Electronic Resource Workbook Instructions for Organizations

The purpose of this activity is to identify our community organizations' roles, responsibilities, and resources. This activity has no right or wrong answers. It is for planning purposes only.

This Microsoft Excel workbook contains two activities: **Roles and Responsibilities** and **Resources**.

Activity 1: Roles & Responsibilities

This activity consists of one spreadsheet labeled "Roles and Responsibilities." Please identify your organization's roles and responsibilities using complete sentences, one role or responsibility per line. Indicate whether the role or responsibility pertains to normal, day-to-day operations or operations during a public health emergency (or both). Also, in the space provided, list any situations or emergencies to which a listed role or responsibility would *not* pertain. You are not limited to the number of roles and responsibilities you can list, and you can add notes about any role or responsibility. Examples have been provided.

Activity 2: Resources

This activity consists of eight individual spreadsheets:

1. Medical Supplies - Consumable (e.g., antiviral medications)

2. Medical Supplies - Nonconsumable (e.g., wheelchairs)

3. Other Supplies - Consumable (e.g., food, water)

4. Other Supplies - Nonconsumable (e.g., bedding)

5. Communication & Technology

6. Transportation

7. Staff & Volunteers

8. Spaces & Places

Each spreadsheet lists various resources your organization may or may not have available. The listed resources were populated from those listed in the **Resource Poster** and **Resource Worksheets**. Resources not listed on the poster and worksheet also have been added, and are indicated with an asterisk (*).

For each listed resource, each spreadsheet asks if

- The resource is readily available to your organization

- You organization or agency directly manages or owns this resource

- Any other organizations or agencies rely on the resource or have access to it

- Your organization or agency could share the resource with other organizations or agencies during a public health emergency

- Your organization or agency has any agreements (e.g., memoranda of agreement [MOAs], memoranda of understanding [MOUs], mutual aid agreements [MAAs]) related to the resource

Instructions are provided on how to answer each question. Examples also are provided for each question.

Please complete each spreadsheet to the best of your ability. Some questions or resources may not apply to your organization. If they do not apply, please leave the space provided blank or if allowed, type in a "N/A" to signal it is not applicable. Also, the last column in each spreadsheet (Column G) allows you to provide notes and comments should your answers need clarification or additional information.

Adding Resources

If you need to add one or more resources your organization has that are not already listed in a spreadsheet, use the blank rows at the bottom of the spreadsheet to add them. You are not limited to how many additional resources you may list. If you are in doubt about including a resource, please include it. After you add a resource, applicable drop-down menus will populate for that resource.

Conclusion

In total, you should complete nine individual spreadsheets. Use the tabs at the bottom of the page to move between the spreadsheets.

After you have completed them, **please save your workbook with your organization's name in the file name (e.g., HealthDeptResources.xslx) and return it to (*contact name and email address*) on or before (*due date*).**