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IA 11 – Public Health Incident

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IA 11. Public Health Incident

Public Health Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Have personnel participate in training and exercises, as determined by City Emergency Preparedness Coordinator and/or the County Health and Human Services Department.	
<input type="checkbox"/> Participate in preparedness activities, seeking understanding of interactions with participating agencies in a public health emergency scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support.	
<input type="checkbox"/> Engage the other county public health departments, Oregon Department of Human Services, Center for Disease Control and Prevention, and Federal Emergency Management Agency in public health planning and preparedness activities to ensure that lines of communication and roles/responsibilities are clear across the participating entities.	
<input type="checkbox"/> Inform Emergency Preparedness Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
<input type="checkbox"/> Work with the County Health and Human Services Department to monitor and report the presence of contagious infections within the City.	
<input type="checkbox"/> Evaluate the ability of existing health care facilities to handle public health emergencies.	
<input type="checkbox"/> Maintain medical supplies and equipment.	<i>Hospital Standard Operating Procedures</i>
<input type="checkbox"/> Coordinate with the Public Works Water Lead to ensure drinking water quality.	<i>Water District Standard Operating Procedures</i>
<input type="checkbox"/> Coordinate with Public Works Wastewater Lead to provide safe wastewater and sewage disposal.	<i>Water District Standard Operating Procedures</i>
RESPONSE PHASE	
<input type="checkbox"/> The County Health and Human Services Department will initially respond, assume initial Incident Command responsibilities, and determine the level of Emergency Operations Center activation necessary at the County level to manage the public health threat.	
<input type="checkbox"/> Work with the County Health and Human Services Department to determine the type, scope, and extent of the public health incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209: Incident Status Summary</i>
<ul style="list-style-type: none"> ▪ Notify 9-1-1 dispatch, support agencies, adjacent jurisdictions, Emergency Support Function coordinators, and liaisons of the situation. 	
<ul style="list-style-type: none"> ▪ Assess the type, severity, and size of incident. If possible, characterize the public health threat and determine appropriate personal protection equipment requirements. 	

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<ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance. 	
<input type="checkbox"/> Ensure that area hospitals have been notified.	<i>HOSCAP</i>
<input type="checkbox"/> Once the public health threat has been characterized, determine the appropriate methods needed to minimize the spread of disease through collaboration with other county public health departments and the Oregon State Public Health Department.	
<ul style="list-style-type: none"> ▪ If the pathogen or agent requires laboratory analysis, County Health and Human Services may request analytical assistance from the Oregon State Public Health Laboratory. 	
<ul style="list-style-type: none"> ▪ If animal health and vector control is required, these services are to be requested through County Emergency Management or from Extension Services. 	
<ul style="list-style-type: none"> ▪ Coordinate sanitation activities and potable water supply provisions. 	
<ul style="list-style-type: none"> ▪ Determine the need for emergency disease control stations and, if deemed necessary, implement such stations. 	
<input type="checkbox"/> If quarantine is in place, establish access control to the area through local law enforcement agencies.	
<input type="checkbox"/> Activate the City Emergency Coordination Center if necessary.	
<input type="checkbox"/> Collect and report vital statistics.	
<input type="checkbox"/> Plan for transportation of mass casualties to suitable care facilities and mass fatalities to suitable emergency morgue facilities.	
<ul style="list-style-type: none"> ▪ Implement the collection, identification, storage, and disposition of deceased victims in a mass fatality situation. 	
<input type="checkbox"/> If necessary, conduct a damage assessment for public health facilities and systems.	
<input type="checkbox"/> Hospital conducts an inventory of its Health Resources and Services Administration cache. If more health resources are needed, requests for these supplies should be made through the County Emergency Operations Center.	<i>HOSCAP</i>
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
<input type="checkbox"/> Notify all other supporting agencies of the response, requesting additional support as necessary.	
<ul style="list-style-type: none"> ▪ Identify local, regional, State, and Federal agencies that may be able to mobilize resources to the County Emergency Operations Center for support. 	
<input type="checkbox"/> Assign a liaison to County Emergency Operations Center to facilitate resource requests.	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<ul style="list-style-type: none"> ▪ Dedicate time during each shift to prepare for shift change briefings. 	<i>Incident Action Plan</i>

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<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, other Emergency Operations Centers, and the State Emergency Communications Center. Confirm operable phone numbers and backup communication links.	
<input type="checkbox"/> The County Emergency Manager, in collaboration with the County Public Health Department, designates a County Public Information Officer representative. The Public Information Officer will issue public health information individually or through the Joint Information Center, if established, in coordination with appropriate local, regional, and State agencies.	
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure, as dictated by the incident.	
<input type="checkbox"/> Implement local plans and procedures for public health emergencies. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures.	
<input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>). Evacuation assistance should be coordinated among Emergency Support Function (ESF)-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs)	
<input type="checkbox"/> Establish treatment area(s).	
<input type="checkbox"/> Determine the need for additional resources, and request as necessary through appropriate channels (<i>recurring</i>).	
<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
<input type="checkbox"/> Establish a Joint Information Center, as needed.	
<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
<ul style="list-style-type: none"> ▪ Public information will be reviewed and approved for release by the Incident Commander and the Public Information Officer prior to dissemination to the public and/or media partners. 	
<ul style="list-style-type: none"> ▪ Develop and disseminate public information programs regarding personal health and hygiene. 	

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<input type="checkbox"/> Immediately record all Emergency Coordination Center activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>EOC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Immediately record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Coordination Center log.	
<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the Emergency Coordination Center Coordinator and staff will assemble a situation report.	
<input type="checkbox"/> Develop an Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Coordinate with private sector partners as needed.	
<input type="checkbox"/> Ensure that all reports of injuries and deaths due to a public health emergency are communicated to the County Emergency Operations Center for transmittal to the County Health and Human Services Department as soon as it is available.	
<input type="checkbox"/> For handling of fatalities, coordination between the County Health and Human Services Department and County Emergency Operations Center is needed for medical examiner services.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize the City Emergency Communication Center, if activated.	
<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	