NEW YORK STATE | Department of Health

PUBLIC HEALTH EMERGENCY PREPAREDNESS PLANNING – TOOLS FOR ENVIRONMENTAL HEALTH

Stephanie Notar, Planning Manager, Office of Health Emergency Preparedness

Jenesse Murray, Planning and Deliverables Coordinator, Office of Health Emergency Preparedness

October 15th, 2025 I Environmental Health Summit I Saratoga Springs, New York

Mission Statement

The Office of Health Emergency Preparedness (OHEP) is the principal organization for all emergency preparedness and response activities within the New York State Department of Health (NYSDOH)

NEW YORK STATE | Department of Health

OBJECTIVES

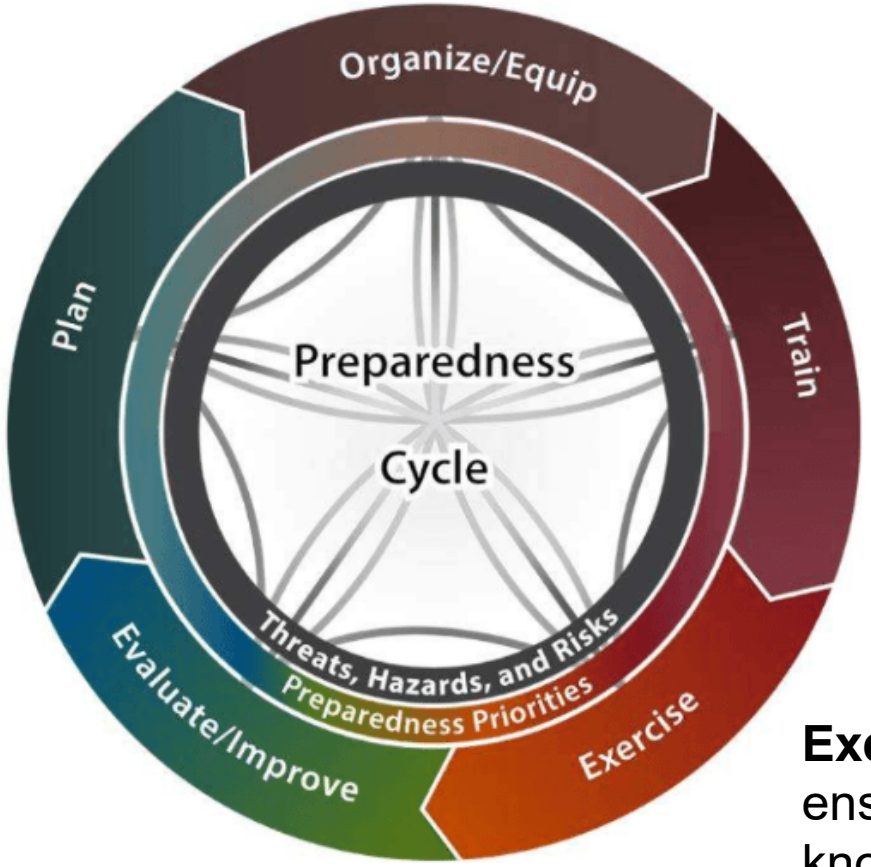
By the end of this presentation, attendees will be able to:

- Discuss the all-hazards approach for Public Health Emergency Preparedness (PHEP) planning
- Describe best practices for PHEP plans
- Highlight the importance of hazard vulnerability analysis for emergency planning
- Review the planning cycle
- Create or update preparedness plans

NEW YORK STATE | Department of Health

OFFICE OF HEALTH EMERGENCY PREPAREDNESS (OHEP) ORGANIZATION SUPPORTS:

Planning is about input from the public, subject matter experts, and leaders



Training prepares for response & exercises while reflecting information from staff and leadership

Exercising tests your plans and ensures staff and leadership know what to do when the plan needs to be activated

NEW YORK STATE | Department of Health

HOW OHEP SUPPORTS LOCAL PLANNING EFFORTS

- Disseminates guidance and toolkits for LHDs to adapt
- Ensures planning aligns with federal requirements
- Assists with Data and Situational Awareness
- Provides Technical Assistance
- Supports Coordination and Communication

Consistency, equity, and compliance in preparedness planning across all jurisdictions

