific terms to make it clear to both you and the contractor of what is expected. The SOW should also discuss the payment amount and terms for those payments.

**Budget:** The budget needs to provide the payment amounts for individuals or line items or for work products produced as outline in the SOW. The budget must include all the costs that will be part of the allowable reimbursement or payments.

Where you are paying for personnel the budget should include: The name of the staff, the percent of time to be used, the base salary, the salary amount requested, the cost of benefits, and the total. Other line items necessary for the SOW to be completed should also be included. Where needed, the overhead/indirect costs should be included as a line item, before the total is added.

**Budget Justification:** The budget justification needs to be a written (brief) description of what is included with each line item. Examples: Personnel: the Program director will devote 50% of their time to managing the work included in the SOW; they will supervise the other staff included in this contract; and they will prepare and submit the progress and final reports.

**Billing Instructions:** You should always provide the full address of where invoices should be sent and the detail of billing information you need to pay the invoice. If you need IRS information on the contractor, make sure you have them submit the appropriate signed forms, such as their IRS W-9 form.

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## Day Two Sixth Annual Emergency Preparedness Conference

Wednesday, July 29, 2009

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8:15-9:30am

Breakout Session Three

## **Hazard Vulnerability Assessment Data Tool to Aid Local Preparedness**

**Douglas Boardroom**

Oregon Public Health Division Emergency Preparedness Program (OPHD/PHEP) is finalizing a new "GIS Data Tool" for use by tribes, local health departments and emergency managers to identify and plan to protect critical facilities and populations in their communities that may be at special risk during an emergency.

Carey Palm, Emergency Preparedness Liaison, Oregon Dept. of Human Services-Public Health Division  
Michael Heumann, M.P.H., MA, Emergency Preparedness Coordinator Office of Environmental Public Health Oregon Public Health Division

## **Critical Infrastructure on Tribal Lands**

**Chinook 1**

Much of Washington's Critical Infrastructure/ Key Resources (CIKR) are located on or adjacent to Tribal lands. This presentation will give an overview of the efforts the Tribes are making to identify and protect tribal and other CIKR (state, federal, private) that the loss of would adversely affect tribal and regional populations and economies

Glenn Coil, NWTEMC Homeland Security Planning Coordinator

## **Mass Fatality**

**Chinook 2**

Cindy Gleason, Preparedness Section Supervisor/HAN Coordinator  
Washington State Department of Health

## **Public Relations in a Disaster**

**Birch**

Sara John, ID DHW

## **Zoonotic Diseases and Outbreak Response**

**Orca 1**

Presentation will discuss Zoonotic diseases outbreaks in Washington as well as ways to prepare for an animal disease outbreak.

Paul Kohrs, Assistant State Veterinarian, Washington State Department of Agriculture

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9:45-11:30

**Plenary Session**

**Orca**

## **H1N1: Preparing and Planning Panel Discussion**

Strategic National Stockpile (SNS)  
Dave Owens, WA DOH

Adolescent Immunization & Provider Outreach  
Wendy Rude, MNPL, WA DOH Immunization Program CHILD

U.S. Department of Health & Human Services  
Rick Buell, Region 10 Emergency Coordinator

Portland Area Indian Health Service  
Celeste L. Davis, REHS, MPH, USPHS  
Director, Division of Environmental Health Services

State Epidemiologist, Communicable Diseases  
Anthony Marfin, MD, MPH WA DOH

Oregon Department of Human Services  
Micheal Kubler, Emergency Preparedness Planner

11:30-1:00pm **Tribal/State/County/LHJ H1N1 After Action Review Session**  
(Working Lunch)

**Idaho State**

**Douglas Boardroom**

Moderators:  
Sara John ID DHW  
Robert Spaulding, Coeur D'Alene Tribe

**Oregon State**  
Carey Palm, Emergency Preparedness Liaison,  
Oregon Dept. of Human Services-Public Health Division

**Chinook 1**

**Washington State**  
Maria C. Gardipee, Tribal Liaison & Multicultural Coordinator  
Washington DOH

**Orca 1**

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1:00-2:30pm **Plenary Session**

**Orca**

**Northwest Earthquake Preparedness and Tribal Storytelling: What can Native American myths and new scientific discoveries tell us about "*The Big One*?"**  
James Roddey, Earth Sciences Information Officer  
Oregon Dept. of Geology and Mineral Industries

**Closing Ceremony**