

Concluding the Investigation

Team Activity 4 ***Response Plan Review*** ***Training Cycle Development***



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Welcome to the Tennessee Integrated Food Safety Center of Excellence *Concluding the Investigation* Team Activity Facilitator Guide.

This team activity is intended for members of a local outbreak investigation team. It has been designed to further develop the acquired knowledge of public health professionals who have completed the full set of online courses, including: *Foodborne Outbreak Investigation and Response Team Roles and Responsibilities: Parts A and B, Initial Foodborne Illness Investigation, Environmental Investigations, Epidemiologic Investigations, Laboratory Investigations, and Concluding the Investigation.*

These activities were created around the online courses' learning objectives and they are intended as a complement to the online courses, although they may be used independently if desired. Each of the complementary team activities contains independent or group activities and discussions that will build upon the online coursework and previous team activities. All necessary instructional materials have been provided – worksheets, handouts, and a PowerPoint presentation. After completing all online courses independently and working through the complementary team activities jointly, an outbreak investigation team should have a well-developed set of investigative skills as well as the foundation for a concrete outbreak investigation plan for their jurisdiction.

This team activity is designed to be used by a single local outbreak investigation team. However, if necessary, more than one jurisdiction may meet with a facilitator at once, in which case participants should be seated with others from their corresponding organization as they carry out the team activities.

The “Facilitator Guide” is provided as a tool to assist the facilitator as team members complete and discuss the included activities. The overview on page ii lists necessary supplies and learning objectives for the activity. The left-hand column of the guide provides an estimate of time required for each section, to help plan an agenda for completing the activity. Each guide also contains read aloud statements (denoted by bold font) and discussion prompts to assist with facilitation. Links to the response plan template as well as additional training resources and outbreak response materials may be found at the end of this guide.

Make sure to read through all materials prior to facilitating the activity. We hope your group enjoys this hands-on, team-building activity!

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Activities	Part I Response Plan Review	Part II Training Cycle Development
Materials	<p><i>Response Plan Elements Checklist</i></p> <p><i>Outbreak Response Team Conformation</i></p> <p>Team activity PowerPoint</p> <p><u>Team members should each be provided a copy of the Participant Materials packet which contains these documents.</u></p>	<p><i>Training Cycle Planning Checklist</i></p>
Learning Objectives Addressed	<p>Course 1, Module 1 objectives (C1. M1.5, M1.6)</p> <ol style="list-style-type: none"> 5. Define key terms such as outbreak and cluster. 6. Analyze how local, state, and national agencies fit into an integrated food safety system. <p>Course 1, Module 2 objectives (C1. M2.1, M2.3)</p> <ol style="list-style-type: none"> 1. List the goals of a foodborne disease outbreak investigation. 3. Describe the desirable knowledge and skills included on a foodborne outbreak investigation team. <p>Course 2, Module 1 objectives (C2. M1.1, M1.2)</p> <ol style="list-style-type: none"> 1. Describe surveillance systems for Environmental Health. 2. Identify surveillance systems for Epidemiology. <p>Course 2, Module 2 objectives (C2. M2.2)</p> <ol style="list-style-type: none"> 2. Identify a role-specific response to a local complaint-driven cluster. <p>Course 2, Module 3 objectives (C2. M3.2)</p> <ol style="list-style-type: none"> 2. Describe the role specific response to a lab-identified cluster. <p>Course 2, Module 4 objectives (C2. M4.2, M4.4)</p> <ol style="list-style-type: none"> 2. Analyze how team composition may change during a complex outbreak response. 4. Describe use of the Incident Command System (ICS) to support outbreak response. <p>Course 3, Module 2 objectives (C3. M2.1, M2.2, M2.3)</p> <ol style="list-style-type: none"> 1. List appropriate methods for specimen collection. 2. Identify appropriate procedures for sample collection. 3. Describe the importance of proper packaging selection and timeliness in successfully transporting specimens and samples. <p>Course 3, Module 4 objectives (C3. M4.2)</p> <ol style="list-style-type: none"> 2. Identify stakeholders and relevant strategies for communicating with them. <p>Course 4, Module 2 objectives (C4. M2.3)</p> <ol style="list-style-type: none"> 3. Describe the importance of maintaining key information for the final report. 	

