# BP4 “Design a Deliverable to Address Hospital Radiation Emergency(ies)” Deliverable Template

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| **Sub-recipient name:** | Independent Hospitals non-911 receiving sub-recipients |
| **Deliverable number and name:** | **C1.4. Design a Deliverable to Address Hospital Radiation Emergency(ies)** |

**Instructions:** Here are the steps to follow for completing this deliverable.

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| **1** | **Make a note of the DOHMH Program Manager’s name and contact information.** |
| **2** | **Review deliverable text taken from the SOW and direct any questions to your DOHMH Program Manager well before the deliverable due date(s).** |
| **3** | **Complete the fields for the deliverable proposal.** |
| **4** | **Complete the fields for the deliverable final summary report.** |
| **5** | **Submit additional documentation required to your DOHMH Program Manager. This is noted in the deliverable text (step 2) as well as below in item 5.** |

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| **1** | **DOHMH Program Manager:** Marsha Williams, MPH, CBCP**Phone number:** 347-396-2719**Email:** mradclif@health.nyc.gov  |

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| **2** | **Deliverable as per the SOW** **Required Activities:**Using recent HVA, After Action Report/Improvement Plan (AAR/IP) and/or evaluation finding(s) from radiation hazard planning or incident, design a deliverable that includes implementing a project to address **radiation** emergency(ies).*Deliverable(s) can be implemented in‐person or virtually. Proposed deliverable must be separate and different from any deliverables listed previously in this Scope of Services/Schedule of Deliverables. Subrecipient cannot propose an exercise to satisfy this deliverable.*Develop and submit a deliverable proposal for DOHMH approval (DOHMH to provide template) that includes the following:* Rationale for choosing the specific hospital‐ wide project
* Implementation plan, including:
	+ Justification based on recent HVA, AAR/IP and/or evaluation finding(s) from radiation hazard planning or incident
	+ Outline of project Scope of Work (SOW) to include goals, objectives, timeline, key action steps and budget.

Upon completion of the DOHMH‐approved deliverable, develop and submit a final summary report, including description of how completion of project has advanced progress on radiation hazard planning.Sample Projects:* Updating emergency management plan to address radiation/radiological incidents
* Conduct a radiation risk assessment
* Based on identified gaps or vulnerabilities, conduct a radiation, radiological, or nuclear training(s)

**Required Documentation:**1. DOHMH approved deliverable proposal (template to be provided by DOHMH) due in the initial performance period of the contract (July 1, 2022 to October 31, 2022).
2. Final summary report (template to be provided by DOHMH) with description of how completion of deliverable has advanced progress on radiation hazard planning, due in the final performance period of the contract (March 1, 2023 to June 1, 2023), including:
* Details of project implementation
* Goals and objectives
* Findings
* Impact of activity and outcomes
* List of stakeholders
* Next steps
* Supporting documentation (e.g., meeting notes, presentations, agendas, sign‐in sheets/participant roster)
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| **3** | **PROPOSAL | DUE DATE: October 31, 2022**  |
| **Question** | **Your response (section will expand as you type)** |
| **Rationale: What source(s) provided you with your rationale for this radiation disaster project or exercise? (Examples: HVA, AAR, etc.)**  |  |
| **Rationale: how will this project support radiation disaster readiness for your facility?** |  |
| **List all acute and non-acute facilities and/or community organizations included in your project.** |  |
| **Implementation plan: What are your project’s goals?** |  |
| **Implementation plan: What are your project’s objectives?**  |  |
| **Implementation plan: What are your project’s timeline and key action steps?**  |  |
| **Implementation plan: What is your project budget?** |  |

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| **4** | **FINAL SUMMARY REPORT | DUE DATE: June 1, 2023** |
| **Question** | **Your response** |
| **Describe how the implementation of your project went. Were there challenges or best practices you discovered?** |  |
| **For each goal or objective from your project proposal, list and describe the outcomes and their impact (meaning).** |  |
| **List the stakeholders’ (facilities and community organizations) that participated and their response to the project.** |  |
| **Given your outcomes of your project, what next steps do you propose to take?** |  |
| **Provide a description of how completion of this project has advanced progress on radiation hazard planning.** |  |

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| **5** | **Additional documentation. Please email your program manager supporting documentation** including (but not limited to) meeting agendas, notes, presentations, and sign‐in sheets by June 1, 2023. |
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