

The Mentored Emergency Planning Program in Lane County:
Promoting resilience and preparedness through community building, positive framing and participant-centered techniques.

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For more information:

- **Visit our project website:**
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The Mentoring Process

Mentoring Visits (1 ½ hours)

1. Overview of Mentoring Process for today, full review of Agency Emergency Plan (AEP) workbook (on first visit only)
2. Advise Mentee to have copies of existing plans at first meeting
3. Recap of Workshop (#1 or #2)
4. Review Current Plan Status
 - a. Complete AEP assessment tool
 - b. review existing plans & obtain copy (if willing to share)
 - c. note any progress made
5. Enhance Confidence
6. Develop an “Action Plan”
 - a. Strengthen Commitment
 - b. Develop written “Action Plan”
7. At subsequent visits, Review of Progress on Action Plan
 - a. Updated AEP assessment tool
 - b. Document all progress (even if not an identified goal)
 - c. Strengthen commitment
 - d. Develop new Action Plan
- After visit (off-site)
8. Document all progress
9. Complete Post-Mentoring On-Site Report

The Role of the Mentor:

Mentors primary responsibilities are to coach agency and assist in the development of a manageable “Action Plan”

Mentors will provide:

1. An assessment of a Community Based Organization’s Agency Emergency Plan status;
2. Technical assistance in the development, updating and maintenance of the agency emergency plan;
3. Tracking of agency plan development progress
4. Guidance on planning process (e.g. suggestions on ways to encourage staff and leadership buy in and participation; examples of meeting templates, checklists)
5. Advice on the development of reciprocal support agreements with other agencies and local governments, as appropriate;
6. Recommendations for work policies and practices which encourage the education and promotion of preparedness among staff, volunteers and clientele; and
7. Training on the use of the Oregon Health Alert Network
8. Positive encouragement and will link participants to supportive resources or tools and examples of model plans
9. Identification of challenges and frequently asked questions to be addressed at workshops #2 and #3.

Mentors will not: write plans, facilitate planning meetings, or otherwise participate in the agency planning process.

General Mentoring Strategies

Stage of Change: Preparing for action

Use MI [Motivational Interviewing, by Miller & Rollnick, Guilford Press, 2002, p 211] to assist mentee in making:

- a solid realistic assessment of the difficulties she might encounter
- a plan for each of these contingencies,
- and a way to know when she might need additional help [or has succeeded]

[The mentor] helps client think creatively about how to develop the most effective plan, considering circumstances and past experience to develop change strategies. Presenting a menu of possible options to choose from is often helpful. [The mentor] can suggest strategies that have worked for other people. [The mentor will] respect clients choices while gently warning against strategies that are inappropriate or ineffective.

Stage of Change: Action

- affirm that they are doing the right thing;
- check to see if there is any part of plan that needs revision; revise as appropriate;
- affirm accomplishments
- focus on successful activity
- reaffirm their decisions

Action Plan

- Focus on keeping goals manageable and achievable
- Set goals with a timeline for achievement
- Set no more than 3-4 goals