

Tab 4 – Direction and Control

June 2022

All Hazard Plan Activation, Mobilization, and Line of Authority

Direction and Control is the system for managing resources, analyzing information, and making decisions in an emergency. This tab will explain the systems in place at BRDHD.

BRDHD All Hazard Plan Activation

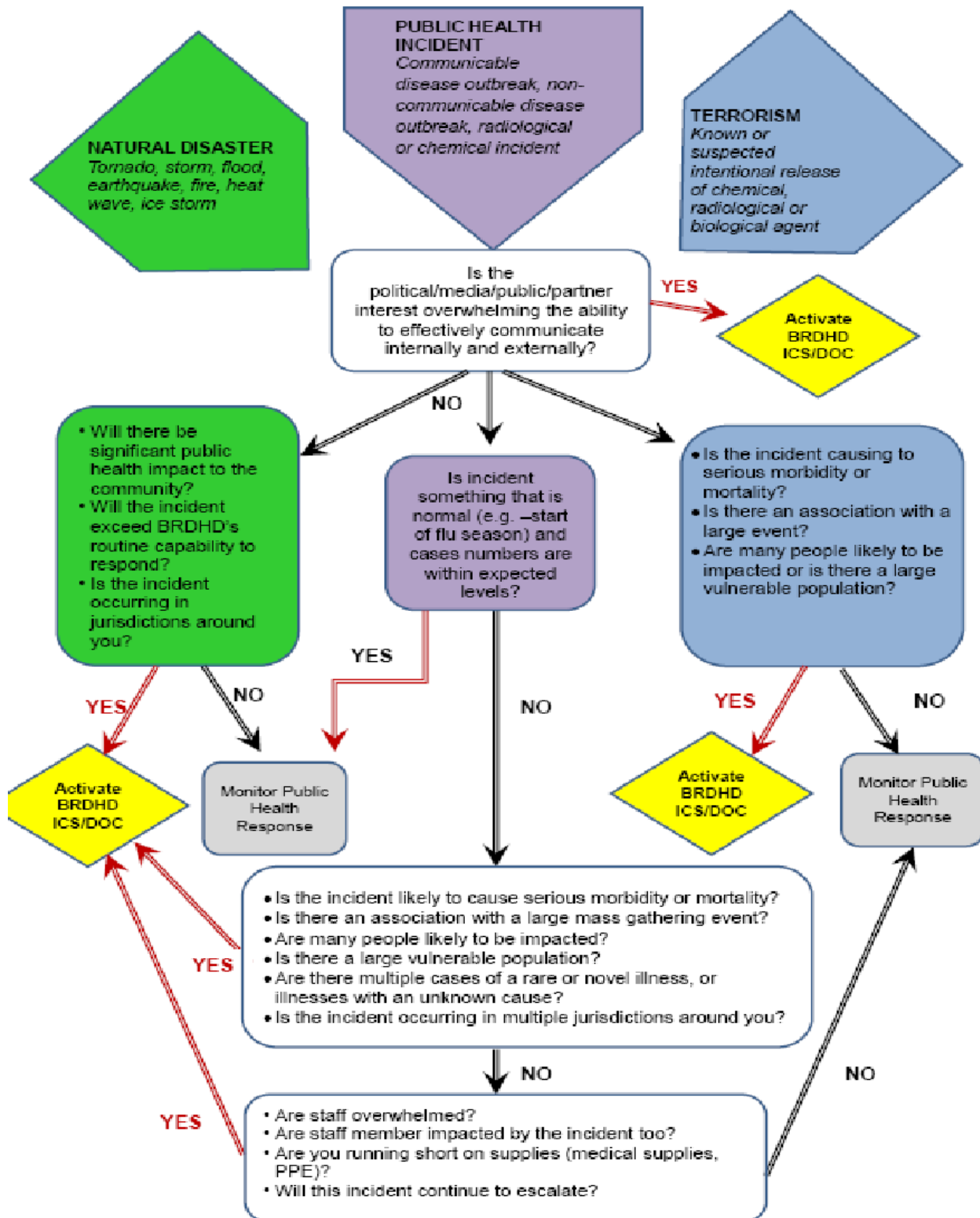
The following have the authority to activate the BRDHD All Hazard Plan:

1. District Director
2. Disaster Preparedness Manager
3. Human Resources Manager
4. Clinical Director

The All Hazard Plan could be activated for a variety of reasons, to include:

- Natural disaster with public health implications
- Chemical, biological, radiological, nuclear or explosive (CBRNE) event
- Request from partners (Emergency Management, regional hospitals, Mayor, Judge Executive, HEART members, KY Department for Public Health, regional HazMat team)
- A declaration of a public health emergency by the KY Commissioner of Health
- Any situation which constitutes a threat to the public's health, regardless of whether a major disaster has been declared or if local authorities have requested assistance from BRDHD

Algorithm for BRDHD Incident Command Activation / DOC



June 2015

Adapted from the Harvard National Preparedness Leadership Initiative and the Bullitt County Health Department

ICS Algorithm Guidance for Leadership

This algorithm is designed to assist leaders who may be uncertain about the appropriate time for action or what actions to take when a routine public health incident starts to encounter complications necessitating a change in operational approach. It is precisely in these moments that the leader needs to remain situationally aware of the changing environment and recognize when the time is right to activate an ICS to manage the response.

ICS Algorithm Assumptions

- Activating ICS requires significant personnel resources to operate. Caution is advised when deciding whether to activate ICS because of the potential to overwhelm staff and draw resources away from other important activities.
- Activation necessitates robust planning and coordination to synchronize the efforts across the command and staff sections. This diverts increasing amounts of time away from the primary day to day tasks and activities of the organization.

Deactivation

Once sustained conditions exist that do not necessitate an ICS per the algorithm, consider deactivation. The deactivation decision process can include using the algorithm backwards, or re-answering the questions.

INSTRUCTIONS FOR ICS ALGORITHM

Before using the algorithm, situational awareness is needed – what is going on, what are the impacts so far, how the event is being managed now - and the leader must be ready to make decisions and act upon them.

Start at the top of the algorithm and identify the type of event.

Answer Yes/No questions until arriving at a terminal diamond. Act upon that result.

Repeat as new observations and information are available.

Activating the Incident Command System (ICS) and/or the Department Operations Center (DOC) are synonymous. Both are scalable, up or down, once they are activated.

Response Plan Activation Circumstances

The following table provides examples of at what point the All Hazard Plan will be activated.

| Circumstance | Alert Received From | Criteria for Activation |
|--|--|---|
| Reports of unexplained sudden increase in Emergency Department or EMS use | Hospitals | BRDHD Director or designee |
| Reports or threats received via law enforcement | Police | BRDHD Director or designee |
| Reports of unexplained surge in school absenteeism | Schools | BRDHD Director or designee |
| Results of lab test of "suspicious packages", letters, etc. | Police, Emergency Management, DARRT IV Haz Mat Team | Lab reports |
| Reports of unexplained, documented animal deaths | Animal Control, Dept. of Ag, Vets, Public | Lab report or recommendation of involved agencies |
| Reports of one or more persons under medical care with signs/symptoms consistent with possible bioterrorism attack | Hospitals, Urgent Care, Physicians | Lab reports |
| Results of lab test of clinical specimens | Hospitals, Urgent Care, Physicians | Lab reports |
| Documentation of suspected communicable disease in neighboring/nearby jurisdiction | Hospitals, Urgent Care, Physicians, State or Local Health Departments | Lab reports or direction from KY DPH or CDC |
| Documentation of suspected bioterrorism case in another jurisdiction regardless of location | Hospitals, Urgent Care, Physicians, State or Local Health Departments | Lab reports or direction from KY DPH or CDC |
| Results from specialized surveillance systems (1 st Watch) | Hospitals, EMS, KY DPH | Recommendation from KY DPH or local hospitals |
| Natural disaster has may occur or has occurred | NOAA weather radio, Emergency Management, local media | BRDHD Director or designee |
| Communicable disease issues, to include a large number of persons that are ill, a large investigation or follow up case(s) (Hep A, TB) | BRDHD Communicable Disease Team, Lab reports, Hospitals | BRDHD Director or designee |
| Environmental health issues, to include boil water advisories, large follow up or investigation, confirmed food outbreak | BRDHD Communicable Disease Team, Lab reports, Hospitals, Environmentalists | BRDHD Director or designee |

BRDHD Level of Activation

Based on the incident, the BRDHD Incident Commander should determine at which level the plan should be implemented.

| | | |
|---------|----------------------------|---|
| Level 1 | Full Activation | All staff are notified, many asked to report to work |
| | | The BRDHD Department Operation Center (DOC) is established |
| | | The KY Department for Public Health and local / regional Emergency Management are notified of the activation status |
| Level 2 | Partial Activation | Appropriate staff are notified (Exchange and/or Roundtable members) |
| | | The BRDHD DOC may or may not be activated |
| Level 3 | Stand-by / Alert (Limited) | Staff is alerted to a potential response |
| Level 4 | Monitoring Activation | Staff is monitoring during normal duty hours the situation |

Staff Mobilization Procedure

The District Director or designee will mobilize staff as necessary. The District Director has the authority to shift staff from his/her normal workstation to other locations throughout the district. See Tab 7 - Communication for additional information.

Since all counties in KY have signed the state Mutual Aid Agreement, BRDHD staff may be deployed by the District Director or designee to assist other health departments throughout the state.

Area Command

BRDHD is a district health department with a District Office that all eight counties within the district routinely report to. Staff from every county are accustomed to reporting all activities to the District Office. Once an incident occurs, the Center Coordinator from that specific county will become the Incident Commander. The District Director or designee will contact the specific county frequently to receive an update and give guidance if necessary.

When more than one county has experienced an event, it will be deemed a 'multi-county' event. If multiple counties are experiencing an emergency, Area Command will be set up. Our District Director or designee will act as the Area Commander for all of the counties affected within the district.

BRDHD Department Operations Center (DOC) Locations

The District Director or designee will establish the BRDHD Department Operations Center if the BRDHD All Hazard Plan is activated. The BRDHD DOC will be established at one of the following locations:

1. Warren County Health Department 1st Floor Conference Room, 1109 State St., Bowling Green, or virtually
2. Hillvue Heights Church – 3219 Nashville Rd, Bowling Green
3. Living Hope Baptist Church – 1805 Westen Ave, Bowling Green

Line of Authority

It is the responsibility of Barren River District Health Department to protect the health of the residents within our district during any disaster. BRDHD will assist Emergency Management Agencies in implementing local Emergency Response Plans. When the emergency exceeds the local capability to respond, assistance will be requested from the State Government. The Federal Government will also provide assistance when appropriate.

See the Necessary Roles chart in this tab for additional ICS titles and assigned staff members.

Incident Commander (IC)

The public health authority (Incident Commander, IC) at Barren River District Health Department shall be the **District Director**. If for some reason, the Director is not able to fulfill his/her duties; the **Branch Manager for Disaster Preparedness** shall be the IC. The **Personnel Director** will serve as the IC if both the Director and Branch Manager for Disaster Preparedness are unavailable. If an incident occurs only in a single county, the IC shall be the Center Coordinator of that county.

Primary IC: District Director

Secondary IC: Branch Manager for Disaster Preparedness

Tertiary IC: Personnel Director

Public Information Officer (PIO)

The Public Information Officer for BRDHD shall be:

Primary PIO: Marketing Director

Secondary PIO: Personnel Director

Tertiary PIO: As needed

Authorized BRDHD Personnel to Request Regional and State Resources

The following people have been authorized to request regional Healthcare Emergency Area 4 Response Team (HEART) and state resources:

District Director

Director of Nursing

Branch Manager for Disaster Preparedness

County Emergency Support Function 8 (ESF-8) Coordinators

Each of the eight counties that BRDHD serves has a coordinator (or co-coordinators) for each Emergency Support Function. These individuals coordinate and direct respective functions for each county.

The purpose of the ESF-8 Coordinator is to direct health care related activities within the county during and after a disaster. Coordination of emergency care and treatment of injured persons, preventing the spread of disease, assist in the distribution of food and water supplies, ensuring sanitation, and establish morgue facilities for mass fatality care.