**Learning
Objectives
Addressed,
continued**

Course 5, Module 1 objectives (C5. M1.2)

2. Identify triggers that can initiate epidemiologic investigations.

Course 5, Module 4 objectives

1. Describe use of aggregate outbreak data to prevent future foodborne illnesses.

Course 6 Module 2 objectives (C6. M2.1)

1. Describe the importance of advance communication with the laboratory.

Course 7 Module 1 objectives (C7. M1.2)

1. Describe the importance of integrating findings from Epidemiologic, Environmental Health, and Laboratory activities.
2. Determine when and how to conclude a foodborne illness investigation.

Course 7 Module 2 objectives (C7. M2.1, M2.3)

1. Identify components of an After-Action Report.
2. Describe the process for improvement.
3. Describe importance of communicating with external stakeholders.

Course 7 Module 4 objectives

1. Describe the benefit of a properly conducted foodborne illness outbreak investigation.

Team Activity 4
Facilitator Guide – Response Plan Review

Activity:	Response Plan Review
Materials:	<i>Response Plan Elements Checklist</i> <i>Outbreak Response Team Conformation</i>
Getting Ready (~5 minutes)	<ul style="list-style-type: none">• Remind participants that this team activity is based upon learning objectives found throughout the complete set of 7 courses in the online series, <i>Foodborne Outbreak Investigation and Response</i>. This activity consists of a review of the necessary elements of a response plan and optional overview of team conformation that will require approximately 1 hour to complete.
Plan Elements Review (~20 minutes, group work)	<ul style="list-style-type: none">• Although the title of this activity is “Concluding the Investigation,” the end of an investigation is really the beginning of the process of improvement before the next outbreak presents itself. Therefore, this team activity focuses on the development and review of your jurisdiction’s Outbreak Response Plan.• An Outbreak Response Plan is crucial to ensuring that your jurisdiction’s response to a suspected or confirmed outbreak is conducted in a consistent, organized, and efficient manner. If your jurisdiction has an existing plan, this is the time to review and update it. If your jurisdiction does not have a formalized plan yet, now is the time to get started!• Developing a response plan can be a big project and important elements may be missed if undertaken by a single person or investigation discipline. In order to assist you in developing or updating your jurisdiction’s response plan, the TN Food Safety Center of Excellence has developed a template that may be used as a basis for a new plan or to enhance an existing plan. The template has been designed to meet the outbreak response plan criteria outlined in NACCHO’s Project Public Health Ready, which is a nationally recognized emergency preparedness accreditation regimen. Whether your jurisdiction ultimately uses the template or not, the activities in this in-person session will help your team develop or review much of the content that should be included in a response plan. A link to the Response Plan Template is located in Appendix 1.

Team Activity 4

Facilitator Guide – Response Plan Review

Plan Elements Review, continued

- Remind participants that this is a ***no-fault activity*** intended to stimulate ideas and action around the development or improvement of a response plan for the jurisdiction. Well-intended items that have not been completed happen to all of us. Be sure to keep this team activity positively focused on the joint development of response elements that will make creation of the plan smoother and more representative of the interdisciplinary response needed in an outbreak.
- Be sure to ask for a team member that is willing to serve as a notetaker for the group output following each small group discussion section.
- Ask participants what the status of their jurisdiction is with regard to an outbreak response plan – does the jurisdiction have a formalized plan?
 - Where does it reside? Who has access to it?
 - Do all team members have a copy of the plan?
 - Who is responsible for its review and updating?
 - How frequently does review/updating occur?
- If the team has an existing plan: **Let's take a few minutes to discuss what some needed updates to the plan might be. Please break into small groups to discuss areas for improvement for about 5 minutes.**



If participants need assistance in building a discussion, use the following questions for prompting:

- What shortcomings in the plan have you noticed during previous outbreak investigations?
 - Which aspects of an investigation tend to go smoothly?
 - Which aspects tend to be more difficult to complete?
 - What are some of the reasons? Can they be addressed through clarification of the response plan, specifying roles, improving communications systems, or other concrete steps?
- If the jurisdiction does not have a plan: **Let's take a few minutes to consider ways to develop a plan jointly that represents all outbreak disciplines. Please break into small groups to discuss the logistics of creating a plan for about 5 minutes.**



If participants need assistance in building a discussion, use the following questions for prompting:

- Who needs to be involved in creating a plan?
- What sort of approvals might the plan need?
- Where should the plan be stored?
- Who should be responsible for reviewing and updating it?
- How frequently is it feasible to do so?
- Is there a neighboring jurisdiction or supervising agency that might have an existing plan that could be adapted for your jurisdiction?

