

# **APPENDIX C – BRDHD COOP Resource Requirements**

This tab contains information regarding the equipment and material management of the BRDHD. Also, included in this section is the distribution of materials by BRDHD. The items to be distributed include generators, responder vest, satellite radios, and other necessary equipment. Upon reading this section one will see the distribution of material and equipment throughout the district.

# COOP Resource Requirements

BRDHD will need to have certain resources to ensure that essential functions can be performed. These resources include:

- **Facilities or Worksites**

These have been identified in the BRDHD All Hazard Plan, Tab 4.

- **Communication Systems**

- ◆ E-mail
- ◆ Bridge
- ◆ Internet
- ◆ Telephone
- ◆ 2-way radios
- ◆ Fax
- ◆ Cell phone
- ◆ Satellite radio

- **Personnel**

- ◆ Human Resource (HR) manager
- ◆ Human Resource (HR) Assistant
- ◆ Finance Administrator
- ◆ Environmentalist
- ◆ Registered Nurse (RN)
- ◆ Registered Dietitian (RD)
- ◆ International Board Certified Lactation Consultant (IBCLC)
- ◆ Breastfeeding Peer Counselors
- ◆ Accounting Clerk
- ◆ District Director
- ◆ Department Managers
- ◆ Public Information Office (PIO)
- ◆ Deputy Public Information Office
- ◆ Health Information Team (HIT) member
- ◆ Epidemiologist
- ◆ Admin. Specialist
- ◆ Information Technology (IT)
- ◆ Geographic Information System (GIS) Specialist
- ◆ Health Information Director

- **Vital Records & Databases**

- ◆ Merit System Regulations
- ◆ LHD Administrative Reference
- ◆ Report 40
- ◆ Staff roster records
- ◆ Mileage chart or access to online map program
- ◆ Media contact database- tracking
- ◆ Media contact info
- ◆ Blast fax list
- ◆ FrontPage
- ◆ GIS Software
- ◆ Register
- ◆ Hard Copy of injury/Accident Form, OSHA 300 log
- ◆ Kentucky Employee Health Plan (KEHP) website
- ◆ Medical record
- ◆ Breastfeeding Peer Counselor computer program
- ◆ PHSR
- ◆ Invoice
- ◆ Timesheets

- ◆ Purchase orders
- ◆ Purchase requests
- ◆ Journal
- ◆ Republic Bank Journal
- ◆ Ledger
- ◆ LHD(s) Cash Receipts

Paperwork

- ◆ Bank Statements
- ◆ MOA's
- ◆ Statement of Revenue and

Expenses

- ◆ Tax Form for tax being paid, or
- Payroll Register for Payroll Tax
- ◆ Ceridian website (COBRA)
- ◆ Hard copies of Update/Add/Drop
- Health Insurance forms
- ◆ Hard copy of enrollment forms
- ◆ LHD A/P reports
- ◆ Payroll Reports
- ◆ Cash Receipts
- ◆ Fact Finder (USCensus.gov)
- ◆ EPI info

- **Vital Systems & Equipment**

- ◆ Computers
- ◆ Telephones
- ◆ Cell phones
- ◆ Clipboards
- ◆ Inspection forms
- ◆ Pens
- ◆ Time sheet forms
- ◆ Calculator
- ◆ Travel vouchers
- ◆ Copier
- ◆ Tablet PC
- ◆ Breast pumps
- ◆ Printers
- ◆ Federal EFTPS
- ◆ Payment system
- ◆ Paper
- ◆ Office Suite
- ◆ Communication box

- **Key Vendors**

- ◆ Local Newspapers
- ◆ Curneal & Hignite Ins.
- ◆ KACo
- ◆ Ceridian, Lawless Ins.
- ◆ Delta Dental
- ◆ Durable Medical Equipment
- ◆ Medela (Breast Pump Vendor)
- ◆ Local Banks
- ◆ Purchase Order Vendors
- ◆ Access KY
- ◆ External IT
- ◆ Online recruitment tools

- **Critical Govt. Agencies / Depts.**

- ◆ Department of Employee Insurance (DEI):
  - Member Services Branch (MSB)
  - Enrollment Information Branch (EIB)
  - Finance and Administration Branch (FAB)
  - Group Life Insurance Branch
- ◆ KDPH
- ◆ Medicaid
- ◆ CDP
- ◆ Division of Administration and Financial Management
- ◆ Local Tax Agencies
- ◆ KY Dept of Revenue
- ◆ Communication Office – CHFS
- ◆ Hospitals
- ◆ EMA Regional PIO Group
- ◆ COT
- ◆ BRADD
- ◆ BG & Warren County Planning and Zoning
- ◆ EMA