NEW YORK STATE | Department of Health

ALL-HAZARDS PLANNING

NEW YORK STATE | Department of Health

ALL-HAZARDS APPROACH TO PLANNING

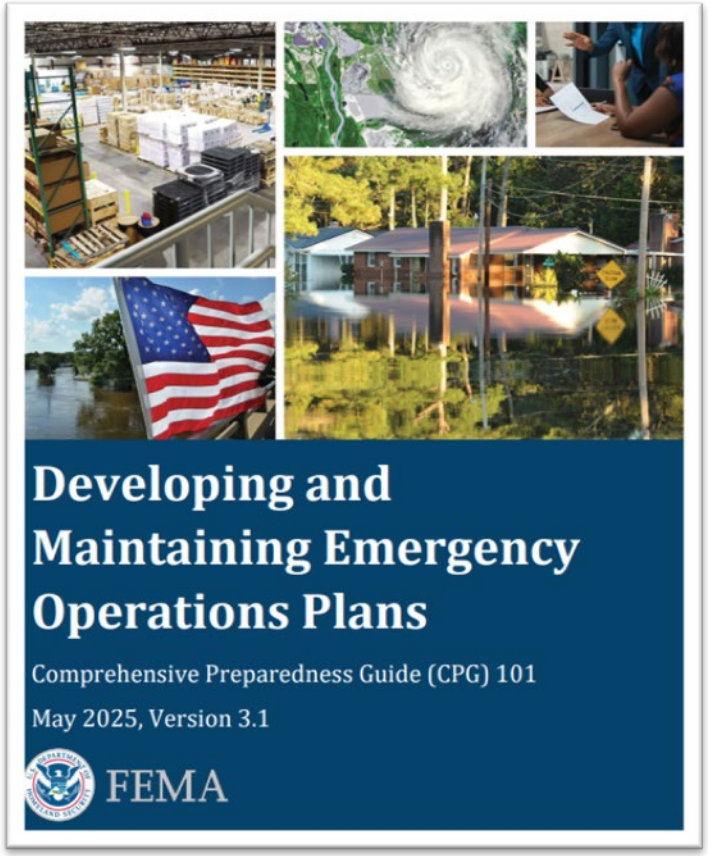
Natural	Both	Man-Made
Severe Winds Tornado Hurricane Ice Storm	Fire Flood Disease	Internet Virus Cyber Attack Chemical Explosion Radiological Bio-Terrorism

NEW YORK STATE | Department of Health

ALL-HAZARDS PLANNING IN PUBLIC HEALTH

Leverage existing plans, which should include:

- Incident Command Structure
- Risk Communication
- Coordination and Communication with partners
- Surveillance and Monitoring Systems
- Resource Management
- Vulnerable Populations/Access and Functional Needs
- Continuity of Operations
- Training and Exercise
- Recovery and After-Action



NEW YORK STATE | Department of Health

BEST PRACTICES FOR CREATING AND UPDATING PLANS

NEW YORK STATE | Department of Health

BEST PRACTICES FOR PUBLIC HEALTH PLANS

Some best practices for plan creation and updates are to ensure plans are:

- Scalable and flexible
- Written in plain language
- Include checklists and job aids
- Include data-driven decisions
- Include regional input
- Whole-Community focused

NEW YORK STATE | Department of Health

BASIC PLAN COMPONENTS

- **Executive Summary**
- **Table of Contents**
- **Introduction**
  - Authorities
  - Plan Development and Maintenance
  - Related Plans
- **Purpose**
- **Scope**
- **Situation Overview**
- **Planning Assumptions**
- **Concept of Operations**
- **Response***
  - Command and Coordination
  - Incident Management System (or ICS)
  - Notification
  - Activation Level
  - Demobilization
- **Recovery**
  - Administration/Financial planning
  - Improvement Planning
- **Preparedness**
  - Planning, Training, Exercises

NEW YORK STATE | Department of Health

USE OF OUTLINES OR TEMPLATES

Pros:

- Structure reduces the risk of missing critical sections or requirements
- Time-saver
- Templates may make it easier for partners to contribute information (shows a specific area for completion)

Cons:

- May be too generic
- Requires customization
- Can give false sense of security; following a template alone does not guarantee a complete, functional plan

Templates/outlines are a great starting point, but are not a substitute for thoughtful, local planning.

NEW YORK STATE | Department of Health

STEPS FOR CREATING THE PLAN

NEW YORK STATE | Department of Health

RISK ASSESSMENT AND VULNERABILITY

NYS County Emergency Preparedness Assessment (CEPA)	NYSDOH Jurisdictional Risk Assessment (JRA)	LHD Annual Preparedness Survey (APS)
Flooding	Cybersecurity Incident	Pandemic
Cyber Attack	Flooding/Storm	Flooding
Pandemic	MCI/Medical Surge	Cyber Attack
HazMat (In Transit)	Hazmat (Rad)/CBRNE Terrorism	Severe Winter Storm
Severe Wind/Tornado	Disease Outbreak/Pandemic	Ice Storms

Identify potential hazards + **Analyze Vulnerabilities** = **Targeted, Equitable, and Effective Preparedness Plans**

