

PAULDING COUNTY HEALTH DEPARTMENT

EMERGENCY RESPONSE PLAN

Revised:
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APPENDIXES

Appendix I: Biological Incidents

- A. Biological Emergency Response Plan
- B. Mass Clinic Plan, Facility Flow Plans and Facility Surveys
- C. Mass Clinic Facility ICS Organizational Chart and Job Description Sheets
- D. Smallpox Response to Paulding County Emergency Operations Plan
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- G. Paulding County Hospital Active Surveillance System
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- I. Patient Contact Form
- J. Table of Potential Biological Agents & Fact Sheets
- K. Ohio Reportable Diseases
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- M. Paulding County Pharmacies and Area Pharmaceutical Vendors
- N. Threatened Human Biologic Incident: Ohio Guidelines
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Appendix II: Chemical Incidents

- A. Chemical Emergency Response Plan
- B. Hazardous Materials Incident Report Form
- C. Table of Chemical Warfare Agents and Their Properties
- D. Table of Safe and Hazardous Concentration of Selected Chemicals
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Appendix III: Radiological Incidents

- A. Nuclear Power Stations; Counties Affected in Ohio

Appendix IV: Homeland Security

- A. Homeland Security Presidential Directive – 3
- B. Section 304 of Homeland Security Act
- C. Section 304 Guidance for the Healthcare Community
- D. Overview Section 304 – Liability Protection for Injury Claims Arising out of Administration of Smallpox Countermeasures (Flow chart)
- E. Declaration Regarding Administration of Smallpox Countermeasures (Tommy Thompson)
- F. Liability Issues (Letter from Tommy Thompson to American Hospital Association)

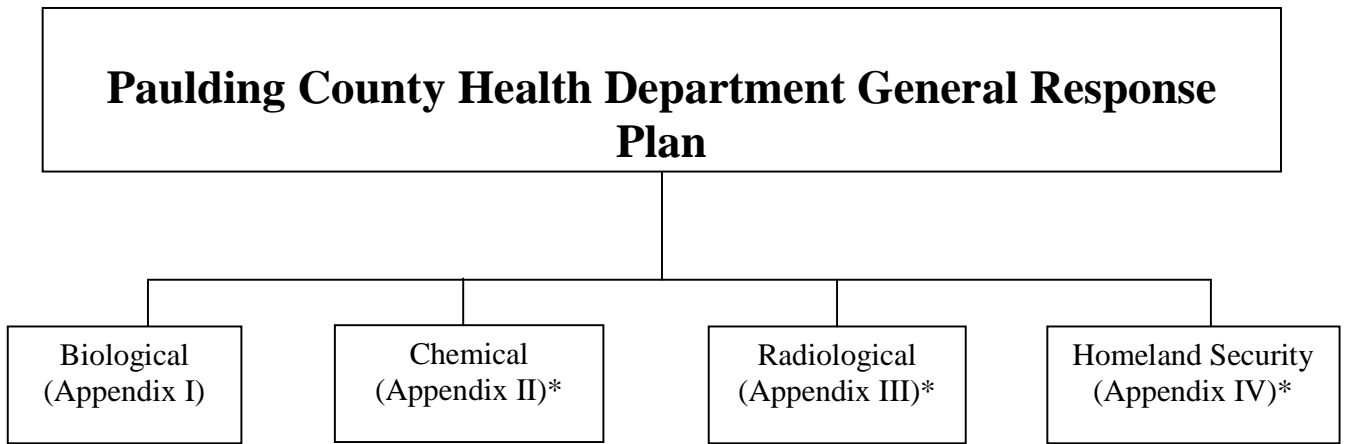
Attachments:

1. PCHD Organizational Chart, Mass Care ICS Chart and Job Action Sheets
2. PCHD Employees Phone Listing
3. Emergency Phone Numbers: Local, NW Ohio, State and National
4. Ohio Local Health Districts Directory (Rev. 01/03/2003)
5. Local Media Contacts and Sample PSA's
6. Veterinary Service and Animal Care
7. Laboratory Listings
8. Environmental Division Equipment List
9. Volunteer Information
10. List of Memorandums of Understanding
11. Essential Services
12. Go-Kits (HC, PIO, Epi-Response)
13. Emergency Response Checklist

