Table of Contents

Tab 1 – Introductory Materials	1-2
Board of Health Acceptance	1-3
Record of Changes	1-4
Forward	1-6
BRDHD Governing Body	1-9
BRDHD Connections to Emergency Preparedness – Internal	1-10
BRDHD Connections to Emergency Preparedness – External	1-10
BRDHD Responses to Significant Events	1-11
Tab 2 – Mission & Purpose	2-1
Mission, Purpose, & Philosophy	2-2
At-Risk Populations (Functional Access Needs (FAN))	2-4
Ten Essential Services for Public Health and Preparedness	2-7
Tab 3 – Situations & Assumptions	3-1
Hazard Vulnerability Assessment (HVA)	3-2
Planning Utilizing the Hazard Vulnerability Assessments (HVA)	3-4
Situations	3-4
Public Health Consequences for Emergency Situations – Surge Capa	acity Possible 3-6
Floods/ Flash Floods	3-8
Tornadoes	3-8
Ice Storms / Snowfall	3-9
Earthquakes	3-10
Assumptions	3-11
Tab 4 – Direction and Control	4-1
All Hazard Plan Activation, Mobilization, and Line of Authority	4-2
BRDHD All Hazard Plan Activation	4-2

Algorithm for BRDHD Incident Command Activation / DOC	4-3
BRDHD Level of Activation	4-6
Staff Mobilization Procedure	4-6
Area Command	4-6
BRDHD Department Operations Center (DOC) Locations	4-7
Line of Authority	4-7
County Emergency Support Function 8 (ESF-8) Coordinators	4-8
BRDHD Epi Rapid Response Team (ERRT)	4-9
County-level Incidents	4-9
BRDHD Incident Command Structure – Single County Event	4-10
BRDHD Incident Command Structure – Multi-County Event	4-14
BRDHD DOC Connection to County EOCs	4-16
County EOC Organizational Chart	4-17
KY Department for Public Health Department Operations Center ICS Structure	4-18
Necessary Roles	4-19
Incident Action Plan (IAP)	4-20
Staff Check-In/Check-Out Procedures	4-20
BRDHD's Alternative Meeting Sites for Staff	4-21
Disaster Response Agency Partners	4-22
Response Agencies and Actions / Responsibilities	4-23
Roles / Responsibilities of Public Health Partners	4-24
BRDHD Snapshot of Functions (Mini-Plan for Events)	4-27
Appendix A – DOC PlanAppe	ndix A
Appendix B - ICS/BRDHD EOC FormsApper	ndix B
Tab 5 – Emergency Protocols	5-1
Tornado	5-2
Earthquake	5-3
Earthquake Preparedness Tips	5-5
Handling Anthrax/Biological Agents	5-6
Active Shooter	5-8
Missing Child in the Health Department – Code Adam	5-10
Appendix A- Tornado Evacuation	

Barren County Severe Storm/Tornado Shelter Guide	Appendix A1
Barren County Building Evacuation Guide	Appendix A1
Barren County Fire Exits/Tornado Shelter Map	Appendix A1
Butler County Severe Storm/Tornado Shelter Guide	Appendix A1
Butler County Health Department Building Evacuation Guide	Appendix A1
Butler County Fire Exits / Tornado Shelter Map	Appendix A1
Edmonson County Severe Storm/Tornado Shelter Guide	Appendix A1
Edmonson County Health Department Building Evacuation Guide	Appendix A1
Edmonson County Fire Response Guide	Appendix A1
Edmonson Co. Fire Exits / Tornado Shelter Map	Appendix A1
Hart County Severe Storm / Tornado Shelter Guide	Appendix A1
Hart County Building Evacuation Guide	Appendix A1
Hart County Fire Exits / Tornado Shelter Map	Appendix A1
Logan County Severe Storm / Tornado Shelter Guide	Appendix A1
Logan County Health Department Building Evacuation Guide	Appendix A1
Logan County Fire Exits / Tornado Shelter Map	Appendix A1
Metcalfe County Severe Storm/Tornado Shelter Guide	Appendix A1
Metcalfe County Health Department Building Evacuation Guide	Appendix A1
Metcalfe Co. Fire Exits / Tornado Shelter Map	Appendix A1
Simpson County Severe Storm/Tornado Shelter Guide	Appendix A1
Simpson County Building Evacuation Guide	Appendix A1
Simpson Co. Fire Evacuation / Shelter Map	Appendix A1
Warren County/District Severe Storm/Tornado Shelter Guide	Appendix A1
Warren County & District Building Evacuation Guide	Appendix A1
Warren County Fire Exits/Tornado Shelter Map	Appendix A1
Appendix B – BRDHD Handling of Suspicious Packages and	
Bomb Threats	Appendix B
KY Guidelines for Handling Suspicious Packages / Substances	B-2
Guidance on Suspicious Letter from FBI	B-6
Bomb Threat Checklist	B-10
Appendix C – Local Health Departments' Emergency Response Plans	Appendix C
Appendix D – State of KY ESF 8 Annex: How ESF8 Functions during pubmedical related preparedness, response, and recovery activities	
Appendix E – KY Guidelines Emergency Water Treatment Systems	Appendix E