NEW YORK STATE | Department of Health

GAINING LEADERSHIP & STAKEHOLDER SUPPORT

- Use evidence-based communication to discuss the value
- Early & consistent engagement is **key**
- Test and demonstrate readiness
    - Demonstrate resource needs
- Build relationships and trust
    - Create opportunities for dialogue and feedback
    - Foster sense of shared responsibility for preparedness

NEW YORK STATE | Department of Health

GATHER INFORMATION AND HAVE INITIAL INTERNAL BRAINSTORMING MEETING

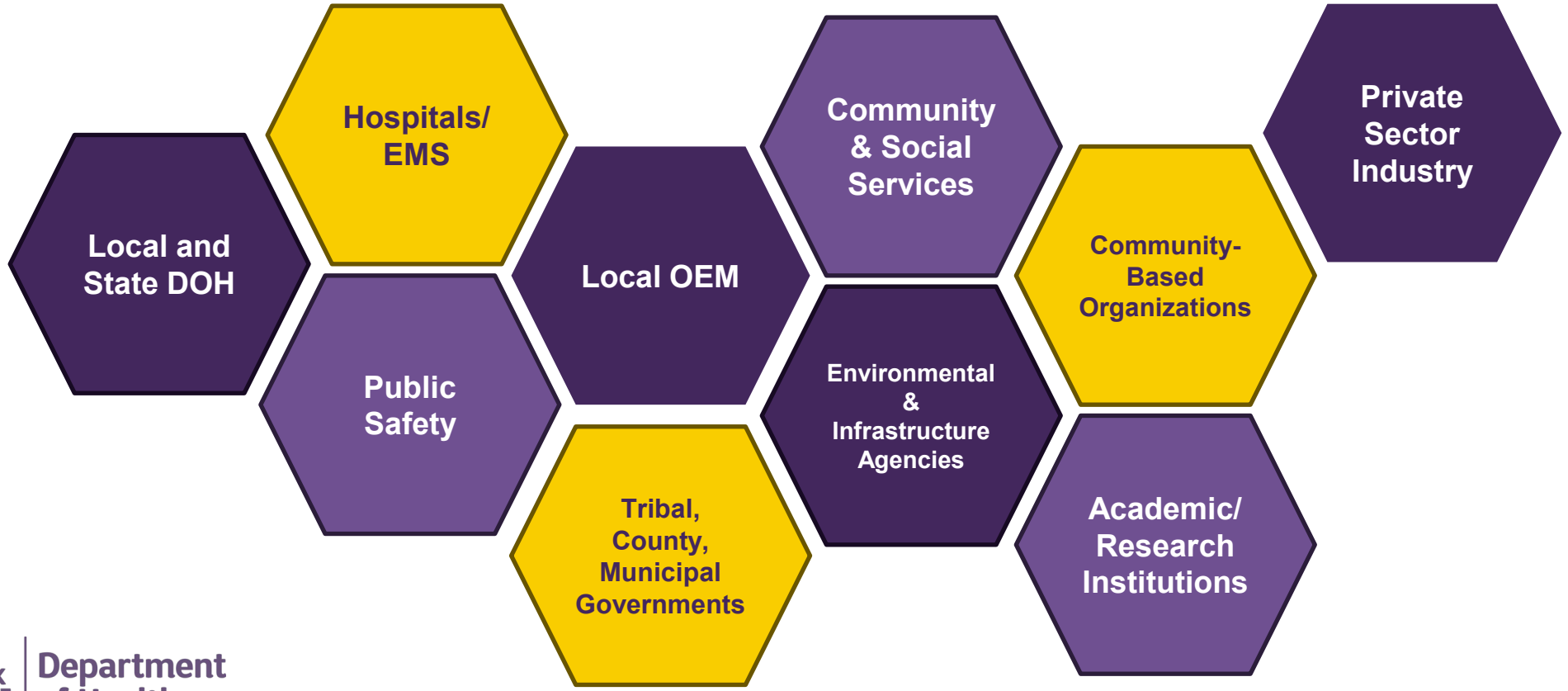
- Collect key background information
  - Review plans, reports and assessments that may help with plan creation or update

- Initial Internal Brainstorming Meeting
  - Meeting should involve internal subject-matter leads and those with large roles in the plan development process
  - Clarify objectives, discuss strengths and gaps

NEW YORK STATE | Department of Health

DETERMINE THE PARTNERS

- Decide who should be on the planning workgroup for the creation or update of the given plan.
- Suggested to include all partners who would have a role during the emergency, possibly including the following:



NEW YORK STATE | Department of Health

WORK WITH THE PARTNERS

- Coordinate planning workgroup meetings

Discuss the operations section of the plan; review roles and responsibilities (and the ability to perform responsibilities)