Acronyms

ATSDR	Agency for Toxic Substances and Disease Registry
CDC	Centers for Disease Control & Prevention
CFR	Code of Federal Regulations
DER	Director of Emergency Response
DOJ	Department of Justice
DON	Director of Nursing
EAS	Emergency Alert System
EHD	Environmental Health Director
EMA	Emergency Management Agency
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
HAZMAT	Hazardous Materials
HC	Health Commissioner
HHS	Department of Health and Human Services
ICS	Incident Command System
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
NBC	Nuclear, Biological, Chemical
SNS	Strategic National Stockpile
ODA	Ohio Department of Agriculture
ODH	Ohio Department of Health
ODNR	Ohio Department of Natural Resources
PCHD	Paulding County Health Department
PIO	Public Information Officer
PSA	Public Service Announcement
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
UC	Unified Command
VMI	Vendor Managed Inventory
WMD	Weapons of Mass Destruction

Plan Structure



***incomplete appendix**

Purpose

The Paulding County Health Department, hereinafter referred to as “Health Department”, has certain responsibilities as part of its routine activities. Among these is the responsibility to react to and assist in many possible scenarios of emergencies that range from a limited geographically isolated situation to a community or countywide event. The Paulding County Health District serves the entire population of Paulding County.

This plan determines, to the extent possible, actions to be taken by the Health Department to:

1. Prevent disasters
2. Reduce the vulnerability of community residents to any disasters
3. Respond effectively and efficiently to the actual occurrence of disasters, and
4. Provide for recovery in the aftermath of an emergency that has a debilitating influence on the normal pattern of life in the community.

This plan is developed with the intent to provide guidance to Health Department staff in the event that a community disaster occurs, and is not intended to be exhaustively definitive for all disaster situations.

A. Legal Basis of Authority

Ohio Administrative Code 3701-36-22 states that for health departments to comply with optimal standards the local health department shall:

1. Insure an adequate and appropriate response by the local health department personnel to disasters occurring within the jurisdiction by:
 - a. Developing an emergency response plan for use during a disaster;
 - b. Coordinating the plan with the community’s overall plan developed by the local disaster service agency; emergency management agency,
 - c. Ensuring that all local health department personnel are knowledgeable of the plan;
 - d. Ensuring that the equipment and supplies necessary to deal with a disaster are readily available.
2. Promote community awareness regarding disaster preparedness by implementing a public information program.

B. Performance Indicators

The Ohio Administrative Code identifies performance indicators for health departments to identify their ongoing activities relevant to the emergency response plan.

These indicators are:

1. Existence of a written plan;
2. Evidence of coordination with the disaster services agencies (EMA and Red Cross);
3. Evidence of regular review of the plan;
4. List of sources of supplies and equipment;
5. Description of community programs and evaluation of the program

I. Situation and Assumptions

Within the premises of the Health Department buildings, and in the community we serve, the likelihood exists that a man-made or natural disaster may strike. Paulding County is exposed to many hazards, all of which have the potential to disrupt the community and cause damage to lives and property. Primary hazards of nature include floods, tornadoes, thunderstorms, winter storms, blizzards, earthquakes, forest and brush fires, and drought.

In addition, Paulding County provides potential terrorist targets for using Weapons of Mass Destruction, involving Nuclear, Biological and Chemical Agents. It is necessary that the Health Department be prepared to respond to such emergencies to minimize public health effects and manage the consequences by appropriate response plans.

Other disaster situations could develop from hazardous materials accidents, major transportation accidents or civil disorders. The Paulding County Office of the Emergency Management Agency directs the planning and implementation of the Paulding County Hazardous Materials Emergency Response Plan. This plan can be implemented during any type of emergency that may affect the health, safety and welfare of the people in Paulding County. The EMA Director may call upon this Department to provide public health services made necessary as a result of any emergency.

While it is likely that outside assistance would be available in most disaster situations, and while plans have been developed to facilitate this assistance, it is necessary for the Health Department to plan for and be prepared to carry out disaster response and short-term recovery operations on an independent basis.