Tab 6 – Staff Responsibilities	6-1
BRDHD's Staff Roles/Responsibilities During a Disaster	6-2
BRDHD's Group Roles/Responsibilities During a Disaster	6-5
Job Action Sheets	6-6
BRDHD Employee / Volunteer for ICS Positions	6-7
BRDHD ICS Job Titles and Qualifications Quick Reference	6-8
Just in Time Training (JITT) for Point of Distribution (PODs)	6-10
Appendix A - Job Action Sheet (JAS)	Appendix A
Appendix B – Just in Time Training for PODs	.Appendix B
Tab 7 – Communication	7-1
Staff Notification Levels	7-2
Methods for Staff Mobilization/Notification:	7-2
Emergency Communication Methods	7-3
BRDHD Staff Essential Information	7-4
BRDHD Public Information Officers (PIO)	7-4
ReadyOp	7-4
Response Actions	7-7
Systems in Place for Communicating with Functional Access Needs (FAN)	7-9
Roles for Communication Systems	7-13
Public Health's role in providing services to Functional Access Needs (FAI	N) 7-13
Percent of Functional Access Needs (FAN) within BRDHD	7-14
BRDHD Crisis Communication Plan	7-14
Use of This Communication Response Plan	7-14
I. Stakeholders	7-14
II. Pre-Event Planning and Preparation	7-16
III. BRDHD Crisis Communication Procedures (during the event)	7-18
IV. Post-Event Evaluation/Planning	7-21
V. Procedures for General Public	7-21
VII. Procedures for Isolation and Quarantine	7-22
VIII. Procedures for Mass Patient Care Communication	7-22

Appendix A - ReadyOp Network	Appendix A
Appendix B - Local Resources to Assist with Functional Access Needs (I	FAN)
	Appendix B
Appendix C – BRDHD Public Information-Risk Communication Services.	Appendix C
Tab 8 – Epidemiological Response	8-1
Key Information, Guidelines, & Definitions	8-2
Definition of an Outbreak	8-3
Definitions of a "Minor" and "Major" Outbreak	8-3
Baseline Data for Key Reportable Diseases in the District	8-4
Epidemiologic Clues that May Signal a Bioterrorism Attack	8-4
Epi Rapid Response Team (ERRT)	8-5
Epi Rapid Response Team Activation Flow Diagram	8-7
Biological Event Sequence	8-8
Biological Event Sequence Narrative	8-11
Communicable Disease Cluster Investigation Protocol	8-13
Investigating Reports of Communicable Disease	8-15
Declaration of an Outbreak	8-18
Possible Steps During an Outbreak Investigation	8-18
Priority Groups for Limited Antivirals or Vaccine	8-26
Communications	8-27
Declaring the Outbreak Over	8-27
Revising and Exercising the Major Outbreak Plan	8-27
Isolation and Quarantine	8-28
Appendix A – Legal Complain for Injunction and Order for Quarantine an	
Isolation	Appendix A
Verified Complaint for Injunction and Order for Quarantine & Isolation	Appendix A
Order for Quarantine and Isolation	Appendix A
Appendix B – ERRT Team Members	Appendix B
Appendix C – Epi Baselines	Appendix C
Appendix D – BRDHD DOSP	Appendix D
Appendix E – ERRT Capabilities and Responsibilities	Appendix E
Appendix F – BRDHD Radiological Response Plan	Appendix F
Appendix G – BRDHD Court Order Process	Appendix G