ESF-8 Coordinators are typically from hospitals, health departments, EMS, or serve as Coroners.

| County | Name | Agency | Job Title |
|---------------|------------------|---------------------------|--|
| Barren | Joe Middleton | Barren / Metcalfe Co. EMS | Director |
| | Dennis Spears | BRDHD | Environmentalist |
| Butler | Roni Mudd | BRDHD | Environmentalist |
| Edmonson | Keith Alford | BRDHD | Environmentalist |
| Hart | Leeann Hennion | BRDHD | Center Coordinator |
| Logan | Kelly Lyne | BRDHD | Center Coordinator |
| Metcalfe | Kristen Stockton | BRDHD | Environmentalist |
| Simpson | Jama Jepson | BRDHD | Environmentalist |
| Warren | Camron Carver | BRDHD | Environmentalist |
| | Janarae Conway | BRDHD | Branch Manager for Preparedness and Response |

*The Preparedness and Response Branch will send a team member to any county needing extra assistance.

BRDHD Epi Rapid Response Team (ERRT)

The BRDHD **Epi Rapid Response Team** (ERRRT) shall be responsible for disease outbreak investigations. The ERRT is a small group of trained multi-disciplinary staff responsible for immediate, comprehensive response to reports of disease outbreaks including implementation of the outbreak control plan. The ERRT activation only occurs after consultation with the affected Branch Manager(s), Nursing Director and/or Public Health Director or their designee. See Tab 8, Tab 8 Appendix, and Appendix 20.

County-level Incidents

The **Center Coordinator** is the lead person for communication as well as continued supervision of staff during a single county incident. The Center Coordinator shall also be responsible for assuring that all staff are apprised of their functions during a disaster and that specific staff have been designated with the responsibility of notifying the Center Coordinator of the needed supplies and equipment and/or procuring these items directly. The **Office Manager** is responsible for this position if the Center Coordinator is unable to fill this role. In the event that the Center Coordinator and Office Manager are not available this responsibility falls to the **Community Health Promotion Team Leader** for each county.

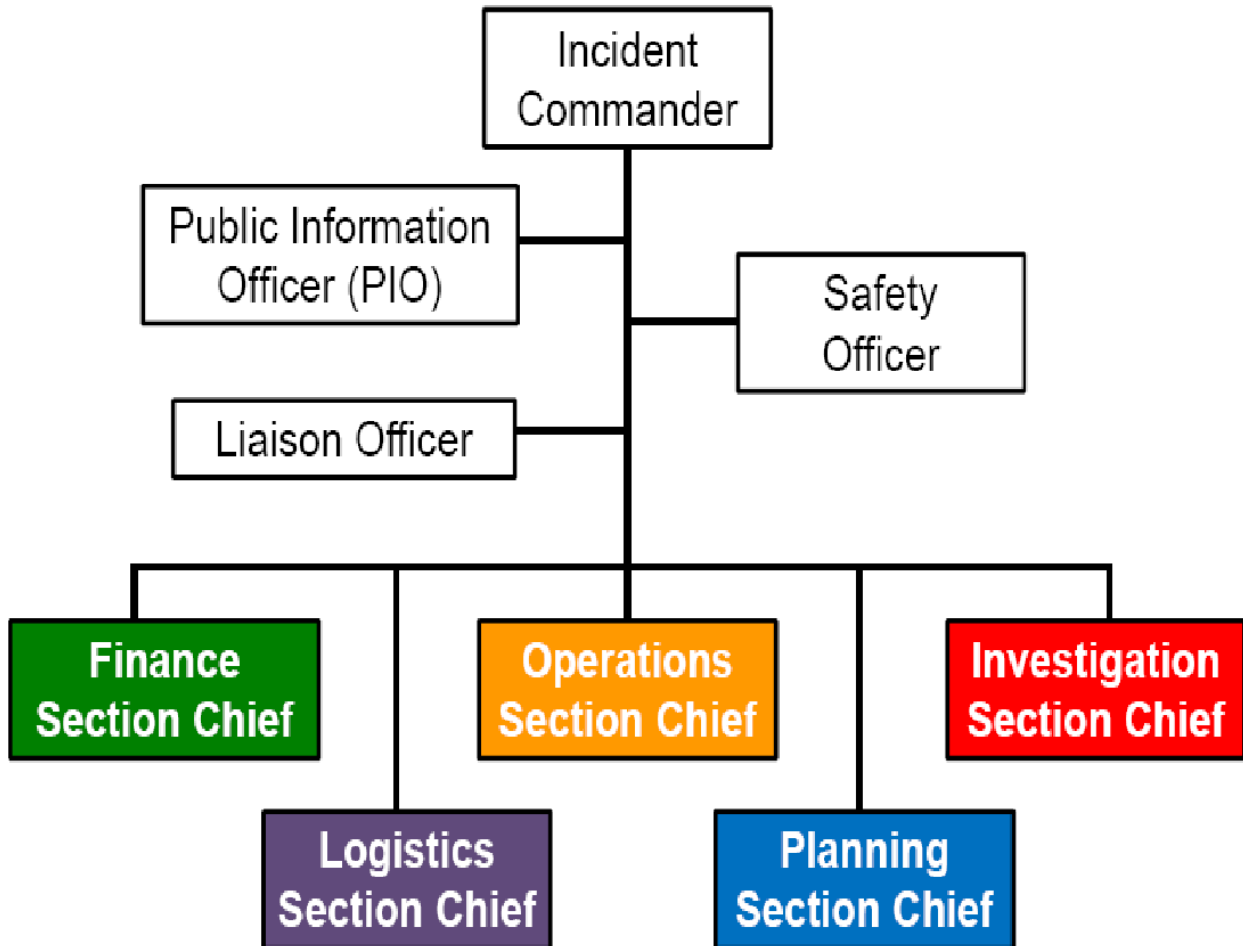
Media

The **Personnel Director** or his/her designee is responsible for assuring appropriate communication with the media during an event. See Tab 7 and associated Appendices regarding communication.

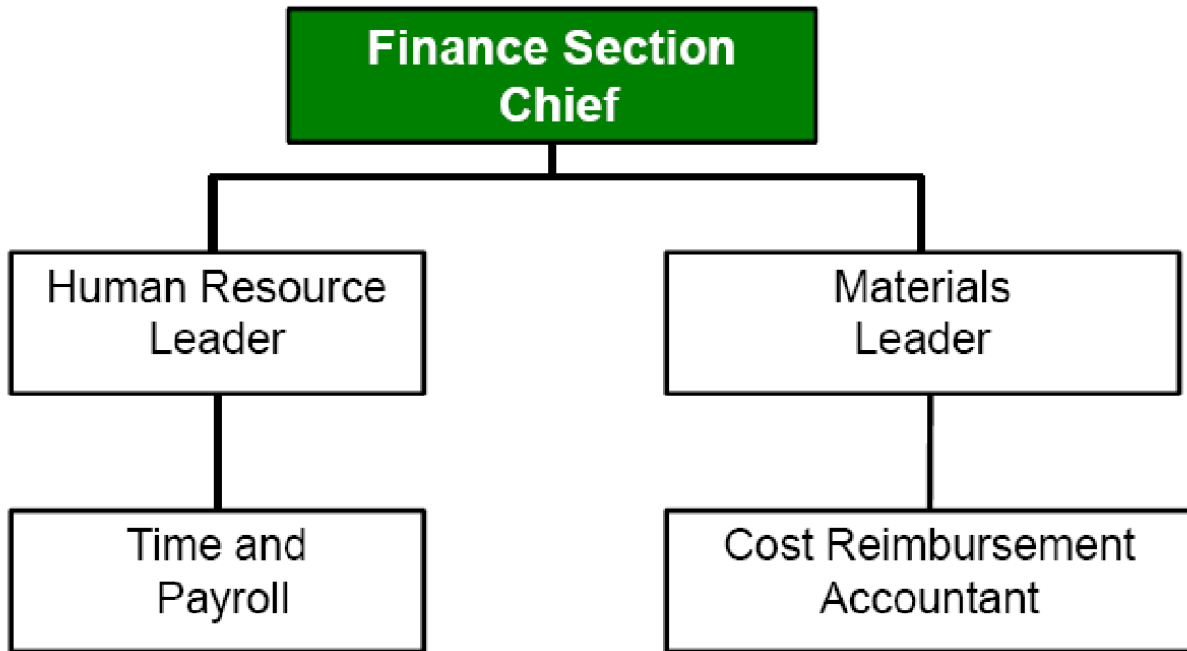
NOTE: The Communicable Disease Team is available to consult most situations, except for the following: chemical, explosive, and radiological/nuclear events. In these situations, consultation may be obtained from the Department for Public Health.