II. Objectives

The following objectives are the responsibility of the Health Department in an emergency:

1. Gather all known data on the nature of the disaster and evaluate the threat to public health. Determine the most appropriate protective actions for the public to follow. The accuracy and speed in making public health statements is crucial in minimizing the adverse results of an emergency. Utilize resources as needed.
2. Provide the public with health precaution information (disease and/or injury prevention) through the news media and EMA Director.
3. If evacuation centers are opened, ensure that safe food service operations, water supply, sewage and refuse disposal, rodent and vector controls are maintained, and that the spread of any communicable disease is minimized. Environmental and Nursing Divisions will be responsible for these functions.
4. Safe food, water, sewage and refuse disposal, rodent and vector control, as well as the control of communicable diseases must be evaluated. Provide the public with clean-up and health precaution measures following an incident.

III. Concept of Operations

It is the responsibility of the Health Department to protect the public health of the residents of Paulding County during any disaster, natural or manmade, and assist the Paulding County EMA in implementing the county’s Emergency Operations Plan and/or Hazardous Materials Plan. The health department, through our internal disaster plan, will work in coordination with Paulding County EMA under the Incident Command System (ICS). In the event that the disaster extends beyond Paulding County boundaries, the local plans will coordinate under the Unified Command System with regional, state and federal authorities. When the emergency exceeds the local capability to respond, assistance will be requested from one or more of the following:

- Ohio Department of Health
- Toledo Regional Medical Response System (RMRS)
- Partner health districts through existing mutual aid agreements
- When State resources have been exceeded and a state of emergency declared, federal assistance may be requested

A. Hazardous Materials Incidents

A protocol has been developed, in conjunction with EMA, which outlines the responsibilities of the health department in a hazardous materials incident. This protocol is given in the Paulding County HazMat Plan.

B. National Terror Alert System

Potential hazards in Paulding County are described throughout the Paulding County Emergency Operations Plan. The federal government has established a “Homeland Security Advisory System” by Presidential Directive, a copy of which is included in this plan in Appendix IV. The Paulding County Health Department shall have the following policy in regards to federal notifications of escalating threat levels:

National Terror Alert System

Threat Level	Color	<i>Action</i>
Low	Green	<i>No specific actions required.</i>
Guarded	Blue	<i>No specific actions required.</i>
Elevated	Yellow	<i>Health Commissioner, or designee, shall be available 24/7 by land line telephone or cell phone in the case of an event requiring action.</i>
High	Orange	<i>The health commissioner, or designee, shall notify health department staff of the risk level declaration including any known concerns..</i>
Severe	Red	<i>The health commissioner, or designee, shall notify the staff of the risk level declaration and shall evaluate the known information and may direct that all employee leaves are cancelled until the threat level status has been reduced. The health department emergency officials* will meet with other Paulding County officials from response agencies and local government. This group will determine the best course of action based on the situation and then issue statements regarding these actions. The Health Commissioner shall notify the President of the Board of Health of the situation including any actions taken.</i>

*PCHD “Emergency Responders”: Health Commissioner; Director of Nursing, Emergency Response, Environmental Health; Epidemiologist (for biological incidents); Medical Director.

C. Direction and Control

The Health Department, under ICS, will function as part of the Paulding County EMA response as required. The Health Department will respond to emergencies within its jurisdiction, which extends over the entire health district. The PCHD ICS organization chart and job action sheets may be found in Attachment 1 (and Appendix I-C for biological incidents).

The Health Commissioner is responsible for internal direction and control of the health department. When a county emergency is declared, the Health Commissioner activates the Health Department Emergency Response Plan, and the Health Commissioner or his/her designee will report to the County Emergency Operations Center at 503 Fairground Drive, Paulding, Ohio (alternate site is OSU Extension building at the fairgrounds), or other location deemed appropriate by the EMA Director. As needed, additional Health Department staff will be called upon to perform public health services.

D. Essential Services

In a public health emergency it may not be possible to maintain all of the services that the PCHD offers on a daily basis. Therefore, it may be necessary to limit the services to those that are most essential, so that available manpower can be directed toward the response effort. The complete protocol for maintaining essential services is given in Attachment 18 of this plan.