Appendix H – State of KY Respiratory Protection Plan	Appendix H
Appendix I – BRDHD Bloodborne Pathogen Exposure Control Plan	Appendix I
BRDHD Immunization and TB Prevention Policy - #102.01 and 102.02 (12/1/201	
Tab 9 – Public Health Laboratory Testing	9-1
Laboratory Data and Sample Testing	9-2
Testing and Sharing	9-2
Packaging and Shipping	9-2
Transportation	9-3
Access to Reference Labs	9-3
Data Management/Flow	9-3
Lab Information Flow Chart	9-4
Evidence Management	9-5
Laboratory Capacity and Pathogen Identification	9-5
Appendix A- Public Health Laboratory Information	Appendix A
Chain of Custody Form	Appendix A-2
Directions to KY Public Health Laboratory	Appendix A-3
Appendix B- Public Health Laboratory Testing and Shipping	Appendix B
Packaging and Shipping Speciments	Appendix B-2
Dangerous Goods Regulation	Appendix B-6
Appendix C - KY Laboratory Reference List of Tests	Appendix C
Appendix D - KY DSL Reference List of Tests	Appendix D
Tab 10 – Strategic National Stockpile (SNS) & Points of Dispensing (POE	D) 10-1
Strategic National Stockpile (SNS) Information	10-2
Requesting the SNS	10-2
Antibiotics Stored for BRDHD Staff and Household	10-2
BRDHD Managing PODs	10-3
Staff that Received Smallpox Vaccinations	10-3
Primary and Alternate Point of Dispensing (POD) Locations	10-3
Estimated Number of Volunteers to Work at POD	10-6
CDC Criteria for Ordering the SNS	10-6
POD Station Descriptions	10-8
Authority to Open Point of Dispensing (POD) Mass Clinics	10-10

Opening a POD	10-10
Dispensing the SNS to Responders and General Public	10-11
Vaccine Adverse Event Reporting System (VAERS)	10-13
Security	10-14
Credentialing Staff and Volunteers	10-15
Distribution Nodes	10-15
State Delivery of SNS	10-16
Inventory Control	10-19
Overview	10-19
iCAM System Description	10-20
Sorting, Repackaging, and Distribution	10-19
Loading	10-20
Transporting Medical Supplies from the BRDHD Distribution Node	10-20
Routes	10-20
Cold Chain Vaccine Plan	10-21
BRDHD Vaccine Storage Space	10-22
Appendix A - SNS Plan Flow Chart	Appendix A
Appendix B – BRDHD POD Checklist	Appendix B
POD Flow Chart	Appendix B
BRDHD POD Checklist – Pill Specific	Appendix B
BRDHD POD Checklist - Vaccine Specific	Appendix B
BRDHD POD Checklist – Flu Specific	Appendix B
VAERS Form	Appendix B
Appendix C - Regional Distribution Site (RDS) Information	Appendix C
RDS Job Assignments	Appendix C
Job Action Sheets	Appendix C
Appendix D – Strategic National Stockpile (SNS)	Appendix D
Appendix E – Closed POD Example	Appendix E
Appendix F – Open POD Example	Appendix F
Appendix G – KY-TN Cross Border Notification Plan	Appendix G
Tab 11 – Non- Pharmaceutical Interventions (NPI) Plan	11-1
Purpose	11-2

When to Initiate	11-2
Types of NPIs	11-2
Selecting NPIs to Initiate	11-3
NPI Example – Schools	11-3
NPI Example – Colleges/Universities	11-4
NPI Example – Workplaces	11-5
NPI Example – Places of Worship	11-5
NPI Example – Mass Gatherings	11-6
Terms	11-7
Appendix A – CDC Recommended NPIs by Setting and Seve	
Appendix B - Implementing Quarantine and Isolation	
, ippoliance implomenting quarantino and residueliminini	Timin (ppena), 2
Tab 12 – Mass Patient Care System / Shelter	12-1
Steps for Setting up Shelters	12-2
Alternate Care Sites (ACS)	12-7
I. Introduction and Background	12-7
II. Purpose and Objectives	12-8
III. Planning Assumptions	12-8
IV. Authority	12-9
V. Scope	12-10
VI. Concept of Operations	12-10
VII. Responsibilities	12-10
VIII. Triggers for Opening an Alternate Care Facility	12-12
IX. Development of Alternate Care Facilities	12-12
X. Site Selection	12-13
XI. Equipment and Supplies	12-14
XII. Maintenance of ACS	12-14
XIII. Patient Tracking and Monitoring	12-14
XIV. Command Structure	12-15
XV. ACS Facility Layout	12-15
XVI. Staffing	12-15