Team Activity 4
Facilitator Guide – Response Plan Review

**Plan Review,
continued**

- *Be sure to keep discussion of these topics brief so that the bulk of the session can be dedicated to the review of specific plan components*
- **Now that you have started to think about some of the logistical components of assembling and storing your jurisdiction's outbreak response plan, please take out the first handout, "Response Plan Elements Checklist." Working in groups of 3, complete the checklist, making notes as needed. After about 15 minutes, we will discuss the checklist as a group. This checklist and your notes will provide useful guidance as your team updates or creates your response plan, so be sure to be as specific as possible!**

Discussion
(~10 minutes,
group work)

- After the small groups have had about 15 minutes to work through the checklist, ask them to reconvene. Discuss each response plan element briefly as a group, spending additional time to come to consensus on any elements about which the small groups differed.
- Be sure to have a team member take detailed notes so that the output can be used in fleshing out the response plan following the team activity.

**Response Team
Conformation**
(~10 minutes,
group work)

- If the jurisdiction does not have a response plan which includes a team member roster, consider completing the optional Outbreak Response Team Conformation worksheet.
- The team conformation worksheet can be completed by small groups or as a large group representing the jurisdiction as a whole.
- Even in jurisdictions with a response plan, reviewing specific roles and assigning primary and backup team members may be a useful exercise. Because most response team roles will be clear given existing jurisdictional roles, you need only allow 10 minutes to work through the list.

Response Plan Elements Checklist

An Outbreak Response Plan is crucial to ensuring that your jurisdiction's response to a suspected or confirmed outbreak is conducted in a consistent, organized, and efficient manner. This activity is designed to help you identify the content that should be included in a response plan and strategize a team approach to developing or updating the necessary content.

Plan Element	Overview	Included	Action	Team Member	Projected Date
Introduction and Use	Describes how and why the plan has been developed and what the intended use is (enteric vs. general outbreak response or all-hazard response)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		
Scope and Maintenance	<p>Describes the public health response to both routine surveillance and investigation responsibilities as well as the response to enteric disease outbreaks in the jurisdiction;</p> <p>Integrates key elements of communicable disease control and prevention with emergency management concepts;</p> <p>Provides a functional response guide for the Incident Commander and other responders</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		
Jurisdiction Description	Briefly describe the geographic and political range of the jurisdiction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		

Team Activity 4
Response Plan Review – Elements Checklist

Plan Element	Overview	Included	Action	Team Member	Projected Date
Jurisdiction Contact Information	Describes availability of jurisdiction staff and means of contact	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		
Sources of Surveillance Data	Describes sources of surveillance data used by jurisdiction to identify diseases and conditions of public health import; Includes a list of specific surveillance sources	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		
Data Management and Analysis Capabilities	Describes jurisdiction's regular use of software for storage and analysis of public health data	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		
Surveillance Reporting Channels	Describes surveillance data reporting method and frequency Describes coordination of data analysis staff with medical leadership and public information officers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		
Outbreak Investigation and Response Responsibilities	Includes overview of goal of investigations and detailed investigation steps	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		

Team Activity 4
Response Plan Review – Elements Checklist

Plan Element	Overview	Included	Action	Team Member	Projected Date
Routine Case Investigation	Describes routine case investigation responsibilities and procedures within jurisdiction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		
Outbreak Recognition	Describes common methods of outbreak detection, definition of outbreak in the public health context, and triggers to initiate outbreak investigation References jurisdiction's reportable disease list and provides link to its location	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		
Outbreak Investigation Intake Reporting Procedures	Describes method for receiving, logging, and processing illness complaints	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		
Specimen Collection and Laboratory Testing	Describes process for consultation with laboratory partners and contact information for appropriate reference laboratory; Includes collection procedures, shipping/handling, and general recommendations for testing; Includes location of reference laboratory guidelines that provide additional details	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		

