



# Bismarck-Burleigh Public Health Strategic Plan 2016-2018



**Public Health**  
Prevent. Promote. Protect.

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**Bismarck-Burleigh Public Health**

*Prepared by: Renae Moch, MBA, FACMPE  
Director, Bismarck-Burleigh Public Health*

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## Introduction

During this time of drastic change in healthcare, we are faced with new and unprecedented challenges. Reducing costs while improving quality care and patient outcomes, compliance with government mandates, implementation of healthcare reform provisions and utilization of modern technologies are all expectations for us to thrive in this rapidly changing environment.

The team of professionals at Bismarck-Burleigh Public Health is working diligently to face these challenges and embrace new opportunities to strengthen our abilities to serve this community through quality public health services.

I am pleased to share with you Bismarck-Burleigh Public Health's Strategic Plan for 2016-2018. This plan establishes a unified vision for the future of our department and will guide us to effectively and efficiently carry out our roles and responsibilities aimed at improving the health and safety of our residents while ensuring the best use of resources and personnel. This plan contains goals, objectives and strategies committing us to leadership, advocacy, and quality in public health programs and services. We intend to utilize this strategic plan to serve as a roadmap for our department for the next three years.

I look forward to leading the Bismarck-Burleigh Public Health team as we continue our journey and move forward with identified strategies to improve the public's health in Bismarck and Burleigh County.

Sincerely,



Renae Moch, MBA, FACMPE  
Public Health Director  
Bismarck-Burleigh Public Health



*"The development of this plan reinforces my belief that the strength each employee brings to our department is vital to our success. As a team we will work together with our community partners to efficiently meet the health and wellness needs of our residents."*

*Renae Moch, MBA, FACMPE  
Public Health Director*



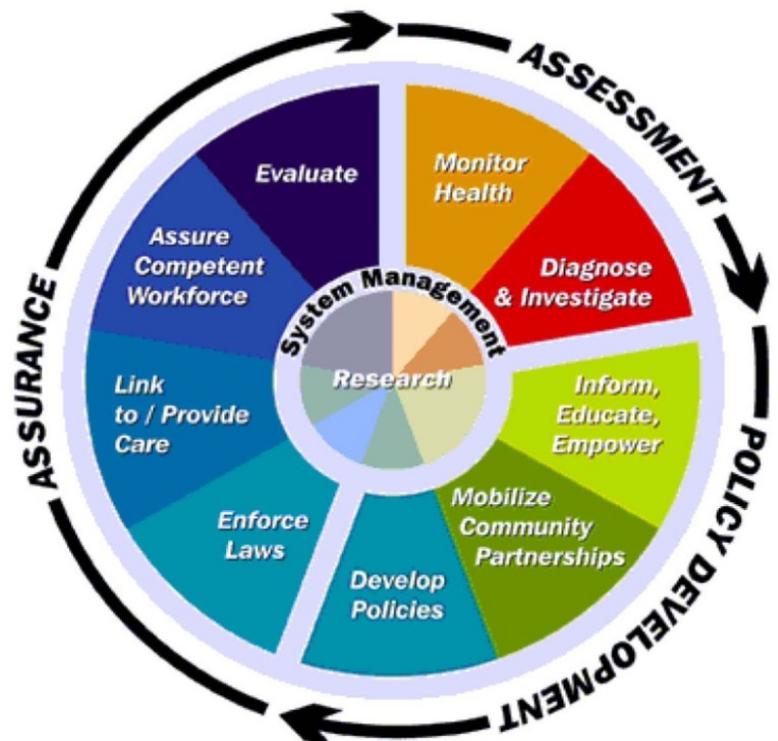
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## Executive Summary

Nationally, public health is guided by “Ten Essential Public Health Services” which serve as the framework for public health systems across the United States. This framework is built on the foundation of Public Health known as the “Three Core Functions” (Assessment, Policy, and Assurance). Bismarck-Burleigh Public Health (BBPH) utilizes the essential services and core functions to determine areas of focus when serving the residents of our community.

