

Overview of the PUBLIC HEALTH EMERGENCY RESPONSE PLAN

ACTIVATION

TABLE OF CONTENTS

WHEN TO ACTIVATE:

- This plan is activated in an emergency situation requiring medical and public health resources and protective actions.
- The Department Operations Center (DOC) may be activated in support of multiple casualty incidents, upon declaration of a local disaster, and in any incident affecting the health and safety of employees or the public.

WHO MAY ACTIVATE THIS PLAN AND THE DOC:

- Director of Public Health
- Health Officer or designee

HOW TO ACTIVATE THIS PLAN:

- Use department call-down system (Health Alert Network or internal call-down procedures) to alert DOC personnel to report to the DOC.
- Contact DOC Coordinator to open and set up the DOC
- The Health Officer reports to the Operational Area EOC when it is activated.

PROLOGUE

CHAPTER 1 Introduction

CHAPTER 2 Response Operations

CHAPTER 3 Response Qualifications and Training

TAB SECTIONS – RESPONSE PROTOCOLS
(See Table of Contents for Protocol List)

Publication Date: 2006

How to Use the Emergency Response Plan

This document (hereafter referred to as the Plan) is the initial response plan for a natural, human made or bioterrorist incident or other major public health emergency in Multnomah County. In the Plan, the county health department is referred to as the Department.

Chapters

It begins with three chapters that 1) introduces the purpose and governing principles behind the Plan, 2) gives an overview of response operations that support The Plan, and 3) discusses the qualifications and training needed to adequately prepare the public health staff and our community partners for an emergency.

Tabs

The Plan currently has twelve Tabs (some Tabs are placeholders and/or are under construction and may be added to the Plan at a later date), which give very specific action steps that will need to be taken in a public health emergency. Chapters and Tabs may have an appendix(ces) of supporting documents or detailed information for material covered in that section.

References

Following the Tabs will be a reference section which contains a directory of phone numbers (REF-A) that needs to be readily available during any type of disaster or emergency. Additionally, there will be a “General Information” supplement (REF-B) which contains other useful emergency information not covered in a specific Chapter or Tab.

Emergency Management Acronyms			
AC	Area Command	FCO	Federal Coordinating Officer
ALS	Advanced Life Support	FOG	Field Operations Guide
AOC	Agency Operations Center	FRP	Federal Response Plan
AR	Agency Representative	FS	Finance Section
ARC	American Red Cross	FTX	Field Exercise
BLS	Basic Life Support	GS	General Staff
CCHD	Clackamas County Health Department	HAN	Health Alert Network
C&GS	Command and General Staff	HAZMAT	Hazardous Materials
CD	Communicable Disease		
CO	Commanding Officer	IAP	Incident Action Plan
CDC	Centers for Disease Control	IC	Incident Commander
CS	Command Staff	ICP	Incident Command Post
CTX	Command Post Exercise	ICS	Incident Command System
		IMT	Incident Management Team
DEQL	Department of Environmental Quality Laboratory	IO	Information Officer
DFO	Disaster Field Office		
DHS	Department of Human Services (State)	JIC	Joint Information Center
DMAT	Disaster Medical Assistance Team	JIS	Joint Information System
DMORT	Disaster Mortuary Team	JOC	Joint Operations Center
DOC	Department Operations Center		
DOD	Department of Defense	LHO	Local Health Officer
		LRN	Laboratory Response Network
EL	Executive Leadership	LS	Logistics Section
EMS	Emergency Medical Services		
EMT	Emergency Medical Technician	MACS	Multi-Agency Coordination System
EOC	Emergency Operations Center	MCHD	Multnomah County Health Department
EPA	Environmental Protection Agency	MCI	Mass Casualty Incident
EpiUL	Epidemiology Unit Leader	MCPHL	Multnomah County Public Health Laboratory
ESF	Emergency Support Functions	MEM	Medical Emergency Management
		MHOAC	Medical Health Operational Area Coordinator
FAA	Federal Aviation Administration	MMRS	Metropolitan Medical Response System

FBI	Federal Bureau of Investigation	MOU	Memorandum of Understanding
MSU	Management Support Unit	RDMHC	Regional Disaster Medical Health Coordinator
		RSP	Rapid Screening Point
NBC	Nuclear, Biological, and Chemical	RUL	Resources Unit Leader
NDMS	National Disaster Medical System		
NIMS	National Incident Management System	SAR	Search and Rescue
		SME	Subject Matter Expert
OAR	Oregon Administrative Rules	SNS	Strategic National Stockpile
OEM	Office of Emergency Management	SO	Safety Officer
OES	Office of Emergency Services	SOP	Standard Operating Procedure
ORS	Oregon Revised Statutes	SR	Situation Room
OS	Operations Section	SUL	Situation Unit Leader
OSC	On-Scene Commander/Coordinator		
OSPHL	Oregon State Public Health Laboratory	TTX	Tabletop Exercise
PHN	Public Health Nursing	UC	Unified Commander
PIO	Public Information Officer	USAMRIID	U.S. Army Med Rsrch Inst of Infect Diseases
POEM	Portland Office of Emergency Management	UWA	Unsafe Water Alert
PPE	Personal Protective Equipment		
PS	Planning Section	VMAT	Veterinary Medical Assistance Team
PSC	Planning Section Chief		
		WCHD	Washington County Health Department