Team Activity 4
Response Plan Review – Elements Checklist

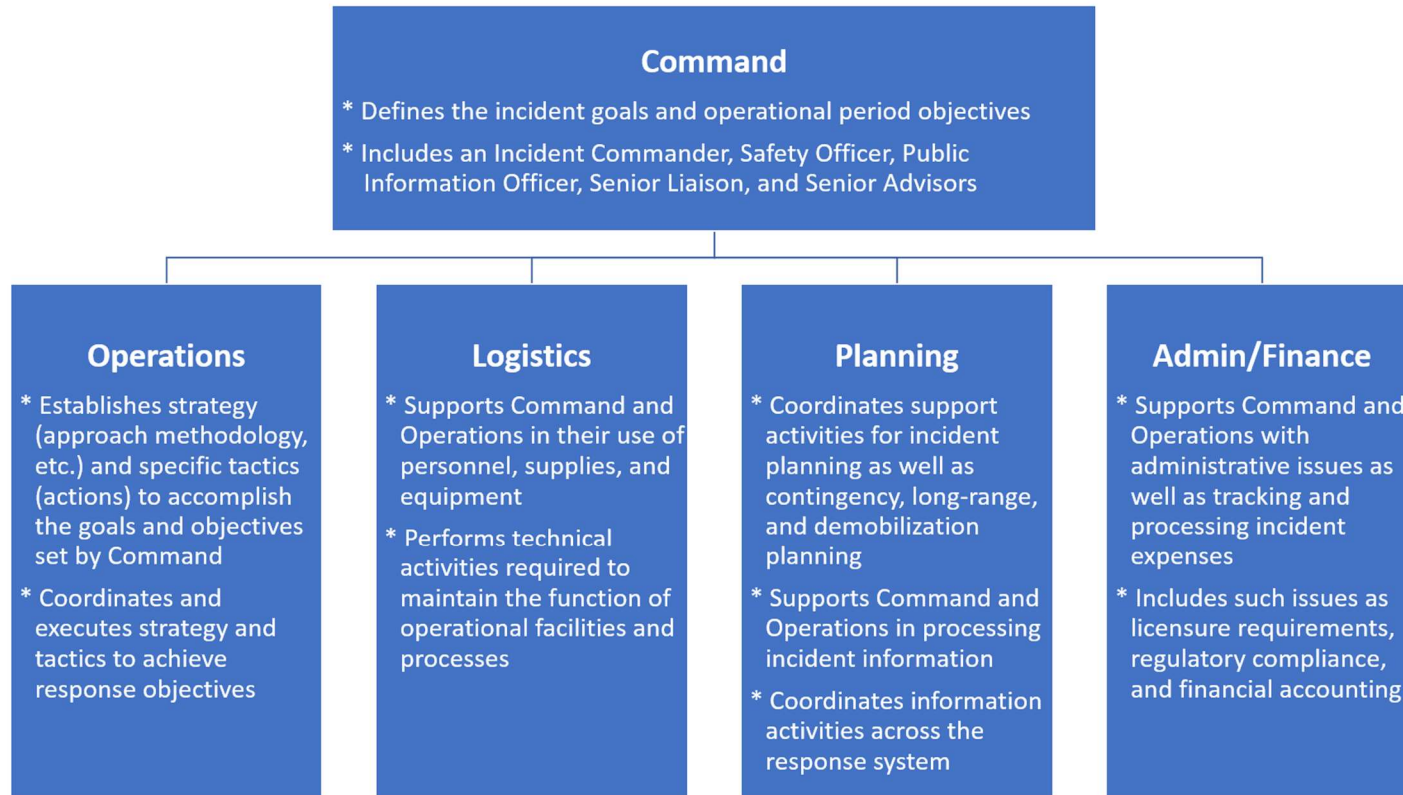
Plan Element	Overview	Included	Action	Team Member	Projected Date
Environmental Health Assessment	Describes the role of Environmental Health staff in the collection, analysis, and interpretation of information collected regarding implicated facilities, agent, transmission, vehicle, source, and contributing factors Includes contact information for complaint hotline, if such a program exists	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		
Outbreak Notification Procedures	Describes initial notification of applicable jurisdictional hierarchy; Describes internal and external notification procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		
Response Team Composition	Describes core and expanded team composition by specific member roles; Describes activation and deployment, management (ideally under ICS), and demobilization procedures; Includes contact information for primary and backup team members	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		

Team Activity 4
Response Plan Review – Elements Checklist

Plan Element	Overview	Included	Action	Team Member	Projected Date
Scalability of the Response	Describes use of ICS structure; Includes link to jurisdiction's Emergency Operations Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		
Ongoing Communication Procedures	Describes the jurisdiction's procedures for ensuring appropriate and timely communication throughout the course of an investigation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		
Outbreak Tracking Reporting	Describes means employed by jurisdiction to communicate important health messages to partners and track their responses	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		
Outbreak Completion Reporting	Details the jurisdiction's process for completing the outbreak report, including the seven minimal elements described by CDC; Includes a timeline for completion of the report following conclusion of the investigation Describes team member responsibility for completion of the National Outbreak Reporting System (NORS) form	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		

