

Concluding the Investigation

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



Concluding the Investigation

Team Activity 4 Response Plan Review Training Cycle Development



Introduction

- Welcome
 - The final of four complementary team activities for the online Foodborne Outbreak Investigation course series offered by the TN Food Safety Center of Excellence
 - Designed to bring together members of a local outbreak response team and help develop or refine an outbreak response plan for the jurisdiction
- Materials
 - Team Activity Facilitator PowerPoint
 - Team Activity Facilitator Guide
 - Team Activity Participant Guide
 - Response Plan Elements Checklist
 - Outbreak Response Team Conformation (optional)
 - Training Cycle Planning Worksheet



Activity: Response Plan Review



Response Plan Elements Checklist

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	Describes the public health response to both routine surveillance and investigation responsibilities as well as the response to enteric disease outbreaks in the jurisdiction; Integrates key elements of communicable disease control and prevention with emergency management concepts; Provides a functional response guide for the Incident Commander and other responders	<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:		

Outbreak Response Team Conformation

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;			Incident Commander; In a large response, may be the Operations

Activity: Training Cycle Development



Training Cycle Planning Worksheet

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 and Access-based templates
In-person Response Team Training (e.g., Ipi-Ready, NCERT 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 NCERT

Thank you for your participation!



Please remember to visit
https://is.gd/compl_activity_eval
 to complete the activity evaluation form!

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. Developing or overhauling a response plan can be a big project and important elements may be missed if undertaken by a single person or investigation discipline. 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.

Working in groups of 3, go through the checklist below and assess each of the elements listed.

If your jurisdiction currently has a response plan:

- Does it include the elements described in the checklist?
- Does the element need updating or detailing?
- If so, who should be responsible for making the update?
- When is it feasible for the update to occur?
- Can the necessary element be requested from a neighboring jurisdiction or supervisory agency?

If your jurisdiction does not currently have a formalized outbreak response plan:

- Assess whether each element is part of your standard practice.
- Consider whether the necessary details might already exist elsewhere within your jurisdiction, such as in Emergency Preparedness documentation, or if a neighboring jurisdiction might have an existing plan element that you can utilize as a starting point. Using existing plans and templates that you can adapt for your jurisdiction will not only save time and help prevent oversight of crucial plan elements, but existing plans may also be more suited to local characteristics.
- Who should be responsible for drafting the content?
- Who will be responsible for compiling all of the content into a comprehensive plan?
- When is it feasible for these steps to occur?

If your team has previously completed the three preceding team activities, you should have some of the necessary elements of your response plan in place already. In addition to the set of activities, the TN Food Safety Center of Excellence has also developed a template that may be used as a basis for a new plan or to enhance an existing plan. Whether you use the template or develop your own, after completing the following checklist and assigning team members to compile or update the missing elements, you will be ready to begin putting together your jurisdiction's response plan.

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Use this page for additional notes regarding response plan development.

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
Concluding the Investigation

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:		

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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:		

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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:		

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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:		

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)

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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

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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