TABLE OF CONTENTS

Prologue:

Overview of the Public Health Emergency Response Plan	i
How to use the Emergency Response Plan	ii
Acronyms	iii

CHAPTER 1.0 – INTRODUCTION (UNDER REVISION)

	<u>Page</u>
1. Introduction (Purpose of Plan and Mission Statement)	1-1
1-A. Emergency Management.....	1-1
1-B. Public Health Response (Local, State, Federal).....	1-2
1-C. Department Leadership Succession	1-3
1-D. Authorities, Codes, and Policies	1-4
1-E. Plan Administration, Changes, and Distribution	1-4
Appendix 1-A: Authorities	1-6
Appendix 1-B: Leadership Succession for Multnomah County Health Department.....	1-10

CHAPTER 2.0 – RESPONSE OPERATIONS

	<u>Page</u>
Initial Response Checklist.....	2-1
2. Response Operations (Purpose and Scope).....	2-2
2-A. Plan Activation.....	2-2
2-A-1. Notification and Alert Thresholds	2-2
2-A-2. Activation and Deployment.....	2-4
Figure 2.1 Health Department Emergency Response Chart.....	2-5
2-B. Response Operations.....	2-6
2-B-1. Incident Commander/Unified Commander General Guidelines	2-6
2-B-2. Support Relationships.....	2-7
Appendix 2-A: Assessment of Public Health Risks Posed by Various Major Events	2-11
Appendix 2-B: Public Health Risk and Work Analysis matrix.....	2-13

CHAPTER 3.0 – RESPONSE QUALIFICATIONS AND TRAINING

	<u>Page</u>
3. Response Qualifications and Training (Purpose and Scope).....	3-1
3-A. Incident Type: A Measure of Size and Complexity	3-1
3-B. Incident Management Leadership Qualification Type.....	3-2
3-C. Incident Management Teams.....	3-2
3-D. Response Training and Exercises.....	3-2
Chart 3-1. General Qualifications of ICs and Key Staff	3-4
3-1a. Chart Footnote: NIMS ICS Curriculum to Determine Equivalent Training.....	3-5
Appendix 3A: Incident Type and Characteristics.....	3-6
Appendix 3B: Public Health Worker Emergency Readiness Competencies.....	3-7
Appendix 3C: MCHD’s Structure/Training Qualifications.....	3-8

TAB SECTIONS – RESPONSE PROTOCOLS

	<u>PAGE/S</u>
A. Epidemiology and Surveillance	Tab A – 1 through 15
Tab A Appendices:	
▪ Appendix Aa: Physician and Laboratory Reportable Diseases	Tab A – 16
▪ Appendix Ab: Multnomah County Foodborne Invest. Manual	Tab A – 16
▪ Appendix Ac: Clustered Illness & Outbreak Inv. Guidelines	Tab A – 17
▪ Appendix Ad: Training Modules for Epi Surge Capacity	Tab A -- 25
B. Mass Prophylaxis	Tab B – 1 through 9
Tab B Appendices:	
▪ Appendix Ba: Mass Clinic Organization in ICS	Tab B – 10
▪ Appendix Bb: Clinic Management Structure	Tab B – 11
▪ Appendix Bc: Mass Prophylaxis Clinic Flow through clinic	Tab B – 12
▪ Appendix Bd: Instructions for Patient Movement	Tab B – 13
▪ Appendix Be: Mass Prophy Task Cards	Tab B – 14 through 42
▪ Appendix Bf: Clinic Site Profile – Security Plan	Tab B – 43 through 47
▪ Appendix Bg: MC POD Site Summary	Tab B – 48 through 49
▪ Appendix Bh: Inventory Tracking/Inventory Room Record	Tab B – 50
▪ Appendix Bi: Mass Med Distrib Staffing Guidelines	Tab B – 51
▪ Appendix Bj: Oral Med Dispensing Algorithm	Tab B – 52 through 56
▪ Appendix Bk: Brochure – How to Prepare Doxy...	Tab B – 57 through 59
▪ Appendix Bl: Mass med dispensing sample client intake forms	Tab B – 60 through 64
▪ Appendix Bm: Client Information – Case Report Form	Tab B – 65 through 66
▪ Appendix Bn: Client Information - Physician Referral Form	Tab B – 67
▪ Appendix Bo: Mass Med Clinic Supplies and Equipment	Tab B – 68
▪ Appendix Bp: Mass Vacc Staffing Guidelines	Tab B – 69