BRDHD Incident Command Structure – Typical Single County Event

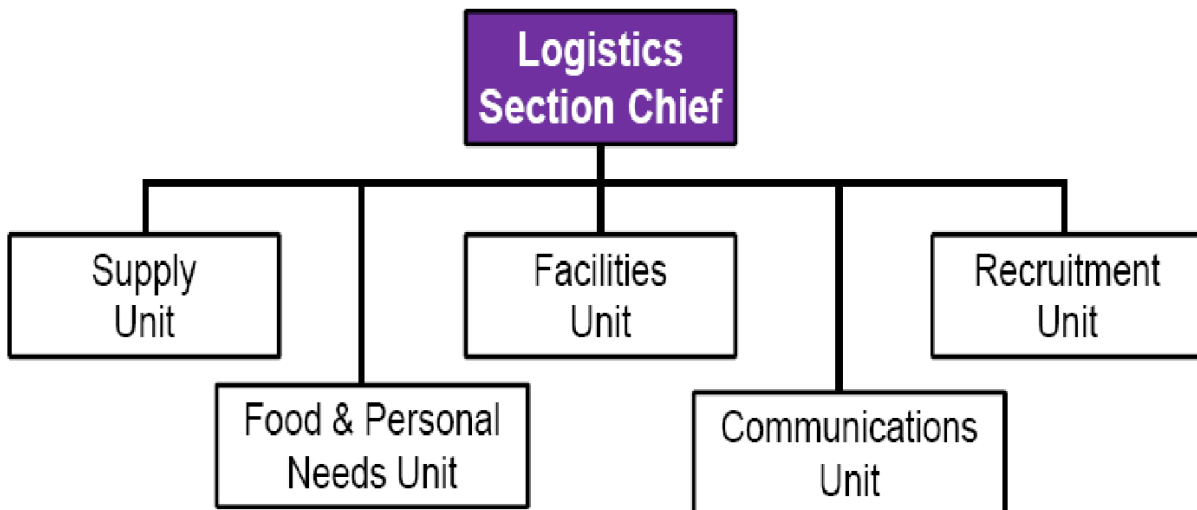
Command Staff



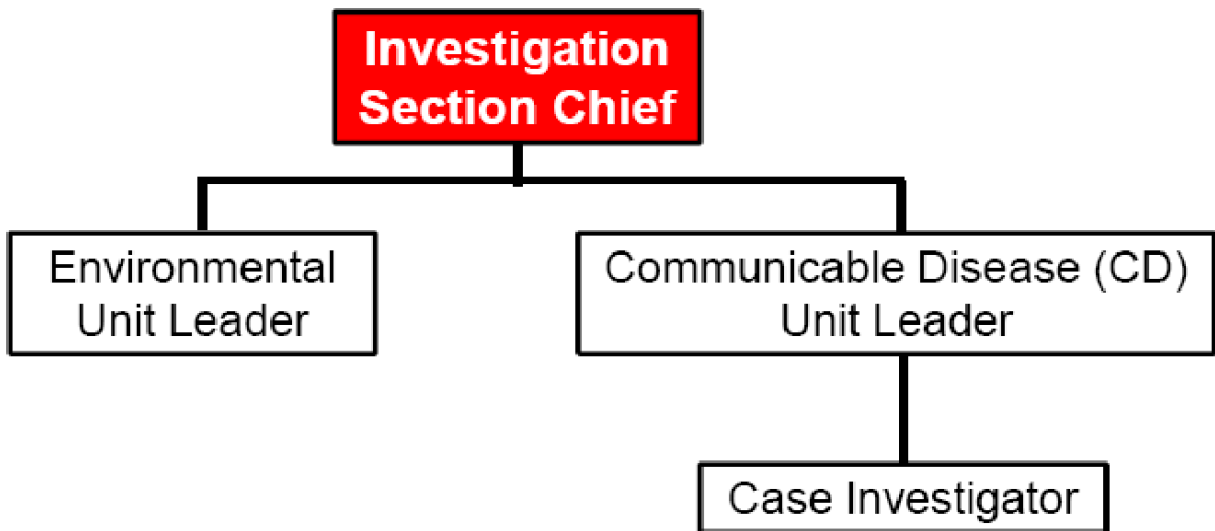
Finance Section



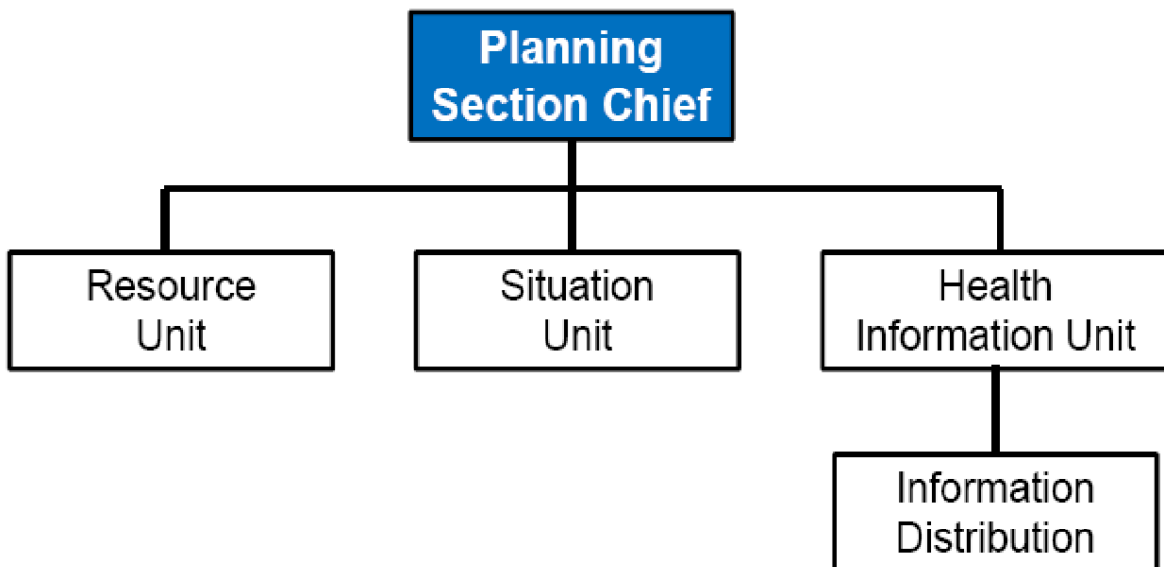
Logistics Section



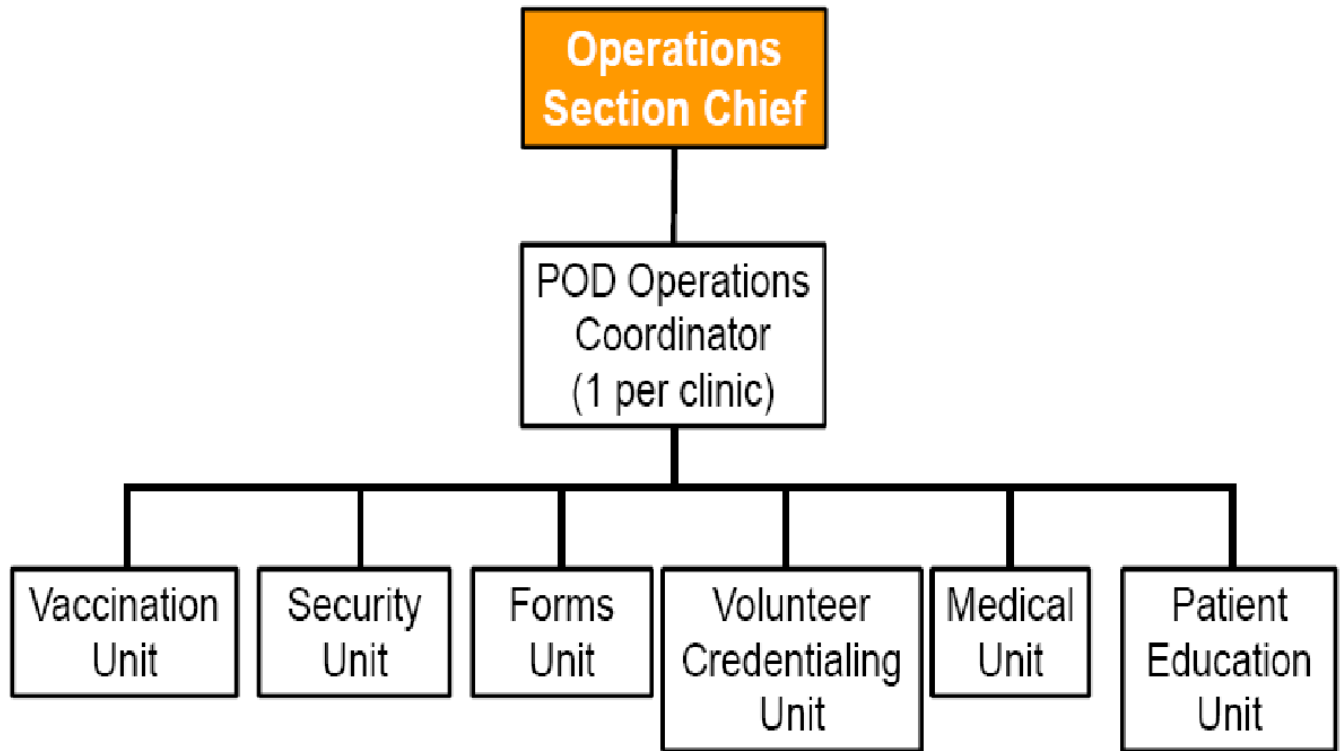
Investigation Section



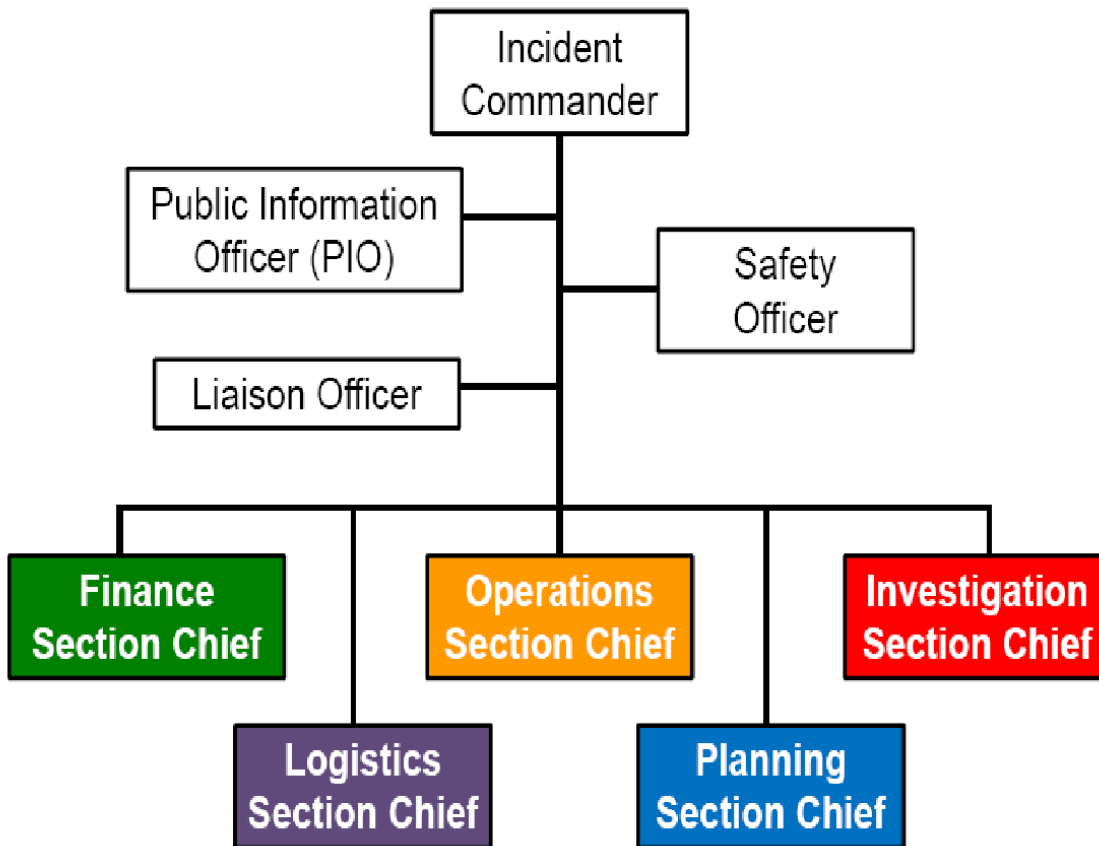
Planning Section



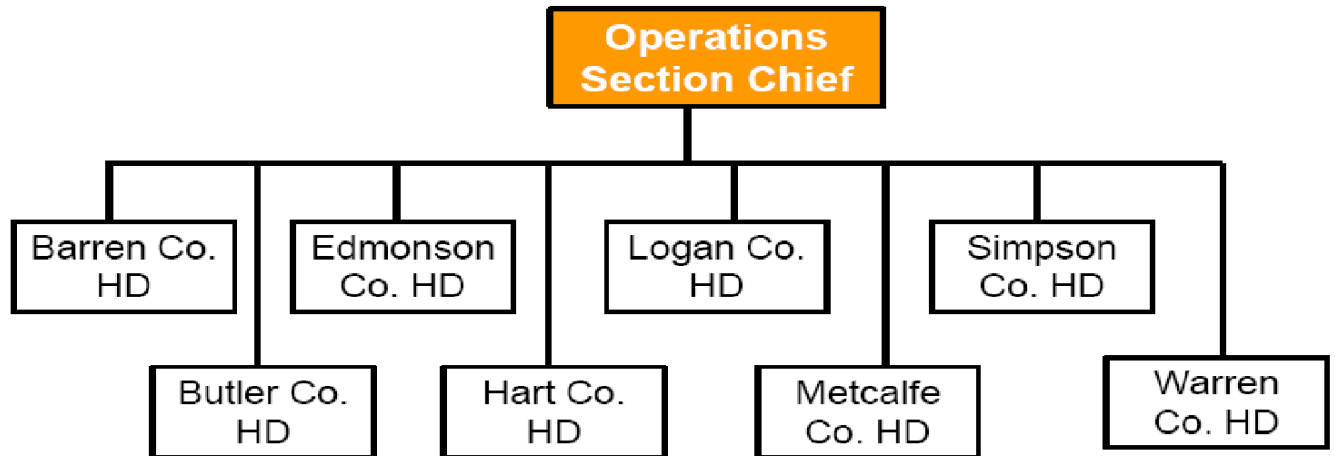
Operations Section



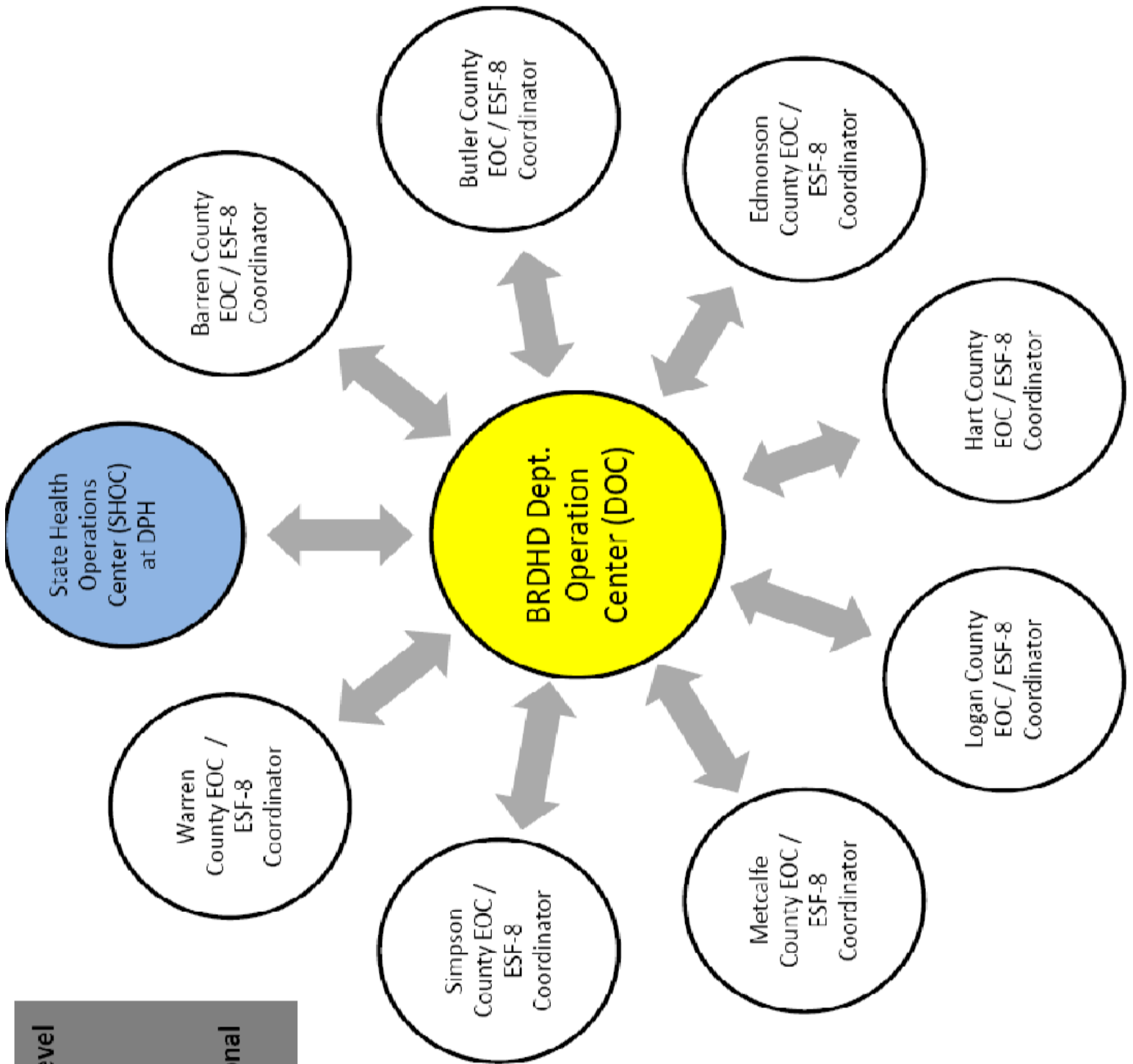
BRDHD Incident Command Structure – Multi-County POD Event



Operations – Multi-County

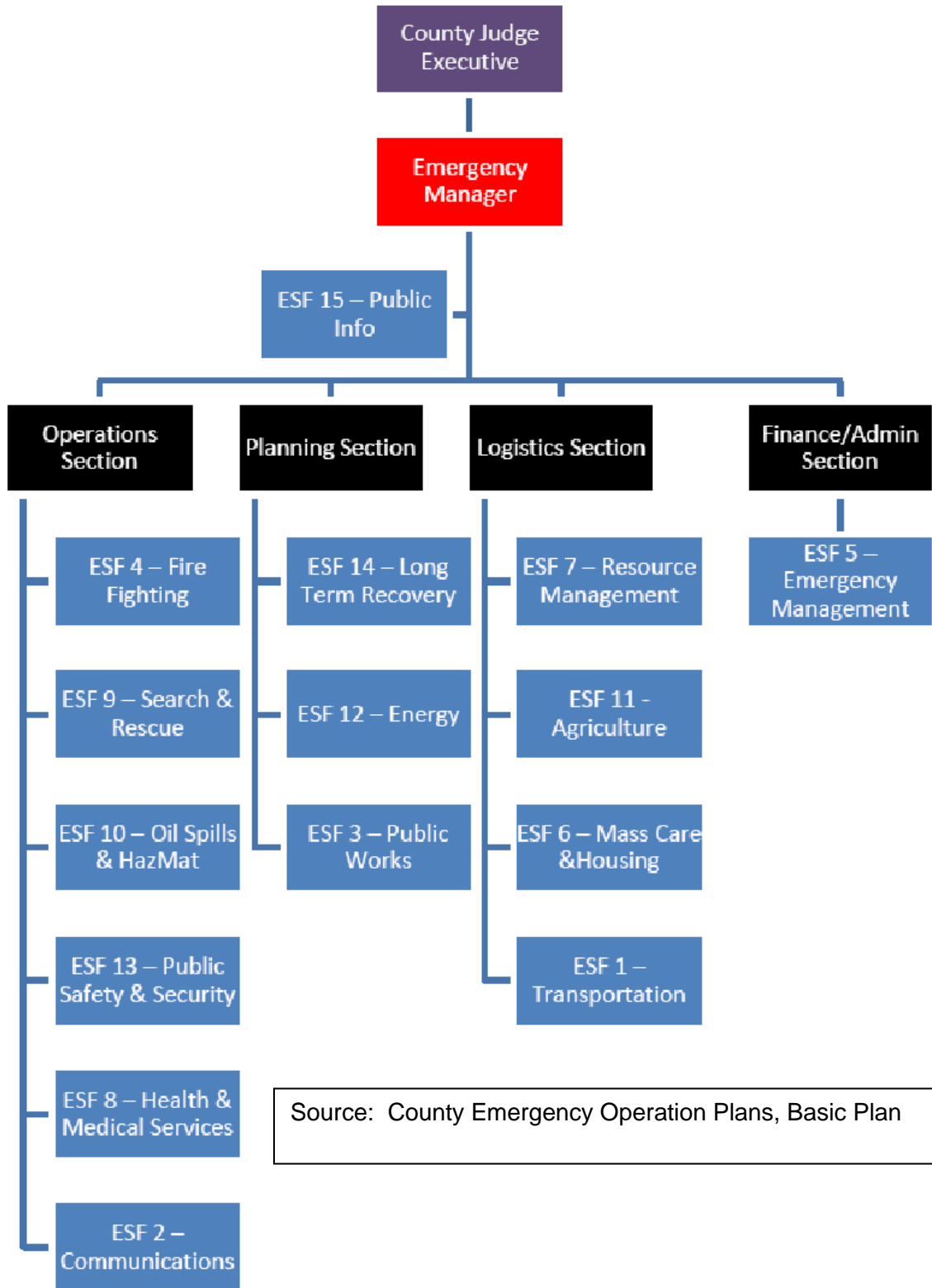


BRDHD DOC Connection to County EOCs



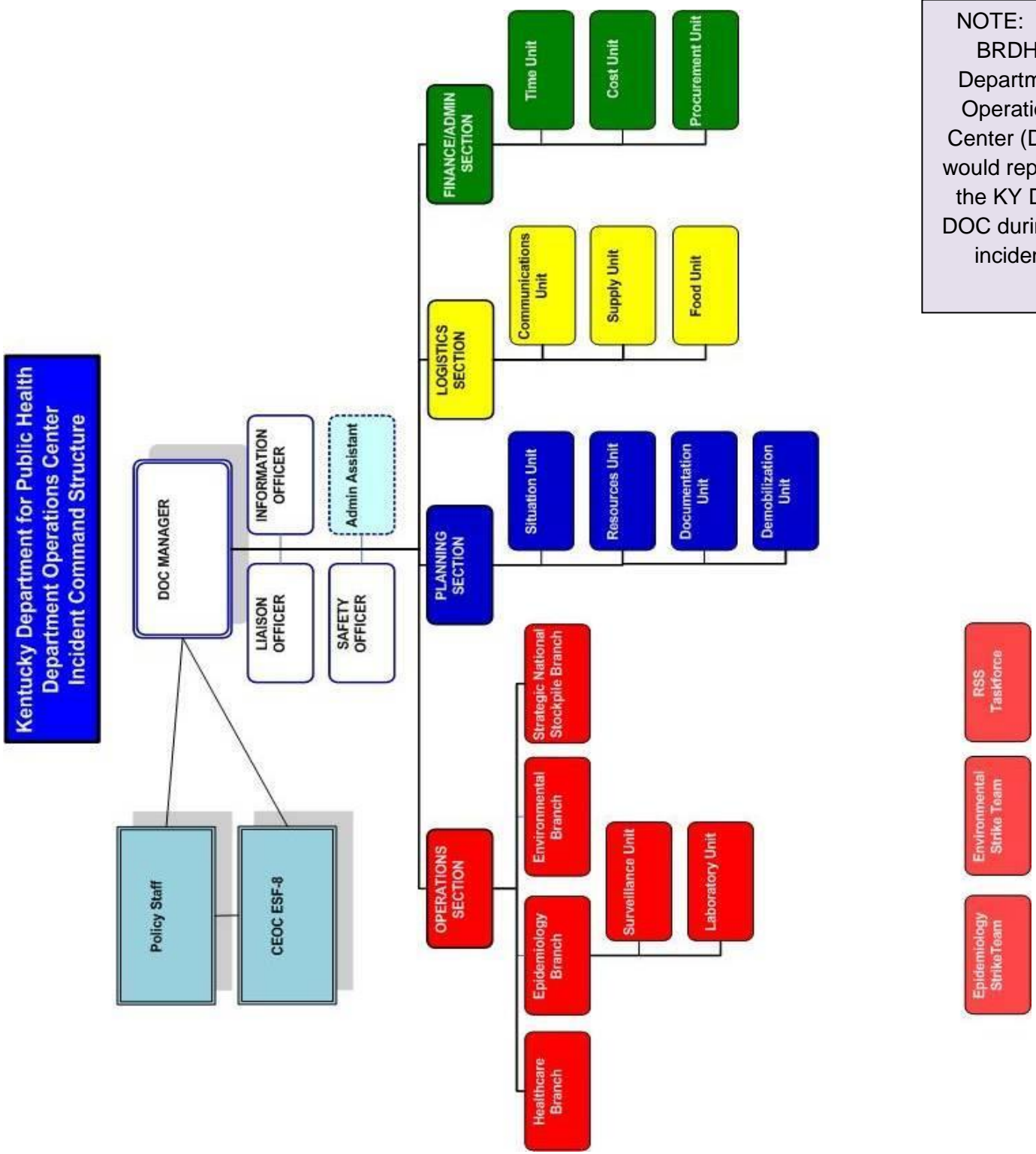
Blue – State Level
White – Local Level
Yellow – Regional Level

County EOC Organizational Chart



Source: County Emergency Operation Plans, Basic Plan

KY Department for Public Health Department Operations Center ICS Structure



NOTE: The BRDHD Department Operations Center (DOC) would report to the KY DPH DOC during an incident.

Necessary Roles

P = Primary, S = Secondary, T = Tertiary

Blue = Individuals, Green = Teams/Groups

= Roles that Should Always be Staffed

| | Incident Commander* | Public Info Officer* | Safety Officer | Finance Section Chief | Logistics Section Chief | Planning Section Chief | Operations Section Chief* | Investigation Section Chief | POD Operations Coord. | Human Resources Unit Leader | Materials Unit Lead | Supply Unit Lead | Food/Personnel Needs Unit Lead | Facilities Unit Leader | Comm Unit Leader | Recruitment Unit Leader | Resource Unit Leader | Situation Unit Leader | Health Info Unit Leader | Vaccination Unit Leader | Security Unit Leader | Forms Unit Leader | Volunteer Credential Unit | Medical Unit Leader | Patient Ed Unit Leader | Environmental Unit Lead | CD Team Unit Lead |