### The Ten Essential Public Health Services are listed as follows:

1. Monitor health status to identify and solve community health problems.
2. Diagnose and investigate health problems and health hazards in the community.
3. Inform, educate, and empower people about health issues.
4. Mobilize community partnerships and action to identify and solve health problems.
5. Develop policies and plans that support individual and community health efforts.
6. Enforce laws and regulations that protect health and ensure safety.
7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. Assure competent public and personal health care workforce.
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services.
10. Research for new insights and innovative solutions to health problems.



The “Ten Essential Services” and “Three Core Functions” were taken into consideration during the development of our strategic plan in addition to the needs identified via the Community Health Needs Assessment completed in 2015.

To ensure that our plan meets the needs of those we serve internally and externally, we engaged in a comprehensive strategic planning process involving the public, community stakeholders, elected officials, City/County leaders and BBPH staff.



Public input on community health needs was obtained via surveys submitted during the Community Health Needs Assessment process in 2015. Following this assessment, community stakeholders, elected officials and City/County leaders gathered together to learn the outcome of the surveys and participated in facilitated discussion on the needs identified through the survey process. These stakeholders also assisted in the prioritization of the needs identified.

Following the Community Health Needs Assessment process, BBPH staff and our leadership team played active roles in the development of the strategic plan. BBPH staff members were introduced to the process of strategic planning during an in-house training opportunity. Staff members participated in group discussion led by an outside facilitator. During this session staff members shared thoughts on internal and external strengths and weaknesses focusing on public health and worked together to compile the information shared among the group.

Following this large group session, a leadership retreat for supervisory staff was held at the Bismarck Public Library on December 10, 2015. During this retreat, BBPH leadership focused efforts on reviewing our vision, mission, values and guiding principles and developing goals and strategies for our department. Follow-up meetings were scheduled with program coordinators to finalize goals and objectives as needed.

Bismarck-Burleigh Public Health has updated our mission, vision, values and guiding principles to better reflect our department, goals, and objectives.

The updated versions are included in this report.

# Mission, Vision, Values, Guiding Principles



**Dedicated to improving the health and safety of our community.**



**Optimal health in a thriving community.**

<b>VALUES: (WE CARE)</b>	<b>GUIDING PRINCIPLES:</b>
<b>Wellness</b>	We promote healthy lifestyles within our community.
<b>Education</b>	We provide education to promote a healthy population.
<b>Collaboration</b>	We engage community partners to identify and address health needs and disparities.
<b>Advocacy</b>	We empower individuals to make sound health decisions.
<b>Responsiveness</b>	We plan for the health and safety of our community.
<b>Evolving</b>	We promote quality outcomes through continuous learning and performance improvement.

# Summary of SWOT Analysis

Bismarck-Burleigh Public Health staff members and our leadership team completed a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis during facilitated group discussion sessions. They were able to identify both internal and external strengths and weaknesses, opportunities for us and threats to our agency.

## The SWOT Analysis Summary is Listed Below:

### **INTERNAL STRENGTHS:**

- Knowledgeable/Professional Staff
- Strong leadership/Goal oriented
- Cohesive Team Environment
- Dedicated/Passionate Staff
- Support for Continuing Education/Training

### **EXTERNAL STRENGTHS:**

- Community Partnerships
- Agency Networking
- Commission/Decision-maker Support
- Credibility/Community Support

### **INTERNAL WEAKNESSES:**

- Staff Resistance to Change
- Increased Workloads
- Narrow-Focused/Silos
- Generational/Cultural differences

### **EXTERNAL WEAKNESSES:**

- Lack of Standardization
- Lack of Communication
- Lack of Funding
- Behind the Scenes/Unrecognized
- Administrative Disconnect
- Generational/Cultural differences
- Resistance Among Departments

### **OPPORTUNITIES:**

- Anticipated New Leadership
- Evolving Programs/Expansion of Services
- New Environment/New Opportunities
- Increased Revenue Opportunities Through Billable Services
- Collaborative Efforts Through Community Partnerships
- Population Growth
- Affordable Care Act Regulations/ Access to Health Insurance

### **THREATS:**

- Funding
- Legislative Session
- Affordable Care Act Regulations
- Population Growth/Change in Demographics

## Summary of Strategic Priorities

Bismarck-Burleigh Public Health completed a Community Health Needs Assessment (CHNA) in 2015.

