Emergency Preparedness, Response, and Recovery Network Survey Template

This document lists the PARTNER "EMERGENCY PREPAREDNESS, RESPONSE, AND RECOVERY NETWORK" survey. That is, the questions are specific to emergency preparedness, response, and recovery networks. You can use this document as a template to review questions and make edits, before working on the online version of the survey. The wording here is suggested wording based on past surveys that the PARTNER team has developed on a variety of projects. We encourage you to modify it for your own community/cultural contexts.

NOTE: This survey is ONLY approved for use within the PARTNER CPRM platform. It is not available for use in other platforms or survey tools. If you are interested in adopting or licensing the use of this survey instrument, please contact us at hello@visiblenetworklabs.com

How should you use this survey template? The entire survey is modifiable, although in some limited ways. You can use this template (in Word) to draft up your own language and customize question changes. If you follow the structure of this template, you will be able to fit changes into the online survey.

Any questions? Contact us at hello@visiblenetworklabs.com

THIS TEXT IS THE DEFAULT CONSENT AND INSTRUCTIONS THAT IS AUTO-FILLED INTO THE PARTNER SURVEY. IT IS ALL MODIFIABLE.

Consent:
By starting the survey, you are agreeing to participate. Your participation is voluntary, and you can stop at any time. There are no known risks to participate in this survey. If you have questions about your participation in the survey, please reply to the email invitation you received, or contact the PARTNER team at partnertool@visiblenetworklabs.com.

Instructions:
Thank you for taking this survey. To begin, you will be asked to answer a few questions about your own organization. You will then be asked to answer questions about other organizations.

Answer all questions from the perspective of your organization, rather than yourself as an individual. Feel free to check with others in your organization for more information.

At any time, you can save the responses and continue the survey later. When complete, you can review your responses and modify them, if required.

Q#	Question Text	Question Response Options	Notes on how question can be modified in the PARTNER system
1	**Your organization should be listed below. If it is not, please return to the original email you received inviting you to take this survey and click on the link included.**		**This question is not modified, rather it is based on the respondent list**
2	**What is your job title and role related to preparedness, response, and recovery?**		**This can be modified to any question where you elicit a short answer, short open-ended response, for example, "what is your organization's mission?" or**

			"what is your motivation for joining?"
3	On average, about how many hours per month do you spend on any work related to preparedness in your community (e.g., meetings, trainings, documentation)? Please round to the nearest whole number of hours (e.g. 3, 25, or 40). Note: type numerals (e.g. 11, not eleven)		This can be modified to any question where you elicit a numerical value as a response, such as "how long have you worked in the area of community health?"
4	Please indicate which of the following resources and/or services related to disaster PREPAREDNESS, RESPONSE, or RECOVERY your organization contributes or can potentially contribute to the network over the coming year or in the case of an emergency. (Choose as many as apply.)	1. Communications systems/equipment 2. Databases (e.g., of medical supplies) 3. Develop a community disaster response or recovery plan 4. Direct services support (e.g., for families affected by disaster) 5. Dispatch services (e.g., emergency medical services, ambulance) 6. Distribution mechanisms (e.g., food, water, supplies) 7. Exercise materials (e.g., guides, example after-action reports) 8. Fatality management support/coordination 9. Financial support/assistance (not including membership dues) 10. Organize or participate in community events (e.g. block parties, health fairs, vendor fairs) 11. Participate in a neighborhood committee (e.g. Neighborhood Watch)	The wording of this question can be modified to be customized to this network (this question is linked to Q5). Usually this is a question asking about what member orgs can or can potentially contribute to the network. The response options listed here are from our default survey, but you can modify these to match resources/activities that you hope the organizations will bring to the network.

