

June 10, 2002

TO: Hospital/Health System CEOs
FROM: Bill Bazan, Vice President, Metro Milwaukee
RE: Hospital Bioterrorism Preparedness Program

The federal government, acting through the Health Resources Services Administration (HRSA), has made available grant monies to help the State of Wisconsin and its hospitals implement the Hospital Bioterrorism Preparedness Program. Representatives from Wisconsin hospitals have been involved in the writing of this grant to fund this hospital bioterrorism preparedness initiative. Representatives from Wisconsin hospitals also provide advice and counsel for the implementation of this initiative through the Wisconsin Hospitals Bioterrorism Preparedness Advisory Committee.

The purpose of this communication is to request from you a designated operations person from your hospital/system who will be responsible for completing the Hospital Bioterrorism Preparedness Needs Assessment. (**N.B.** In order to do regional planning effectively, the Advisory Committee and the soon to be developed regional planning teams will need hospital specific information. ***For healthcare system leaders, please indicate the designated person who has oversight over this process.***) Please complete the attached information form and fax it to Shannon Nelson at WHA, 608/274-8554, or e-mail the completed form to snelson@wha.org by June 14. Additional information on the Needs Assessment is on the information sheet. Ongoing information on hospital bioterrorism preparedness activity then will go directly to this designated person, in addition to hospital/system leadership.

Thank you in advance for your cooperation in this important matter. Please call me at 414/431-0105 or e-mail bbazan@mailbag.com if you have any questions. In addition, the Hospital Bioterrorism Preparedness Program of the Division of Public Health will help facilitate this process and be available as a resource throughout the entire process. You also may contact Dennis Tomczyk, Director, at 608/266-3128 or tomczdj@dhfs.state.wi.us.

THE NEEDS ASSESSMENT WILL BE AVAILABLE JUNE 24TH. THE SURVEY SHOULD BE COMPLETED BY AUGUST 15TH.



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<http://www.wha.org>

Instructions for Completing the Hospital Bioterrorism Needs Assessment

(Survey instrument will be available June 24.)

Step One: Please designate the person from your organization who will be responsible for completing the Needs Assessment by filling in the following information:

Name _____
Title _____
Phone _____
E-mail Address _____
Your Facility Name _____
Address _____
City, State, Zip Code _____

Step Two: Choose whether you wish to complete the Needs Assessment on-line or whether you prefer to receive a hardcopy of the survey.

- I will complete the Hospital Preparedness Needs Assessment on-line.
 1. Go to www.han.wisc.edu
 2. Establish your User Profile as a New User
 3. Once you receive your User ID and Password (usually within three days), log in and go to "Bioterrorism" – "Hospital Needs Assessment"
 4. Complete the Needs Assessment. You will have the opportunity to save your responses and return to the survey in case you need to confer with others.
 5. When the assessment is completed, simply click on "Submit".
 6. **You are asked to complete the Needs Assessment by August 15, 2002.**

- Please send me a hard copy of the Hospital Preparedness Needs Assessment.
 1. When you FAX this form to WHA, you will receive within three business days a hardcopy of the Hospital Preparedness Needs Assessment.
 2. Return the hardcopy in the envelope provided.
 3. **You are asked to complete the Needs Assessment by August 15, 2002.**

Step Three: Please designate the person from your organization who will be responsible for representing your facility on the Regional Planning Team by filling in the following information:

- The designee for our facility for Regional Planning is the same as the person listed in **Step One**.
- The designee is the following:

Name _____
Title _____
Phone _____
E-mail Address _____
Your Facility Name _____
Address _____
City, State, Zip Code _____

Step Four: Please FAX or e-mail this sheet to Shannon Nelson at WHA no later than June 15, 2002.
Fax: (608) 274-8554; E-mail: snelson@wha.org.