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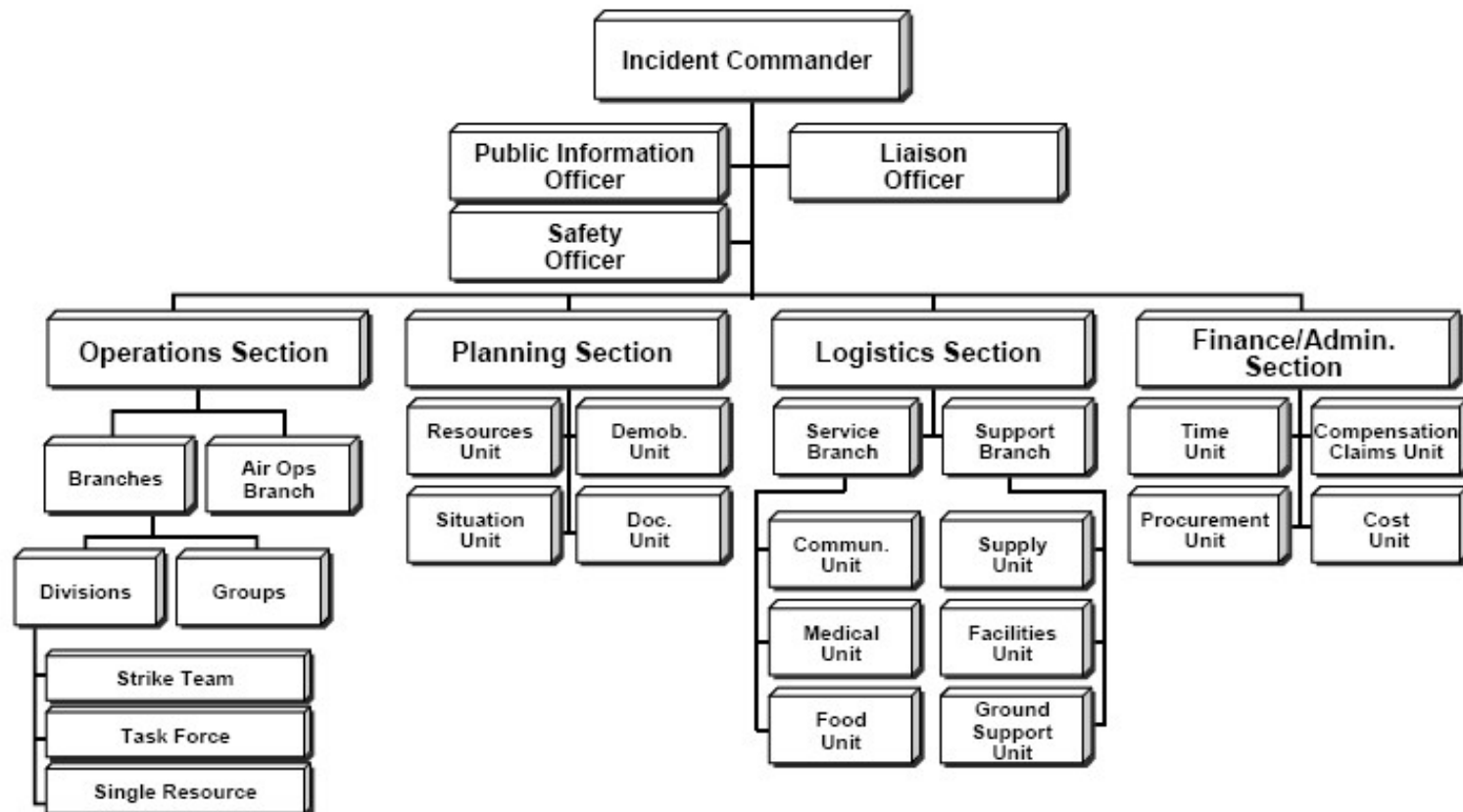
Expanded Team Member Roles	Duties	Primary Members	Backup Members	ICS Role(s)
Regional Hospital Coordinator	Coordinate communication between public health and healthcare facilities throughout the region; Activate and manage resource tracking through available communication systems, as needed			Liaison, 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				

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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:		