Team Activity 4
Response Plan Review – Elements Checklist

Plan Element	Overview	Included	Action	Team Member	Projected Date
Recovery	<p>Describes triggers for recovery phase and activities that would occur during the phase;</p> <p>Includes a plan for evaluation and documentation of activities that occurred throughout the response (After-Action review, response plan updates)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	<input type="checkbox"/> None <input type="checkbox"/> Update <input type="checkbox"/> Template <input type="checkbox"/> Request <input type="checkbox"/> Other:		



(Source: <https://www.phe.gov/Preparedness/planning/mscc/handbook/chapter1/Pages/emergencymanagement.aspx>)

The use of ICS is strongly encouraged for all response activities as its application to small-scale investigations will help team members become more comfortable with the structure and terminology in a less stressful situation. Because some outbreak response teams find it challenging to begin using ICS, it may be helpful to cross-reference standard ICS positions to outbreak response team roles. It is important to note, however, that the role of each team member within an ICS structure will vary with the nature and scale of the response and the functional hierarchy of each jurisdiction. Commonly assigned ICS roles are provided as suggestions and may change with each investigation or during an investigation.

If your current response plan does not include a detailed roster, work as a group to complete the chart below, making notes regarding team membership, additional members or duties needed, and specific wording changes that reflect your jurisdiction's structure. Use the resulting information to update your response plan and create a simple ICS structure that can be implemented each time an investigation is conducted.

Outbreak Response Team Members, Duties, and Potential ICS Roles

Core Team Member	Duties	Primary Member	Backup Member	ICS Role(s)
Regional Health Officer	Medical consultation and decision making for follow-up on case investigation; Liaison with local and regional leadership regarding investigation			Senior Advisor, Subject Matter Expert (SME); In some jurisdictions, may be the Incident Commander
Regional Epidemiologist	Coordination of Outbreak Response Team activities; Conduct syndromic surveillance; Perform quality assurance, data entry, and training; Disease investigation and follow-up; Interview cases and contacts; Development of case definition and defining at-risk population; Implementation of control measures (in coordination with team members, especially EHS); Data analysis; Provide just-in-time training			Operations Section Chief; In a small response, may be the Incident Commander; In a large response, may be an Operations sub-section lead (Epidemiology) or a Subject Matter Expert (SME)
Communicable Disease Director / Public Health Nurse	Coordination of Outbreak Response Team investigation and follow-up of communicable diseases; Arrange for collection of laboratory specimens; Ensure treatment of cases and prophylaxis of contacts, if appropriate; Coordinate data entry; Assist Regional Epidemiologist			Incident Commander; In a large response, may be the Operations Section Chief or an Operations sub-section lead (Nursing)

Outbreak Response Team Conformation

The use of ICS is strongly encouraged for all response activities as its application to small-scale investigations will help team members become more comfortable with the structure and terminology in a less stressful situation. Because some outbreak response teams find it challenging to begin using ICS, it may be helpful to cross-reference standard ICS positions to outbreak response team roles. If your current response plan does not include a detailed roster, work as a group to complete the chart below, making notes regarding team membership, additional members or duties needed, and specific wording changes that reflect your jurisdiction's structure. Use the resulting information to update your response plan and create a simple ICS structure that can be implemented each time an investigation is conducted. Commonly assigned ICS roles are provided as suggestions and may change with each investigation or during an investigation.

Core Team Member	Duties	Primary Member	Backup Member	ICS Role(s)
Regional Health Officer	Medical consultation and decision making for follow-up on case investigation; Liaison with local and regional leadership regarding investigation			Senior Advisor, Subject Matter Expert (SME); In some jurisdictions, may be the Incident Commander
Regional Epidemiologist	Coordination of Outbreak Response Team activities; Conduct syndromic surveillance; Perform quality assurance, data entry, and training; Disease investigation and follow-up; Interview cases and contacts; Development of case definition and defining at-risk population; Implementation of control measures (in coordination with team members, especially EHS); Data analysis; Provide just-in-time training			Operations Section Chief; In a small response, may be the Incident Commander; In a large response, may be an Operations sub-section lead (Epidemiology) or a Subject Matter Expert (SME)

