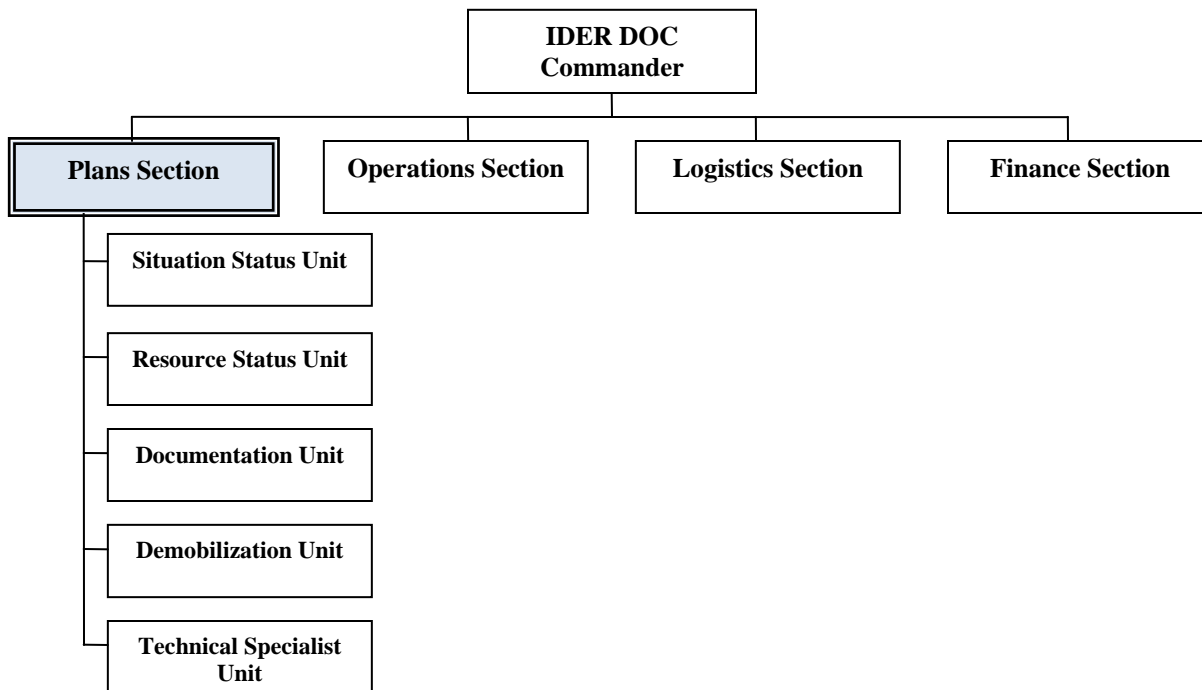


2. PLANS SECTION

A. ORGANIZATION CHART



B. DESCRIPTION

a. Purpose & Objectives

The purpose of the Plans Section is to succinctly provide the response with accurate and comprehensive information that enables optimal decision making regarding on-going and future management.

Plans Section objectives include:

- Collect, assess and integrate incident and response information to produce an overall assessment of the incident which includes the status of the infectious disease emergency and IDER operational activities and resource use.
- Prepare projections of the incident, response needs, and response capabilities.
- Provide recommendations for decisions and/or actions that will address future response needs.
- Facilitate Command/General staff meetings
- Draft the Incident Action Plans for each Operational Period.
- Maintain documentation of the response and store original response-related documents.
- Coordinate demobilization and after action reporting.
- Disseminate information within the response.
- Coordinate access to technical specialists as needed.

b. Methods

Planning strategies include but are not limited to:

Incident Action Plan. Incident Action Plans define the response activities and resource utilization for a specified time period, called the operational period. The plan contains objectives reflecting the overall

incident strategy and specific actions and supporting information for the next operational period. The plan may have attachments, including an organization chart, communication list, medical plan, and incident maps. See Appendix B for ICS Forms.

Situation Status Briefing Board. A summary of collected, assessed, and incident and response information from activated IDER modules including: status of the emergency, IDER operational activities, new local/regional/state/federal guidance. The Situation Status Briefing Board should be available to all responders as a central information source about the response.

Resource Tracking Summaries. Personnel and material resources may be requested by responders throughout the response and must be tracked each time they are issued or re-assigned to different positions. An inventory database or other system may be utilized for tracking. The Logistics Section will have primary responsibility for issuing and updating the status of resources. The Resources Unit will summarize overall resource status, utilization, needs, and fulfillment.

Demobilization. A Demobilization Plan will describe how personnel and activities of the infectious disease emergency event are to be reduced and/or closed out as the event abates. Demobilization planning early-on ensures a more orderly and appropriately phased conclusion of response activities. It also identifies items requiring follow-up and the parties responsible.

Documentation. Documentation of the response and maintenance of records ensures that crucial information is available to staff during and after a response. The availability of information will assist in the preparation of the After Action Report and provide a historical and legal record of the response.

Technical Specialists. Technical specialists are individuals who have specialized knowledge and expertise and whose role in the response has not been previously planned for. There are no pre-determined qualifications for technical specialists, rather they should be experts in their field of work. Examples include plume modelers, vector control specialists, veterinarians, and toxic substance specialists.

Consult the Plans Section Unit modules for additional details of the strategies listed above.

C. IMPLEMENTATION

a. Plans Section

At the beginning of a response always activate the Plans Section, Situation Status Unit, and Documentation Unit. Consider activation of the Demobilization Unit to set-up demobilization process (reporting and documentation requirements).

Upon activation, the Plans Section Chief will be briefed by the Incident Commander on the situation and current operational objectives. The Plans Section Chief will make recommendations about which Plans Section Units are needed for the response and will activate approved Units.