E. Notifications

1. EMA/Sheriff's Office Receives Emergency Call:

In case of an emergency, during regular business hours, the Paulding County EMA/Sheriff's Office dispatch will call the Health Department offices at **(419) 399-3921**, if telephone is available.

If an emergency occurs outside of normal business hours, the dispatcher at the sheriff's office will attempt to make contact with the first person on the "Emergency Call-Down List", per the list provided, and continue down the list until someone is reached.

After receiving the notification, that staff member will notify other necessary personnel on the list. Each department head will maintain a list of their staff and will make notifications of their staff as the event dictates.

The "Emergency Call-Down List" is available at the 911 dispatch center or the Paulding County Sheriffs office. The "Emergency Call-Down List" is also given below.

2. PCHD Receives Emergency Call:

Should the report of an emergency situation come to the Health Department first, or a staff member discover a disaster, it must be reported immediately to the Paulding County Sheriff's Department via 911, to verify the emergency and begin implementation of the Paulding County EOP and/or HazMat Plan, as needed.

If other staff members receive the first call regarding an actual or potential emergency, they are to notify their immediate supervisor, who will contact the Health Commissioner or alternate administrative contact. The decision to notify outside agencies (i.e., ODH, CDC,

law enforcement, fire) will be made by the most senior member contacted on the call list, and notification will be made accordingly.

3. Alternate Notifications

If telephone lines are not available, the alternate communications system will be activated and/or law enforcement officials will make notification in person to key personnel, as determined by the Incident Commander. Staff should also monitor the Emergency Alert System (local radio and local TV).

4. Emergency Call-Down List

Terrorism Threat/Disaster Response:

<u>NAME</u>	<u>HOME PHONE</u>	<u>CELL PHONE</u>
Bill Edwards		
Brandi Schrader		
Judy Fisher		
Larry Fishbaugh		

Environmental/General Health:

<u>NAME</u>	<u>HOME PHONE</u>	<u>CELL PHONE</u>
Brandi Schrader		

Communicable Disease:

<u>NAME</u>	<u>HOME PHONE</u>	<u>CELL PHONE</u>
Judy Fisher		
Carolyn Ross		
Mark Eckhart		

The “Emergency Call-Down List” is maintained at the Emergency Operations Center and at the Sheriff’s office.

The need to notify outside agencies will be determined based on the situation and notification will be made accordingly.

5. Communications

Paulding County Health Department may initiate ODH Health Alert Network (HAN) system into its operations under the direction from ODH.

- Health Department Employees List (Attachment 2)
- Other Agencies to be Notified (Attachment 3)
- Ohio Local Health Districts (Attachment 4)
- Community Resources (Refer to HazMat Plan)

This consists of lists of community resources such as potable water supplies, food vendors, sewage and solid waste disposal, etc.

Media Contacts

(Attachment 5)

Radio, television and newspapers will receive Public Health information from the office of the Health Commissioner. In the case where the EOC has been activated, public information may come through the Paulding County EOC Public Information Officer. Sample news releases are also included in Attachment 5.

Alternate Means of Communication

The PCHD staff may also be contacted by calling the Paulding County Sheriff Department; the number is **419-399-3791**.

In addition, several other key staff are equipped with cell phones that may be utilized during an emergency. These cell phone numbers are listed below.

(List employees willing to give out their personal cell phone numbers for emergency use/notification)

Alternate means of communication may include:

1. Radio Equipment (2-way radios, pagers, broadcast radio, television, satellite)
2. Wire Lines (telephone, fax machine, computer modem)
3. Combination (cellular phone, satellite phone)

F. Staff Member Responsibilities

In the case of a community emergency, all staff members are expected to be available for activation, as deemed necessary by the Health Commissioner/designee or Incident Commander. All employees will have access to the Emergency Response Plan. Each employee is expected to review the plan annually. In addition, all staff will be trained in Incident Command System and will understand their role in the event of an emergency.

