

Eau Claire(WI) City-County Bioterrorism Preparedness Committee



© Eau Claire(WI) City-County Bioterrorism Preparedness Committee. May be copied in its entirety and distributed to emergency preparedness planners. The document is not to be reproduced or published in other formats without prior approval of the copyright holder. Eau Claire City-County Health Department - 720 Second Avenue, Eau Claire, WI 54703 (715) 839-4718

Eau Claire(WI) City-County Bioterrorism Preparedness Committee

Biological Agent Event Response Plan

MISSION STATEMENT

Through an organized multi-agency approach of detection, notification, communication and a cooperative command structure, provide for a comprehensive response to potential or confirmed acts of bio-terrorism against the citizens of the Eau Claire community.

Eau Claire(WI) City-County Bioterrorism Preparedness Committee

Table of Contents

| | <u>Page</u> |
|--|--------------|
| Introduction | 3 |
| Key to Action Plan | 4 |
| Center for Disease Control (CDC) Category “A” Bio-terrorism Agents | 6 |
| Biological Agent Event “Phase I” Response Guide | 7 |
| Biological Agent Event “Phase II” Response Guide | 8 |
| Incident Command and Command Staff | 9 |
| Health Branch ICS Chart | 11 |
| Law Enforcement Branch | 14 |
| Fire and EMS Branch | 16 |
| Planning Branch | 18 |
| Logistics Branch | 21 |
| Finance and Record Keeping Branch | 23 |
| Job Action Sheets | Appendix ‘A’ |

Eau Claire(WI) City-County Bioterrorism Preparedness Committee

Introduction

The Eau Claire (WI) City-County Bio-terrorism Preparedness Committee action plan is the result of over a year of cooperative efforts between many public safety departments as well as involved community agencies, hospitals and our school district. It represents a tool that *any* community can use as a critical decision-making guide and response plan to suspected or confirmed incidents involving bio-terrorism agents.

While the plan is designed based upon the National Fire Academy's (NFA) Incident Command (ICS) System, it is recognized that as with any emergency incident, the ICS system can be modified to meet local needs, so long as the community in which is it utilized is coordinated in the modifications.

The only aspect that is unique are the "Phase 1" and "Phase 2" portions of the initial decision-making process that ultimately results in the establishment of the emergency operations center (EOC) in the event of a confirmed bio-terrorism event. As part of the research involved in this effort, no formal preliminary decision making process (Phases 1 & 2) could be found. In this process, agency department directors (i.e.: police and fire chief, health department director, etc.) would get together in a "pre-EOC" to determine if the threat is credible. If credible, the EOC may be activated, or if not credible the formal process can be ended right there.

The process identified in this plan is the committee's contribution to homeland security, with their only request to be kept informed of the extent of its use and the recognition of the Committee's right to the intellectual property surrounding the creation of the Phase 1 and 2 decision-making response guide flow chart.

Eau Claire(WI) City-County Bioterrorism Preparedness Committee

Keys to Action Plan

As mentioned previously, the majority of the action plan was designed with the NFA Incident Command System in mind. The ICS model is designed to be expandable to meet the response needs of the incident. In most cases, the ICS model begins small, and expands as the span of control broadens.

Each Branch within this model has the number of Groups determined to be reasonable to respond to an incident. Beneath each Group are listed “tasks” that either the group leader would be responsible for, or if deemed necessary appoint an individual to lead a Task Force to assume responsibility for the required task.

Therefore, (again, with the exception of the Phase 1 & 2 pages) **boxes in each Branch represents a *person*, with topics or tasks attached below the box by use of a *hyphen*.** At any such time the decision is made to expand the ICS so that a *person* is responsible for a specific topic or task, *said topic or task will become a box and not a hyphenated listing.*

The box in the bottom right of each of the Branch pages attempts to identify the types of agencies that would be involved in Branch’s work.

The pages following each Branch’s ICS chart are an attempt to explain the basics of each topic or task. As confusion and questions will slow the process down considerably, job action sheets (Appendix “A”) are critical components of this plan. Each participant must have a clear understanding of his or her specific role and responsibilities.

Eau Claire(WI) City-County Bioterrorism Preparedness Committee

While this is the final version of the emergency response plan to potential bio-terrorism events, it is probably not the last revision of this work. Suggestions for revisions are always welcome, and we encourage you to forward those to the address listed on the front of this document. All suggestions will be considered for general revision purposes.

On behalf of the Eau Claire (WI) City-County Bio-terrorism Preparedness Committee, we thank you for your efforts towards Homeland Security, and hope that this tool may help you in those endeavors.

Jim Ryder, M.P.H.
Director
Eau Claire City/County Health Dept.

Bruce A. Fuerbringer, M.S., EFO
Fire Chief
Eau Claire Fire Rescue

CDC Category “A” Agents

- Smallpox
- Anthrax
- Plague
- Botulism
- Tularemia
- Ebola Hemorrhagic Fever
- Marburg Hemorrhagic Fever
- Lassa Fever

Section
Divider

Eau Claire(WI) City-County Bioterrorism Preparedness Committee

Phase I Medical Clinic/Emergency Room Response Progression Checklist

1. A patient displays symptoms of a CDC Category 'A' disease. _____
2. Is there a level of confidence that this is a legitimate threat?
NO: Re-evaluate
YES: CRITICAL DECISION THRESHOLD
(do we go to the next step?)
3. Contact Health Department: Phone # _____
4. Follow in-house quarantine and emergency response procedures.