Functions of the Plans Section

- Collect and assess information on the current situation, response activities, and available resources (e.g. Module Objectives and Update, ICS Form 202b,, Inventory Database).
- Provide incident status summary to Command and General Staff.
- Prepare projections of the incident, response needs (personnel and material resources), and IDER response capabilities.
- Identify gaps in response capacity and recommend actions to address gaps. This may include alternative future response strategies and specialized resources.

- Organize and facilitate planning meetings with General and Command Staff.
- Draft the Incident Action Plan for each Operational Period and request approval from the Incident Commander.
- Determine needs for Unit activations, obtain approval, and request staff from the Logistics Section.
- Brief Plans Section Unit leaders on the situation and objectives for the operational period.
- Provide oversight, guidance, and assistance to Plans Section Unit leaders (e.g. answer questions, address problems, make decisions in keeping with the Section’s operational objectives, and determine which problems, requests or questions need approval).
- Prepare the Plans Section Module Objectives and Update, ICS Form 202b..
- Distribute all internal IDER documents.

D. STAFF POSITIONS

The following positions are required for minimum staffing levels.

Staff Position Roster				
Job Title	Task Overview	Job Classification / Critical Skills	Minimum No. of Employees	Location
Plans Section Chief	Supervise planning activities, assign responsibilities, orient staff and serve as a resource for Section staff.		1	DOC
Plans Section Deputy	Assist the Chief to produce Incident Action Plans, situation summaries, and other duties as assigned.			DOC
Administrative Assistant	Perform administrative duties. Take notes at meetings and other duties as assigned.		1	DOC

E. REPORTING

The Plans Section Chief will report to the Incident Commander.

F. DELIVERABLES

The Plans Section is responsible for producing the following:

- Module Objectives and Update, ICS Form 202b (for each Operational Period)
- Incident Action Plan, ICS Form IAP, and attachments (for each Operational Period)
- Response documents and/or products assigned to active Units within the Plans Section.
 - Minutes of Command/General Staff meetings
 - Resource report
 - Demobilization plan
 - Other reports as detailed in Unit modules.

G. RESOURCES

The following resources will be required to perform minimum response operations. See Plans Section Unit modules for resources required by each Unit.

a. Protocols, forms, and guidelines, and MOUs

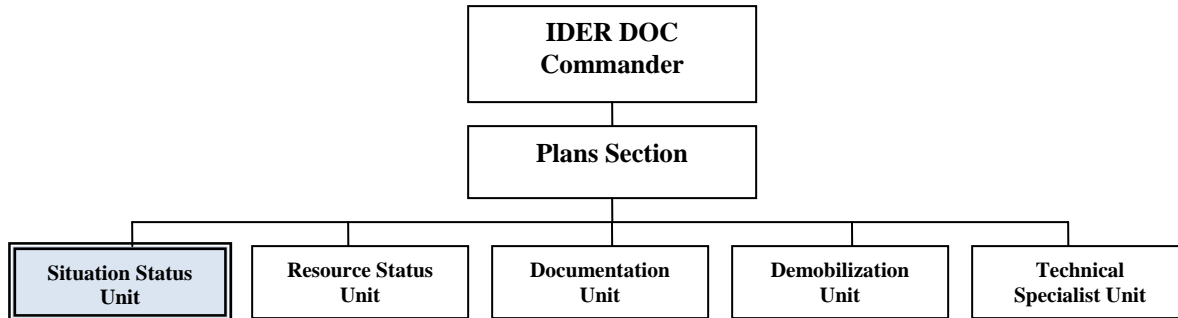
Items	Location
ICS Forms	Appendix B
Job Action Sheets	Appendix C
Plans	Appendix E
IDER Organization Wall Chart	Appendix E1
Maps – World, USA, San Francisco, Bay Area	Appendix E2
Guidance for the Scale and Scope of a Pandemic Flu Response	Appendix E3
Demobilization Planning Guide	Appendix E4
Command Staff Meeting Agenda	Appendix E5
ICS Form Tracking Spreadsheet	Appendix E6
Debrief Agenda	Appendix E7
Situation Status Google Board Information	Appendix E8
Indoor Monitors	Appendix Ea
USPS Facility and Indoor Sampling Detection Details	Appendix Ea1
Map of USPS Processing & Distribution Center	Appendix Ea2
CDC. Responding to detection of aerosolized Bacillus anthracis by autonomous detection systems in the workplace. MMMR 2004; 53 (No.RR-7): [1-11]	Appendix Ea3
CDC. Biohazard Detection System Recommendations for Public Health Initiation of Antrax Post-exposure Antibiotic Prophylaxis. Memo. October 6, 2006.	Appendix Ea4
Outdoor Monitors	Appendix Eb
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Map of San Francisco BioWatch Detectors (check BioWatch portal for updates)	Appendix Eb2
BioWatch Filter Testing Agents and Process	Appendix Eb3
Interpretation of a BioWatch Alert	Appendix Eb4
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F. Tularensis and Brucella Guidelines for Responding to an Outdoor BAR (check BioWatch portal for updates)	Appendix Eb6
SF Bay Area BioWatch Consequence Management Plan (check BioWatch portal for updates)	Appendix Eb7
Federal Biowatch Outdoor Guidance	Appendix Eb8
Indoor Stability of Diverse Pathogens Poster	Appendix Eb9
BioWatch Portal Quicksheet	Appendix Eb10
BioWatch Preparedness & Response Guidance Part I (check BioWatch portal for updates)	Appendix Eb11
BioWatch Preparedness & Response Guidance Part II (check BioWatch portal for updates)	Appendix Eb12

b. Office and Communication Supplies

Items	Units Required	Location or Request From
Telephone	1	Logistics
Fax machine access	1	Logistics
Computer with local network, internet access	1+	Logistics
Printer access	1	Logistics
800 MHz Radio/cell phone/pager	1	Logistics
Computer Screen Projector	1	Logistics
Copy machine access	1	Logistics