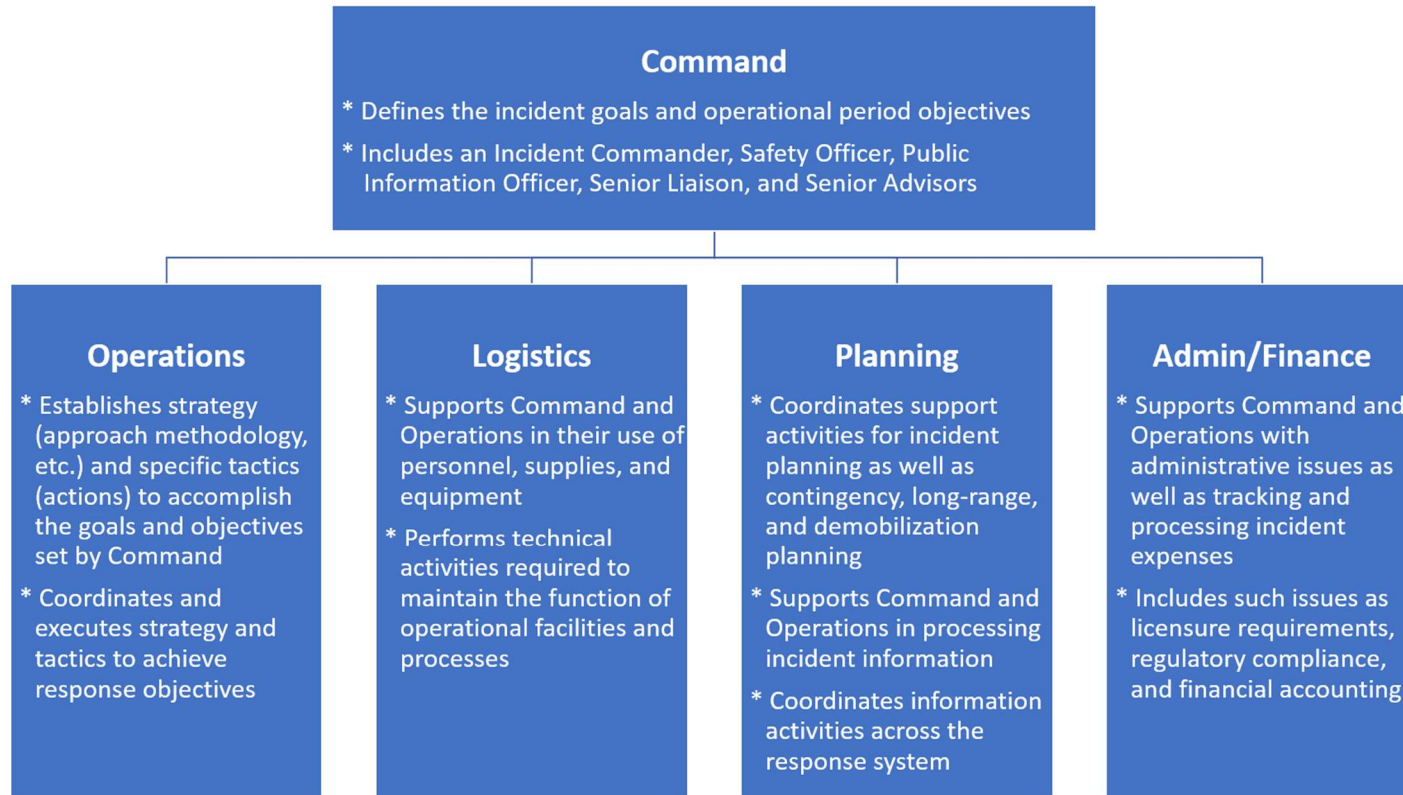
Outbreak Response Team Conformation

The application of Incident Command System (ICS) principles to an outbreak can be extremely beneficial, providing clear responsibilities and direction to team members and allowing the response to scale as needed during the investigation. In a small-scale response, individual team members may perform multiple roles, while in a more complex response, teams may have multiple individuals performing the same role, either concurrently or in sequential operational periods. Application of ICS structure to an investigation team does not mean all ICS positions have to be filled; any central roles that are unassigned remain the responsibility of the direct supervisor, so the investigation can be conducted by a small team if that is all that is required or is available. Both a standard and simplified ICS structure are provided below for reference.



(Source: Federal Emergency Management Agency - Federal Emergency Management Agency (May 2008). Incident Command System Training Review Material (in English) (PDF) 7., Public Domain, <https://commons.wikimedia.org/w/index.php?curid=47011016>)

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(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.

Training Cycle Planning Worksheet

Now that you have completed the process of training to respond to outbreaks as a team and you have generated content for your outbreak response plan, it's time to decide what steps to take next to keep your team in peak shape.

As a group, work through the following checklist, selecting trainings/updates for future team activities.

Various potential next steps are provided as a guide, but there is also space included for your team to detail its own ideas. Every team and jurisdiction are different and the training cycle should realistically reflect the needs and capacities of yours.

As you go through the checklist, consider the following:

- How much has your response team changed over the time that you have been working through this team training process?
 - How many new team members need to be brought up to speed?
 - What changes in the team need to be reflected in the response plan?
- What are areas that the team feels could benefit from additional strengthening?
 - Would an in-person training be feasible?
 - What constraints or challenges to training exist 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?

Make notes regarding these and any other considerations that will influence the process of conducting ongoing training. Use the worksheet to create a training plan that can serve as a standalone document or an annex to your jurisdiction's outbreak response plan.

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Use this page for additional notes regarding training cycle planning.

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

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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

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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

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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/>