Eau Claire(WI) City-County Bioterrorism Preparedness Committee

Phase I

Response Progression Checklist

Medical Clinic/Emergency Room

Complete

1. A patient displays symptoms of a CDC Category 'A' disease.

2. Is there a level of confidence that this is a legitimate threat?

NO: Re-evaluate

YES: CRITICAL DECISION THRESHOLD

(do we go to the next step?)

3. Contact Health Department: Phone # _____

4. Follow in-house quarantine and emergency response procedures.

Health Department

5. Notify State _____

6. Is there a high level of confidence that this is a legitimate threat? _____

NO: Re-evaluate

YES: CRITICAL DECISION THRESHOLD

(do we go to the next step?)

7. Contact Comm Center to activate notification calling tree for bio-terrorism event.

Pre-EOC Agency Meeting

(Health Dept., Law Enforcement, Fire/EMS, Emergency Management)

8. Review all relevant data, consult with medical experts. _____

9. Is there a high level of confidence that this is a legitimate threat? _____

NO: Re-evaluate

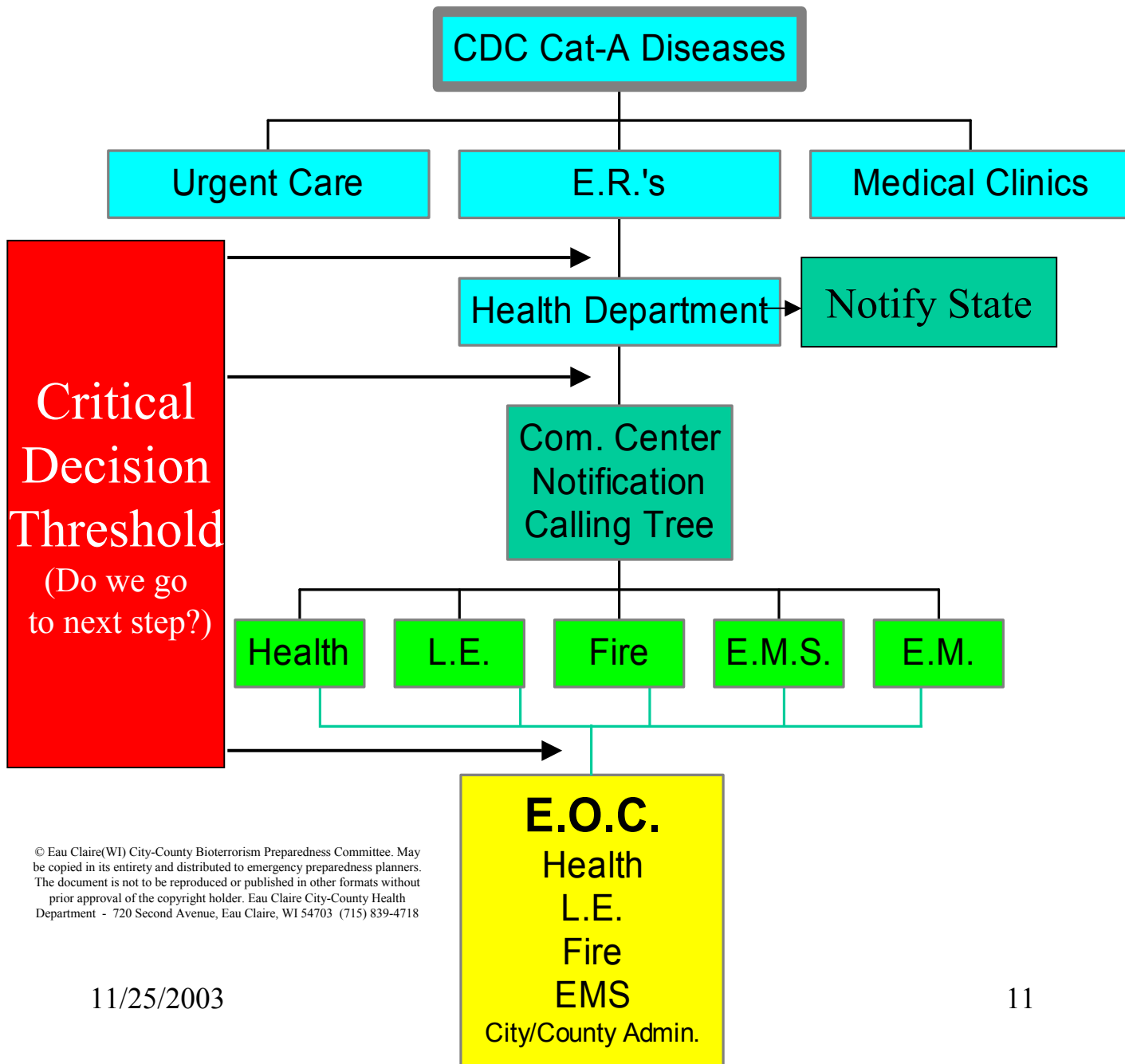
YES: CRITICAL DECISION THRESHOLD

(do we go to the next step?)