3. SITUATION STATUS UNIT

A. ORGANIZATION CHART



B. DESCRIPTION

a. Purpose & Objectives

The purpose of the Situation Status Unit within the Plans Section is to provide up-to-date information and projections to aid in the response. Unit objectives include:

- Collect, process, assess, and organize incident and response information.
- Prepare overall assessments of the incident (status of the infectious disease emergency, operational activities, personnel and material resource use, updated regional/state/national/international guidance).
- Prepare maps, tables and graphs as needed.
- Develop incident projections including response and resource needs.
- Identify gaps in response capacity and identify alternative response strategies.
- Provide recommendations for decisions and/or actions that will address future response needs.
- Draft Incident Action Plans to be discussed and finalized at Command/General Staff Planning Meeting.
- Establish and maintain a Situation Status Briefing Board.

b. Methods

The following methods will be utilized by the Situation Status Unit:

Incident Action Plan. Incident Action Plans define the response activities and resource utilization for a specified time period, called the operational period. The plan contains objectives reflecting the overall incident strategy and specific actions and supporting information for the next operational period. The plan may have attachments, including incident objectives, an organization chart, communication list, medical plan, and incident maps. See Appendix B for ICS Forms.

Information Gathering. In coordination with the Information & Guidance Branch, the following situational information will be collected: 1) San Francisco emergency situation and response activities; 2) regional/state/national/international emergency situation and response activities; 3) guidance issued by the state, CDC, WHO, OSHA, and others; 4) news reports from local/regional/national/international press and social media (e.g., blogs); 5) public reaction to the event; and, 6) other information as available. Information will be collected through internet searches, participation in teleconferences, ICS forms, public health communication systems (e.g., CAHAN, EpiX, CIDRAP), television and news paper reports, and other sources as available. **Note that some of these duties may be led and conducted by the*

Information and Guidance Branch, in which case the Situation Status Unit should coordinate with this Branch regarding dissemination of information.

Situation Status Briefing Board. A summary of collected, assessed, and incident and response information from activated IDER modules including: status of the emergency, IDER operational activities, new local/regional/state/federal guidance. The Situation Status Briefing Board (white board, website, or other updatable site) should be available to all responders as a central information source about the response.

Incident Objectives and Update (ICS Form 202). Each activated IDER Section and Branch is responsible for preparing a minimum of one Module Objectives and Update, ICS Form 202b, (see Appendix B) per operational period (or more for quickly changing situations). These updates will be forwarded to the Situation Status Unit and will be used to create an overall IDER Incident Objectives and Update summary (ICS Form 209). Contents of the document include status of the emergency, IDER operational activities, resource use, etc. The Incident Objectives and Update form will be part of the Incident Action Plan.

Strategic Planning/Alternative Strategies. Information provided by the IDER modules will be used to plan strategically and examine alternative response strategies. At a minimum, strategic planning should examine: public health interventions, long-term operational issues, strategic goals, and identification and assignment of specific tasks to be conducted during each operational period. Alternative strategies to address the emergency will be considered at Command/General Staff Planning meetings with input from the Policy Group.

C. IMPLEMENTATION

a. Situation Status Unit

Activate the Situation Status Unit for all IDER activations.

This Unit will be a resource for all responders regarding up-to-date information. Information will be posted on a Situation Status Briefing Board easily available to all responders.

Information Gathering. The Situation Status Unit will be responsible for finding, receiving, consolidating, and disseminating situational information. Activities may include:

- Review of local, regional, national, and international news, public health, and other sources with current information on the situation (in coordination with the Information & Guidance Branch.)
- Interviews or updates from responders to gather and post up-to-date situational information.
- Collection of Module Objectives and Update Forms (ICS Form 209b) from all activated IDER modules at least once per operational period, or more regularly if the situation is changing rapidly (frequency to be determined by Incident Commander). The Situation Status Unit will notify responders when the form must be submitted.

The Unit will utilize the completed Module Objectives and Update Forms to create an overall Incident Objectives and Update Form (ICS Form 202) that includes the above information. Situational information should also be posted to a Situation Status Briefing Board.

Incident Action Plan Development. Each operational period, the Situation Status Unit is responsible for preparing the first draft of the Incident Action Plan, coordinating input from Command Staff and other Section Chiefs, and finalizing the document. Use the Incident Action Plan Cover Sheet and attach the necessary items. It should include the following components:

- Current information that accurately describes the incident situation and resource status.
- Objectives and activities which should be measurable and achievable during the operational period.
- Instructions or resources for responders (e.g., safety message, Communication List (ICS Form 205), radio instructions)

The steps involved in creating an Incident Action Plan include:

1. Gather information on the local/regional/state/national/international situation and response, updated guidance, press and social media, and public reaction.
2. Situation Status Unit drafts the Incident Action Plan.
3. The Plans Section Chief convenes a planning meeting for the Command and General Staff. The overall incident status and draft Incident Action Plan are presented by the Plans Section Chief.
4. Incident objectives, strategies, and resources are discussed, modified, and approved.
5. Edits are made to the Incident Action Plan and are approved by the Incident Commander.
6. The Incident Action Plan is disseminated by the Documentation Unit via hard copy and electronically to responders. These documents may also be posted on the Situation Status Briefing Board, internal computer network systems, and other key sites.

The Command/General Staff should regularly compare planned progress with actual progress.

Functions of the Situation Status Unit

- Collect, consolidate, and assess information on the current situation and response activities.
- Visit responder work sites and speak with responders to gather up-to-date situational information throughout the operational period.
- Post updated information to a Situation Status Briefing Board.
- Prepare projections of the incident, response needs (personnel and material resources) and IDER response capabilities.
- Identify gaps in response capacity.
- Draft the Incident Action Plan for each operational period. Finalize after reviewed by Command and General Staff.

D. STAFF POSITIONS

The following positions are required for minimum staffing levels.