The top 10 concerns identified by the Community Health Stakeholders from the Community Health Needs Assessment completed in 2015 were as follows:

1. Affordable Housing
2. Chronic Disease
3. Access to Affordable Health Care
4. Obesity/Poor Nutrition/Lack of Exercise
5. Timely Access to Mental Health Providers
6. Child Abuse/Neglect
7. Homelessness
8. Coordination of Care between Providers & Services
9. Drug Use/Presence of Drugs & Alcohol
10. Stress

**Bismarck-Burleigh Public Health has chosen the following concerns from the CHNA as priorities to be included in the agency's strategic plan:**

- 1. Access to Affordable Health Care**
- 2. Chronic Disease**
- 3. Obesity/Poor Nutrition/Lack of Exercise**

These priorities align with our mission and vision statements and the core functions of public health. We will focus on these priorities to make a difference in the health and wellness of our residents through the daily activities performed by the professional staff at Bismarck-Burleigh Public Health.

In addition to the priorities identified through the Community Health Needs Assessment, the following priorities will be addressed through identified goals and objectives in this strategic plan:

- 4. Food Safety Education**
- 5. Community Preparedness & Response**

# Goals & Objectives

The goals and objectives defined in this strategic plan are measurable efforts that Bismarck-Burleigh Public Health will put forth to address these needs.

**These goals and objectives are not all-inclusive of all department functions and activities. Several programs operate on work plans, goals, and objectives defined through grant applications and contract awards and are evaluated separately from this strategic plan.**

## 1. Access to Affordable Health Care



Bismarck-Burleigh Public Health chose improving access to affordable health care as a priority. One of the “Ten Essential Public Health Services” is to link individuals to necessary personal health services and assure the provision of health care when otherwise unavailable. Bismarck-Burleigh Public Health will work to ensure affordable health care for community residents by linking individuals with appropriate programs, services, and health insurance options to ensure they are linked to the health services they need.

**In addition to the goals and objectives mentioned in this document, Bismarck-Burleigh Public Health incorporates access to affordable health care in many of the services provided through our agency on a daily basis.**

### Some of these services include:

- Immunizations
- Testing for infectious diseases
- Preventive care services and screenings
- Prenatal care – Optimal Pregnancy Outcome Program
- Maternal and Child Health programs
- Case management services and programs
- Nutrition counseling
- Tobacco cessation
- Access to patient navigation services

**Priority: Improve Access to Affordable Health Care**

**Strategy:** Conduct outreach and educational activities to promote access to affordable health care opportunities for minorities, underserved, and vulnerable populations.

**Goal 1 of 2:** Enhance Bismarck-Burleigh Public Health’s client knowledge of affordable health care coverage options.

**Objective 1 of 1:** By December 2018, Bismarck-Burleigh Public Health will offer 100% of our clients on-site access to Patient Navigators during the annual open enrollment period.

<b>Programs/Activities/Interventions</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Process Indicator</b>	<b>Outcome Indicator</b>
Contact local Patient Navigators to schedule a date/time for onsite enrollment event at BBPH	Nurse Manager	2016-2018	Outreach made to Navigators	Date is set for annual event
Develop and distribute educational materials and mailings to notify clients of this opportunity	Director Nurse Manager Program Coordinators	2016-2018	Materials printed/posted/mailed	Clients notified of event date & time
Educate BBPH staff to promote the opportunity to clients within each program	Director Nurse Manager	Fall 2016, 2017, 2018	BBPH staff in-service scheduled	BBPH staff training completed
Monitor and evaluate the number of clients that participate in the Patient Navigators’ educational sessions	Nurse Manager Front Office Staff Program Coordinators	2016-2018	Client tracking/check-in process developed	Client numbers tracked and reported

**Priority: Improve Access to Affordable Health Care**

**Strategy:** Conduct outreach and educational activities to promote access to affordable health care opportunities for minorities, underserved, and vulnerable populations.

**Goal 2 of 2:** Educate the Bismarck/Burleigh residents on services offered by Bismarck-Burleigh Public Health to improve access to affordable health care.

**Objective 1 of 1:** By December 2018, Bismarck-Burleigh Public Health will achieve an 80% compliance rate for child immunizations in our patient panel through outreach and marketing campaigns.