|---------------------------|---------------------|----------------------|----------------|-----------------------|-------------------------|------------------------|---------------------------|-----------------------------|-----------------------|-----------------------------|---------------------|------------------|--------------------------------|------------------------|------------------|-------------------------|----------------------|-----------------------|-------------------------|-------------------------|----------------------|-------------------|---------------------------|---------------------|------------------------|-------------------------|-------------------|
| Director | P | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personnel Director | T | P | | | | | | | T | | | | | | | | | | | | | | | | | | |
| Dir. of Disaster Prep | S | | | | | P | | | | | | | | | | | | | | | | | | | | | |
| Environmental Supervis. | | | | | | | | P/S | | | | | | | | | | | | | | | | | | P | |
| Dir. of Comm. Promo. | | | | | T | | | | | | | | | | | | | | | | | | | | | | |
| Dir. of Comm. Improve. | | | | | P | | | | | | | | | | | | | | | | | | | | | | |
| Dir. of Clinical Services | | | | | | | P | | | | | | | | | | | | | | | | | | | | |
| Dir. Of Dental Services | | | | | | | | | | | | | | | | | | | | | | S | S | | | | |
| Finance Director | | | | P | | | | | | | | | | | | | | | | | | | | | | | |
| Director of IT | | | | | | | | | | | | | | | P | | | | | | | | | | | | |
| Regional Epidemiologist | | | | | | | | T | | | | | | | | | | | | | | | | | | | |
| Preparedness Coord. | | | | | | T | | | | | | | | | | | | | | | | | T | | | | |
| Reg. Training Coord. | | | | | | S | | | | | | | | | | P | | | | | | | S | | | | |

Incident Action Plan (IAP)

The Incident Action Plan or (IAP) is an important management tool used in ICS and contains the objectives and tasks for responding to the incident. IAPs are written for operational periods, which usually last 12 hours, but may vary in length. An operational period is defined as the time scheduled to carry out a given set of actions as specified in the IAP. The IAP is communicated throughout the ICS organization in order to ensure that all responders understand the objectives and tasks to be accomplished. ICS Forms are found in Appendix to Tab 4.