Staff Position Roster				
Job Title	Task Overview	Job Classification / Critical Skills	Minimum No. of Employees	Location
Situation Status Unit Leader	Monitor the incident and response; prepare the Incident Action Plan.		1	DOC
Situation Status Staff Person	Assist in consolidating module updates to create the Incident Action Plan. Seek-out responders and request situational updates throughout the operational period. Prepare projections, identify response capacity gaps, draft alternative solutions.			DOC
Situation Status Displayer	Maintain the Situation Status Briefing Board.		1	DOC

E. REPORTING

The Situation Status Unit reports to the Plans Section Chief.

F. DELIVERABLES

The Situation Status Unit is responsible for producing the following:

- Meeting times and agenda for Command/General Staff briefings
- Situation Status Briefing Board (white board, web-based, or other updatable medium)
- Incident Action Plan including Cover Sheet and attachments (for each Operational Period)
- Incident Objectives and Update Form, ICS Form 202 (for each Operational Period)
- Module Objectives and Update Form, ICS Form 202b (for each Operational Period)

G. RESOURCES

The following resources will be required to perform response operations:

a. Protocols, forms, and guidelines, and MOUs

Items	Location
ICS Forms	Appendix B
Job Action Sheets	Appendix C
Plans	Appendix E
IDER Organization Wall Chart	Appendix E1
Maps – World, USA, San Francisco, Bay Area	Appendix E2
Guidance for the Scale and Scope of a Pandemic Flu Response	Appendix E3
Command Staff Meeting Agenda	Appendix E5
ICS Form Tracking Spreadsheet	Appendix E6
Debrief Agenda	Appendix E7
Situation Status Google Board Information	Appendix E8
Indoor Monitors	Appendix Ea
USPS Facility and Indoor Sampling Detection Details	Appendix Ea1
Map of USPS Processing & Distribution Center	Appendix Ea2
CDC. Responding to detection of aerosolized Bacillus anthracis by autonomous detection systems in the workplace. MMMR 2004; 53 (No.RR-7): [1-11]	Appendix Ea3
CDC. Biohazard Detection System Recommendations for Public Health Initiation of Antrax Post-exposure Antibiotic Prophylaxis. Memo. October 6, 2006.	Appendix Ea4
Outdoor Monitors	Appendix Eb
Location of BioWatch Monitors	Appendix Eb1
Map of San Francisco BioWatch Detectors (check BioWatch portal for updates)	Appendix Eb2
BioWatch Filter Testing Agents and Process	Appendix Eb3
Interpretation of a BioWatch Alert	Appendix Eb4
SF BAC Decision Matrix Following a BioWatch Actionable Result (check BioWatch portal for updates)	Appendix Eb5
F. Tularensis and Brucella Guidelines for Responding to an Outdoor BAR (check BioWatch portal for updates)	Appendix Eb6
SF Bay Area BioWatch Consequence Management Plan (check BioWatch portal for updates)	Appendix Eb7
Federal Biowatch Outdoor Guidance	Appendix Eb8
Indoor Stability of Diverse Pathogens Poster	Appendix Eb9

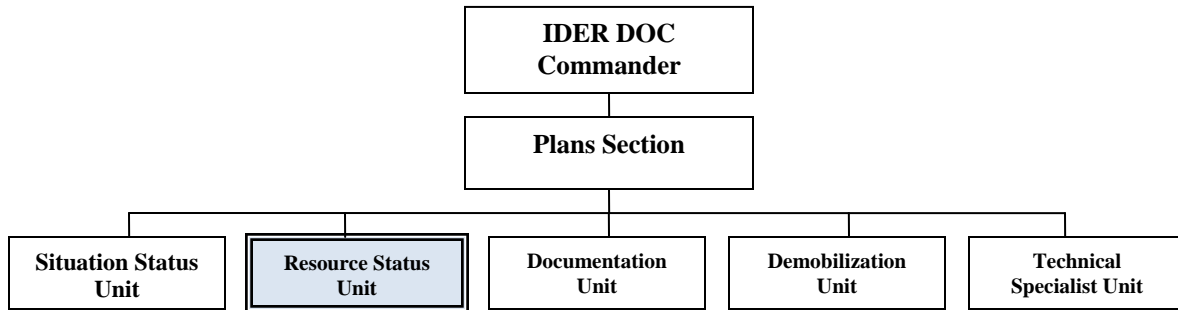
BioWatch Portal Quicksheet	Appendix Eb10
BioWatch Preparedness & Response Guidance Part I (check BioWatch portal for updates)	Appendix Eb11
BioWatch Preparedness & Response Guidance Part II (check BioWatch portal for updates)	Appendix Eb12

b. Office and Communication Supplies

Items	Units Required	Location or Request From
Telephone	1	Logistics
Fax machine access	1	Logistics
Computer with local network, internet access	1+	Logistics
Printer access	1	Logistics
800 MHz Radio	1	Logistics
Computer Screen Projector	1	Logistics
Copy machine access	1	Logistics

4. RESOURCE STATUS UNIT

A. ORGANIZATION CHART



B. DESCRIPTION

a. Purpose & Objectives

The purpose of the Resource Status unit is to track all resources (personnel and material) once they have been deployed for the response. The Unit objectives include:

- Summarize the status and location of assigned and available material goods available to the response.
- Summarize staff assigned to the response.
- Anticipate and identify resources that may be needed in the next operational period and determine how best to deploy anticipated resources.

b. Methods

Methods used by the Resource Status Unit to manage supplies and personnel include:

Resource Categorization. Resources include personnel and material goods and must be tracked throughout the response. Information on resource location and condition is necessary for maintaining an up-to-date picture of resource availability and utilization. Resources status conditions can include:

- *Available* resources are personnel, teams, equipment, or facilities that have not yet been assigned to an incident and are ready for a specific work detail or function.
- *Assigned* resources are personnel, teams, equipment, or facilities that have been checked-in and are supporting incident operations.
- *Out-of-service* resources are personnel, teams, equipment, or facilities that have been assigned but are unable to function for mechanical servicing, rest, personal reasons, cost reasons (e.g. the cost of using the resource is prohibitive), sterilization is required before re-use, or other reasons.