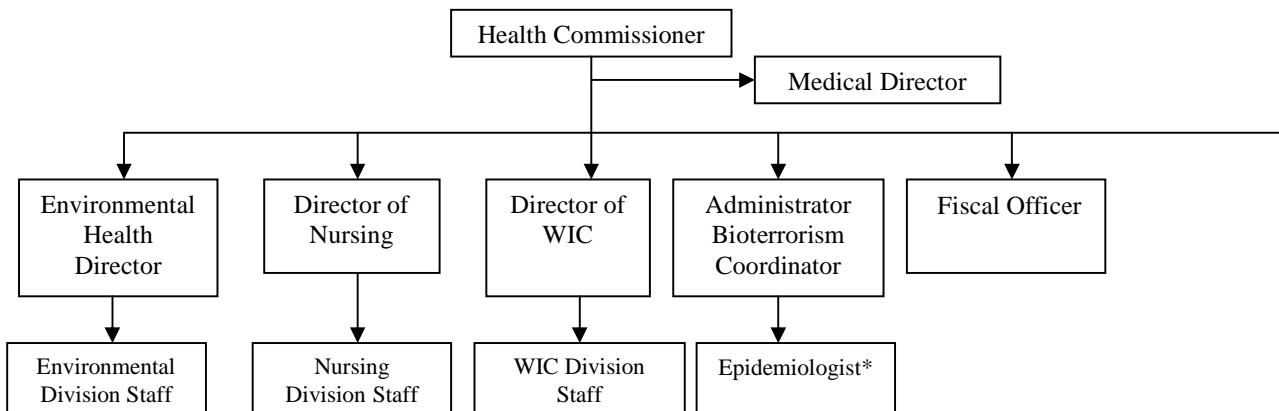
The general ICS plan and job action sheets are given in Attachment 1. For a biological event that requires a mass prophylaxis facility, an alternate ICS plan and action sheets are needed. These may be found in Appendix I-C.

Upon notification of an emergency, employees will report to the Health Department office or the identified alternate site and await further instructions. When responding to an emergency, employees must have their Health Department issued identification card. Each staff member will be responsible for maintaining contact with his/her supervisor and/or the Emergency Operations Center while documenting his/her activities, supplies used and supplies needed.

All employees must use caution regarding their own safety. At no time shall an employee place him/herself in any danger. All response activities are to be coordinated by and under the direction of the Health Commissioner/designee.

1. Chain of Command

The following is the Chain of Command in an emergency. It is subject to change, depending on staff available and nature of the emergency.



*May report to Health Commissioner or designee during a Biological Incident.

The organizational chart for the Health Department is attached as Attachment 1.

2. Primary Responsibilities of Administrative Staff

Listed below are general responsibilities for Administrative Staff.

Health Commissioner

- ✓ Establish communications, place of assembly and provide directions and control for the Health Department staff and activities during an emergency.
- ✓ Maintain communication and liaison with Paulding County EMA and other emergency response groups, volunteer organizations and other county offices.
- ✓ Sanction release of public information.
- ✓ Authorize emergency purchases of supplies and equipment.
- ✓ Reports to the Board of Health.

Acting Health Commissioner

- ✓ Act in the place of the Health Commissioner in his or her absence.
- ✓ Reports to the Health Commissioner and/or the Board of Health.

Medical Director

- ✓ Act as medical advisor to the Health Commissioner.
- ✓ May act as Spokesperson for department for medical issues, or informative resource for other staff.
- ✓ Coordinate medical response services with Director of Nursing.
- ✓ Provide guidance to Administrative Staff and Epidemiologist with coordination of communicable disease control.
- ✓ Facilitate medical information sharing with local, state and federal resources.

Director of Nursing

- ✓ Coordinate and assign nursing staff.
- ✓ Assist in set-up and operations of medical and nursing facilities.
- ✓ Coordinate communicable disease control.
- ✓ Coordinate medical response services with Medical Director.
- ✓ Assist environmental division when needed.
- ✓ Reports to the Health Commissioner.

Director of Environmental Health

- ✓ Coordinate environmental staff for inspections and field activities.
- ✓ Assist with epidemiological investigation.
- ✓ Assist nursing division when needed.
- ✓ Reports to the Health Commissioner.