Staff Check-In/Check-Out Procedures

For managing and tracking personnel, BRDHD will use a paper system. Staff Check-in/Check-out form (below) will be utilized for staff and volunteers to check-in / check – out during a response. These forms will be sent to the BRDHD DOC at the completion of each shift. It can be found in Appendix to Tab 4.

The POD Manager or their designee will be responsible for assuring all staff and volunteers have checked in or out.

All responders, whether BRDHD staff or volunteers, will sign in when reporting to their respective workstation. As responders are demobilized, they will be instructed to sign out.

Alternative sites may be used in the event of a disaster that renders the local health department unavailable or unsafe.

| County | Primary Reporting Site | Alternate Site 1 | Alternate Site 2 |
|--------------------------------------|--------------------------------|---|---|
| Barren | Barren Co. Health Department | YMCA 1 YMCA Way Glasgow, KY 270-651-9622 | Park City-City Building 41 Mammoth Cave St. Park City, KY 270-749-5695 |
| Butler | Butler Co. Health Department | Fiscal Court Room-City Court House 110 N. Main Morgantown, KY 270-526-5631 | Butler County Library 125 West Ohio Street. Morgantown, KY 270-526-4722 |
| Edmonson | Edmonson Co. Health Department | Brownsville Community Center 108 N. Main St. Brownsville, KY 270-597-3912 | Chalybeate Fire Dept. 1846 Chalybeate Rd. Smiths Grove, KY (Located on HWY 101 in Edmonson County) 270-597-3931 |
| Hart | Hart Co. Health Department | Hart County High School 1014 South Dixie Hwy. Munfordville, KY 270-542-9341 | Munfordville Elementary 215 N. West St. Munfordville, KY 270-542-4651 |
| Logan | Logan Co. Health Department | National Guard Armory 600 N. Breathitt St. Russellville, KY 270-726-8748 | Logan Memorial Hospital 1625 Nashville St. Russellville, KY 270-726-2225 |
| Metcalfe | Metcalfe Co. Health Department | Bowling Park 1608 West Stockton St Edmonton, KY 270-432-7208 | County Lake Park 685 Metcalfe County Lake Park Rd. Edmonton, KY 270-432-5872 |
| Simpson | Simpson Co. Health Department | Franklin/Simpson Co. Ambulance Service 401 Macedonia Road. Franklin, KY 270-598-0467 | Franklin Police Department 100 S. Water St. Franklin, KY 270-586-7166 |
| Warren & District Offices | Warren Co. Health Department | Hillview Heights Church 3291 Nashville Rd. Bowling Green, KY 270-842-7287 | Living Hope Baptist Church 1805 Westen Ave. Bowling Green KY 270-843-9462 |

Disaster Response Agency Partners

| Agency | Partners |
|-------------------------|--|
| Public Health | <ul style="list-style-type: none"> ■ Local Public Health ■ State Public Health ■ Regional Federal Health Services ■ Centers for Disease Control ■ State or Regional Public Health Labs |
| Environmental Health | <ul style="list-style-type: none"> ■ Local Environmental Health ■ State Environmental Health ■ Emergency Protection Agency (EPA) |
| Public Safety | <ul style="list-style-type: none"> ■ Local Law Enforcement ■ State Police ■ Local FBI ■ Fire Department ■ HazMat Unit (DARRT 4) ■ EMS ■ 911 Dispatch ■ Animal Control ■ Agriculture Agencies |
| Emergency Management | <ul style="list-style-type: none"> ■ County Emergency Management Directors ■ Regional Emergency Managers ■ State Emergency Management ■ FEMA Regional Office |
| Healthcare | <ul style="list-style-type: none"> ■ Local Hospitals (Administrators, Emergency Department, Infection Control, Pathology, Lab) ■ Local Labs ■ Local Physicians ■ Pharmacies ■ Home Health ■ EMS ■ Long Term Care Facilities ■ Local Veterinarians ■ Poison Control Center ■ Coroners |
| Mental Health Services | <ul style="list-style-type: none"> ■ Local Mental Health (LifeSkills) ■ State Mental Health ■ KY Community Crisis Response Board (KCCRB) |
| Public Works | <ul style="list-style-type: none"> ■ Local/Regional Water ■ Local/Regional Electric ■ Department of Transportation |
| Local Elected Officials | <ul style="list-style-type: none"> ■ Mayors ■ County Judge Executives ■ County Attorney |
| Volunteer Agencies | <ul style="list-style-type: none"> ■ American Red Cross ■ United Way ■ Salvation Army |
| Private Sector | <ul style="list-style-type: none"> ■ Businesses ■ Churches ■ Media |
| Military | <ul style="list-style-type: none"> ■ National Guard |

Response Agencies and Actions / Responsibilities

| Response Agency | Typical Actions Taken |
|---|---|
| <i>Local Emergency Management*</i> | Host EOC; coordinate response logistics; deploy assets; liaison with state EMA; post-event claims |
| <i>Area Manager for KY EM**</i> | Assist local Emergency Management, establish regional EOC, deploy HEART assets |
| <i>Law Enforcement*</i> | Threat assessment; criminal investigation; forensics and evidence processing; security |
| <i>Local Public Health Department**</i> | Surveillance and detection; epidemiological investigation; medical care coordination; administration of prophylaxis and vaccines; emergency powers; environmental control measures; communications with other agencies, the public, and media |
| <i>Environmental Agency</i> | Assessment of contaminated environments; vector control; rehabilitation of contaminated facilities; disposal of contaminated property |
| <i>Fire Department*</i> | Scene management (if indicated); decontamination (if indicated); HazMat disposal; staff care centers |
| <i>Emergency Medical Services (EMS)**</i> | Transport patients; support care centers and triage areas; augment hospital services |
| <i>Hospitals*</i> | Provide emergency and definitive medical care; isolate patients; dispense medications and vaccines; supplement lab services |
| <i>Medical Examiner**</i> | Pathologic exams; body disposition; specimen collection; casualty lists |
| <i>Mental Health Agency**</i> | Monitoring mental health needs; delivery of services to response personnel and general public |
| <i>Clinical Labs**</i> | Initial or confirmatory testing of specimens |
| <i>Public Works Agency**</i> | Water, sewer monitoring and treatment; provision of vehicles and equipment |
| <i>Animal Control*</i> | Monitoring measures to control spread to animals |

*County Resource

**Regional/State Resource

Roles / Responsibilities of Public Health Partners

| | | Command Control | Detection | | | | Investigation | | | | Response (Communication, Containment, Prevention) | | | | | | | | | | Recovery | | | | | | | | | |
|----------------------|-------------------------|-----------------|-----------|---------|-----------|--------|---------------|---------|----------|---------|---|--------|--------|--------|--------|---------|----------|-------|--------|--------|----------|---------|---------|---------|---------|---------|----------|--------|----------|-----------|
| Role/ Responsibility | Agency / Official | Activat | Activat | Surveil | BioIntell | Enviro | Sampl | CaseInv | DataShar | DataMan | Eviden | Alerts | MedRel | MedCar | Mental | Quarant | Facility | Fatal | Animal | Enviro | Vaccine | MassPat | Volunte | Evacuat | Crowd/T | Shelter | Security | Decont | LongTerm | Reimburse |
| → | ↓ | EOC | JLC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC | EOC |
| Health Public | BRDHD | | | P | S | S | P | S | P | P | P | S | P | P | S | P | S | | | P | P | S | P | | | | | | | |
| | KYDPH and State Lab | | | P | S | S | S | P | S | P | P | S | P | P | S | S | S | S | S | P | S | S | S | | | | | | S | S |
| | Local Em. Mgt. Director | P | P | S | | S | | | | | S | S | S | | | S | S | S | | | S | S | S | P | S | S | S | S | P | P |

| | | Command Control | Detection | | | | | Investigation | | | Response (Communication, Containment, Prevention) | | | | | | | | | | | Recovery | | | | | | | | | | |
|----------------------|----------|-----------------|-----------|----------|--------------|----------|------------|---------------|---------------|------------|---|------------|------------|-----------|--------|---------|-----------|------------|------------|----------|---------|---------------|-------------|-------------|------------|------------|---------|------------|----------|----------|---------|-----------|
| Role/ Responsibility | → | Activat | Activat | Activat | Surveil | Biointel | Clinical | Environmental | Sampling | Case | Data | Data | Evidence | Alerts | Media | Medical | Mental | Quarantine | Facility | Fatality | Animal | Environmental | Vaccine | Mass | Volunteer | Evacuation | Crowd | Sheltering | Security | Decontam | Long | Reimburse |
| Agency / Official | ↓ | County | Region | Illinois | Intelligence | Sample | Collection | Testing | Investigation | Management | Management | Management | Advisories | Relations | Health | Health | Isolation | Security | Management | Control | Control | Control | Prophylaxis | Prophylaxis | Management | Control | Control | Control | Control | Control | Control | Control |
| Safety Public | Regional | S | P | P | S | S | | | | | | S | S | S | | | S | S | S | | | | S | S | S | P | S | S | S | P | S | |
| | KEY | S | S | S | S | S | | | | | | S | S | S | | | S | S | S | | | | S | S | S | S | S | S | S | S | S | |
| | Fire | | | | | | | | | | | | | | | S | S | S | | | | | | | | P | S | | | P | | |
| | EMS | | | | S | S | | | | | | | | | | P | | | | | | | | S | S | | | | | | | |

| | | Command Control | Detection | | | | Investigation | | Response (Communication, Containment, Prevention) | | | | | | | | | | | Recovery | | | | | | | | | |
|---------------------|-------------------|---------------------|-----------------------|--------------|-----------------|---------------------------------|------------------|--------------------|---|-----------------|---------------------|-----------------------|-------------------|---------------|----------------------|-------------------|---------------------|----------------|---------------|-----------------------|-------------------|----------------|------------|-----------------------|------------|----------|-----------------|--------------------|----------------------|
| Role/Responsibility | Agency / Official | ActivatE County EOC | ActivatE Regional EOC | Surveillance | Biointelligence | Environmental Sample Collection | Sampling/Testing | Case Investigation | Data Sharing (Epi) | Data Management | Evidence Management | Alerts and Advisories | Medical Relations | Mental Health | Quarantine/Isolation | Facility Security | Fatality Management | Animal Control | Environmental | Vaccine & Prophylaxis | Mass Patient Care | Volunteer Mgt. | Evacuation | Crowd/Traffic Control | Sheltering | Security | Decontamination | Long Term Recovery | Reimbursement (FEMA) |
| Local Police | | | | | S | | | S | | | P | | | | S | P | S | P | S | S | | | P | P | S | P | | | |
| State Police | | | | | S | S | S | S | | | P | | | | S | S | S | | S | S | | | P | P | S | P | | | |
| Regional FBI Office | | | | | P | | | S | | | P | | | | | | | | | | | | | | | | | | |

| | | Command Control | Detection | | | | Investigation | | | Response (Communication, Containment, Prevention) | | | | | | | | | | | Recovery | | | | | | | | | | | |
|----------------------|-----------------------|-----------------|----------------|-------------------------|--------------|-----------------|----------------------------|---------------------------------|------------------|---|--------------------|-----------------|---------------------|-----------------------|-----------------|--------------|---------------|----------------------|-------------------|---------------------|----------------|---------------|-----------------------|-------------------|----------------|------------|-----------------------|------------|----------|-----------------|--------------------|----------------------|
| Role/ Responsibility | → | Activative EOC | Activative JLC | Activative Regional EOC | Surveillance | Biointelligence | Clinical Sample Collection | Environmental Sample Collection | Sampling/Testing | Case Investigation | Data Sharing (Epi) | Data Management | Evidence Management | Alerts and Advisories | Media Relations | Medical Care | Mental Health | Quarantine/Isolation | Facility Security | Fatality Management | Animal Control | Environmental | Vaccine & Prophylaxis | Mass Patient Care | Volunteer Mgt. | Evacuation | Crowd/Traffic Control | Sheltering | Security | Decontamination | Long Term Recovery | Reimbursement (FEMA) |
| Agency / Official | ↓ | County EOC | JLC | Regional EOC | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Regional Haz Mat Team | | | | | P | P | | | | | S | | | | | | | | | | | | | | | | | | | | |
| | Hospitals | | | | S | S | P | | P | S | S | S | S | S | | | | | | S | | | | | | | | | | | S | |