Resource Tracking Summaries. Personnel and material resources may be requested by responders throughout the response and must be tracked each time they are issued or re-assigned to different positions. An inventory database or other system may be utilized for tracking. The Logistics Section will have primary responsibility for issuing and updating the status of resources. The Resources Unit will summarize overall resource status, utilization, needs, and fulfillment.

C. IMPLEMENTATION

a. Resource Status Unit

Activate the Resource Status Unit when it is necessary to summarize the status of resources (personnel or material) or to plan for anticipated future resource needs.

The Resource Status Unit is responsible for analyzing responder requests and the status of resources in order to anticipate the need for future resources and to maximize resource use, provide accountability, and minimize waste and inefficiency. The resource request and tracking process includes:

1. Responder requests a resource to the Logistics Section following approval by their supervisor. (Logistics Section to provide guidance on request process (e.g., email, telephone, ICS form).
2. The Logistics Section receives the request and determines if the request can be filled or if the request must be forwarded to the EOC. The Logistics Section notes the request (e.g., requestor's name and module, date of request, item requested, deployment location, expected date of return) in an inventory database or other tracking system.
3. The item or person is deployed to the appropriate location. The tracking system is updated.
4. If multiple modules request the same resource and limited supplies are available the Logistics Section will work with the Operations Section Chief/Deputy to determine the priority need.
5. Once no longer needed or if re-called the resource is returned to the Logistics Section for future deployment. The Logistics Section updates the tracking system.

The Resource Status Unit will provide daily updates on the status of resources through the Incident Action Plan, the Situation Status Briefing Board, and other medium as requested.

Functions of Resource Status Unit

- Coordinate resource tracking and status with Logistics Branch.
- Each operational period prepare a summary of resources (responders and material goods) available, assigned, and out of service.
- Anticipate future resource needs.
- To ensure a healthy working environment and lift staff moral consider providing meals or snacks to staff.
- Provide resource summaries and future resource need projections to the Plans Section Chief.
- Disseminate resource summaries via the Incident Action Plan, Situation Status Briefing Board, and other medium as needed.

D. STAFF POSITIONS

The following positions are required for minimum staffing levels.

Staff Position Roster				
Job Title	Task Overview	Job Classification / Critical Skills	Minimum No. of Employees	Location
Resource Status Unit Leader	Summarize resource status and make future projections. Manage Resources Status Unit Staff.		1	DOC
Resource Status Unit Member	Assist the Resource Status Unit Leader to summarize resources and make future projections.			DOC

E. REPORTING

The Resources Status Unit reports directly to the Plans Section Chief.

F. DELIVERABLES

The Resource Status Unit is responsible for producing the following:

- Resource Summary Report (for each Operational Period)
- Personnel and Communications List, ICS Form #205
- Module Objectives and Update, ICS Form 202b (for each Operational Period)

G. RESOURCES

The following resources will be required to perform response operations:

a. Protocols, forms, and guidelines, and MOUs

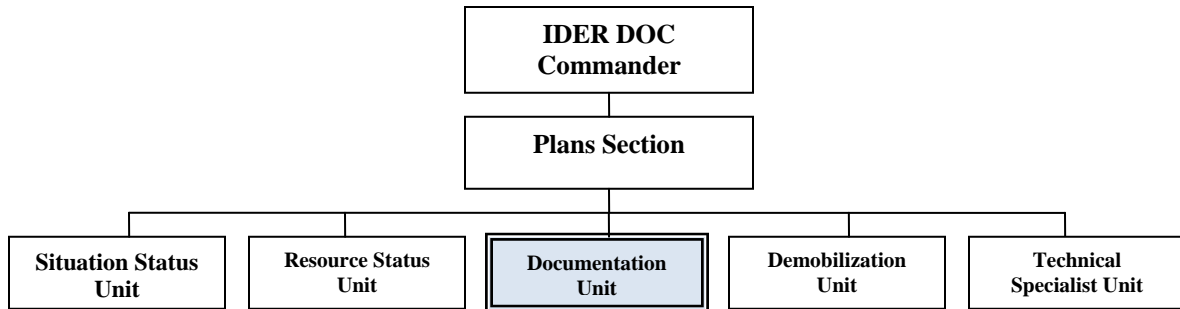
Items	Location
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Job Action Sheets	Appendix C
Plans	Appendix E
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Command Staff Meeting Agenda	Appendix E5
ICS Form Tracking Spreadsheet	Appendix E6
Debrief Agenda	Appendix E7
Situation Status Google Board Information	Appendix E8
Indoor Monitors	Appendix Ea
USPS Facility and Indoor Sampling Detection Details	Appendix Ea1
Map of USPS Processing & Distribution Center	Appendix Ea2
CDC. Responding to detection of aerosolized Bacillus anthracis by autonomous detection systems in the workplace. MMMR 2004; 53 (No.RR-7): [1-11]	Appendix Ea3
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BioWatch Filter Testing Agents and Process	Appendix Eb3
Interpretation of a BioWatch Alert	Appendix Eb4
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Federal Biowatch Outdoor Guidance	Appendix Eb8
Indoor Stability of Diverse Pathogens Poster	Appendix Eb9
BioWatch Portal Quicksheet	Appendix Eb10
BioWatch Preparedness & Response Guidance Part I (check BioWatch portal for updates)	Appendix Eb11
BioWatch Preparedness & Response Guidance Part II (check BioWatch portal for updates)	Appendix Eb12

b. Office and Communication Supplies

Items	Units Required	Location or Request From
1. Telephone	1	Logistics
2. Fax machine	1	Logistics
3. Computer with local network, internet access	1	Logistics

5. DOCUMENTATION UNIT

A. ORGANIZATION CHART



B. DESCRIPTION

a. Purpose & Objectives

The purpose of the Documentation Unit is to maintain accurate and complete incident files including a record of the key steps taken to resolve the incident. Unit objectives include:

- File, maintain, and store incident files for legal, analytical, and historical purposes.
- Distribute important documents to IDER responders as requested.
- Provide large-scale duplication services.
- Provide documentation for an analysis of the response after the conclusion of the incident (After Action Report).

b. Methods

The Documentation Unit will utilize the following resources to achieve objectives:

Electronic IDER Documents. All documents related to the IDE response will be stored on a secure central computer network drive.