10. ACTIVATE *INCIDENT COMMAND (IC)* AND *EMERGENCY OPERATIONS CENTER (EOC)* _____

Eau Claire(WI) City-County Bioterrorism Preparedness Committee

Biological Agent Event Phase I[©]



© Eau Claire(WI) City-County Bioterrorism Preparedness Committee. May be copied in its entirety and distributed to emergency preparedness planners. The document is not to be reproduced or published in other formats without prior approval of the copyright holder. Eau Claire City-County Health Department - 720 Second Avenue, Eau Claire, WI 54703 (715) 839-4718

Eau Claire(WI) City-County Bioterrorism Preparedness Committee

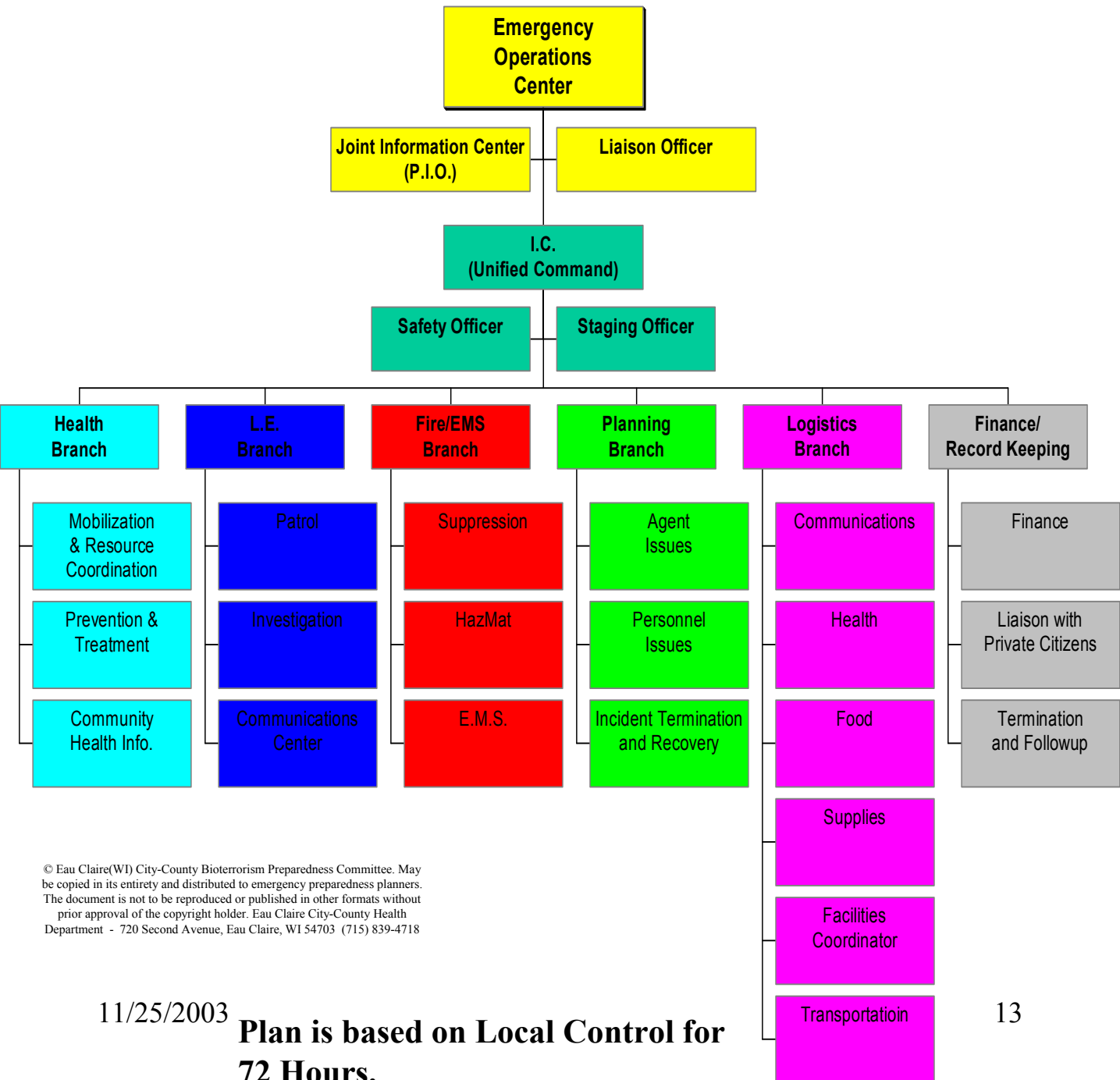
Phase II Response Progression Checklist

1. IC is established; Staff Officers and Branch Directors report
2. Incident briefing is held; Incident Action Plan (IAP) is reviewed
3. EOC is established; Command Staff Officers report
4. EOC/IC briefing held; IAP is reviewed
5. **Regular updates occur between IC and EOC as incident progresses**

Eau Claire(WI) City-County Bioterrorism Preparedness Committee

Biological Agent Event

Phase II[©]



© Eau Claire(WI) City-County Bioterrorism Preparedness Committee. May be copied in its entirety and distributed to emergency preparedness planners. The document is not to be reproduced or published in other formats without prior approval of the copyright holder. Eau Claire City-County Health Department - 720 Second Avenue, Eau Claire, WI 54703 (715) 839-4718

Incident Command and Command Staff

Phase II

Emergency Operations Center (EOC)

- 1) **Develop and maintain awareness of the emergency situation for the Chief Executive Official(s) or Representative(s).** The EOC must receive, analyze and display information about the emergency that enables Chief Executive Official(s) or Representatives(s) to make decisions. The EOC demonstrates this by displaying information, data and needs in the EOC.*
- 2) **Centralize coordination of emergency resources.** The EOC must find, prioritize, assign and track critical emergency resources. The EOC demonstrates this by displaying information about completed coordination.*

*Reprinted with permission from Clark Reynolds & Co., 1905 Iron Horse Circle, Norman, OK 73072; www.emergency-planning.com

EOC Command Support Staff:

Joint Information Center (Public Information Officer): Responsible for developing information about the incident for the news media, incident personnel, and other appropriate agencies and organizations.

