

Lessons Learned from an EMHE Grantee

“everything you need to know”

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Office of Critical Preparedness & Response (CEPAR)

- Eight schools
- Emory Healthcare
- Research University
 - Yerkes Primate Center
 - Bio-safety level 3 laboratories
- Combined population - 34,970
- Campus spread over 631 acres
- Includes 112 major buildings
- Intertwined with Center for Disease Control and Prevention's (CDC) headquarters and laboratories



Our Starting Point

- Planning was largely notional
- Draft Crisis Management Plan from 2001 was largely an inclement weather manual
- Reliance on social networks
- Preparedness was a secondary responsibility
- Limited engagement across the enterprise



FY 2008 Grant Award

Projects Included

- Update crisis / emergency plans; integrate
 - National Incident Management System (NIMS)
 - Incident Command Structure (ICS) into the crisis / emergency management program
- Conduct NIMS training for Incident management team
- Develop a crisis management / emergency preparedness steering committee
- Conduct a hazard identification and risk assessment



FY 2008 Grant Award

Projects Included (continued)

- Develop and train a multi-disciplinary threat assessment team
- Conduct full-scale emergency preparedness exercises
- Strengthen bonds with community partners
- Purchase business continuity / emergency planning system



After Sixteen Months

- Revamped the crisis management plan
 - NIMS and ICS serve as the foundation
- Threat assessment team formed and trained
- NIMS training in process
- Hazard vulnerability analysis completed
- Conducted full-scale exercise
- Responded to H1N1 novel influenza virus



5 Lessons for a Successful Grant

1. Use project planning tools / processes
2. Maintain good records – track your progress
3. Oversee your budget Track your expenses – know your budget
4. Collaborate with your peers and colleagues
5. Communicate with OSDFS / EMHE Staff

Project Planning

“a strategic approach to all elements of your grant”

- List key deliverables and/or grant objectives
- Identify the steps and tasks for each deliverable
- Identify dependencies and important milestones
- Develop project chart / plan
 - Align with staff and resource availability
 - Balance across the term of grant
- Conduct a weekly review
 - What are my next actions?

Organized Grant Records

- Develop a document repository
 - Project notebook
 - Electronic file directory
 - Email folder
 - Organized by project deliverable
- Prepare for mid-term and final reports
 - GPRA performance measures
 - Individual project objective and measures
 - Illustrate how you met the objectives

Oversee your Budget

- Track your expenses
- Be a good financial steward of the funds
- Track your budget variance
 - actual vs. projection in your organization's proposal
- Do not blindly delegate responsibility to finance and administration

Collaborate Amongst Peers

- OSDFS listserv
- Disaster resistant university listserv (DRU)
 - Maintained by University of Oregon
 - <http://Lists.uoregon.edu/list-interface.html>
 - <http://safetyservices.ucdavis.edu/emergency-management/dru>
- Previous grantees
- Like Universities and Colleges
- Community partners

Keep in Contact with OSDFS

- Grant progress and accomplishments
 - Samples of grant funded product
- Problems and roadblocks
- Desired enhancements and modifications to project objectives
- Budget and financial adjustments
- Reporting and submission of required forms and reports

Random thoughts....

- Beware of aggressive consultants
 - Cookie cutter solutions
- Be pragmatic – understand the culture
- Positive attributes
 - Balance, perspective and persistence
- Look around....answers may exist
- You'll get through the grant process



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- Tara is an ally



Questions ?



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