Documentation Log. All documents relating to the incident, including ICS forms should be logged by date, Section/Branch responsible for producing the document, and type of document. An electronic or hard copy documentation log will allow for easy identification and retrieval of incident documents.

Duplication Service. Large scale duplication of documents required by IDER responders will be provided by the Documentation Unit. If duplication needs exceed the capabilities of the Unit, assistance will be requested from Logistics.

C. IMPLEMENTATION

a. Documentation Unit

Activate the Documentation Unit for all IDER activations.

The Documentation Unit will organize, track, and retain all original records produced during the response. Key documents include ICS forms, resource requests, meeting minutes, and products distributed to clinicians, emergency responders, policy makers, and/or the public, and other documents.

Documentation will be utilized during the incident for reference, for after action reporting, and for federal funding reimbursement.

Large-scale duplication of documents required by IDER modules will be managed by the Documentation Unit. The Unit will be responsible for copying the Incident Action Plan and other key documents for each operational period and distributing hard copies to responders. For requests that exceed the technological capability of the Documentation Unit, request support from the Logistics Section.

Functions of the Documentation Unit

- Collect documentation of incident related information (e.g. paper/electronic situation reports, resource status reports, incident action plans, products created during IDER response) from all IDER sites (e.g. IDER Command Post, Facility Command Post, POD).
- Create and populate a filing/organization system for both hard copy and electronic documents. Consider storing documents by type or modules.
- Respond to large-scale duplication requests. Utilize paper with 3-hole punches to allow responders to insert documents into binders.
- Disseminate duplicated documents as needed to IDER responders.
- Track and log documents.
- Review records for accuracy and completeness, inform appropriate units of errors or omissions.
- Provide documentation as requested.
- Backup electronic files daily.
- As appropriate, shred or recycle unneeded duplicates of documents.

D. STAFF POSITIONS

This module can contain the following roles. The “Number of Employees” column indicated the minimum number of roles required to activate this module.

Staff Position Roster				
Job Title	Task Overview	Job Classification / Critical Skills	Minimum No. of Employees	Location
Documentation Unit Leader	Collects, organizes, and tracks documents produced by the response. Facilitates large-scale duplication needs.		1	DOC
Documentation Unit Member	Assists the Documentation Unit Leader to accomplish objectives.			

E. REPORTING

The Documentation Unit reports to the Plans Section Chief.

F. DELIVERABLES

The Documentation Unit is responsible for producing the following:

- Log of IDER documents
- Module Objectives and Update, ICS Form 202b (for each Operational Period)

G. RESOURCES

The following resources will be required to perform response operations:

a. Protocols, forms, and guidelines, and MOUs

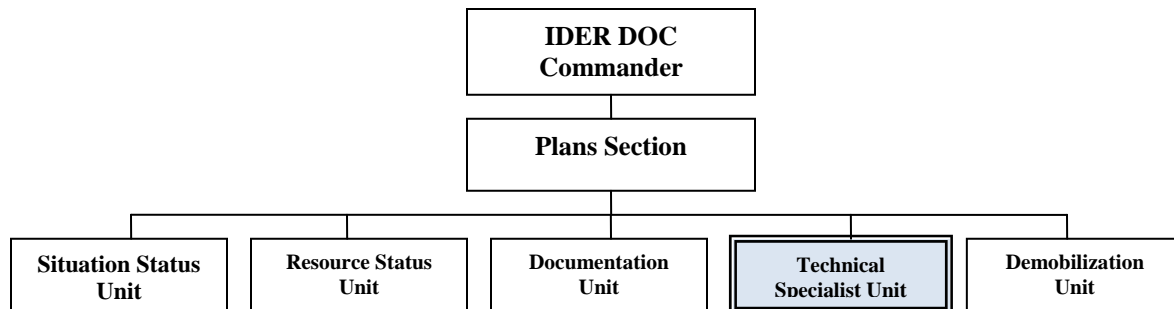
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BioWatch Preparedness & Response Guidance Part II (check BioWatch portal for updates)	Appendix Eb12

b. Office and Communication Supplies

Items	Units Required	Location or Request From
Telephone	1	Logistics
Fax machine access	1	Logistics
Computer with local network, internet access	1+	Logistics
Printer access	1	Logistics
Copy machine access	1	Logistics

6. TECHNICAL SPECIALIST UNIT

A. ORGANIZATION CHART



B. DESCRIPTION

a. Purpose & Objectives

The purpose of the Technical Specialist Unit is to provide or obtain technical expertise for the infectious disease emergency response. Unit objectives include:

- Receive technical requests (e.g. environmental, toxics) needed to support planning and operation.
- Identify additional technical expertise needed for the response to provide planning and operations guidance and support.
- Determine if the technical expertise resides with assigned response personnel.
- Recruit technical specialists from outside the response.
- Orient Technical Specialists assigned to the Unit or joining other modules of the response.

b. Methods

The Technical Specialist Unit will utilize the following methods to achieve objectives:

Health Alert Notification Database (HAND): The HAND is a database of clinicians in San Francisco (stratified by specialty) and other stakeholders that can be used to identify medical specialists. The database contains approximately 3,000 names, phone numbers, fax numbers, addresses, and other contact information.