Liaison Officer: Point of contact for Agency Representatives assigned to the incident by assisting or cooperating agencies.

Agency Representatives: Assigned to the incident by assisting or cooperating agencies. These are usually personnel other than those directly associated with resources on a direct tactical assignments.

Incident Command and Command Staff

Phase II (con't)

Incident Command (IC)

Assumes Command from field operations, if necessary, and sets response objectives and priorities. Communicates with EOC on a regular basis and when decisions that could have a social/ political impact need to be made.

Unified Incident Command: Utilized when incidents cross jurisdictional boundaries or the limits of individual agency functional responsibility. Consists of command level officers from the primary affected agencies, as well as the primary response agencies. Command Post location is generally not immediately on the scene, but in a location that is convenient to the incident and that provides sufficient space and communications resources to effectively communicate with field Branch Directors and Staff Officers.

Incident Command Support Staff Officers:

Safety Officer: Identify, assess and/or anticipate hazardous and unsafe situations, and to develop and recommend measures for assuring personnel safety. Working through the chain of command, the Safety Officer will correct unsafe situations. The Safety Officer may exercise emergency authority to directly suspend, alter or terminate unsafe acts if personnel are in imminent life-threatening danger. The Safety Officer will do so in conjunction with Command when possible.

Staging Officer: Manage resource staging area; establish and conduct the check-in function at designated incident location, and release resources as directed by Command. A record of status of resources in the staging area shall be maintained, and Command shall be notified when minimum levels of resources are about to be reached. Demobilized resources as directed by Command.

Section
Divider

Eau Claire(WI) City-County Bioterrorism Preparedness Committee

Incident Command Organizational Planning Meeting Checklist

| <u>Activity</u> | <u>Primary Responsibility</u> |
|--|--|
| _____ Give situation and resources briefing | IC or Planning Branch Director |
| _____ State incident objective and policy issues | IC/Unified IC |
| _____ State primary and alternative strategies | Agency IC in charge of direct mitigation efforts |
| _____ Designate Branch, Division, Group boundaries and functions as appropriate | Unified IC |
| _____ Describe tactical operations and tactics | Unified IC |
| _____ Make tactical resource assignments | Branch Directors, with support of Planning and Logistics Branch |
| _____ Determine Branch facilities and reporting locations | Branch Directors and Logistics |
| _____ Develop the resources, support and equipment order | Planning/Logistics Directors |
| _____ Develop Communications, Medical and supporting plans | Planning/Logistics Directors |
| _____ Approve and implement the plan | Unified Command |
| _____ Advise EOC of incident objectives, policy issues, and strategies | Unified Command Representative |

Eau Claire(WI) City-County

Bioterrorism Preparedness Committee

**Emergency Operations Center
Incident (Unified) Command
Incident Safety Officer
Public Information Officer
Liaison Officer
Agency Representative**

Job Action Sheets

Section
Divider

Health

Health Branch

Mobilization and Resource Coordination Group

- Healthcare Facility Notification
- Staging and Staffing
- Equipment / PPE and Space
- Mortuary Services

Prevention & Treatment Group

- Vaccinations and Prophylactic Treatment
- Medical Treatment and Isolation
- Epidemiology and Surveillance
- Environmental Monitoring and Control Measures

Community Health Information Group

- Treatment Guidelines
- Community Information
- Healthcare Guidelines

Hospitals
Clinics
Public Health
Mental Health
Pharmacy
Lab

7/15/03

Plan is based on Local Control for 72 Hours.

HEALTH BRANCH

Health Branch – Coordinates health-related services in response to a biological agent event. Services are provided by hospitals, clinics, public health, mental health providers, pharmacies and laboratories. The Health Branch provides for 2-way communication of needs and planned responses between health care providers and incident command.

Mobilization and Resource Coordination – Mobilizes health care organizations to implement response plans to the biological agent event. Communicates needs for resources including supplies, equipment, and personnel. Coordinates resource utilization by health care organizations responding to the event.

Health Care Facility Notification – Assures that appropriate health organizations in the community initiate their biological agent response plans. Alerts surrounding Western Wisconsin health care facilities of the occurrence of a biological agent event. Identifies and communicates unmet needs that are beyond the capacity of Eau Claire County health care facilities, seeking assistance from other facilities in the region.

Staging and Staffing – Identifies and communicates the need for:

- facilities to shelter people in need of medical care until health care facilities are identified and prepared,
- areas where resources, such as personnel, equipment and supplies may be kept while awaiting assignment, and
- health care personnel (including vaccinated/prophylaxed staff as needed) to respond to the biological agent event.

Equipment/PPE and Space – Assesses health care providers' needs and resources with regard to bed capacity and other space needs and for medical equipment such as ventilators, portable hepafilters, etc. Includes personal protective equipment (PPE) such as gloves, masks, gowns, eye protection, etc., and equipment for patient decontamination if needed.

Mortuary Services – Identifies and communicates the need for mortuary facilities and services.

Prevention and Treatment – Facilitates and coordinates timely infectious disease prevention and treatment interventions by health care providers in response to a biological agent event.

Vaccination and Prophylactic Treatment – Facilitates and coordinates vaccine administration when indicated to protect health care providers, first responders and the general public from the infectious disease caused by the biological agent. Conducts epidemiologic follow-up to assure that persons exposed to the agent receive education and timely prophylactic treatment. Facilitates mass public prophylaxis when indicated.