<b>Programs/Activities/Interventions</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Process Indicator</b>	<b>Outcome Indicator</b>
Print & Digital Media: Develop marketing campaign utilizing appropriate media avenues to reach the target audience	Nurse Manager, Director, Immunization Coordinator	Winter 2016 – Spring 2017	Contact made to develop plan	Plan developed
Partnerships: Work with parent resource organizations & immunization partners in the community to educate parents on the importance of vaccines	Nurse Manager, Director, Nursing staff	Winter 2016 – 2018	Outreach planned	Outreach completed
Website: Utilize BBPH website to communicate key messaging to our target audience regarding the importance of immunizations	Nurse Manager, Director, Office Staff	Summer 2016 – 2018	Plan key messaging targeting our audience	Post key messages to our web page
Outreach to no-shows: BBPH will contact clients who no-show for immunization appointments to attempt rescheduling to maintain compliance with immunization schedules	Staff/Nurse Coordinator	Spring 2016 - 2018	No shows identified	No shows contacted

## 2. Chronic Disease



Chronic diseases and conditions such as heart disease, cancer and diabetes are among the most common, costly and preventable of all health problems.

According to the Centers for Disease Control, as of 2012 about half of all adults had at least one chronic health condition. Fortunately, many chronic diseases may be preventable through the practice of healthy behaviors.

One of the “Ten Essential Public Health Services” is to inform, educate and empower people about health issues. When it comes to chronic disease prevention and management, educating and empowering individuals to take an active role in their health is vital. Empowered and educated individuals are capable of making informed decisions relating to their healthcare and their behaviors which can prevent many chronic diseases. Bismarck-Burleigh Public Health will work to encourage healthy behaviors to make an impact on the effects of chronic disease in our community.

**In addition to the goals and objectives identified throughout this document, Bismarck-Burleigh Public Health incorporates chronic disease in our work we do through several of our programs and services.**

### **Some of these services include:**

- Diabetes Prevention Program
- Diabetes testing and screening
- Worksite Wellness Efforts
- Cholesterol Screenings
- Cancer Prevention Efforts (Women’s Way/Colorectal Cancer/Etc.)
- Nutrition Education
- Tobacco Cessation
- Case management services

**Priority: Reduce the Risk of Chronic Disease**

**Strategy:** Educate and empower individuals to take an active role in their health.

**Goal 1 of 2:** Educate the community on modifiable health risk behaviors.

**Objective 1 of 2:** By December 2018, BBPH will launch a public education campaign to inform the community of the importance of “Knowing Your Numbers” to reduce the risk of chronic diseases.

<b>Programs/Activities/Interventions</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Process Indicator</b>	<b>Outcome Indicator</b>
Distribute educational materials (“ <i>Know Your Numbers Campaign</i> ”)	BBPH Program Staff	Fall 2016- Winter 2018	Materials gathered	Materials distributed
Work with local media outlets to distribute messages	Director, Nurse Manager	Fall 2016 – Winter 2018	Media contacted	Message distributed
Host a worksite wellness event to distribute educational materials to City/County employees	Nutrition/Nurse Coordinator & Staff	Fall 2016	Event organized	Event takes place, materials distributed

**Objective 2 of 2:** By December 2017, BBPH will host a minimum of one community “Know Your Numbers” education and screening event at BBPH.

<b>Programs/Activities/Interventions</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Process Indicator</b>	<b>Outcome Indicator</b>
Schedule & disseminate screening event date(s)	Nurse Manager, Health Services Coordinator, PIO, Front Office Staff	Spring 2017	Event date selected	Event date promoted
Host screening event offering BP, BMI, cholesterol & blood sugar screenings. Assess knowledge of numbers	Health Services Staff, Nutrition Services Coordinator	Summer/Fall 2017	Event scheduled	Event completed

**Priority: Reduce the Risk of Chronic Disease**

**Strategy:** Educate and empower individuals to take an active role in their health.

**Goal 2 of 2:** Educate BBPH staff on the importance of the Ask, Advise & Refer program to reduce tobacco use among clients.

**Objective 1 of 1:** By December 2017, BBPH will improve documentation of the "Ask, Advise, Refer" (AAR) program in the client's medical record.