Technical Expert Recruitment. When technical experts can not be identified by the Technical Specialists Unit, requests for assistance can be made to the San Francisco Emergency Operations Center (EOC.)

C. IMPLEMENTATION

a. Technical Specialists Unit

Activate the Technical Specialist Unit when a technical position or expertise, not contemplated in the IDER plan, is required for the response.

Certain incidents or events may require the use of Technical specialists who are individuals with specialized knowledge and expertise and whose role in the response has not been previously planned for. There are no pre-determined qualifications for technical specialists, rather they should be experts in their field of work. Examples include:

- Animal welfare
- Economic impact
- Environmental hazard assessment
- Environmental impact
- Environmental remediation
- Disease modeling
- Financial/resource use and cost
- Geographic Information Systems (GIS)
- Industrial hygiene
- Infection control
- Laboratory expertise
- Legal
- Pharmaceutical expertise
- Plume modeling
- Public health outbreak investigation expertise
- Specific infectious disease medical expertise
- Statistics
- Toxic substances
- Translation and translation review
- Vaccination evaluation
- Vector control
- Veterinary
- Wildlife

The Technical Specialist Unit is responsible for receiving requests, identifying, contacting, and fielding technical specialists. (Note: the Logistics Section is responsible for recruiting individuals with a broad array of skills to fill one of many positions required in the response. The Logistics Section does not recruit technical specialists to provide expertise on their field of knowledge.)

Methods to identify technical specialists can include:

1. Request contact information from IDER responders or other individuals who may know of individuals working in the technical specialty.
2. Utilize the HAND (clinicians) to identify specialists .
3. Request technical specialists working for city, state, or federal agencies through the EOC.
4. Ask the EOC to identify and recruit technical specialists from the public.

The Technical Specialist Unit Leader will brief Technical Specialists on the response and ensure that they have adequate work stations and tools.

Technical Specialists may function within the Plans Section or be assigned to other parts of the response. If the technical expertise will be required on a long-term basis and/or require several personnel, it may be appropriate to create a Technical Specialists Sub-Unit to provide the necessary guidance.

Functions of Technical Specialist Unit

- Receive and log requests for technical knowledge.
- Identify and maintain a contact list of technical specialists or organizations/businesses with expertise in required area.
- Coordinate technical specialist input.
- Serve as a resource for technical specialists.
- Produce Technical Specialists status updates.
- Receive and track problems with technical specialists and brief the Plans Section Chief (e.g. a particular specialist turns out not to be qualified to provide the requested advice.)

D. STAFF POSITIONS

The following positions are required for minimum staffing levels.

Staff Position Roster				
Job Title	Task Overview	Job Classification / Critical Skills	Minimum No. of Employees	Location
Technical Specialist Unit Leader	Identify and recruit technical specialists and coordinate participation.		1	DOC
Technical Specialist Unit Member	Assist in finding technical specialists and coordinating and tracking participation.			DOC

E. REPORTING

The Technical Specialist Unit Leader reports to the Plans Section Chief.

F. DELIVERABLES

The Unit is responsible for producing the following:

- Log of technical specialist requests
- Specific technical protocols or recommendations relevant to the situation.
- Module Objectives and Update, ICS Form 202b (for each Operational Period)

G. RESOURCES

The following resources will be required to perform response operations:

a. Protocols, forms, and guidelines, and MOUs

Items	Location
ICS Forms	Appendix B
Job Action Sheets	Appendix C
Plans	Appendix E
IDER Organization Wall Chart	Appendix E1
Maps – World, USA, San Francisco, Bay Area	Appendix E2
Guidance for the Scale and Scope of a Pandemic Flu Response	Appendix E3
Command Staff Meeting Agenda	Appendix E5
ICS Form Tracking Spreadsheet	Appendix E6
Debrief Agenda	Appendix E7
Situation Status Google Board Information	Appendix E8
Indoor Monitors	Appendix Ea
USPS Facility and Indoor Sampling Detection Details	Appendix Ea1
Map of USPS Processing & Distribution Center	Appendix Ea2
CDC. Responding to detection of aerosolized Bacillus anthracis by autonomous detection systems in the workplace. MMMR 2004; 53 (No.RR-7): [1-11]	Appendix Ea3
CDC. Biohazard Detection System Recommendations for Public Health Initiation of Antrax Post-exposure Antibiotic Prophylaxis. Memo. October 6, 2006.	Appendix Ea4

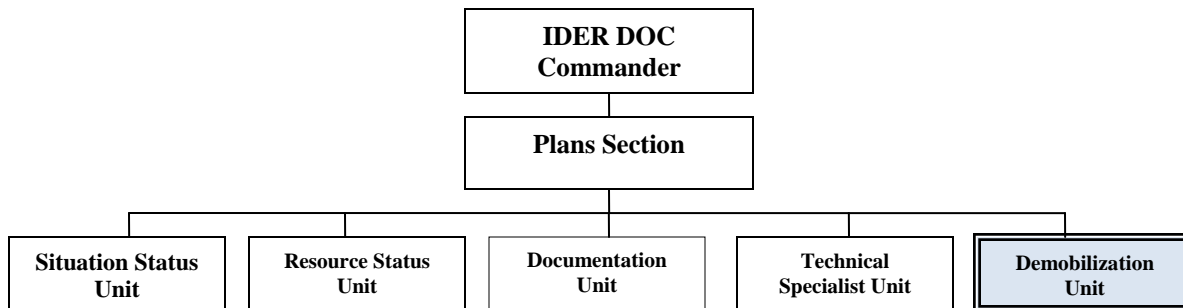
Outdoor Monitors	Appendix Eb
Location of BioWatch Monitors	Appendix Eb1
Map of San Francisco BioWatch Detectors (check BioWatch portal for updates)	Appendix Eb2
BioWatch Filter Testing Agents and Process	Appendix Eb3
Interpretation of a BioWatch Alert	Appendix Eb4
SF BAC Decision Matrix Following a BioWatch Actionable Result (check BioWatch portal for updates)	Appendix Eb5
F. Tularensis and Brucella Guidelines for Responding to an Outdoor BAR (check BioWatch portal for updates)	Appendix Eb6
SF Bay Area BioWatch Consequence Management Plan (check BioWatch portal for updates)	Appendix Eb7
Federal Biowatch Outdoor Guidance	Appendix Eb8
Indoor Stability of Diverse Pathogens Poster	Appendix Eb9
BioWatch Portal Quicksheet	Appendix Eb10
BioWatch Preparedness & Response Guidance Part I (check BioWatch portal for updates)	Appendix Eb11
BioWatch Preparedness & Response Guidance Part II (check BioWatch portal for updates)	Appendix Eb12