Director of Health Education

- ✓ Assist in preparation of news releases.
- ✓ May act as Public Information Officer (PIO)/Spokesperson for PCHD.
- ✓ Adapt the pre-scripted public advisories to the emerging disaster.
- ✓ Facilitate website updates.
- ✓ Reports to the Health Commissioner and/or the Board of Health.

Director of Emergency Response

- ✓ Maintain a supply of emergency/disaster information for public dissemination.
- ✓ Assist with public health response effort.
- ✓ May act as Liaison to the EOC.
- ✓ May act as PIO and/or Spokesperson for PCHD.
- ✓ Reports to Health Commissioner.

Fiscal Officer

- ✓ Maintain records of purchases made and personnel time.
- ✓ Maintain contact with county auditor, county treasurer, and state funding agencies as needed.
- ✓ Coordinate clerical staff when necessary, including Vital Statistics.
- ✓ Coordinate equipment and supply acquisition.
- ✓ Reports to Health Commissioner.

3. Primary Responsibilities of Division Staff

Nursing Division Personnel

- ✓ Provide immunizations and medications as directed by the Director of Nursing.
- ✓ Identify at-risk and special needs populations.
- ✓ Assist in case finding and isolation for communicable disease control.
- ✓ Assist in epidemiological investigations.
- ✓ Protect and maintain medical records.
- ✓ Assist in dissemination of education materials.
- ✓ Assist Environmental Health Division as needed.

- ✓ Report to shelters for communicable disease control issues, as needed or requested.
- ✓ Reports to the Director of Nursing.

Environmental Health Division Personnel

- ✓ Assist the community in obtaining and maintaining a safe, potable water supply.
- ✓ Assist the community in providing for satisfactory means of disposal of sewage and other liquid waste and solid waste.
- ✓ Provide inspection of food supplies at emergency shelters.
- ✓ Maintain maps of the county for staff to use if necessary.
- ✓ Assist in procuring disposal of animal carcasses.
- ✓ Advise the community on efforts to control insects and rodents.
- ✓ Provide building, housing and shelter inspections to insure habitability and safety.
- ✓ Evaluate shelters and mass feeding operations for potential problems involving food safety and vector-borne disease.
- ✓ Assist in dissemination of education materials.
- ✓ Reports to the Environmental Health Director.

WIC Personnel

- ✓ Assist in preparing educational materials/messages for the public.
- ✓ Assist in disseminating educational materials/messages for the public.
- ✓ Reports to the Director of WIC.

Epidemiologist

- ✓ Coordinate epidemiological investigation.
- ✓ Assist nursing and environmental divisions as needed.
- ✓ Act as liaison to ODH and CDC regarding any subsequent epidemiological investigations.
- ✓ Reports to the Health Commissioner and or designee.

Fiscal Officer

- ✓ Assist in maintaining records of purchases made and personnel time.
- ✓ Provide clerical support as needed.
- ✓ Protect essential vital records.
- ✓ Coordinate with County Coroner and/or funeral directors for mass mortuary.
- ✓ Issue death certificates as necessary.
- ✓ Reports to the Health Commissioner and or designee.

G. Assembly Places

Upon receiving the emergency notification, all health department personnel will assemble at the offices of the Paulding County Health Department at 800 East Perry Street, Paulding, Ohio. In the event the central Health Department office is destroyed or damaged, the staff will assemble at one of the following alternate sites, as determined by the Health Commissioner:

1. Ohio State University Extension Building
503 Fairground Drive, Paulding, Ohio
Phone: 419-399-8225 Fax: 419-399-5590

H. Emergency Purchases

The Health Commissioner/designee is authorized by the Paulding County Board of Health to sanction emergency purchases of supplies and equipment. All staff will document all purchases in order to keep track of all costs associated with the response.

I. Preservation of Records

Under the direction and in coordination with the Fiscal Office, clerical staff will be responsible for the preservation of all records including vital records, personnel time records, and emergency equipment and supply purchases.

IV. Communications

Health Department administrative personnel will be able to obtain the most current and accurate information available on the incident from the EMA Director. If a disaster involves a hazardous material, the Paulding County Sheriff's Department will be able to provide health and safety information on the material(s) involved once identified.