Team Activity 4
Response Plan Review – ICS Chart

Core Team Member	Duties	Primary Member	Backup Member	ICS Role(s)
Communicable Disease Director / Public Health Nurse	Coordination of Outbreak Response Team investigation and follow-up of communicable diseases; Arrange for collection of laboratory specimens; Ensure treatment of cases and prophylaxis of contacts, if appropriate; Coordinate data entry; Assist Regional Epidemiologist			Incident Commander; In a large response, may be the Operations Section Chief or an Operations sub-section lead (Nursing)
Regional Laboratory Director	Provide guidance regarding specimen collection and laboratory testing procedures; Coordinate with nursing and environmental health staff to receive specimens; Communicate laboratory results to Outbreak Response Team leads and State Laboratory; Submit specimens to State/CDC Laboratories for confirmative testing as needed			Subject Matter Expert (SME); In a large response, may be an Operations sub-section lead (Laboratory)
Administrative / Clerical Staff	Provide clerical support to the Outbreak Response Team: Briefing person responsible for answering phone calls on how to direct / answer questions regarding incident; Copying case investigation forms, sending them to supervisory hierarchy (e.g., Central Office), and filing them			Logistics Section Chief, Admin./Finance Section Chief; In a large response, may have multiple clerical staff involved in varying capacities


Team Activity 4
Response Plan Review – ICS Chart

Core Team Member	Duties	Primary Member	Backup Member	ICS Role(s)
Nursing Supervisors	Coordinate with Outbreak Response Team to ensure sufficient staffing levels to respond to investigation; Identify training needs for nursing team members related to communicable disease and epidemiology			Operations sub-section assignments as needed; In small, localized response, may be Operations Section Chief or Incident Commander
Public Health Nurses (Local)	Interview cases and contacts; Arrange for collection of laboratory specimens; Provide treatment of cases and prophylaxis of contacts as prescribed			Operations sub-section assignments as needed
Environmental Health Specialist	Conduct site visits to facilities licensed through the health department (e.g., daycare settings, nursing homes, restaurants); Advises on food safety, environmental risks, and control measures; May provide assistance with specimen drop off or collection			Liaison, Operations Section roles as needed; In a large response, may be an Operations sub-section lead (Env. Health) or SME
Emergency Response Coordinator	Work with the Outbreak Response Team members to plan for public health incidents using the principles of ICS; Develop and update Incident Action Plan (IAP); Provide intelligence and situation updates to Incident Commander; Submit situation reports to the jurisdiction Director and others, as appropriate.			Planning Section Chief; In a large response, may be the Incident Commander, Safety Officer, or SME; Provides liaison capacity to Unified Command in a multijurisdictional or multiagency response

Team Activity 4
Response Plan Review – ICS Chart

Expanded Team Member Roles	Duties	Primary Members	Backup Members	ICS Role(s)
Regional Hospital Coordinator	Coordinate communication between public health and healthcare facilities throughout the region; Activate and manage resource tracking through available communication systems, as needed			Liaison, Operations Section roles as needed; In a large response, may be an Operations sub-section lead (Hospital Coordination) or a Planning Section support/backup lead
Public Information Officer	Coordinate with Outbreak Response Team leads, jurisdiction leadership, and Communications chain-of-command to prepare messages for public consumption regarding the outbreak; Respond to media inquiries			Public Information Officer; In small jurisdictions, the PIO may be a team member with another primary ICS role
All Other Employees	Other staff will assist in outbreak investigations, as assigned. Employees from other health jurisdictions or supervisory hierarchy (e.g., Central Office) assigned to the region can assist in investigative and data management tasks			Staff involved in varying capacities as needed; Often assigned to Logistics or Admin./ Finance roles, but may represent Operations assignees as well
Volunteers				