b. Office and Communication Supplies

Items	Units Required	Location or Request From
Telephone	1	Logistics
Fax machine access	1	Logistics
Computer with local network, internet access	1+	Logistics
Printer access	1	Logistics
Copy machine access	1	Logistics

7. DEMOBILIZATION UNIT

A. ORGANIZATION CHART



B. DESCRIPTION

a. Purpose & Objectives

The purpose of the Demobilization Unit is to plan for a smooth transition of the emergency response back to normal operations and to analyze the response. Unit objectives include:

- Develop and share the demobilization plan with Command and General Staff.
- Ensure that all personnel are debriefed following demobilization and supervisor is notified of return to routine job duties.
- Ensure that equipment and materials are released and returned to controlling agencies.
- Develop the After Action Report for the response.

b. Methods

Methods utilized by the Demobilization Unit to achieve objectives include:

Demobilization Plan. A Demobilization Plan will describe how personnel and activities of the infectious disease emergency event are to be reduced and/or closed out as the event abates. Demobilization planning early on ensures a more orderly and appropriately phased conclusion of response activities. It also identifies items requiring follow-up and the parties responsible.

Demobilization Checklist. All responders closing out positions and/or modules will be required to complete specific tasks to ensure that materials are complete, organized, and easily accessible; timesheets are complete; pending tasks are transferred appropriately; etc.

After Action Report and Corrective Action Plan. After each activation an evaluation of the response must be completed. The Corrective Action Plan will provide guidance on modifications that should be made to the plan. Templates and examples of previous After Action Reports are available on the HSEEP and Communicable Disease Control and Prevention website, www.sfdcp.org.

C. IMPLEMENTATION

a. Demobilization Unit

The Demobilization Unit should be activated for all responses prior to the demobilization of any module. Consider activating the Demobilization Unit at the beginning of the response in order to establish a staff

demobilization process. This will ensure that the proper information and documentation is collected and facilitate evaluation activities.

The Demobilization Unit will develop a Demobilization Plan and checklist that includes specific instructions for all personnel and resources that will require demobilization. On large scale incidents, demobilization can be complex requiring extensive planning activities. This unit should begin its work early in the incident, utilizing rosters of personnel and resources. The Incident Demobilization Plan should clearly state the timeline for demobilization, staff procedures for demobilization, procedures for turning in resources, and who will develop the After Action Report and Corrective Action Plan.

Following demobilization, hold a debrief session to gather feedback from staff activated for the response (see Appendix E for draft agenda). For longer activations consider holding one or more debriefs part-way through the response to have feedback at different stages of the response. Focus on things that went well, areas for improvement, and recommendations for the future. As needed, also gather feedback via interviews, questionnaires, at staff meetings during the response, and other methods. Analyze the effectiveness of the response and write the After Action Report and Corrective Action Plan.

Consider providing recognition to hard working staff members throughout or after the response (e.g., plaque, newsletter announcement, awards).

Functions of the Demobilization Unit:

- Review the Incident Action Plan and Resource Status Unit records to determine the size and extent of the demobilization effort.
- Coordinate demobilization with Command and General Staff and the Continuity of Operations Branch.
- Identify surplus resources and probable release time in coordination with the Logistics Section.
- Identify logistic (including transportation) needs to support demobilization.
- Develop a demobilization plan detailing specific responsibilities, release priorities, procedures, and necessary checklists to guide staff who are being demobilized. Track progress of demobilization and update Demobilization Plan as needed.
- Ensure that all modules understand their demobilization responsibilities and the procedure for demobilizing.
- Serve as a resource for all modules and respond to questions or problems.
- Brief Plans Section Chief on demobilization progress.
- Hold a debrief with all activated staff (see Appendix E for draft agendas)
- Gather feedback from staff via interviews, surveys, email, and/or other methods.
- Write the After Action Report and Corrective Action Plan.

D. STAFF POSITIONS

The following positions are required for minimum staffing levels.

Staff Position Roster				
Job Title	Task Overview	Job Classification / Critical Skills	Minimum No. of Employees	Location
Demobilization Unit Leader	Develop the Demobilization Plan, and serve as a resource for managers on the demobilization and after action reporting process.		1	DOC
Demobilization Unit Member	Assist the Demobilization Unit Leader in developing the Incident			DOC

	Demobilization Plan and After Action Report.			
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E. REPORTING

The Demobilization Unit Leader reports to the Plans Section Chief.

F. DELIVERABLES

The Demobilization Unit is responsible for producing the following:

- Demobilization Plan
- Demobilization Check-out Procedure
- Module Objectives and Update, ICS Form 202b (for each Operational Period)
- After Action Report
- Corrective Action Plan

G. RESOURCES

The following resources will be required to perform minimum response operations:

a. Protocols, forms, and guidelines, and MOUs

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