Medical Treatment and Isolation – Coordinates provision of medical care to suspect, probable, and confirmed cases in a biological agent event.

Epidemiology and Surveillance – On an ongoing basis, collects, analyzes, interprets and reports health data essential to the planning, implementation, and evaluation of the response to a biological agent event.

Environmental Health Monitoring and Control – Monitors the environment to identify health hazards created by or associated with the biological agent event and recommends measures to mitigate these hazards and prevent additional disease and/or injury. Addresses issues such as:

- Rodents and insects
- Food safety
- Drinking water safety
- Air quality

Community Health Information – Develops and disseminates information to healthcare providers and the public about the biological agent and health-related recommendations.

Treatment Guidelines – Develops and disseminates to health care providers standardized treatment guidelines that are based upon the most current DPH/CDC recommendations.

Community Information – Develops and disseminates information to the public on topics pertinent to the biological agent event such as:

- Infectious/communicable disease information and possible phone hotlines
- Personal protective measures
- Treatment locations and indications for seeking care
- Mental health resources

Healthcare Guidelines – Develops and disseminates timely information about health and safety measures for health care providers and emergency responders.

Eau Claire(WI) City-County

Bioterrorism Preparedness Committee

Health Branch
Mobilization and Resource Supervisor
Health Care Notification
Staging and Staffing
Equipment/PPE and Space
Mortuary Services
Prevention and Treatment Supervisor
Vaccination and Prophylactic Treatment
Medical Treatment and Isolation
Epidemiology and surveillance
Environmental Health and Monitoring
Community Health Information Supervisor

Job Action Sheets

Section
Divider

Law Enforcement



- County Sheriff
- City PD's
- State Patrol
- University
- Feds / FBI

7/15/03

Plan is based on Local Control for 72 Hours.

Law Enforcement

Patrol

- Evacuation – Notify resident occupants in the area of the hazard and have them leave the area
- Traffic Control – Route traffic away from the hazardous area
- Incident Response – Respond to the area and relay pertinent information to other responding agencies
- Community Security – Maintain police services in other areas of the community
- Strategic Deployment – Deploy personnel to strategic areas to facilitate a perimeter and safe evacuation
- Site Security – Establish a perimeter around the hazardous area and keep unnecessary persons out

Investigation

- Evidence – ID evidence, gather and package for local or external (crime labs) analysis
- Liaison with State/Feds – Initiate contact and coordinate efforts with DCI, FBI and other L.E. agencies
- Intelligence Gathering – Review reports/intelligence, run computer checks and conduct field interview
- Surveillance – Utilize resources (unmarked squads, video, tracking and night vision devises) as required
- Search Warrants – Work with DA's, State and Federal L.E. agencies to conduct warrants for searches, wire taps and arrests

Communications Center

- Immediate Dispatch – Receive calls and dispatch appropriate agencies as required
- Local Notifications – Take part in calling tree operations to support the incident command/EOC structure
- Disseminate Information – Process and prioritize ongoing calls for service, maintaining an adequate response

Eau Claire(WI) City-County Bioterrorism Preparedness Committee

**Patrol
Investigation
Communications Center**

Job Action Sheets

Section
Divider

Fire and EMS

Fire/EMS Branch

EMS Group

- Communications
- Triage
- Treatment
- Transport
- Transfers
- Safety

HazMat Group

- Research
- Entry
- Decon
- Medical
- Monitor
- Safety

Suppression Group

- City Operations
- EMS Assist
- Mutual Aid
- Safety

- Fire Agency
- EMS Agency
- Private EMS
- DNR
- State/Feds

7/15/03

Plan is based on Local Control for 72 Hours.

Fire and EMS

EMS

- Communications – Maintaining a logistical link between emergency responders, medical control medical facilities and Incident Command.
- Triage - Assessment and prioritization of patients for evacuation from site.
- Treatment – Monitors and determines appropriate level of EMS treatment for patients and oversees that action.
- Transport – Oversight of assessing and requesting the transportation needs for victims at an emergency.
- Transfers – Coordinates the required medical transfers from location to location as medically needed.
- Safety – Maintains a constant watch over EMS personnel and operations assuring their safety.

HazMat

- Research – Utilizes current data to research, predict spread or outcome and make recommendation to team and IC as to appropriate cautions and actions to be carried out.
- Entry – Monitors and supervises the entry team personnel going into a hot-zone.
- Decon – Oversight of assuring civilians, personnel and equipment are properly decon'ed prior to leaving hot zone.
- Medical – Controls the medical oversight of HazMat personnel at the scene of an incident.
- Monitor – Physically conducts air sampling to determine appropriate hot, warm and cold designation.
- Safety – Maintains a constant watch over HazMat personnel and operations assuring their safety.

Suppression

- City Operations – Monitors and assures a baseline contingency of response personnel capable of day-to-day operations.
- EMS Assist – Works with EMS transport crews to support their operations.
- Mutual Aid – Helps coordinate the requests and deployment of mutual aid units on a priority basis.
- Safety – Maintains a constant watch over Suppression personnel and operations assuring their safety.