	12. Participate in CERT disaster response 13. Participate in incident management 14. Preparedness education (e.g., classes, workshops) 15. Provide animal services 16. Provide clinical care or mental health services 17. Provide community health workers trained in disaster support 18. Provide crisis counseling/psychological first-aid 19. Provide disaster response training or other support to community members (First-aid, CERT, Psychological first-aid, etc) 20. Provide emergency pharmacy support 21. Provide emergency supplies (e.g., clothing and food for families affected by disaster, medical supplies, technology such as computers) 22. Provide emergency transportation 23. Provide materials/services for at-risk individuals 24. Provide preparedness education and training for community members (e.g., classes, workshops) 25. Provision of clinical care or clinical services 26. Research support (e.g., helping with data collection or analysis) 27. Responder support (e.g., providing training or other support) 28. Risk communication (e.g., including notification/alerting) 29. Security support (e.g., securing emergency sites) 30. Sharing best practices/information/dialogue 31. Space (e.g., for shelter, alternate sites of care, warehouse for supplies) 32. Technology support (e.g., providing computers, handheld technology)	

		33. Volunteer management and support 34. Not sure what I or my agency will do for the network	
5	**Which of the above resources and/or services would you say is or will be your organization's MOST IMPORTANT contribution to the network? (Choose one.)**	**Same response list as #4**	
6	**Which of the following outcomes has your network achieved? (Choose as many as apply.)**	1. Developed integrated emergency plans for network partners with roles and responsibilities defined 2. Developed plan to communicate with residents during a disaster (e.g. door-to-door, phone tree, rapid language translation) 3. Enhanced connectivity with Emergency Operations Center (EOC) and Emergency Operations Plan (EOP) 4. Exercised or implemented community disaster plan during an emergency 5. Exercised or implemented disaster communication plan during a disaster 6. Held Community Emergency Response Team (CERT) training 7. Held community health worker training 8. Held community leadership training 9. Held psychological first aid training 10. Identified priority hazards in the community 11. Improved leveraging of disparate funding streams 12. Increased ability to leverage resources and allocate scarce resources between network members	**You can customize the wording of this question (this question is linked to Q7). Usually this is a question asking about outcomes achieved or potential outcomes to achieve.** **The response options can be edited, but will be the same for both Q 6 and Q 7.**

13. **Increased availability of emergency response and recovery services for the jurisdiction; bridging response and recovery**
14. **Increased educational training opportunities**
15. **Increased emergency management skills among network organizations**
16. **Increased emergency preparedness of the jurisdiction targeted or served by the network, including at-risk populations**
17. **Increased exercising and readiness planning among network members (e.g., drills and exercises)**
18. **Increased formal agreements for resource and information exchange**
19. **Increased information sharing between network members through integrated communication**
20. **Increased or enhanced sources of data needed for emergency preparedness and response**
21. **Increased volunteerism (e.g., Emergency System for Advance Registration of Volunteer Health Professionals)**
22. **Made or translated disaster materials (e.g. brochures, posters, etc.)**
23. **Organized community events (e.g. health fairs, convening neighborhood watch)**
24. **Participated in a community mapping (e.g. Sahana)**
25. **Put disaster brochures or other materials into the community**
26. **Worked with the media (radio, tv, newspapers) to communicate about our network's activities**
27. **Don't know**
28. **We have not achieved any outcomes as of yet**

7	What has been the networks MOST IMPORTANT outcome achieved? (Choose one.)	Same response list as #6	Whatever responses someone chooses in Q 6 will populate as possible responses for Q7.
8	To what extent has the work of your network contributed to the overall disaster preparedness of your community? (Choose one.)	1. Not sure 2. Not at All 3. A small amount 4. A fair amount 5. A great deal	This can be modified to any question where you elicit a single choice response. If this is a new network, you can find another question to ask here if you do not think this fits. You could ask what their potential role in the network could be or what level of involvement they could contribute.
9	Which of the following describes your organization's focus? (Choose all that apply.)	1. My organization engages only in health promotion and disease prevention activities (no preparedness activities) 2. My organization takes a lead role in emergency response and recovery efforts in our community 3. My organization has a supporting role during emergency response (e.g., coordination, communication, information sharing) and recovery activities 4. My organization engages in preparedness activities only 5. My organization has an active role in the Incident Command Structure (ICS) 6. My organization is new to the network and our role has not yet been defined 7. My organization has a different focus altogether	This can be modified to any question where you elicit a multiple choice response.

10	The following is a list of organizations and people that are active in the network. Please select those that you recognize. In subsequent questions you will be asked about your organization's relationships with these organizations in the context of the network's work. (Choose as many as apply.)		Question can be modified but list of organizations to choose from will be based on the respondent list uploaded.

The next set, questions 11-18 are relational questions, meaning that the respondent will answer each question about the organizations they selected in Q10.