<b>Programs/Activities/Interventions</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Process Indicator</b>	<b>Outcome Indicator</b>
Annual AAR staff training	Tobacco Prevention & Control Staff, BBPH Clinical Staff	Fall 2016- Winter 2018	Annual AAR training scheduled	Training completed annually
All BBPH program clients receive AAR assessment during a visit	BBPH Clinical Staff, Tobacco Prevention Control Staff	Fall 2016- Winter 2018	Annual AAR Audit	Results of AAR Audit
Refer appropriate clients to ND Quits and BBPH individual cessation services	BBPH Clinical Staff, Tobacco Prevention Control Staff	Fall 2016- Winter 2018	Annual ND Quits county level reports and annual AAR Audit	#Burleigh county residents enrolled

### 3. Obesity/Poor Nutrition/Lack of Exercise



A major cause of obesity in our population is the lack of physical activity and there is a definite correlation between obesity and a sedentary lifestyle. In addition, poor nutrition is also plays a factor in obesity in both children and adults.

A purpose of public health is to promote and encourage healthy behaviors. As a community we need to enable healthy lifestyles for all residents. Most people spend a majority of

their day at work. This is great place to start promoting and encouraging healthy behaviors and a healthy environment.

Supporting healthy behaviors and activities can start with our own employees. Encouraging a healthy and active work environment and educating employees on the importance of good health and physical activity can initiate behavior change to serve as a foundation for a healthy community. Engaged employees will convey what they've learned to their friends and family which positively impacts health outcomes in our community.

**In addition to the goals and objectives identified throughout this document, Bismarck-Burleigh Public Health incorporates obesity reduction, improving nutrition and frequency of exercise in the services and programs provided by our department.**

#### Some of these activities include:

- Go! Bismarck-Mandan Coalition participation & leadership to bring people together to build a culture of health where we live, learn, work and play
- Worksite wellness efforts & leadership through BEAT (Bismarck Employees Active and Thriving) and County Employee Health & Wellness efforts
- Referrals for assistance with obesity/poor nutrition/lack of exercise via all programs offered at BBPH

**Priority: Improve Employee Health and Wellness**

**Strategy:** Support healthy behaviors and improve health outcomes at work.

**Goal 1 of 1:** Encourage a healthy and active work environment.

**Objective 1 of 4:** By December 2016, BBPH will identify gaps in our worksite wellness program.

<b>Programs/Activities/Interventions</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Process Indicator</b>	<b>Outcome Indicator</b>
Complete the CDC Worksite Health Scorecard to identify gaps in City/County employee health programs	Nutrition Services Coordinator	Spring/Summer 2016	Scorecard completed	Gaps identified
Review CDC Worksite Health Scorecard to prioritize strategies addressing gaps	Nutrition Services Coordinator, Nurse Manager, Director	Summer/Fall 2016	Meeting held to review results	Strategies prioritized

**Objective 2 of 4:** By December 2016, BBPH will educate all Board of Health/Commission and City Health Insurance Committee members on gaps and strategies identified through the CDC Worksite Health Scorecard.

<b>Programs/Activities/Interventions</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Process Indicator</b>	<b>Outcome Indicator</b>
Present gaps and strategies to Public Health Commission portfolio holders for City of Bismarck and Burleigh County	Public Health Director	Fall 2016	Meeting held to review results	Portfolio holders educated
Present gaps and strategies to City Board of Health	Public Health Director	Fall 2016	Meeting held	City Board of Health educated
Present gaps and strategies to City of Bismarck Health Insurance Committee members	Public Health Director	Fall 2016	Meeting held to review results	City Health Insurance Committee educated

**Objective 3 of 4:** By December 2017, BBPH and BEAT (Bismarck Employees Active & Thriving) will implement City/County approved strategies identified through the CDC Worksite Health Scorecard.

<b>Programs/Activities/Interventions</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Process Indicator</b>	<b>Outcome Indicator</b>
Educate employees on the gaps and strategies identified through the CDC Worksite Health Scorecard	Nutrition Services Coordinator/ BEAT Committee members	Spring 2017	Meeting held to educate employees	Employees educated
Implement strategies to address gaps.	Nutrition Services Coordinator/ Public Health Director/ BEAT Committee members	Summer - Winter 2017	Strategies prioritized and scheduled to implement	Strategies executed

**Objective 4 of 4:** By December 2018, BBPH will assess the outcomes of strategies implemented to address gaps in worksite wellness program.

