# BP4 “Design a Deliverable to Address Network-level Radiation Emergency(ies)” Deliverable Template

|  |  |
| --- | --- |
| **Sub-recipient name:** | Healthcare Networks sub-recipients |
| **Deliverable number and name:** | **C1.4. Design a Deliverable to Address Network-level Radiation Emergency(ies)** |

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

|  |  |
| --- | --- |
| **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.** |

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

|  |  |
| --- | --- |
| **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 or conducting an exercise to address **radiation** emergency(ies). *Proposed deliverable(s) must include Network‐wide (i.e., multi‐facility acute, non‐acute and community‐based organizations) activity(ies) and must be separate and different from any deliverables listed previously in this Scope of Services/Schedule of Deliverables. Deliverable(s) can be implemented in‐person or virtually.* Develop and submit a deliverable proposal for DOHMH approval (DOHMH to provide template) that includes the following:* Rationale for choosing the specific Network‐ 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.

*Subrecipient should only begin work on the proposed project or exercise upon written approval from DOHMH.*Upon completion of the DOHMH‐approved deliverable, develop and submit a final summary report, including description of how completion of the deliverable has advanced progress Network on radiation hazard planning. * If deliverable is a project, develop and submit final summary report with details of implementation, goals and objectives, findings, impacts, outcomes, stakeholders, and next steps; and other supporting documentation, including (but not limited to) meeting agendas, presentations, notes, and sign‐in sheets.
* If deliverable is an exercise, develop and submit all HSEEP‐consistent exercise documents according to the type of exercise including:
	+ Exercise Plan (ExPlan)
	+ Exercise Evaluation Guide (EEG)
	+ Master Scenario Events List (MSEL)
	+ AAR/IP
	+ Sign‐in sheets
	+ List of exercise participants

*Exercise must be functional or higher and include multiple healthcare facilities. Subrecipient cannot conduct a standalone, single‐facility exercise.*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 Network radiation hazard planning due in the final performance period of the contract (March 1, 2023 to June 1, 2023).

For Project:Final summary report including: * Details of project implementation
* Goals and objectives
* Findings
* Impact and outcomes
* List of stakeholders
* Next steps
* Supporting project documentation (e.g., meeting notes, presentations, agendas, sign‐in sheets)

For Exercise:* Full suite of HSEEP‐consistent exercise documents including:
	+ ExPlan
	+ EEG
	+ MSEL
	+ AAR/IP
	+ Sign‐in sheets
	+ List of exercise participants
 |

|  |  |
| --- | --- |
| **3** | **PROPOSAL | DUE DATE: October 31, 2022** **Will this DYOD be an exercise? (Type in Yes or No): \_\_\_** **If Yes, follow directions above in item 2 under “For exercise.” If No, complete item 4 below.****Complete item 3 whether implementing a project or conducing an exercise.**  |
| **Question** | **Your response (section will expand as you type)** |
| **Rationale: What source(s) provide you your rationale for this radiation disaster project or exercise? (Examples: HVA, AAR, etc.)**  |  |
| **Rationale: how will this project or exercise support radiation disaster readiness for your network?** |  |
| **List all acute and non-acute facilities and/or community organizations included in your project or exercise.** |  |
| **Implementation plan: What are your project’s or exercise’s goals?** |  |
| **Implementation plan: What are your project’s or exercise’s objectives?**  |  |
| **Implementation plan: What are your project’s or exercise’s timeline and key action steps?**  |  |
| **Implementation plan: What is your project or exercise budget?** |  |

|  |  |
| --- | --- |
| **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) of your project.** |  |
| **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 deliverable has advanced progress on Network radiation hazard planning.** |  |

|  |  |
| --- | --- |
| **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. |
|  |