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### **3. TRAINING AND PLAN MAINTENANCE**

#### **A. BIOTERRORISM STEERING COMMITTEE**

A Bioterrorism Steering Committee has been formed to represent the broad community of providers who would be involved in responding to a bioterrorist event, disaster (natural or human-made), large communicable disease outbreak or other public health emergency. This committee will meet at least quarterly and on an ad-hoc basis. Their role is to advise the Public Health Department on its ongoing efforts to assess readiness and response to bioterrorist events, disaster (natural or human-made) large communicable disease outbreak or other public health emergency.

Composition of the committee is expected to evolve but currently includes representatives of:

- a. Hospital Administrators
- b. Infection Control Staff
- c. Emergency Departments
- d. Pharmacies
- e. Alameda/Contra Costa Medical Association
- f. Environmental Health
- g. Mental Health
- h. Community Based Organizations
- i. Infectious Disease Specialists
- j. Clinics
- k. Regional EOC
- l. City Governments
- m. Laboratories (Clinical and Public Health)

Public Health Department Staff continue to meet and participate in meetings with Oakland MMRS, Fire, Police, Sheriff's Department and County Counsel.

#### **B. PLAN REVISION AND MAINTENANCE**

The Bioterrorism Response Plan is kept current through an ongoing revision system. It is the responsibility of the Public Health Department Bioterrorism Coordinator, in collaboration with the Health Officer and the Bioterrorism Steering Committee, to ensure that all revisions are made and distributed to plan holders.

Planholders are prohibited from making changes, revisions, or additions to individual copies of the plan. Revisions are made on one Master Copy maintained by the Bioterrorism Coordinator and distributed to plan holders.

### **C. ANNUAL PLAN REVIEW**

The Bioterrorism Steering Committee meets at least once each year to consider revisions, additions, and improvements to the plan. The Bioterrorism Coordinator also maintains contact with the County Office of Emergency Services (OES) to ensure that new countrywide policies and directives are incorporated into the plan

At the annual plan review, the Bioterrorism Steering Committee identifies revisions, additions, or improvements needed in the plan. Revisions noted in the Annual Plan Review include:

- Continual update of names, phone numbers, pager numbers, addresses and other changeable data in the plan.
- Format changes, as required.
- Text changes to incorporate new operating procedures.
- Text changes to incorporate organizational changes.
- Text additions to incorporate new material required by the County OES.
- Text changes to incorporate findings from response exercise evaluations or from actual response.

### **D. PAGINATION**

The Bioterrorism Response Plan is paginated so that each chapter and tabbed section begins with a separate page-number sequence. When revisions are made to pages within a chapter, those pages are copied and distributed with instructions to replace the same numbered existing pages. If a chapter requires significant revision and repagination, the entire chapter is reprinted and distributed. Revised pages or chapters can be distributed in hard copy or electronically.

### **E. RESPONSE TRAINING AND RESPONSE EXERCISES**

#### ***Training***

Training is an essential component of preparedness and response. Alameda County's capability to respond to a bioterrorism event, major disaster, or other public health emergency is dependent upon the knowledge and experience of Public Health Department employees, hospitals, medical providers, and other community partners who have emergency response assignments and responsibilities. A well-trained Public Health and medical care workforce is the basis for a strengthened infrastructure that has the capacity to detect, control, treat, and prevent illness and injury resulting from biological terrorism or other infectious disease outbreaks. Training will allow for seamless coordination of the Public Health, medical care, and emergency/disaster management systems, which is critical to effectively handle a disaster. The training objective for this plan is to provide training for employees and community partners, as described above, by addressing:

- Roles and responsibilities
- Importance of surveillance

- Various protective measures
- Communicable disease interventions
- Contact investigation and follow-up
- Management of disaster medical operations and casualty care
- Treatment and follow-up guidelines
- Resources
- Case definitions and differential diagnosis guidelines
- Preventive treatment guidelines/protocols
- Risk communication
- Communication with media
- Various bioterrorism agents and weapons of mass destruction
- Vaccine techniques
- Emergency response and recovery concepts and procedures
- Standardized Emergency Management System (SEMS) organization and responsibilities
- Safety instructions for emergency evacuation, first aid, and hazardous material spills

Training will be done via various modalities

- Classroom or didactic sessions
- Combination of didactic and practice sessions
- Emergency Response exercises

Various components of the training will be mandatory for a select component of public health staff and other components will be optional. Emergency response exercises will be mandatory for all public health emergency response field personnel. This will be more clearly outlined in the Training and Response Exercises Tab.

### ***Response Exercises***

Emergency response exercises allow emergency response personnel to become fully familiar with the procedures, facilities, and systems used during an actual emergency. The Department Emergency Operations Center (EOC) and the Department Operations Center can be activated for a response exercise, and employees can rehearse actions.

The following exercise formats are used:

*Tabletop Exercise* - Provides a convenient method of introducing emergency response personnel on scenario-related problems and situations, and discussing approaches to problem solving. This is an effective method of determining whether necessary policies and procedures exist to

handle specific situations that may arise during an event. Tabletop exercises may be held for one SEMS Section, Branch, or Group, or with all SEMS personnel participating.

*Functional Exercise* - Simulates an actual event and involves all Department EOC personnel, City personnel, and the County Operational Area EOC. The exercise is designed to test the readiness of personnel, communications, and facilities. Functional exercises should be held with all participating EOC personnel and may be held in conjunction with the City, State OES, and other Federal government agencies.