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**Management Response and Action Plan (MRAP)
Audit of Emergency Preparedness
March 2011**

Recommendations	Management Response	Planned Management Actions	Deliverables	Expected Completion Date	Responsibility	Specific Responsibility
<p>1. <i>It is recommended that the Assistant Deputy Minister (ADM), Regions and Programs Branch (RAPB) partner with the Assistant Deputy Minister, Corporate Services Branch (CSB) to better align their respective emergency management responsibilities in building a culture of emergency management across the Department.</i></p>	<p>Management agrees with the recommendation.</p> <p>In collaboration with the ADM, Corporate Services Branch, the ADM, Regions and Programs Branch will work to reconfigure Health Canada's emergency management framework and governance by establishing a new committee that would incorporate the Department's internal security functions with its external emergency management functions.</p>	<p>Work to reconfigure Health Canada's emergency management framework and governance by establishing a new committee that would incorporate the Department's internal security functions with its external emergency management functions.</p> <p>Merge the existing Crisis Management Team (CMT) and Departmental Emergency Preparedness Committee (DEPC) into a single Committee. This integrated approach will facilitate the continued development of a more collaborative and connected emergency management cadre within the Department.</p>	<p>Finalize integrated emergency and crisis management governance model</p>	<p>March 2011</p>	<p>ADM/RAPB</p> <p>ADM/CSB</p>	<p>ADM/RAPB</p> <p>ADM/CSB</p>
			<p>Establish membership for the integrated committee</p>	<p>April 2011</p>		
			<p>Finalize terms of reference</p>	<p>October 2011</p>		
<p>2. <i>It is recommended that the Assistant Deputy Minister, Regions and Programs Branch work with the Health Portfolio partners to update and approve the Health Portfolio Emergency Preparedness Policy</i></p>	<p>Management agrees with the recommendation.</p> <p>Revision of the Health Portfolio Emergency Preparedness Policy has begun as a part of the Joint Emergency Preparedness Committee (JEPC) work plan for 2010-2012.</p>	<p>Revise and finalize the Health Portfolio Emergency Preparedness Plan.</p>	<p>Updated Health Portfolio Emergency Preparedness Plan</p>	<p>December 2011</p>	<p>Executive Director/ Emergency Health Planning, Preparedness and Response (EHPPR)</p>	<p>Executive Director/EHPPR</p> <p>DG/JEPC/Public Health Agency of Canada (PHAC)</p>

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<i>(HPEPP).</i>						
<p><i>3. It is recommended that the Assistant Deputy Minister, Regions and Programs Branch work with other Assistant Deputy Ministers to conduct an emergency preparedness risk identification and assessment initiative to identify actions to be taken to meet legislative and policy requirements.</i></p>	<p>Management agrees with the recommendation.</p> <p>The Executive Director, Emergency Health Planning, Preparedness and Response, through the Office of Emergency Preparedness (OEP), will begin working with Health Canada branches to conduct a department-wide identification and assessment initiative that will provide information on emergency preparedness areas within each branch.</p>	<p>Identify existing plans (departmental, branch/program specific) for inventory purposes and assess areas for improvement in meeting legislative and policy requirements.</p> <p>Assess areas for improvement in meeting departmental requirements.</p> <p>Develop a guidance document to assist branches in producing emergency management plans.</p>	List existing plans	March 2011	Executive Director/EHPPR in consultation with branches	Executive Director/EHPPR Branch ADMs
	Assessment	September 2011				
	Guidance Document	March 2012				
	<p>The Executive Director, EHPPR, will work with the Health Portfolio partner to develop a threat and risk assessment and a strategic emergency management plan framework.</p>	<p>Develop a threat and risk assessment and a strategic emergency management plan framework.</p> <p>Link threat and risk assessment findings</p>	Threat and risk assessment framework	April 2011	Executive Director/EHPPR	Executive Director/EHPPR DG/JEPC/PHAC

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		with analysis of areas for improvement to create a departmental action plan and begin implementation.	Threat and Risk Assessment process	December 2011				
			Departmental action plan	March 2012				
4. <i>It is recommended that the Assistant Deputy Minister, Regions and Programs Branch work with the Health Portfolio partners to develop and deliver a long term training and exercise plan.</i>	Management agrees with the recommendation. The Executive Director, EHPPR will work in conjunction with the portfolio partner on drafting a project charter for the Portfolio training program, including the establishment of a five-year training plan, courses and on-site/online learning opportunities to build a broader base of emergency management knowledge within the Department.	Draft a project charter for the Portfolio training program, including the establishment of a five-year training plan, courses and on-site/online learning opportunities to build a broader base of emergency management knowledge within the Department. Using the governance model, promote and provide targeted training for integrated CMT/DEPC committee members (Health Canada only). Increased training in conjunction with five-year training plan for Health Canada's emergency management staff supporting the function.	Approved Project charter for Health Portfolio training	January 2011	Executive Director/EHPPR	Executive Director/EHPPR DG/JEPC/PHAC		
			Implementation of newly developed online courses	March 2011				
			Finalize five-year training plan	October 2011				
			Targeted training	November 2011				

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			Start implementation of Multi-year Health Portfolio work plan for exercises developed	March 2011		
5. It is recommended that the Assistant Deputy Minister, Regions and Programs Branch develop measureable performance indicators for both functions that are monitored and reported.	<p>Management agrees with the recommendation.</p> <p>The Executive Director, EHPPR, will begin work on the development of departmental performance indicators for emergency preparedness and response.</p>	Develop departmental performance indicators for emergency preparedness.	Start implementation of departmental performance indicators for emergency preparedness	December 2011	ADM/RAPB Executive Director, Departmental Performance Measurement and Evaluation Directorate (DPMED)	ADM/RAPB Executive Director/DPMED
	The National Director, Employee Assistance Services (EAS), Emergency Preparedness and Occupational Health Directorate (EPOHD) will develop measurable performance indicators that address readiness and response (pre-incident training, information for managers and employees, and incident readiness and response) capacities for the Psychosocial Emergency Preparedness and Response Team.	Develop measurable performance indicators that address readiness and response [pre-incident training, information for managers and employees, and incident readiness and response] capacities for the Psychosocial Emergency Preparedness and Response Team.	Measureable performance indicators for readiness and response	December 2011	National Director, EAS, EPOHD	