<b>Programs/Activities/Interventions</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Process Indicator</b>	<b>Outcome Indicator</b>
Complete the CDC Worksite Health Scorecard to re-assess gaps in City/County employee health programs	Nutrition Services Coordinator	Spring/ Summer 2018	Scorecard completed	Progress measured
Present progress report to Public Health Commission portfolio holders for City of Bismarck and Burleigh County, City Board of Health, and City of Bismarck Health Insurance Committee members	Director of Public Health	Fall 2018	Meeting held to review results	Report received

## 4. Food Safety Education



Environmental Health joined the Public Health department in June 2015. Previously, they were located within the City of Bismarck's Fire Department.

Currently, Environmental Health is responsible for food safety licensing and inspections, public health nuisances, and the vector control program for the City of Bismarck.

Foodborne illnesses are a burden on public health and contribute significantly to the cost of health care. Each year foodborne illnesses sicken 48 million Americans with a small percentage leading to foodborne outbreaks. Environmental Health is committed to work to reduce foodborne illnesses through education on appropriate food safety protocols.

The Environmental Health Division at Bismarck-Burleigh Public Health is a vital resource for food safety and compliance information for the City of Bismarck. Through the established goals and objectives, Environmental Health staff will reach out to the public and the businesses we serve to provide education on the importance of food safety and availability of local resources accessible to them.

**In addition to food safety, Environmental Health is also responsible for the following programs within the City of Bismarck:**

- Public and Semi-Public Swimming Pools
- Tanning Establishments
- Tattoo/Body Art Establishments
- Lodging Establishments
- Special Pet Licensure
- Public Health Nuisances
- Vector Control/Mosquito Surveillance

**Priority: Improve Knowledge of Food Safety**

**Strategy:** Enhance knowledge of food safety for food service employees and the general public.

**Goal 1 of 1:** Educate the community on proper food safety protocols/regulations to reduce foodborne illnesses.

**Objective 1 of 3:** By June 2016, Environmental Health will train BBPH staff on food safety protocols & regulations.

Programs/Activities/Interventions	Person/Group Responsible	Timeline	Process Indicator	Outcome Indicator
Schedule staff in-service for Food Safety presentation to BBPH staff	Director, Environmental Health Administrator	2016	Env. Health Admin contacted	In-service scheduled
Administer food safety pre-test to BBPH staff	Environmental Health Admin.	2016	Pre-test developed	Pre-test completed
Host Food Safety In-service for BBPH staff	Director, Environmental Health staff	2016	Staff in-service time scheduled	BBPH staff training completed
Administer food safety post-test to BBPH staff	Environmental Health staff	2016	Post-tests administered	Post-tests evaluated

**Objective 2 of 3:** By October 2016, Bismarck-Burleigh Public Health Environmental Health Division will host a Food Safety Educational event open to the public and food establishments.

Programs/Activities/Interventions	Person/Group Responsible	Timeline	Process Indicator	Outcome Indicator
Schedule date for Food Safety Education event	Environmental Health Admin, Director	2016	Dates reviewed	Dates scheduled
Promote date & time to the public	Environmental Health Admin,	Summer/Fall 2016	Promotion planned	Promotion completed
Host education event at BBPH	Environmental Health Admin & Staff	Fall 2016	Event scheduled	Event hosted
Evaluate event to determine if this event should be repeated	Environmental Health Admin, Director	Fall/Winter 2016	Evaluations distributed	Evaluations completed

**Objective 3 of 3:** By March 2017, Bismarck-Burleigh Public Health Environmental Health Division will advise food establishments of the food safety resources available at BBPH.