Team Activity 4
Facilitator Guide – Training Cycle Development

Activity: Materials: Learning Objectives:	Training Cycle Development <i>Training Cycle Planning Worksheet</i> C5. M4.1 C7. M1.1 C7. M2.2 C7. M4.1
Training Planning (~15 minutes, group work)	<ul style="list-style-type: none"> • Completing team training and creating a response plan are not static activities. It is important to set up a team training cycle that realistically addresses the current capacities and needs of your jurisdiction and continues to build toward future outbreak response goals. • Consider how much your response team has changed over the time that you have been working through this team training process. Whether the turnover has been nil, normal, or higher than usual in the jurisdiction, your response team needs to continue meeting and training together regularly to ensure its readiness. • In addition to staff changes, response teams also face challenges on many other fronts that can impact their readiness to respond to an outbreak: changes in leadership, funding increases or decreases, programmatic requirements, community circumstances, competing priorities, and even concurrent investigations can all influence the resources available to the response team. • Every team and jurisdiction are different and the training cycle should reflect your team’s challenges and opportunities. There are a wide variety of ways that teams can strengthen their response capacity. This activity is designed to help your team begin planning its training cycle in a stress-free way, by providing several potential next steps and eliciting details that will facilitate the planning process. • Ask participants what the status of their jurisdiction is with regard to a training plan – do any sections of the jurisdiction currently have a formal training or staff development plan? • Whether or not sections of the jurisdiction have a training plan, it is important to have one specific to this interdisciplinary group: Please take out the handout, “Training Cycle Planning Worksheet.” We’ll work through it together as a group and consider potential future steps to continue building capacity and meeting the training needs of all outbreak disciplines. <p> If participants need assistance in making determinations about potential training steps, use the following questions to help prioritize training/</p>

Team Activity 4

Facilitator Guide – Training Cycle Development

updates and assign planning leads:

- How frequently are there changes to the core response team?
 - How are new core team members typically trained?
 - How confident are core and expanded team members in their outbreak response roles?
 - What are areas that the team feels could benefit from additional strengthening?
 - Are in-person trainings feasible to request or conduct?
 - What specialized training capacity exists within the jurisdiction?
 - What constraints or challenges to training are there within the jurisdiction?
 - How far in advance does planning need to occur?
 - Who needs to be involved in the planning process to guarantee participation of all outbreak response disciplines and ensure team members' training needs are met?
 - Do trainings identified or planned meet the discipline-specific continuing education hours team members need?
- Walk the group through the **Training Cycle Planning Worksheet**, developing a concrete prioritization scheme for ongoing training.
 - Be sure to draw participants' attention to the list of selected training resources in **Appendix 1**. The websites listed correspond to the notes in the **Training Cycle Planning Worksheet** and provide very helpful support in planning and conducting ongoing team training.
 - Thank everyone for taking the time to attend and actively participate in the activity. Check to see if participants have any questions, concerns, or follow-up comments.
 - Confirm the timeline for completing any Outbreak Response Plan updates and finalizing the training cycle plan.
 - Provide the evaluation link to all participants and reiterate that it will also be distributed by e-mail: https://is.gd/compl_activity_eval .

Wrap-Up
(~5 minutes,
group work)

Training Cycle Planning Worksheet

Plan, Train, Review, Repeat: Creating a response plan and completing team training are not static activities. To keep your team in peak shape it is necessary to regularly meet and train together. There are a wide variety of ways that teams can strengthen their response capacity. Various potential next steps are provided here, but feel free to develop ideas unique to your team's needs. Every team and jurisdiction are different and the training cycle should realistically reflect the needs and capacities of yours.

Potential Step	Status	Proposed Date	Planning/Training Lead	Notes
Periodic Plan Review	<input type="checkbox"/> Scheduled <input type="checkbox"/> Needed <input type="checkbox"/> Desired <input type="checkbox"/> Request Info <input type="checkbox"/> N/A <input type="checkbox"/> Other:			How frequently will review be conducted?
Develop jurisdiction-specific response tools (e.g., complaint intake/tracking system, outbreak questionnaire/database templates)	<input type="checkbox"/> Scheduled <input type="checkbox"/> Needed <input type="checkbox"/> Desired <input type="checkbox"/> Request Info <input type="checkbox"/> N/A <input type="checkbox"/> Other:			Visit CoE Tools and Resources Portal for REDCap, Excel, and Access-based templates
In-person Response Team Training (e.g., Epi-Ready, NCBRT Team Training)	<input type="checkbox"/> Scheduled <input type="checkbox"/> Needed <input type="checkbox"/> Desired <input type="checkbox"/> Request Info <input type="checkbox"/> N/A <input type="checkbox"/> Other:			Request through regional CoE or NCBRT