Q11-12: Below are the relational questions, however there are several options for the content of these questions. At the end of this table are other options to choose from (in blue text), but all can be modified. In total, we recommend only choosing a total of 3 relational questions (q11, q12, and the 3rd option will become Q19).

Questions 13-18 are also relational, but instead of assessing the content and type of relationship between two partners, they assess the quality in terms of Value and Trust. Questions 13-15 are three measures of Value and questions 16-18 are three measures of Trust. The wording of Q13-18 can be slightly modified for your network, but the context cannot change. These are trademark PARTNER questions and usually yield the most useful data.

11	Please indicate the activities that you and this organization/person work together on. (Choose as many as apply)	1. Developing emergency plans for the community as a whole or organizations in the community 2. Developing new skills such as psychological first aid 3. Providing network support such as providing space for the network meetings 4. Providing education to the community about how to prepare for disasters or emergencies 5. Providing emergency supplies or services in an emergency or disaster	You can modify the language/wording of the question and response options. However, the nature of this question has to be "relational" (something they are answering about their relationship with each partner they selected). See other examples at the end of this table.

		6. Providing outreach such as organizing community events that enhance community connections 7. Other	
12	What kinds of activities does your relationship with this other organization primarily entail? (Choose one.)	1. None 2. Cooperative Activities includes process activities in addition to exchanging information, attending meetings, offering resources (example: informs other programs of RFA release); 3. Coordinated Activities: Includes process and cooperative activities in addition sharing data, literature, evidence-based interventions/programs/training ideas (Example: my organization shares protocol templates with this organization) 4. Integrated Activities: Includes cooperative and coordinated activities in addition to developing trainings and exercise ideas into action and implementation of trainings and exercises in a joint effort (Example: Organizations plan together and lend resources, staff, and/or time to implement an emergency plan).	You can modify the language/wording of the question and response options. However, the nature of this question has to be "relational" (something they are answering about their relationship with each partner they selected). See other examples at the end of this table.
13	To what extent does this organization/program/department have power and influence to impact the overall mission of the preparedness, response, and recovery network? *Power/Influence: The organization/program/department holds a prominent position	1. Not at all 2. A small amount 3. A fair amount 4. A great deal	Questions 13-18 are based on validated scales to measure perceived value and trust among partners, so they generally need to remain as is, although we can customize for your network. You can modify the language of the definition and what this term means to your group. Please do not modify the response options as

	in the community by being powerful, having influence, success as a change agent, and showing leadership.		it is linked to the analysis tool/calculations.
14	What is this organization/**program/department**'s level of involvement in the preparedness, response, and recovery network? *Level of Involvement: The organization/program/department is strongly committed and active in the partnership and gets things done.	1. Not at all 2. A small amount 3. A fair amount 4. A great deal	
15	To what extent does this organization/program/department/s contribute resources to the preparedness, response, and recovery network? *Contributing Resources: The organization/program/department brings resources to the partnership like funding, information, or other resources.	1. Not at all 2. A small amount 3. A fair amount 4. A great deal	
16	How reliable is the organization/program/department? *Reliable: This organization/program/department is reliable in terms of	1. Not at all 2. A small amount 3. A fair amount 4. A great deal	

	following through on commitments.		
17	To what extent does the **organization/program/department** share a mission with the preparedness, response, and recovery network's mission and goals? ***Mission Congruence:** this **organization/program/department** shares a common vision of the end goal of what working together should accomplish.		
18	How open to discussion is the **organization/program/department**? ***Open to Discussion:** this **organization/program/department** is willing to engage in frank, open and civil discussion (especially when disagreement exists). The **organization/program/department** is willing to consider a variety of viewpoints and talk together (rather than at each other). You are able to communicate with this **organization/program/department** in an open, trusting manner.	1. Not at all 2. A small amount 3. A fair amount 4. A great deal	