XVII. Infection Control	12-16
XVIII. Transportation	12-17
XIX. Security and Traffic Control	12-17
XX. Demobilization of ACS	12-17
Appendix A – Shelter Equipment and Supplies	Appendix A
Appendix B – ACS Facility Layout	Appendix B
Appendix C – Mass Shelter Material	Appendix C
Appendix D – KY Natural Disaster Morbidity Forms	Appendix D
Appendix E – Environmental Surveillance Forms	Appendix E
Brief Guidance on the Shelter Surveillance Process	in KY
Environmental Health Shelter Assessment Form Ins	truction Sheet
Environmental Health Shelter Assessment Form for	Shelters
Appendix F – Public Health and Medical Shelter Booklet for FAN	
Populations	Appendix F
Гаb 13 – Medical Surge	13-1
Public Health Surge Capacity	13-2
Planning Considerations & Assumptions	13-2
Public Health Surge	13-3
HHS Resources and Capabilities	13-3
National Incident Management System (NIMS)	13-4
Alerting Systems for Public Health Surge	13-4
Security	13-4
Hierarchy for Surge Recruitment Local to Federal Level	13-5
Federal Spectrum of Care and Phased Deployment	13-6
Definition of Healthcare Workers for Immunization	13-7
Regional Medical Surge Trailers	13-7
Region 4 Pharmaceutical Cache Report	13-10
Laboratory Surge	13-11
Medical and Hospital Surge	13-11
Direct Patient Care Survey-Region 4 Hospitals	13-12
Mental Health Services for BRDHD Staff / Volunteers	13-14
Appendix A – Public Health Surge	Appendix A
Public Health Surge Capacity	

Inventory Trailers and Bus

Appendix B – State Cache	Appendix B			
KDPH Ebola PPE Cache for HCCs Update				
Appendix C – KY Implementation Response and Immunizations to Responders	.Appendix B			
KRS 39A.270 – Use of Publicly Owned Resources at Impending, In Response Phase of Disaster or Emergency	Happening, or			
KRS 194A.410 – Vaccination Program for Emergency Responders	3			
Kentucky Pharmacy Lawbook – Emergency Authority for Pharmac	ists			
Tab 14 – Fatality Management	14-1			
Natural Death Surge	14-2			
I. PURPOSE AND MISSION	14-2			
II. SITUATION AND ASSUMPTIONS	14-3			
III. DIRECTION AND CONTROL IV. CONCEPT OF OPERATIONS County Death Surge Capacities				
			Appendix A – KY MCI Support Plan	Appendix A
			Tab 15 – Volunteer Management	15-1
Medical Reserve Corps Volunteer Program	15-2			
Mobilization of Volunteers to Include MRC and CERT	15-3			
Management of Spontaneous Volunteers in a Disaster	15-5			
Credentialing Volunteers	15-6			
Vaccination/Medication for Volunteers	15-7			
Tab 15 Appendix-MRC SOG 2015				
Tab 15 Appendix-BRADD_guidebook				
Tab 16 – BRDHD Equipment & Medical Material Management / Distribution	n 16-1			
Generators	16-2			
BRDHD Interactive TV (I-TV)	16-3			
Stationary Satellite Radio	16-3			
MITOCs	16-7			
Language Line Interpreting Service	16-12			

Tab 16 Appendix BRDHD Equipment and Medical Material

Tab 17 – Continuity of Operations Plan (COOP) & Recovery	17-1
INTRODUCTION	17-2
CONCEPT OF OPERATIONS	17-3
PROCEDURES	17-6
PHASE I - ALTERNATE OPERATIONS	17-7
PHASE II - RECONSTITUTION AND TERMINATION	17-8
Recovery	17-8
COOP Essential Personnel Directory	17-9
COOP BRDHD Essential Services	17-10
COOP Resource Requirements	17-11
COOP Essential Functions Checklist	17-11
COOP Order of Succession	17-11
BRDHD COOP CHECKLISTS	17-12
Appendix A – BRDHD COOP and Recovery	
Appendix B – BRDHD COOP and Essential Services	
Appendix C - BRDHD COOP Resource Requirements	
Appendix D - BRDHD COOP Order of Succession	
Tab 19 – Memorandum of Understandings & Mutual Aid Agreements	19-1
Memorandum of Understanding (MOU) and Mutual Aid Agreements	19-2
Process for Mutual Aid Agreements	19-2
Tracking Mutual Aid Requests	19-3
Requesting Mutual Aid	19-3
Mutual Aid Agreements	Appendix A
MOUs Currently in Place	
Tab 20 – Strategic BRDHD Phone Numbers and Contact Information	20-1
Appendix A – Strategic BRDHD Contacts (Leadership, Coroners, Media Services Contacts)	ı, and Contract
Appendix B – District Staff 2019 Contact Information	
Appendix C – County LHD Alert Rosters 2019	