A. Designated Spokesperson/PIO

The Health Commissioner, or designee, will be the spokesperson and/or PIO for the Health Department. The Medical Director will be the spokesperson for medical issues, whenever possible.

B. Public Health Information

Many local and state agencies have information and literature available for distribution to the public. These include Paulding County Office of the Emergency Management Agency, American Red Cross, The Ohio Department of Health, Ohio State University Cooperative Extension Agency, and Ohio Department of Natural Resources

The Health Commissioner or designee will approve all information distributed to the public through the Health Department prior to such distribution. Prepared literature is stored in the office of the Administrator Bioterrorism Coordinator.

C. Pre-scripted Public Advisories

Pre-scripted public advisories and news releases regarding public safety and health to be used in the event of an emergency or disaster are included in Attachment 5 of this plan. While the Health Commissioner has pre-approved the advisories, final authorization from the Health Commissioner or designee is required prior to release.

D. Community Education Program

The health department will promote community awareness regarding disaster preparedness by coordinating with other disaster services agencies (EMA and Red Cross). Educational materials and presentations will be designed to educate the public on how to be prepared for a disaster and how to access the resources available in the community in the event of an emergency. The Administrator Bioterrorism Coordinator will maintain records of such educational materials and press releases.

V. Resources Coordination

A. Evacuation and Sheltering

1. Evacuation shelters will be opened and used as necessary following the Paulding County Hazardous Material Emergency Operation Plan and Red Cross Disaster Plans.
2. The Paulding County Health Department will provide consultation to the incident commander on issues related to evacuation, sheltering and isolation of individuals exposed, as guidance is obtained from ODH and CDC.
3. The Paulding County Health Department will dispatch sanitarians to inspect the safe habitation in the designated shelters.
4. The Paulding County Health Department will dispatch public health nurses to the shelters for coordination of medical response services, communicable disease control issues, and immunizations, if needed.

B. Hospitals

- ✓ The Paulding County Health Department will actively communicate with infection control and emergency departments to enhance emergency medical operations.

C. Emergency Medical Services (EMS)

- ✓ Emergency Medical Services will perform in accordance with protocols they follow in the Paulding County Hazardous Materials Emergency Operation Plan.

D. Coroner

- ✓ The Paulding County Health Department communicates with the Paulding County Coroner regarding the deceased, body identification and preservation and personnel safety. The information is used to maintain vital statistics and issues related to death certificates.

VI. Debriefing

All parties involved in the response to the incident will participate in a critical incident stress debriefing. The debriefing will be conducted for the Paulding County Health Department in the department office after the termination of the incident. Debriefing will be the time to reflect on strengths and weaknesses of the response to the event. The incident commander may also conduct a debriefing session on site and all participants in the incident will participate.

Emergency mental health professionals are available 24 hours a day, 7 days a week to assist during disasters and other emergencies. To activate Emergency Mental Health, contact the Paulding County EMA at 419-399-3500. The local EMA and health department will make necessary contacts with mental health professionals based on specific needs and circumstances.

VII. Training

This plan is part of the new employee orientation and annual staff training. Every staff member is required to review plan annually and to sign a statement verifying that he/she has read and understands the plan.

Emergency response training for all employees will take place at least once per year. This training may include a table-top exercise or a functional drill. The Administrator Bioterrorism Coordinator is responsible for planning and implementing this training.

In addition, the Health Department may participate in county and statewide emergency response exercises and in Federal Emergency Management Agency evaluated drills.

VIII. Distribution

A copy of this plan and its attachments and appendixes will be distributed to the following:

1. Health Commissioner – Original
2. Administrator Bioterrorism – Copy
3. Director of Environmental Health – Copy
4. Director of Nursing – Copy
5. Fiscal Office – Copy
6. WIC – Copy
7. Paulding County EMA – Copy

IX. Review/Revision/Updates

The plan will be reviewed annually by Administrative Staff. The Administrator Bioterrorism Coordinator is responsible for updating the plan, with revisions to be approved by the Health Commissioner, and where necessary, by a resolution of the Board of Health.