Eau Claire(WI) City-County

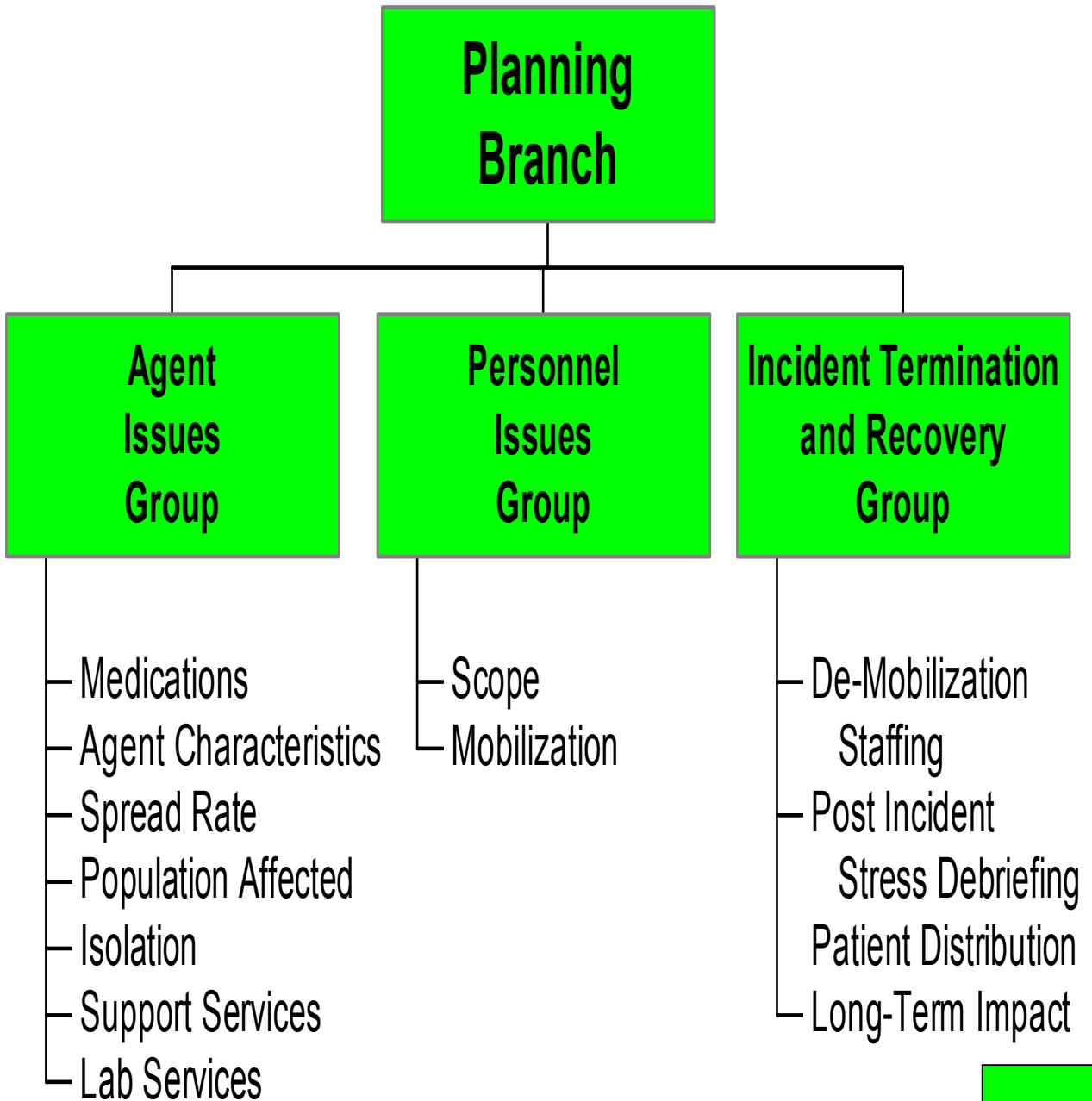
Bioterrorism Preparedness Committee

**Fire/EMS Branch
Emergency Medical Services
Hazardous Materials
Suppression Group**

Job Action Sheets

Section
Divider

Planning



- Hospitals
- Health Dept
- Fire/EMS
- L.E.
- State/Feds
- Public Works
- Red Cross

7/15/03

Plan is based on Local Control for 72 Hours.

Planning Branch

Planning Branch – Under the direction of the EOC, the Planning Branch coordinates necessary planning-related services in response to a biological agent event. The Planning Branch provides predictions for agent issues, personnel resources and plans for incident termination through the Incident Command to the EOC.

Agent Issues – Collects and evaluates/analyzes data from various sources and recommends actions to assist in predicting : 1)agent characteristics including but not limited to spread rate, 2) populations affected and isolation requirements 3) necessary medicines/vaccines, 4) identifying support services required for 4,8,24,48 and 72 hours of local control.

Agent Characteristics/Spread: Evaluates the performance of the biological event response in controlling biological agent transmission. Identifies concerns and makes recommendations to improve the effectiveness of disease control measures.

Population Affected: Evaluates information from resources about target populations to identify populations at risk. (Assesses and reports the occurrence and distribution of actual and potential hazards in the community related to the response to the biological agent event.)

Isolation: Evaluates alternative isolation capacity needs based on recommendations from Health Branch. Contacts ?? to implement MOU's.

Medications/Vaccination: Evaluates need for additional medications/vaccination supplies beyond local availability using information supplied by the Health Branch. Communicates projected needs to EOC.

Support Services: Plans for the coordination of external agencies.

Mobilization of alternative facilities:

- Infrastructure assessment
- Kitchen/Bath
- Area Hazards
- Fuel/heat/cooling
- Phone/Computer access
- Square footage
- Acreage (for support vehicles, tents)
- Access i.e. parking
- Neighbors (>25 ft)

Laboratory Services: Coordination of local and Regional/State/Federal lab facilities and services.

