IA9

Public Health-Related

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Public Health-Related Incident Checklist

Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	❑ **Have personnel participate in training and exercises, as determined by Marion County Emergency Management and/or the Marion County Health Department.**	
	❑ **Participate in Marion County preparedness activities, seeking understanding of interactions with participating agencies in a public health emergency scenario.**	
	❑ **Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support.**	
	❑ **Engage the other county public health departments, Oregon Department of Human Services, Centers for Disease Control and Prevention and FEMA in public health planning and preparedness activities to ensure that lines of communication and roles/responsibilities are clear across the participating entities.**	
	❑ **Inform Marion County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).**	
	❑ **Monitor and report the presence of contagious infections within the County.**	
	❑ **Evaluate the ability of existing health care facilities to handle public health emergencies.**	
	❑ **Maintain medical supplies and equipment.**	*Hospital SOPs*
	❑ **Coordinate with the Marion County Sanitarian to ensure drinking water quality.**	*Water District SOPs*
	❑ **Coordinate with the Marion County Sanitarian to provide safe wastewater and sewage disposal.**	*Water District SOPs*
RESPONSE PHASE	❑ **Marion County Health Department will initially respond, assume initial IC responsibilities, and determine the level of EOC activation necessary to manage the public health threat.**	*ESF 5 Annex of the Marion County EOP*
	❑ **Determine the type, scope, and extent of the public health incident (recurring*). Verify reports and obtain estimates of the area that may be affected.**	***ICS Form 209: Incident Status Summary***
	- **Notify 9-1-1 dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation.**	
	- **Assess the type, severity, and size of incident. If possible, characterize the public health threat and determine appropriate personal protection equipment requirements.**	
	- **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.**	
	❑ **Ensure that area hospitals have been notified.**	***ESF 8 Annex of the Marion County EOP***

Phase of Activity	Action Items	Supplemental Information
	❑ 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 Oregon State Public Health Department.	*ESF 8 Annex of the Marion County EOP*
	- If the pathogen or agent requires laboratory analysis, Marion County Health Department. may request analytical assistance from the Oregon State Public Health Laboratory.	
	- If animal health and vector control is required, these services are to be requested through Marion County Emergency Management or from Marion County Extension (OSU).	
	- Coordinate sanitation activities and potable water supply provisions.	
	- Determine the need for emergency disease control stations and, if deemed necessary, implement such stations.	
	❑ If quarantine is in place, establish access control to the area through local law enforcement agencies.	
	❑ Collect and report vital statistics.	
	❑ Plan for transportation of mass casualties to suitable care facilities and mass fatalities to suitable emergency morgue facilities.	*Marion County Mass Fatalities Incident Plan*
	- Implement the collection, identification, storage, and disposition of deceased victims in a mass fatality situation.	
	❑ If necessary, conduct a damage assessment for public health facilities and systems.	
	❑ Area hospitals conduct an inventory of its HPP cache. If more health resources are needed, requests for these supplies should be made through the Marion County EOC.	*ESF 7 & 8 of the Marion County EOP*
	❑ Activate the Marion County EOC, coordinate response activities among AOCs and ICP, and establish Incident Command or UC as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary.	*ESF 5 Annex of the Marion County EOP*
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Develop work assignments for ICS positions (recurring).	
	❑ Notify all other ESF-8 supporting agencies of the Marion County response, requesting additional support as necessary.	*ESF 8 Annex of the Marion County EOP*
	- Identify local, regional, State and Federal agencies that may be able to mobilize resources to the County EOC for support.	
	❑ Assign a liaison to other County EOCs to facilitate resource requests.	

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	❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to prepare for shift change briefings.	*ICS Form 201: Incident Briefing*
	❑ Confirm or establish communications links among primary and support agencies, other County EOCs and state ECC. Confirm operable phone numbers and backup communication links.	*ESF 2 Annex of the Marion County EOP*
	❑ The Marion County EMD, in collaboration with the Marion County Health Department, designates a county PIO representative. The PIO will issue public health information individually or through the JIC, if established, in coordination with appropriate local, regional, and state agencies.	*ESF 8 & 15 Annex of the Marion County EOP*
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC as dictated by the incident.	
	❑ Implement local plans and procedures for public health emergencies. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols SOPs.	*ESF 8 Annex of the Marion County EOP*
	❑ Determine the need for implementing evacuation and sheltering activities (recurring). Evacuation assistance should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs)	*ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the Marion County EOP*
	❑ Establish treatment area(s).	
	❑ Determine the need for additional resources and request as necessary through appropriate channels (recurring).	*ESF 7 Annex of the Marion County EOP*
	❑ Submit a request for emergency/disaster declaration, as applicable.	
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	
	❑ 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.	*ICS Resource Tracking Forms* *ESF 7 Annex of the Marion County EOP*
	❑ Establish a JIC, as needed.	
	❑ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (recurring).	*ESF 15 Annex of the Marion County EOP*
	- Public information will be reviewed and approved for release by the IC and the PIO prior to dissemination to the public and/or media partners.	
	- Develop and disseminate public information programs regarding personal health and hygiene.	

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	❑ Record all EOC activity and completion of individual personnel tasks (recurring*)*. All assignments, person(s) responsible and significant actions taken should be documented in logbooks.	
	❑ Record all incoming and outgoing messages (recurring). All messages, and the person sending or receiving them, should be documented as part of the EOC log.	
	❑ Develop and deliver situation reports (recurring). At regular intervals the EOC Manager and staff will assemble a situation report.	
	❑ Develop an IAP (recurring). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives*
	❑ Implement objectives and tasks outlined in the IAP (recurring).	
	❑ Coordinate with private sector partners as needed.	
	❑ Ensure that all reports of injuries and deaths due to a public health emergency are communicated to the Marion County EOC for transmittal to the Marion County Health Department. as soon as it is available.	*ESF 8 Annex of the Marion County EOP*
	❑ For handling of fatalities, coordination between Marion County Health Department. and Marion County EOC is needed for medical examiner services.	*ESF 8 Annex of the Marion County EOP* *Marion County Mass Fatalities Incident Plan*
RECOVERY/ DEMOBILIZATION PHASE	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	
	❑ Release mutual aid resources as soon as possible.	
	❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize the County EOC.	
	❑ Correct response deficiencies reflected in the After Action Report/Improvement Plan.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	