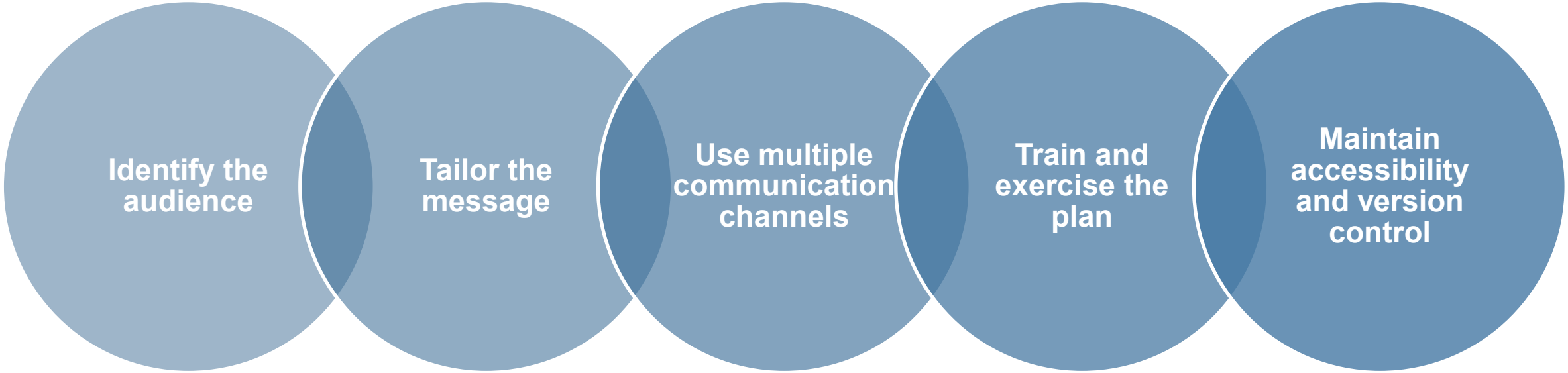
Determine the timeline for updating the plan (light plan updates vs. full plan updates vs. full plan creation

Explore resources that may be available

Discuss plan maintenance

NEW YORK STATE | Department of Health

COMMUNICATE THE PLAN



NEW YORK STATE | Department of Health

PLAN REVIEW

What to Evaluate:

- Effectiveness and efficiency of the plan
- Adequacy, feasibility, acceptability
- Completeness and compliance

Who should review:

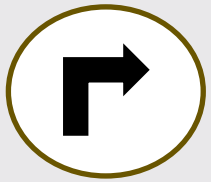
- Subject Matter Experts / Peer reviewers
- Internal Leadership
- State government partners
- Hazard-specific program representatives

NEW YORK STATE | Department of Health

UPDATING CURRENT PLANS

NEW YORK STATE | Department of Health

TYPES OF PLAN UPDATES

Type	Light Plan Update	Full Plan Update
 **Triggering event**	Minor adjustments needed based on exercises or real-life incidents, typically including contact lists, roles and responsibilities, hazard assessments, etc.	Significant internal or external changes affecting operations, such as changes in funding and/or deliverables, exercises or real-life incidents, changes in program structure.
 **Scope**	Confirms operations and goals with minimal changes, such as modifying timelines, data, or making slight adjustments to existing processes.	Involves major revisions and a comprehensive review of operations, goals, and strategies. It may redefine the entire plan.
 **Impact**	Minimal effect on overall operations, designed to keep the existing plan on track.	Possible fundamental shift in the organization's direction, strategy, and overall operations.

NEW YORK STATE | Department of Health

RESOURCES & TRAININGS

CPG 101

- FEMA Comprehensive Planning Guide 101 (updated May 2025)

Emergency Planning Processes and Emergency Operations Plans

- IS-235.C: Emergency Planning

Incident Command System (ICS) & NIMS Courses

- IS-100.C: Introduction to the Incident Command System, ICS 100
- IS-700.B: An Introduction to the National Incident Management System

NEW YORK STATE | Department of Health

BRINGING IT ALL TOGETHER: PLANNING FOR PUBLIC HEALTH EMERGENCIES

- Collaboration is crucial for success
- All-hazards planning builds flexible, resilient response capabilities
- Strong plans are living documents
- Use existing resources
- Engage stakeholders early
- *It's not just about the plan-- it's about the planning*

NEW YORK STATE | Department of Health

Questions?

Stephanie Notar, OHEP
Planning Manager
Email: Stephanie.Notar@health.ny.gov

Jenesse Murray, OHEP
LHD Planning and Deliverables Coordinator
Email: Jenesse.Murray@health.ny.gov

Additional Point of Contacts:

- Regional Representatives
- phepplans@health.ny.gov

NEW YORK STATE | Department of Health

Department of Health