| Role/ Responsibility → | Agency / Official ↓ | Command Control | | Detection | | Investigation | | Response (Communication, Containment, Prevention) | | | | | | | | | | | Recovery | | | | | | | | | | | | | | | | | |
|---------------------------|------------------------|-----------------------|-------------------------|--------------|------------------|---------------------------------|------------------|---|--------------------|-----------------|---------------------|-----------------------|-----------------|--------------|---------------|----------------------|-------------------|---------------------|----------------|---------------|-----------------------|-------------------|----------------|------------|-----------------------|------------|----------|-----------------|--------------------|----------------------|--|--|--|---|--|--|
| | | Activative County EOC | Activative Regional EOC | Surveillance | Bio Intelligence | Environmental Sample Collection | Sampling/Testing | Case Investigation | Data Sharing (Epi) | Data Management | Evidence Management | Alerts and Advisories | Media Relations | Medical Care | Mental Health | Quarantine/Isolation | Facility Security | Fatality Management | Animal Control | Environmental | Vaccine & Prophylaxis | Mass Patient Care | Volunteer Mgt. | Evacuation | Crowd/Traffic Control | Sheltering | Security | Decontamination | Long Term Recovery | Reimbursement (FEMA) | | | | | | |
| Poison Control | | | | S | S | | | | | | | S | | | | | | | | | | | | | | | | | | | | | | | | |
| Local Mental Health | | | | | | | | | | | | | | P | | | S | | | | | S | S | | | | S | | | | | | | S | | |

| | | Command Control | Detection | | | | Investigation | | | Response (Communication, Containment, Prevention) | | | | | | | | | | | Recovery | | | | | | | | | |
|------------------------|-------------------|-----------------|------------|------------|--------------|-----------------|----------------------------|------------------------|--------------------|---|-----------------|---------------------|-----------------------|-------------------|---------------|----------------------|-------------------|---------------------|----------------|---------------|-----------------------|-------------------|----------------|------------|-----------------------|------------|----------|-----------------|--------------------|----------------------|
| Role/ Responsibility | Agency / Official | ActivatEEOC | ActivatEOC | ActivatEOC | Surveillance | Biointelligence | Clinical Sample Collection | Environmental Sampling | Case Investigation | Data Sharing (Epi) | Data Management | Evidence Management | Alerts and Advisories | Medical Relations | Mental Health | Quarantine/Isolation | Facility Security | Fatality Management | Animal Control | Environmental | Vaccine & Prophylaxis | Mass Patient Care | Volunteer Mgt. | Evacuation | Crowd/Traffic Control | Sheltering | Security | Decontamination | Long Term Recovery | Reimbursement (FEMA) |
| A g e n c i e s | Vets / Vet Labs | | | | S | S | P | | P | S | S | | | S | | | | | S | S | | | | | | | | | | |
| | Red Cross | | | | S | | | | | S | | | S | S | S | S | | | | | | S | P | | | P | | | S | |
| | Local Coordinator | | | | | | S | | | | S | | S | | | | | P | | | | | | | | | | | | |

| | | Command Control | Detection | | | | Investigation | | | Response (Communication, Containment, Prevention) | | | | | | | | | | | Recovery | | | | | | | | |
|----------------------|-------------------|-----------------|------------|--------------|-----------------|-------------------------------|------------------|-------------------|------------------|---|--------------------|---------------------|------------------|--------------|----------------------|------------------|--------------------|---------------|--------------|---------------------|-----------------|---------------|------------|----------------------|------------|----------|-----------------|------------------|---------------------|
| Role/ Responsibility | Agency / Official | ActivatEEOC | ActivatEOC | SurveillancE | BiointelligencE | Environmentalsamplecollection | Sampling/Testing | CaseInvestigation | DataSharing(Epi) | DataManagement | EvidenceManagement | AlertsandAdvisories | MedicalRelations | MentalHealth | Quarantine/Isolation | FacilitySecurity | FatalityManagement | AnimalControl | Environmenta | Vaccine&Prophylaxis | MassPatientCare | VolunteerMgt. | Evacuation | Crowd/TrafficControl | Sheltering | Security | Decontamination | LongTermRecovery | Reimbursement(FEMA) |
| SchoolsK-12 | | | | S | | | | S | S | | | S | S | S | S | | | | | | | | S | S | | | | | |
| WesternKYUniversity | | | | S | S | S | | S | S | | | S | S | S | S | | | S | | | | | S | S | S | S | | | |

| | | Command Control | Detection | | | | Investigation | | | | Response (Communication, Containment, Prevention) | | | | | | | | | | Recovery | | | | | | | | | |
|-------------------------------|------------------------|----------------------------|----------------|-------------------------|--------------|-----------------|---------------------------------|------------------|--------------------|--------------------|---|------------------------------|-----------------------|-------------------|---------------|----------------------|-------------------|---------------------|----------------|---------------|-----------------------|-------------------|----------------|------------|-----------------------|------------|----------|-----------------|--------------------|----------------------|
| Role/ Responsibility → | Agency / Official ↓ | Activative County EOC | Activative JLC | Activative Regional EOC | Surveillance | Biointelligence | Environmental Sample Collection | Sampling/Testing | Case Investigation | Data Sharing (Epi) | Data Management | Evidence Management | Alerts and Advisories | Medical Relations | Mental Health | Quarantine/Isolation | Facility Security | Fatality Management | Animal Control | Environmental | Vaccine & Prophylaxis | Mass Patient Care | Volunteer Mgt. | Evacuation | Crowd/Traffic Control | Sheltering | Security | Decontamination | Long Term Recovery | Reimbursement (FEMA) |
| | | P | | | | | | | | | | | S | S | | | | | | | | | | | | | | | | |
| Agencies (Electric, Water) | Other | P = Primary Responsibility | | | | | | | | | | S = Secondary Responsibility | | | | | | | | | | | | | | | | | | |
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P = Primary Responsibility S = Secondary Responsibility

BRDHD Snapshot of Functions (Mini-Plan for Events)

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| <p style="color: red; font-weight: bold;">Agency Communication Plan</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> Public Information Officer (PIO) or designee will activate the BRDHD Communication Plan. PIO or designee will alert staff and partners See BRDHD All Hazard Plan, Tab 7 |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> Activate Planning, Quality and Communication Team and assign staff responsibilities, including back-ups. Work with IC to determine information to be released and specific single overriding communication objective (SOCO). Establish streamlined and accurate information process for delivering information to the public. Establish schedules and processes for communicating in both directions with partners. Notify media partners that an EOC has been established, and remind them that the PIO will be the single source of information, and the contact for arranging interviews. Establish a schedule for regular press conferences, and update this schedule as needed. See BRDHD All Hazard Plan, Tab 7 Communications |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> Notification that Command and Control has been activated Notification that press releases need to be done |
| | <p>Authority</p> <ul style="list-style-type: none"> BRDHD Incident Commander and/or Public Information Officer |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> See BRDHD All Hazard Plan, Tab 7, Appendix C FEMA Form ICS 205A, 213, 214, 217A |
| <p style="color: red; font-weight: bold;">Command and Control - Activating BRDHD Staff and/or the</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> BRDHD Director or designee will activate the BRDHD All Hazard Plan BRDHD Director or designee will alert staff in conjunction with the PIO See BRDHD All Hazard Plan, Tab 4 |

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| <p>BRDHD Department of Operations Center (DOC)</p> | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> • Staff will be notified of activation of the plan • Staff may be put on stand-by for response • IC Chart will be established • DOC will be activated, if necessary |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> • Requested assistance from a partner agency • Declaration of a public health disaster by the Commissioner of Health • Declaration of a disaster within the state • Any situation that may threaten the public’s health |
| | <p>Authority</p> <ul style="list-style-type: none"> • BRDHD District Director or Disaster Response Manager, Human Resource Manager |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> • FEMA ICS Forms in Tab 4, Appendix A • AHP, Tab 7, Appendix C |
| <p>Command and Control - Activating the County Emergency Operation Center (EOC)</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> • Each county EOC will have a BRDHD representative (ESF 8 Coordinator), if requested by Emergency Management. • Report to County EOC if requested by Emergency Management |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> • BRDHD District Director or Incident Commander will assign staff to report to the EOC. • See County Emergency Operation Plan (EOP) for additional information. |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> • The EOC will be established at the county Emergency Management Director’s discretion |
| | <p>Authority</p> <ul style="list-style-type: none"> • County Emergency Management Director • Kentucky Division of Emergency Management (state or regional) |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> • FEMA ICS Forms in Tab 4, Appendix A • AHP, Tab 7, Appendix C |

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| Command and Control - Activating the Joint Information Center (JIC) | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> BRDHD will send the appropriate staff members to the JIC |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> BRDHD staff will report to the JIC during an event with public health implications The JIC will work to establish streamlined and accurate information from multiple agencies to reach the public See BRDHD All Hazard Plan, Tab 7 Communications |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> During a public health event <ul style="list-style-type: none"> If needed, BRDHD may request that the Emergency Management Director to establish a JIC See BRDHD All Hazard Plan, Tab 7 Communications During a non-public health event <ul style="list-style-type: none"> If the Emergency Management Director requests JIC support, BRDHD will provide the appropriate representative to report |
| | <p>Authority to Establish JICs</p> <ul style="list-style-type: none"> County Emergency Management Directors Kentucky Division of Emergency Management |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> BRDHD All Hazard Plan, Tab 7, Appendix C FEMA Form ICS 205A, 213, 214, 217A |
| | Continuity of Operations Plan |
| <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> Incident Commander (IC) will activate the COOP plan. IC or COOP Coordinator will take appropriate actions. See COOP plan for additional information. | |
| <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> When COOP plan is activated, appropriate response actions will be taken to assure essential services are running. | |
| <p>Authority</p> <ul style="list-style-type: none"> BRDHD District Director or Disaster Response Manager, Human Resource Manager, or COOP Coordinator | |
| <p>Documentation to be completed</p> <ul style="list-style-type: none"> FEMA ICS Forms in Tab 4, Appendix A AHP, Tab 7, Appendix C | |

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| Disaster Behavioral Health | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> BRDHD will request mental health services if necessary. |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> BRDHD will request services if necessary. Request must be approved by county (or state) EOC. Agencies such as Lifeskills, Kentucky Crisis Community Response Board (KCCRB), ESF-8 partners may respond. |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> If mental health counseling is needed, mental health partners will be activated by the County Emergency Management Director |
| | <p>Authority</p> <ul style="list-style-type: none"> BRDHD IC will request mental health services if needed. |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> FEMA ICS Forms in Tab 4, Appendix A |
| Environmental - Air Quality | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> Health Environmentalist will refer request for service for air quality issues to KY Energy & Environmental Cabinet (EEC) Division for Air Quality following a call, office visit or inspection |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> Health Environmentalist will refer client or contact the KY EEC Division of Air Quality as appropriate |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> When a Health Environmentalist receives a request for service involving air quality issues, problems, etc. or observes a problem on an inspection |
| | <p>Authority</p> <ul style="list-style-type: none"> KY Energy & Environmental Division for Air Quality regulates air quality |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> Inspection data shall be entered into the Environmental Health Management Information System (EHMIS) in a timely manner. FEMA ICS Forms in Tab 4, Appendix A AHP, Tab 7, Appendix C |
| Environmental -Chemical / Toxic Clean-Up | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> Health Environmentalist will refer request for service for chemical/toxic clean up to KY Energy & Environmental Cabinet (EEC) or regional US Environmental Protection Agency (US EPA) office following a call, office visit or inspection |