19	This partnership has led to: (choose all that apply)	1. Access to databases 2. Access to disaster supplies 3. Additional funding 4. Guidance on crisis standards of care 5. Improved ability to communicate 6. Increased training or information 7. New information about how to prepare for disasters 8. New information on addressing the needs for vulnerable populations 9. New information on disaster recovery 10. Supplies/equipment 11. Other	You can add any type of question here and after this point in the survey. If you added a 3rd relational question, you would do so here followed by any other question(s) you would like to ask.
		SURVEY END	
	OPTIONAL ADDITIONAL QUESTIONS YOU WILL NEED TO ADD TO THE SURVEY TRANSFERRED TO YOUR ACCOUNT.		
20	In order to inform the network's future community engagements, can you suggest any other organizations in the system that were not included in the list of partners included in this survey?	Open-ended	
21	Please rate how much you agree with the following statement: I believe that the work of the network helps my organization to be more successful in doing its job in terms of preparedness, response, and/or recovery. (Choose one.)	1. Completely Agree 2. Somewhat Agree 3. Neither Agree or Disagree 4. Somewhat Disagree 5. Completely Disagree 6. Not sure	

| 22 | What benefits has your organization RECEIVED AS A RESULT of being a part of the network? (Choose as many as apply.) | 12. Ability to create after action reports
13. Access to a database of medical supplies
14. Access to disaster supplies (food, shelter, medicine, computers, telephones)
15. Access to donations management resources
16. Access to medical or non-medical volunteers
17. Additional funding
18. Better community disaster plan that incorporates my needs as a member of the community
19. Better community disaster plan that incorporates needs of my organization
20. Fewer incidents of exhausted supply chain
21. Guidance on crisis standards of care of service provision
22. Improved ability to communicate to the public about disasters
23. Improved communication with government agencies and other first responders
24. Improved continuity of operations
25. More training or information to build the recovery capacity of my organization (e.g., get recovery financing)
26. New information about how to prepare for disasters
27. New information on addressing the needs for vulnerable populations
28. New information on disaster recovery (e.g., where recovery activities are occurring)
29. Stronger relationships with community-based organizations
30. Stronger relationships with government organizations | |

		31. **Stronger relationships with large recovery organizations**	
		32. **Stronger relationships with other organizations in the community**	
		33. **Supplies/equipment purchased (e.g., radios, computers, other)**	
		34. **Support for tracking/training/coordinating volunteers**	
		35. **Technology support (e.g., bed tracking systems, computer, CAT, handheld technology)**	
		36. **Templates or training on planning capabilities, exercising, risk communications**	
		37. **None of the above**	
23	**Please describe your involvement in the preparedness, response, and recovery network, if any. (Choose one)**	1. **No Active Involvement** 2. **Minimal Involvement** 3. **Occasional Involvement** 4. **Consistent Involvement** 5. **Proactive Involvement and Leadership**	
24	**In what ways have network members coordinated with one another to align their individual preparedness and response activities? (Choose as many as apply.)**	1. **Member organizations have taken the explicit step of reviewing the emergency plans of other network members when developing or revising their own organization's emergency plans.** 2. **Member organizations have taken the explicit step of incorporating the likely actions of other network members into their organization's plans** 3. **Member organizations have discussed other members' likely actions in an emergency** 4. **Member organizations have discussed the expectations of support from other organizations in an emergency** 5. **None of the above**	

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25	Which of the following factors have FACILITATED your organization's ENGAGEMENT in the network? (Choose as many as apply.)	1. Diverse and multi-disciplinary network membership 2. Funding availability or ability to pool funds 3. History of collaboration/sharing among network members 4. Interest in community 5. Interest in response and recovery during emergency event(s) 6. Minimal competition amongst providers in the network 7. Prior disaster experience in the community 8. Strong sense of trust among members 9. Strong/well-connected network leadership (e.g., able to resolve conflicts) 10. The network is responsive to needs of members (e.g., timely, helpful) 11. Well attended and productive network meetings	
26	Which of the following factors have been BARRIERS to your or your organization's participation in the network? (Choose as many as apply.)	1. Competition amongst the organizations in the network 2. Difficult to achieve regular participation by members in meetings and other network activities 3. Funding limitations 4. Lack of executive leadership support for network activities within my organization 5. Lack of trust among members 6. Members are already overburdened or too busy to fully engage 7. Members do not work together collaboratively/ productively (e.g., high levels of conflict or transition) 8. Poor leadership (e.g., does not resolve conflicts, not organized)	

		9. The network is NOT responsive to needs of members (e.g., not timely, not part of organization's priorities) 10. Other 11. There are no barriers to participating in the network	
27	From your perspective, what resources are critical to achieve long-term sustainability of the network? Who or what is ultimately needed to advocate for and sustain this model?	Open-ended	
28	Do you have any additional comments or feedback about the network?	Open-ended	