▪ Appendix Bq: Vaccination Administration Procedures	Tab B – 70 through 71
▪ Appendix Br: Mass Vacc Clinic Supplies and Equipment	Tab B – 72
C. Medical Care Points (under revision)	Tab C – 1 through 5
Tab C Appendices:	
▪ Appendix Ca: MCI Protocols	Tab C – 6
▪ Appendix Cb: MCP Management Structure	Tab C – 7
▪ Appendix Cc: MCP Flow	Tab C – 8
▪ Appendix Cd: MCP Staffing Guidelines	Tab C – 9 through 11
▪ Appendix Ce: Position Specific Task Cards	Tab C – 12
▪ Appendix Cf: Location/Site Overviews	Tab C – 13
▪ Appendix Cg: Communications Plan	Tab C – 14
▪ Appendix Ch: Documentation Forms	Tab C – 15
▪ Appendix Ci: Supply and Equipment Inventory Lists	Tab C – 16 through 21
D. Rapid Screening Point	Tab D – 1 through 2
E. Isolation and Quarantine and other Community Containment Actions	Tab E – 1 through 5
Tab E Appendix:	
▪ Appendix Ea: HD Policy and Oregon Law on Isol/Quar	Tab E – 6
F. Evacuation/Shelter In Place	Tab F – 1 through
Tab F Appendix:	
▪	
G. Risk Communication	Tab G – 1 through 5
Tab G Appendices:	
▪ Appendix Ga: Communication Tools	Tab G – 6
▪ Appendix Gb: Regional Media List	Tab G – 7 through 8
▪ Appendix Gc: Joint Information Center Locations	Tab G – 9
▪ Appendix Gd: Go Kit Contents	Tab G – 10
▪ Appendix Ge: JIC Roles and Responsibilities/Org Charts	Tab G – 11 through 17
H. Laboratory Testing	Tab H – 1 through 3
Tab H Appendices:	
▪ Appendix Ha: Laboratory Response Network	Tab H – 4
▪ Appendix Hb: Chain of Custody Form	Tab H – 5 through 6
I. Hospital Response	
Tab I Appendix:	
▪	
J. Personal Protective Equipment	Tab J – 1 through 4
K. <i>Not dedicated at this time</i>	
L. <i>Not dedicated at this time</i>	

M.	Mental Health Tab M Appendix:	Tab M – 1 through 3
	<ul style="list-style-type: none"> ▪ Appendix Ma: Information for Emergency Response Workers ▪ Appendix Mb: What You Can Do On-Site ▪ Appendix Mc: What You Can Do At Home ▪ Appendix Md: Communicating with the Public ▪ Appendix Me: Clinical Guidelines for ASD or PTSD ▪ Appendix Mf: Interventions for ASD and PTSD 	<ul style="list-style-type: none"> Tab M – 4 Tab M – 5 Tab M – 6 Tab M – 7 Tab M – 8 Tab M – 9
N.	Tactical Communications (under development) Tab N Appendix:	Tab N -
	<ul style="list-style-type: none"> ▪ 	
O.	Mass Fatality Tab O Appendices:	Tab O – 1 through 2
	<ul style="list-style-type: none"> ▪ Appendix Oa: Protocols for Mass Fatalities ▪ Appendix Ob: Authority for Action ▪ Appendix Oc: Mass Fatalities Operation Plan for MC 	<ul style="list-style-type: none"> Tab O – 3 Tab O – 4 Tab O – 5 through 20
P.	Pharmacy Tab P Appendix:	
	<ul style="list-style-type: none"> ▪ 	
Q.	Security	Tab Q – 1 through 3
R.	Veterinary Tab R Appendix:	
	<ul style="list-style-type: none"> ▪ 	
S.	Strategic National Stockpile Tab S Appendices:	Tab S – 1 through 7
	<ul style="list-style-type: none"> ▪ Appendix Sa: CDC SNS Master Inventory Control List 	Tab S – 8 through 10
T.	Emergency Volunteers Tab T Appendices:	Tab T – 1 through 5
	<ul style="list-style-type: none"> ▪ Appendix Ta: MCHD Admin Guidelines: HRC - Volunteer ▪ Appendix Tb: MCHD Admin Guidelines, Application for HRC ▪ Appendix Tc: MCHD Admin Guidelines: Emergency Privileges for Volunteer Health Professionals ▪ Appendix Td: Volunteer Activation Algorithm ▪ Appendix Te: Glossary 	<ul style="list-style-type: none"> Tab T – 6 through 7 Tab T – 8 through 14 Tab T – 15 through 16 Tab T – 17 Tab T – 18
U.	Environmental Health (under revision) Tab U Appendix:	Tab U – 1 through _
	<ul style="list-style-type: none"> ▪ 	
V.	Push Partner Registry	Tab V – 1 through _
W.	Pandemic Influenza Community Containment Measures	Tab W – 1 through 6

X. *Not dedicated at this time*

Y. *Not dedicated at this time*

Z. Logistics (under revision) Tab Z – 1
Tab Z Appendices:

▪

REFERENCE MATERIALS

REF-A: Telephone Directory

REF-B: General Information