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| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> Health Environmentalist will refer client or contact the KY EEC Cabinet or regional US EPA office as appropriate |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> When a Health Environmentalist receives a request for service involving chemical/toxic issues, problems, etc. or observes a problem on an inspection |
| | <p>Authority</p> <ul style="list-style-type: none"> KY EEC oversees chemical or toxic release control and clean-up. Superfund is the US EPA's program to identify, investigate and clean up uncontrolled or abandoned hazardous waste sites in the US |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> FEMA ICS Forms in Tab 4, Appendix A Inspection data shall be entered into the Environmental Health Management Information System (EHMIS) in a timely manner. AHP, Tab 7, Appendix C |
| <p>Environmental - Drinking Water Supply and Safety</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> During a water supply emergency, Environmental Health staff inspect public facilities to ensure that safe operational procedures are in place to protect the public health Provide office consultation on private water lab results and educational material on disinfection of private water sources to client Health Environmentalist will refer client or contact the KY EEC Cabinet as appropriate |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> Following a call, office visit, or inspection |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> When a Health Environmentalist receives a request for service involving water quality issues, problems, etc. or observes a problem on an inspection |
| | <p>Authority</p> <ul style="list-style-type: none"> Food Service: KRS 217.005–217.285 & 902 KAR 45:005 & 2005 FDA Food Code Private water samples: KRS 211.345 The KY EEC Division of Water regulates public water and water distribution systems |

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| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> ● FEMA ICS Forms in Tab 4, Appendix A ● Inspection data shall be entered into the Environmental Health Management Information System (EHMIS) in a timely manner. ● AHP, Tab 7, Appendix C |
| <p>Environmental - Food Safety</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> ● Inspect facilities for sanitary operation in accordance with regulation ● Take enforcement action when necessary ● Quarantine of adulterated products |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> ● Inspection of public food service establishments following disasters |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> ● Inspections conducted as required by regulations ● Request for services as per client needs ● Following a boil water advisory a Health Environmentalist responds to affected permitted facilities within the Water Service Emergency area |
| | <p>Authority</p> <ul style="list-style-type: none"> ● Food Service: KRS 217.005–217.285 & 902 KAR 45:005 & 2005 FDA Food Code ● As per Water Emergency Operational Procedures for Retail Food Establishments |
| <p>Environmental - Foodborne /</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> ● Environmental Health Staff investigate food borne and water borne outbreaks ● Environmental Health Staff consult and work closely with the Communicable Disease Team |

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| Waterborne Outbreak | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> • Inspect facilities for sanitary operation in accordance with regulation • During a Water Supply Emergency, Environmental Health staff inspect public facilities to ensure that safe operational procedures are in place to protect the public health |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> • Upon confirmation of a food borne or waterborne outbreak |
| | <p>Authority</p> <ul style="list-style-type: none"> • Food Service: KRS 217.005–217.285 & 902 KAR 45:005 & 2005 FDA Food Code • As per Water Emergency Operational Procedures for Retail Food Establishments |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> • FEMA ICS Forms in Tab 4, Appendix A • Inspection data shall be entered into the Environmental Health Management Information System (EHMIS) in a timely manner. • KY Foodborne and Waterborne Manual, Collection & Submission of Food Samples, pgs. 169-194 • AHP, Tab 7, Appendix C |
| Environmental -Hazardous Waste Management | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> • Health Environmentalist will refer request for service for hazardous waste issues to KY Energy & Environmental Cabinet (EEC) Division of Waste or regional US Environmental Protection Agency (US EPA) office following a call, office visit or inspection |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> • Health Environmentalist will refer client or contact the KY EEC Cabinet or regional US EPA office as appropriate |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> • When a Health Environmentalist receives a request for service involving hazardous waste issues, problems, etc. or observes a problem on an inspection |
| | <p>Authority</p> <ul style="list-style-type: none"> • KY EEC Division of Waste, Hazardous Waste Branch regulates hazardous waste. Superfund is the EPA's program to identify, investigate and clean up uncontrolled or abandoned hazardous waste sites in the US |

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| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> ● FEMA ICS Forms in Tab 4, Appendix A ● Inspection data shall be entered into the Environmental Health Management Information System (EHMIS) in a timely manner. ● AHP, Tab 7, Appendix C |
| <p>Environmental - Mass Care and Evaluation of Shelters</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> ● Health Environmentalist will inspect and monitor emergency shelters for sanitary conditions |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> ● As notified by community partners, Environmental Health staff complete a surveillance form on each shelter and fax completed form to the Division of Public Health Operation Center |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> ● When emergency shelters are set up in the community |
| | <p>Authority</p> <ul style="list-style-type: none"> ● Request by Division of Public Health Protection & Safety Branch ● Local Health Environmentalist is notified or observes Emergency Shelters are set up in the community |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> ● FEMA ICS Forms in Tab 4, Appendix A ● Inspection data shall be entered into the Environmental Health Management Information System (EHMIS) in a timely manner. ● AHP, Tab 12, Environmental Health Assessment Form Instruction Sheet, pg. 1 ● AHP, Tab 12, Environmental Surveillance Form for Shelters, pgs. 1-3 ● AHP, Tab 7, Appendix C |
| <p>Environmental – Sanitation</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> ● Inspect facilities for sanitary operation in accordance with respective regulation ● Investigate public health nuisance complaints |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> ● Issue notices to correct public health nuisances ● Take enforcement action if necessary to achieve compliance |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> ● Inspection of public facility as required by regulation ● Investigation of nuisance per request of client |

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| | <p>Authority</p> <ul style="list-style-type: none"> Local Health Environmentalist investigates possible health nuisances and permitted public facilities in accordance to KY Administrative Regulations and Statutes <p>Documentation to be completed</p> <ul style="list-style-type: none"> FEMA ICS Forms in Tab 4, Appendix A Inspection data shall be entered into the Environmental Health Management Information System (EHMIS) in a timely manner. AHP, Tab 7, Appendix C |
| <p>Environmental Radiation Exposure</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> Health Environmentalist will refer radiation events to the KY Division of Public Health Radiation Branch or to the KY Emergency Management Duty Office |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> Health Environmentalist will contact or refer client to the KY Department for Public Health/ Radiation Health Branch or KY Emergency Management Duty Office as appropriate |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> Report of a Radiological exposure or event |
| | <p>Authority</p> <ul style="list-style-type: none"> The KY Department for Public Health/Radiation Health Branch is responsible for statewide emergency response to radiological incidents and emergencies and is equipped to respond to these events 24 hours a day. |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> FEMA ICS Forms in Tab 4, Appendix A Inspection data shall be entered into the Environmental Health Management Information System (EHMIS) in a timely manner. AHP, Tab 7, Appendix C |
| <p>Environmental - Solid Waste Management</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> Health Environmentalist will refer request for service for solid waste issues to KY Energy & Environmental Cabinet (EEC) Division for Waste following a call, office visit or inspection |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> Health Environmentalist will refer client or contact the KY EEC Division of Waste as appropriate |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> When a Health Environmentalist receives a request for service involving solid waste issues, problems, etc. or observes a solid waste problem on an inspection |

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| | <p>Authority</p> <ul style="list-style-type: none"> ● KY Energy & Environmental Division of Waste regulates solid waste management |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> ● FEMA ICS Forms in Tab 4, Appendix A ● Inspection data shall be entered into the Environmental Health Management Information System (EHMIS) in a timely manner. ● AHP, Tab 7, Appendix C |
| <p>Environmental -Vector Surveillance</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> ● Investigate public health nuisance complaints concerning vectors ● Provide public information as it relates to vector control in conjunction with the PIO (if staffed) |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> ● Issue notices to correct public health nuisances ● Take enforcement action if necessary to achieve compliance |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> ● When a Health Environmentalist receives a request for service involving vectors or observes a problem on an inspection |
| | <p>Authority</p> <ul style="list-style-type: none"> ● KRS 211.210, KRS 212.210 and Health Environmentalist |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> ● FEMA ICS Forms in Tab 4, Appendix A ● Inspection data shall be entered into the Environmental Health Management Information System (EHMIS) in a timely manner. ● AHP, Tab 7, Appendix C |
| <p>Environmental -Waste Water, Private Onsite Sewage Disposal Systems</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> ● Conduct site evaluations for onsite sewage disposal systems ● Issue installation permits ● Inspect installed systems for compliance with the regulation ● Per request, inspect existing private septic systems for compliance with the regulation |

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| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> • Conduct site evaluation to determine sizing for an onsite sewage disposal system per regulation • Inspect onsite sewage disposal system for compliance to regulation • Inspect existing private septic system for compliance to regulation • Take enforcement action as necessary to ensure compliance to regulation |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> • Site evaluation within 15 working days of application • Excavation or final inspection per request of Certified Installer or Homeowner • Existing inspection of private septic system per applicant request |
| | <p>Authority</p> <ul style="list-style-type: none"> • Onsite Sewage Disposal Systems: KRS 211.350–211.380, 211.990 & 902 KAR 10:081 • Existing Private Septic Systems: KRS 211.180 & KRS 212.210 |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> • FEMA ICS Forms in Tab 4, Appendix A • Inspection data shall be entered into the Environmental Health Management Information System (EHMIS) in a timely manner. • AHP, Tab 7, Appendix C |
| | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> • Health Environmentalist will refer request for service for public sewer waste issues to KY Energy & Environmental Cabinet (EEC) Division of Water |
| <p>Environmental – Waste Water, Public Sewer</p> | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> • Health Environmentalist will refer client or contact the KY EEC Division of Water as appropriate |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> • When a Health Environmentalist receives a request for service involving public sewer waste issues, problems, etc. or observes a public sewer waste problem on an inspection |
| | <p>Authority</p> <ul style="list-style-type: none"> • KY Energy & Environmental Cabinet Division of Water regulates public sewer waste water |

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| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> ● FEMA ICS Forms in Tab 4, Appendix A ● Inspection data shall be entered into the Environmental Health Management Information System (EHMIS) in a timely manner. ● AHP, Tab 7, Appendix C |
| <p>Epi - Data Sharing</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> ● Sharing data with local healthcare providers, hospitals, KY DPH as needed ● Assimilating and sharing Epi Data with necessary local, regional, state partners and public as needed. |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> ● Appropriate data will be shared in accordance to HIPAA guidelines and agency policy for data sharing. |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> ● Data sharing will happen as needed ● Once Surveillance and Investigation processes have been initiated and data from such has begun to be assimilated/ reviewed/analyzed for outcomes. |
| | <p>Authority</p> <ul style="list-style-type: none"> ● Regional Epidemiologist will follow the HIPAA guidelines and agency policy for data sharing. In certain situations may need approval from Planning, Quality and Communication Branch Manager/Public Health Director/State Epidemiologist. ● CD Team ● Planning, Quality and Communication Branch Manager/Public Information Officer ● KY DPH Div. of Epidemiology Consultants ● State Epidemiologist |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> ● FEMA ICS Forms in Tab 4, Appendix A ● AHP, Tab 7, Appendix C |
| <p>Epi Data – Management</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> ● Regional Epidemiologist’s primary role to: <ul style="list-style-type: none"> ○ Manage outbreak investigation data with assistance of CD team and ERRT members. ○ Prepare outbreak investigation reports |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> ● Regional Epidemiologist with assistance from CD team and ERRT members will collect, review, analyze and disseminate the data |

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| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> In response to an outbreak/epidemic/pandemic/disaster data will be collected, reviewed and managed. |
| | <p>Authority</p> <ul style="list-style-type: none"> State Epidemiologist Public Health Practice Reference Reportable Diseases Desk Reference (RDDR) HIPAA guidelines |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> FEMA ICS Forms in Tab 4, Appendix A AHP, Tab 7, Appendix C |
| <p>Epi – Investigation</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> CD team members and Regional Epidemiologist have the primary role of disease investigation Investigate potential Communicable Disease and Outbreak situations identified from surveillance information or reported by other agencies. |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> Conduct patient interview Facilitate collection of specimen Coordinate with Division of Epidemiology and Health Planning, Kentucky Department for Public Health, Frankfort, KY Communicate findings/recommendations to healthcare providers and public as needed via broadcast fax, media. Educate patients about preventive measures to take. Gather/ review information Coordinate with Environmentalists if required |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> As the reportable disease is reported When an outbreak is identified When ERRT is activated |
| | <p>Authority</p> <ul style="list-style-type: none"> CD team members and Regional Epidemiologist can in most situations only make recommendations. Exception to this is Tuberculosis where patient could be court ordered. CD Team Regional Epidemiologist KY DPH Div. of Epidemiology Consultants State Epidemiologist |