<b>Programs/Activities/Interventions</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Process Indicator</b>	<b>Outcome Indicator</b>
Include information in annual renewal mailings that food training/education is available at BBPH	Environmental Health Admin.	Winter 2016, Spring 2017	Develop mailings	Mailings sent
Continue to incorporate food safety training during annual inspections of food establishments	All Environmental Health Staff	2016-2018 Ongoing	Onsite inspection done	Education provided
Investigate collaborative partners/associations in the local area to establish a relationship and provide education/resources in collaborative ways.	Environmental Health Admin.	Fall 2016 - Winter 2017	Investigation started	Investigation completed

## 5. Community Emergency Preparedness & Response



Public Health plays an important role in emergency preparedness and response efforts during public health disaster situations. Public Health Emergency situations and disasters do not happen every day, but in the event that they do, we want to be prepared to protect the health and safety of our residents.

An event is considered a public health emergency when there is an emergent need for health care/medical services to respond to a disaster, significant outbreak of infectious disease, bioterrorist attack or other significant or catastrophic event.

Bismarck-Burleigh Public Health is determined to build a resilient community prepared to endure any disaster situation we encounter. In preparation we will participate in emergency exercises and complete and update emergency response plans to be ready if a catastrophic event were to occur. This will ensure that BBPH's public health professionals are competent and prepared to respond to any threat we are faced with.



**Priority: Improve staff readiness to respond to emergency and disaster situations.**

**Strategy:** Provide education and training to BBPH staff on emergency response roles and responsibilities.

**Goal 1 of 1:** BBPH staff members will be knowledgeable of emergency preparedness plans and comfortable performing emergency response roles and responsibilities.

**Objective 1 of 3:** By December 2017, BBPH will implement a Shelter in Place Plan for the department.

<b>Programs/Activities/Interventions</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Process Indicator</b>	<b>Outcome Indicator</b>
Develop a plan for Shelter in Place for BBPH incorporating City of Bismarck standardized procedures	EPR Coordinator, Director of Public Health	Fall-Winter 2016	Planning work in progress	Plan developed
Educate BBPH staff on the Shelter in Place Plan	EPR Coordinator, Director of Public Health, Nurse Manager	January 2017	Staff in-service scheduled	Staff in-service complete
Host a Shelter in Place drill at BBPH	EPR Coordinator	Spring 2017	Drill planned	Drill completed
Evaluate competence of staff following the Shelter in Place drill at BBPH	EPR Coordinator	Spring 2017	Evaluation of staff takes place	Eval report completed & submitted to Director

**Objective 2 of 3:** By December 2018, BBPH will update the Mass Fatality Plan and identify location for temporary morgue for Burleigh County.