Personnel Issues – Evaluation and planning staffing needs for post initial response to ensure appropriate staff are mobilized.

Mobilization: Planning for secondary local, regional, state and federal staffing assistance long term

- activating alternative sites
- contacting, activating Regional resources (state, fed)
- contacting other government agencies
- correct staff to correct spot

Scope: Planning for coordination of appropriate staff from various outside agencies.

Questions: who staffs off-site locations?

How do we activate regional plan?

MOU with county organizations/sites?

Recovery: Planning for incident termination and returning to normal operations.

Criteria for incident termination

De-mobilization:

Site Shutdowns: waste, extra supplies

Staffing Requirements

Post incident stress planning

Patient distribution (returning patients that had been transferred)

Long term impact: Planning for mitigation of long term impacts
Insurance issues/Federal funds

Eau Claire(WI) City-County

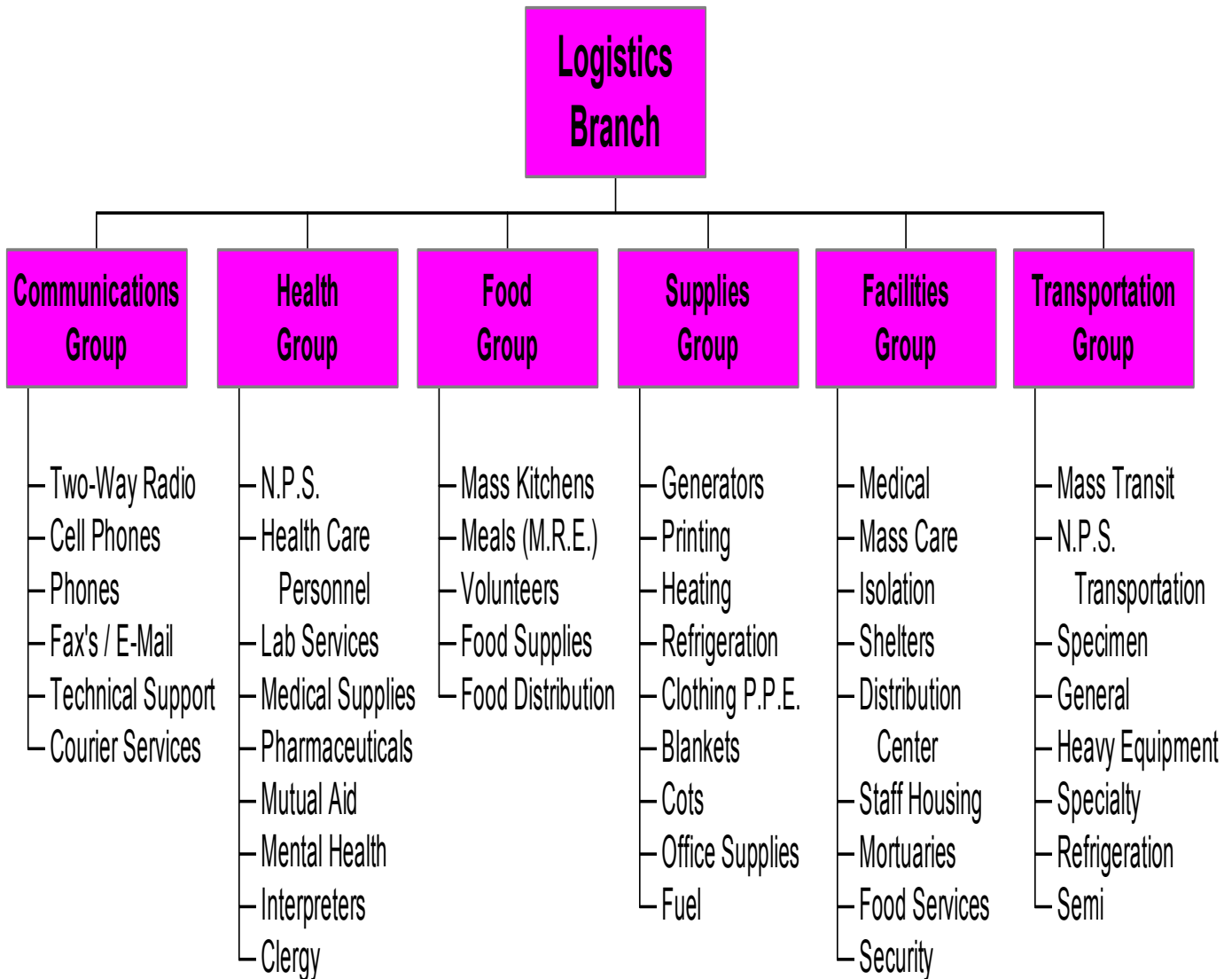
Bioterrorism Preparedness Committee

Planning Branch
Agent Issues Coordinator
Personnel Issues Coordinator
Incident Termination and Recovery Coordinator

Job Action Sheets

Section
Divider

Logistics



7/15/03

Plan is based on Local Control for 72 Hours.

- Hospitals
- Health Dept
- Fire/EMS
- L.E.
- State/Feds
- Public Works
- Red Cross

Logistic Branch

Logistics Branch - Under the direction of the EOC provides facilities, services, and materials in support of the incident. Participates with the Unified Command Staff in developing the incident action plan and activates and supervises the units within the Logistics Section.