Team Activity 4
Training Cycle Development

Potential Step	Status	Proposed Date	Planning/Training Lead	Notes
Apply for Outbreak Team Certification	<input type="checkbox"/> Scheduled <input type="checkbox"/> Needed <input type="checkbox"/> Desired <input type="checkbox"/> Request Info <input type="checkbox"/> N/A <input type="checkbox"/> Other:			See TN CoE website for details
Implement use of Just-in-Time Trainings or other apps as refreshers for field staff	<input type="checkbox"/> Scheduled <input type="checkbox"/> Needed <input type="checkbox"/> Desired <input type="checkbox"/> Request Info <input type="checkbox"/> N/A <input type="checkbox"/> Other:			Visit CoE Tools and Resources Portal for links/downloads
Food Safety CoE Site Visits/One-on-One jurisdictional assistance (e.g., Outbreak consults, PulseNet coordination, WGS integration, Complaint System improvement, EHSNet coordination, CIFOR metrics/assessments, NEARS/NORS evaluation, jurisdictional needs assessment, etc.)	<input type="checkbox"/> Scheduled <input type="checkbox"/> Needed <input type="checkbox"/> Desired <input type="checkbox"/> Request Info <input type="checkbox"/> N/A <input type="checkbox"/> Other:			Request through regional CoE

Team Activity 4
Training Cycle Development

Potential Step	Status	Proposed Date	Planning/Training Lead	Notes
Apply for OutbreakNet Enhanced Funding	<input type="checkbox"/> Scheduled <input type="checkbox"/> Needed <input type="checkbox"/> Desired <input type="checkbox"/> Request Info <input type="checkbox"/> N/A <input type="checkbox"/> Other:			Applies to jurisdictions that receive ELC funding
Develop a Student Outbreak Team to provide surge capacity	<input type="checkbox"/> Scheduled <input type="checkbox"/> Needed <input type="checkbox"/> Desired <input type="checkbox"/> Request Info <input type="checkbox"/> N/A <input type="checkbox"/> Other:			Partner with a local University Key Points document on MN CoE website
Host an Epi-Ready Train-the-Trainer course to develop in-jurisdictional capacity	<input type="checkbox"/> Scheduled <input type="checkbox"/> Needed <input type="checkbox"/> Desired <input type="checkbox"/> Request Info <input type="checkbox"/> N/A <input type="checkbox"/> Other:			Request through regional CoE

Team Activity 4
Training Cycle Development

Potential Step	Status	Proposed Date	Planning/Training Lead	Notes
Encourage Professional Development of team members (e.g., Food Safety Graduate Certificate, specialized training for food safety professionals)	<input type="checkbox"/> Scheduled <input type="checkbox"/> Needed <input type="checkbox"/> Desired <input type="checkbox"/> Request Info <input type="checkbox"/> N/A <input type="checkbox"/> Other:			Consider time required as well as cost
	<input type="checkbox"/> Scheduled <input type="checkbox"/> Needed <input type="checkbox"/> Desired <input type="checkbox"/> Request Info <input type="checkbox"/> N/A <input type="checkbox"/> Other:			
	<input type="checkbox"/> Scheduled <input type="checkbox"/> Needed <input type="checkbox"/> Desired <input type="checkbox"/> Request Info <input type="checkbox"/> N/A <input type="checkbox"/> Other:			

Appendix 1

Additional Response Team Training/Outbreak Materials

Integrated Food Safety Centers of Excellence Tools Website

<https://coefoodsafetytools.org/>

Tennessee Integrated Food Safety Center of Excellence

<http://foodsafety.utk.edu/>

Food Safety Team Training Roadmap

<https://foodsafety.utk.edu/dlfiles/COEOutbreakTeamRoadmap.pdf>

Response Plan Template

https://foodsafety.utk.edu/dlfiles/Enteric_Outbreak_Response_Plan_Template.doc

Outbreak Team Certification Request Form

https://foodsafety.utk.edu/dlfiles/Certification_Request_Form.pdf

REDCap Enteric Outbreak Template

https://foodsafety.utk.edu/dlfiles/Enteric_OB_Template.zip

Council to Improve Foodborne Outbreak Response Guidelines

<https://cifor.us/clearinghouse/cifor-guidelines-for-foodborne-disease-outbreak-response>

National Center for Biomedical Research and Training – Course Request

<https://www.ncbrt.lsu.edu/RequestCourse>

University of Tennessee Graduate Certificate in Food Safety

<https://publichealth.utk.edu/certificates/food-safety/>