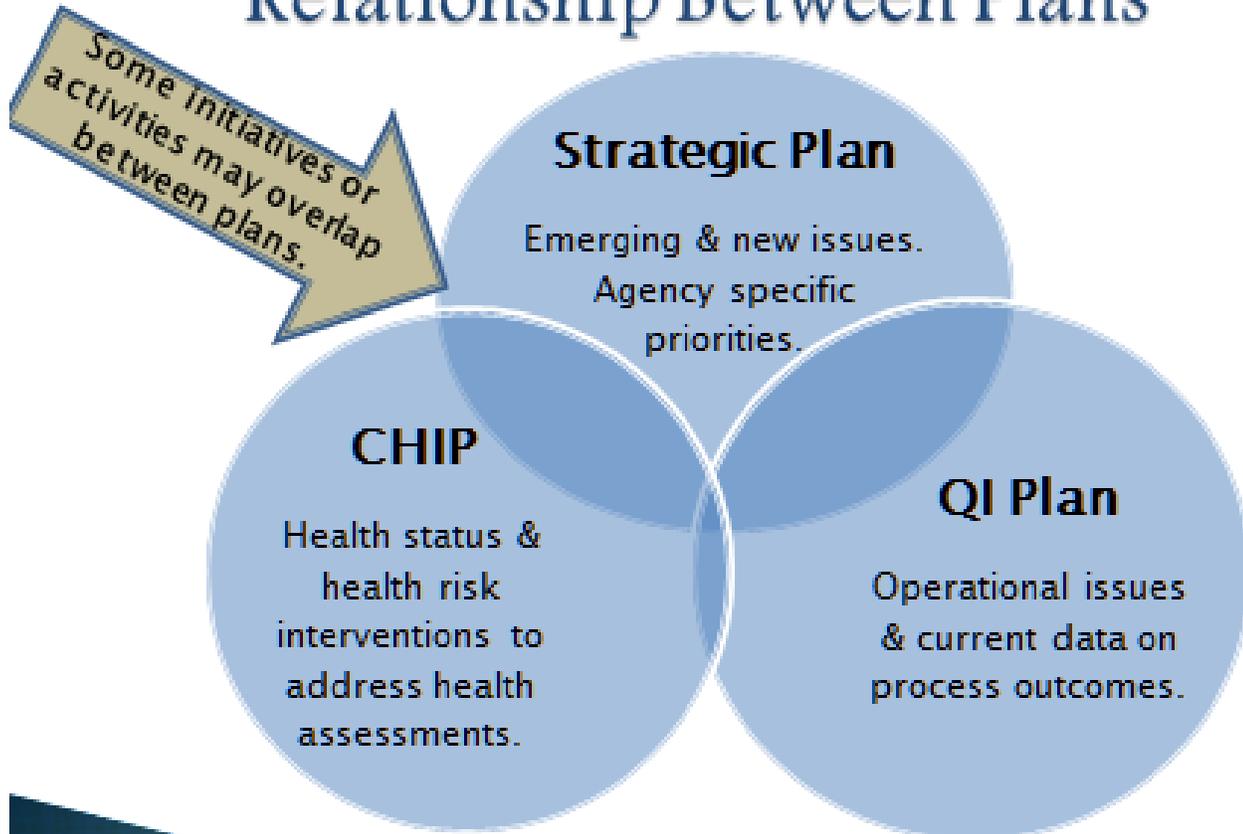
<b>Programs/Activities/Interventions</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Process Indicator</b>	<b>Outcome Indicator</b>
Participate in NDDOH Mass Fatality Exercise	EPR Coord., EPR PIO	September 2016	Exercise planned	Exercise Completed
Update the Mass Fatality Plan for BBPH	EPR Coord., Director, Nurse Manager	December 2016	Plan reviewed	Plan updated
Develop MOU for temporary morgue	EPR Coordinator	Jan-Feb 2017	MOU drafted	MOU finalized/ signed
Educate BBPH staff on Mass Fatality Plan	EPR Coordinator	March 2017	In-service scheduled	In-service completed

**Objective 3 of 3:** By December 2018, BBPH will complete a full scale Point of Dispensing (POD) Exercise.

<b>Programs/Activities/Interventions</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Process Indicator</b>	<b>Outcome Indicator</b>
Determine a site for POD exercise	Director	Spring 2017	Sites reviewed	Site chosen
Review and update current POD plan	EPR Coord., Nurse Manager, Director	Spring 2017	Plan reviewed	Plan updated
Create HSEEP Planning Document (Homeland Security Exercise & Evaluation Program)	EPR Coordinator	Spring/ Summer 2017	Document drafted	Document completed
Host in-service for staff to review roles and responsibilities for POD exercise	EPR Coordinator	Fall 2017	In-service scheduled	In-service completed
Complete POD exercise	EPR Coordinator & BBPH Staff	Fall 2017	Exercise planned	Exercise completed
Develop AARIP (After Action Review & Improvement Plan)	EPR Coordinator	Fall-Winter 2017	Plan drafted	Final Plan complete

# Links with Community Health Improvement Plan & Quality Improvement Plan

## Relationship Between Plans



The Community Health Assessment informs all three plans.

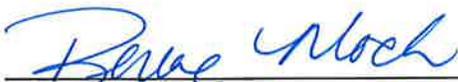
## Signatures

Dated this 12<sup>th</sup> day of April, 2016

I hereby approve Bismarck-Burleigh Public Health's Strategic Plan as stated above.

### City of Bismarck:

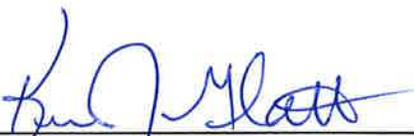
  
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Michael Seminary, President  
Bismarck City Commission  
City Board of Health

  
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Renae A. Moch, Director  
Bismarck-Burleigh Public Health

Attest:   
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William C. Wocken, Administrator  
City of Bismarck

Burleigh County: May 2, 2016

  
\_\_\_\_\_  
Brian Bittner, Chair  
Burleigh County Commission

Attest:   
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Kevin J. Glatt  
Burleigh County Auditor/Treasurer