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| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> ● FEMA ICS Forms in Tab 4, Appendix A ● AHP, Tab 7, Appendix C |
| <p style="text-align: center;">Epi - Surveillance</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> ● Public Health Disease Surveillance is the primary role of CD team nurses and Regional Epidemiologist. ● Active and Passive disease surveillance is performed to identify and prevent potential communicable disease cases or outbreak situations. |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> ● Follow up on reportable disease cases reported ● Investigate outbreaks ● Make recommendations to public and healthcare providers based on surveillance information and investigation outcomes. ● Communicate the findings to KY DPH/CDC/public as needed |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> ● These response actions done as per the timeframe set for each reportable disease. Outbreak investigations are given priority. Communication with public, healthcare providers and KY DPH/CDC will be made as needed. |
| | <p>Authority</p> <ul style="list-style-type: none"> ● BRDHD CD Team ● Regional Epidemiologist ● KY DPH Div. of Epidemiology Consultants ● State Epidemiologist ● CDC Consultants |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> ● FEMA ICS Forms in Tab 4, Appendix A ● AHP, Tab 7, Appendix C |
| <p style="text-align: center;">ReadyOp – Sending Messages</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> ● Primary staff to send alerts through the ReadyOp: Disaster Preparedness ● Secondary staff to send alerts through the ReadyOp: Branch Managers |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> ● When instructed by the BRDHD District Director or IC, ReadyOp message will be disseminated to staff and/or partners |

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| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> ● ReadyOp alerts will be disseminated by the Disaster Preparedness members or Branch Managers at the request of the BRDHD Director or the IC |
| | <p>Authority</p> <ul style="list-style-type: none"> ● BRDHD District Director or IC ● Partner agencies may request a ReadyOp alert but must be approved by the BRDHD District Director or IC |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> ● FEMA ICS Forms in Tab 4, Appendix A ● Pull ReadyOp reports from website ● AHP, Tab 7, Appendix C |
| Laboratory | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> ● Make recommendations for: <ol style="list-style-type: none"> 1. Which tests need to be done 2. Who needs the tests? ● Monitor/ review/ analyze results |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> ● The KY DPH Division of Laboratory Services will monitor their laboratory testing capacity. ● Depending on the outcome of the lab results, actions will be recommended. ● KY DPH Division of Laboratory Services will activate their MOUs with commercial laboratories. |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> ● When surveillance of a situation determines labs are needed to assist in identifying the cause of a potential outbreak. ● When the KY DPH Division of Laboratory Services has reached its maximum capacity for testing specimens. |
| | <p>Authority</p> <ul style="list-style-type: none"> ● BRDHD CD Team ● Regional Epidemiologist ● KY DPH Div. of Epidemiology ● KY DPH Division of Laboratory Services |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> ● FEMA ICS Forms in Tab 4, Appendix A ● AHP, Tab 7, Appendix C |
| Mass Prophylaxis | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> ● Make vaccine or prophylaxis available to the public ● See BRDHD All Hazard Plan, Tab 10 Mass Prophy, PODs |

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| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> ● Point of Dispensing (PODs) will open ● See BRDHD All Hazard Plan, Tab 10 Mass Prophy, PODs |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> ● Mass clinics will be opened if: <ul style="list-style-type: none"> ○ BRDHD must distribute medicine or vaccine quickly to a large population |
| | <p>Authority</p> <ul style="list-style-type: none"> ● BRDHD ● Kentucky Department for Public Health |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> ● FEMA ICS Forms in Tab 4, Appendix A ● AHP, Tab 7, Appendix C |
| <p>Mass Patient Care (Alternate Care Sites)</p> | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> ● Enforce rules and regulations to prevent the spread of infectious diseases ● Inspect shelters for environmental issues ● Coordinate requests for resources ● Deploy MRC volunteers, if requested |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> ● Conduct environmental inspection of Alternate Care Site ● Follow up on communicable disease concerns |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> ● When notified Alternate Care Sites are open, conduct an environmental inspection ● When requested, coordinate and/or procure medical resources and MRC members |
| | <p>Authority</p> <ul style="list-style-type: none"> ● To open and operate the ACS: regional hospitals and EMS (in conjunction with Emergency Management) ● To inspect shelters for communicable disease and environmental issues: BRDHD |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> ● FEMA ICS Forms in Tab 4, Appendix A ● AHP, Tab 7, pp. 67 ● AHP, Tab 12, Environmental Health Assessment Form Instruction Sheet, pg. 1 ● AHP, Tab 12, Environmental Surveillance Form for Shelters, pgs. 1-3 |

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| Mass Fatality Management (i.e. bus crash) | Staff Roles and Responsibilities <ul style="list-style-type: none"> Assist with procurement of resources, if requested |
| | Response Actions That Will Happen <ul style="list-style-type: none"> If notified of resource shortages, BRDHD staff will request deployment of HEART equipment and /or contact the KY Department for Public Health for resource support |
| | Description of When Response Actions Happen <ul style="list-style-type: none"> When notified that resources are short, BRDHD will respond. |
| | Authority <ul style="list-style-type: none"> County Coroners, Emergency Management, State Medical Examiner |
| | Documentation to be completed <ul style="list-style-type: none"> FEMA ICS Forms in Tab 4, Appendix A AHP, Tab 7, Appendix C |
| Mass Fatality Management – Natural Death Surge Specific | Staff Roles and Responsibilities <ul style="list-style-type: none"> To coordinate and assure appropriate resources are available Inform the public (social distancing messages, body removal, burial plans) Assist with documentation of deceased |
| | Response Actions That Will Happen <ul style="list-style-type: none"> When notified that regional morgue storage capacity will or has exceeded the limit |
| | Description of When Response Actions Happen <ul style="list-style-type: none"> When notified by Funeral Directors, Emergency Management, or Hospitals that regional morgue storage capacity will or has exceeded the limit |
| | Authority <ul style="list-style-type: none"> County Coroners, Funeral Directors, Emergency Management, State Medical Examiner, Public Health |
| | Documentation to be completed <ul style="list-style-type: none"> FEMA ICS Forms in Tab 4, Appendix A AHP, Tab 7, Appendix C |

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| Mutual Aid and Resource Management | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> ● BRDHD will implement agreements when resources are needed, depending on the incident ● BRDHD staff will work with County Emergency Management Directors, the Area 3 Emergency Management Director, the Region 4 HEART group, and the Department for Public Health to procure resources that are needed ● BRDHD staff will work to procure any resources needed that are requested by regional or state partners |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> ● Depending on the incident, the BRDHD IC may: <ul style="list-style-type: none"> ○ Enact signed mutual agreements ○ Request additional mutual aid or resources ○ Coordinate the management of health resources to partners ● Notify agencies with MoUs in place of the possibility of enacting the agreement ● Work with EM to enact county MoUs (i.e. supplies, facility space). |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> ● When BRDHD envisions the need for additional space (i.e. POD set up, SNS supplies, alternate meeting site) ● When resources are scarce or there is anticipation that resources may become scarce, mutual aid will be requested ● When requested, BRDHD will strive to accommodate the requests of partners |
| | <p>Authority</p> <ul style="list-style-type: none"> ● BRDHD IC ● Emergency Management Directors ● ESF-8 Partners ● EOCs at the state and county level |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> ● FEMA ICS Forms in Tab 4, Appendix A ● AHP, Tab 7, Appendix C ● WebEOC |
| Partner Notification | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> ● The PIO will work with the IC and other preparedness staff to notify partners via ReadyOp or other modes of communication (email, phone, etc.) ● Preparedness staff and PIO maintain partner database with contact information and responsibilities under the “Roles and responsibilities” matrix. |

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| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> • Verify partner availability and capacity • Establish schedules for releasing information for their organizational leaders, and for release to their constituents. • Forward copies of all press releases prior to press conferences, as well as other necessary communications and statements. • Set ReadyOp with specific information • See BRDHD All Hazard Plan, Tab 10 |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> • Upon notification that a DOC has been established or as needed within BRDHD. |
| | <p>Authority</p> <ul style="list-style-type: none"> • BRDHD Incident Commander and/or Public Information Officer or designee |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> • FEMA ICS Forms in Tab 4, Appendix A • AHP, Tab 7, Appendix C • ReadyOp • WebEOC |
| Public Health Surge Capacity | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> • Manage and account for public health volunteers • Track available resources and anticipated resources to request • |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> • Mobilize CERT/MRC Volunteers • Notify Emergency Management and/or the Department for Public Health resources that are needed • Utilize WebEOC for resource tracking |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> • Provide just-in-time training to public health volunteers when mobilized |
| | <p>Authority</p> <ul style="list-style-type: none"> • District Director under KRS 214.020 and 902 KAR 2:030(1)(2) |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> • FEMA ICS Forms in Tab 4, Appendix A • AHP, Tab 7, Appendix C |

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| Quarantine, Isolation, and Social Distancing | Staff Roles and Responsibilities <ul style="list-style-type: none"> ● Make Quarantine, Isolation, and Social Distancing Recommendation |
| | Response Actions That Will Happen <ul style="list-style-type: none"> ● Exposed individuals will be instructed to self quarantine ● Cases will be isolated |
| | Description of When Response Actions Happen <ul style="list-style-type: none"> ● When Individuals are exposed to certain diseases isolation, quarantine, or social distancing would be recommended. ● When Individuals have droplet or respiratory borne communicable diseases like Tuberculosis or Pneumonic Plague isolation, quarantine, or social distancing would be recommended. ● In situations such as Pandemic Influenza social distancing would be recommended. |
| | Authority <ul style="list-style-type: none"> ● The BRDHD CD Team ● The BRDHD CD Team can get a person with active Tuberculosis (when needs to be in isolation and is not isolating himself or herself) court ordered ● See KY PH Law Reference Guide: Ky. Rev. Stat. § 212.370 (2005); Ky. Rev. Stat. § 214.020 (2005) ● When the Cabinet of Health Services believes there is likely outbreak of an infectious disease, it shall adopt and enforce rules as necessary to prevent introduction or spread of disease including quarantine and isolation. City-county boards of health have exclusive control over enforcement of laws and regulations related to public health, including quarantine. |
| | Documentation to be completed <ul style="list-style-type: none"> ● FEMA ICS Forms in Tab 4, Appendix A ● AHP, Tab 7, Appendix C |
| Clinical Sample Testing | Staff Roles and Responsibilities <ul style="list-style-type: none"> ● Facilitate appropriate sample collection ● Coordinate between healthcare provider and Division of Laboratory Services |
| | Response Actions That Will Happen <ul style="list-style-type: none"> ● The right test will be ordered ● Sample will be shipped appropriately ● Action based on test result will be taken |
| | Description of When Response Actions Happen <ul style="list-style-type: none"> ● As needed |

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| | <p>Authority</p> <ul style="list-style-type: none"> CD team, Regional Epidemiologist, KY DPH Division of Epidemiology |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> FEMA ICS Forms in Tab 4, Appendix A AHP, Tab 7, Appendix C |
| Security | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> Staff roles are limited to supplies and inside PODs. Environmental staff will serve as Security unit leader for the PODs |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> BRDHD IC will request security support from County Emergency Management |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> During an emergency when we have supplies coming in from the SNS and we are opening PODs. |
| | <p>Authority</p> <ul style="list-style-type: none"> Local Law Enforcement County EM Directors National Guard |
| | <p>Documentation to be completed</p> <ul style="list-style-type: none"> FEMA ICS Forms in Tab 4, Appendix A AHP, Tab 7, Appendix C |
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| Volunteer Management | <p>Staff Roles and Responsibilities</p> <ul style="list-style-type: none"> Issue a request for volunteers and coordinate volunteer assignments Credential volunteers |
| | <p>Response Actions That Will Happen</p> <ul style="list-style-type: none"> When a request is received from public health partners, the MRC Unit Leader will send out a request to volunteers via ReadyOp/email/phone tree |
| | <p>Description of When Response Actions Happen</p> <ul style="list-style-type: none"> In any public health emergency when volunteers are needed |
| | <p>Authority</p> <ul style="list-style-type: none"> BRDHD IC in collaboration with the MRC Unit Leader |

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| | <p>Documentation to be completed</p> <ul style="list-style-type: none">● FEMA ICS Forms in Tab 4, Appendix A (204, 214, 215, 221, and Staff Check in/out form● AHP, Tab 7, Appendix C● Volunteer Template |
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