Transportation - Provides for the transportation of personnel, supplies, food and equipment. Provides for the fueling, service, maintenance and repair of vehicles and other ground support equipment.

Food - Determines feeding and cooking facility requirements at all incident facilities, menu planning, food preparation, serving, providing potable water, and general maintenance of the food service areas.

Communication - Obtains and maintains incident communications equipment and facilities. Responsibilities include:

- Installing and testing communications equipment.

- Supervising the incident communications center.

- Distributing communications equipment to incident personnel.

- Maintaining and repairing communications equipment.

Supplies - Orders, receives and distributes equipment and supplies not provided for in other units in the logistics branch.

Health - Obtains needed medical resources to manage the biological agent event. Includes medical supplies and equipment, health care personnel, pharmaceuticals, laboratory services and specialty services such as mental health professionals, interpreters and clergy.

Facilities - Activates facilities needed for management of the biological agent event. Needed facilities may include facilities for mass care, isolation, mortuary services and food services.

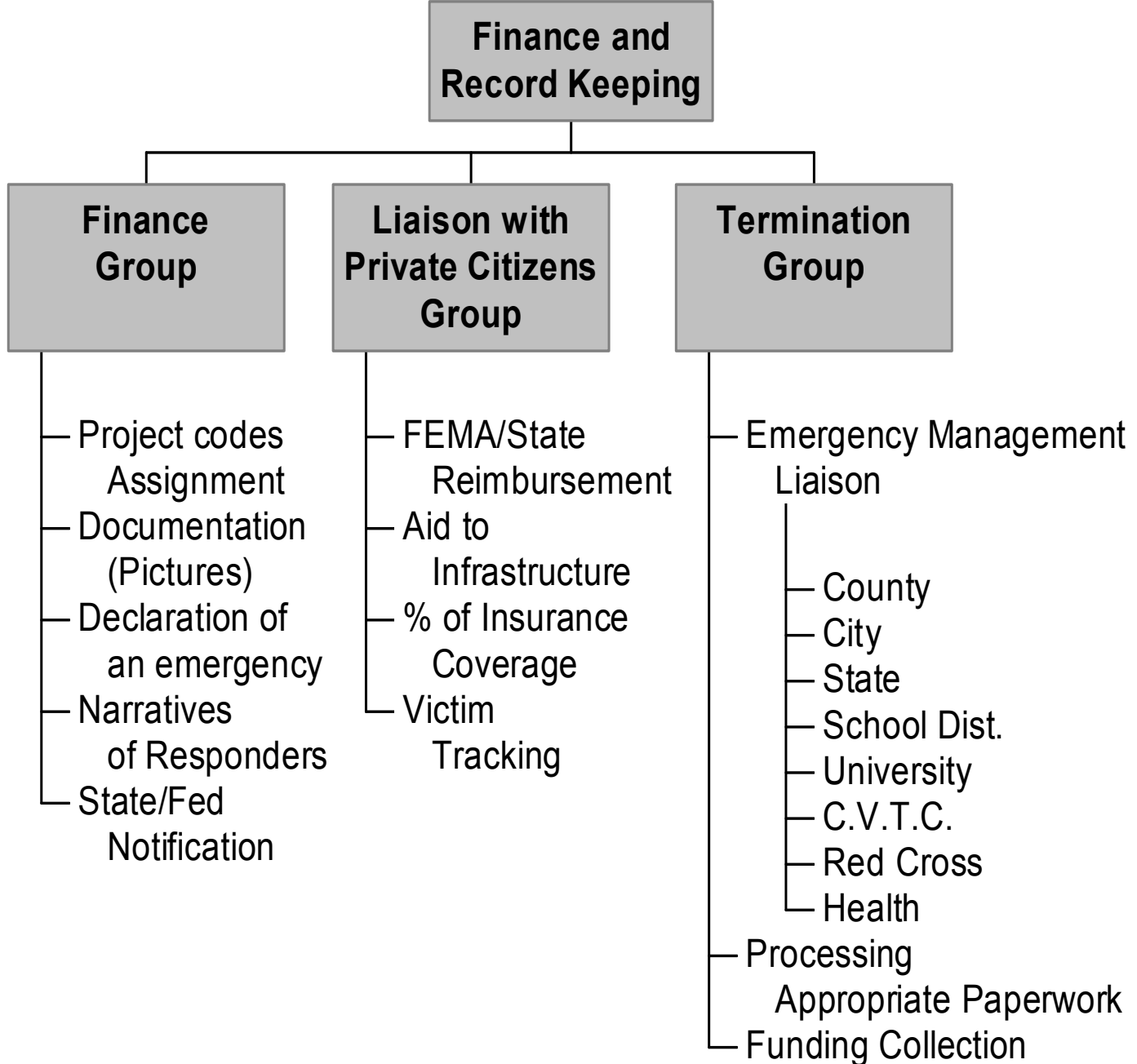
Eau Claire(WI) City-County Bioterrorism Preparedness Committee

**Logistics Branch Director
Logistics Group Leader
Transportation Group Tasks
Food Group Tasks
Communications Group Tasks
Supplies Group Tasks
Health Group Tasks
Facilities Group Tasks**

Job Action Sheets

Section
Divider

Finance and Record Keeping



7/15/03

Plan is based on Local Control for 72 Hours.

- E.C. Coun
- Municipal
- State/Feds
- Red Cross

Eau Claire(WI) City-County

Bioterrorism Preparedness Committee

Finance Branch Director

Job Action Sheets

Section
Divider