

Oregon Public Health Division  
Douglas County Relinquishment of Public Health Authority (DCR)  
**Incident Action Plan**

## ICS 202 Incident Objectives, Strategies and Tactics

### Overarching Incident Objectives

- Protection of the public health of Douglas County residents
- Demonstrate stewardship of public resources
- Engage Douglas County and other stakeholders in process
- Inform the public of the situation and the OHA/PHD response
- Ensure continuity of public health operations in Douglas County
- Sustain infrastructure and key resources

### Incident Specific Objectives

- Develop permanent rules for the *Relinquishment of Local Public Health Authority*
- Develop financial tracking and documentation systems to effectively record the incident
- Maintain consistent situational awareness
- Provide the public and stakeholders with consistent and transparent information
- Develop strategies for continuing population based services to the extent possible
- Develop strategies for continuing individual based services to the extent possible

## Strategies and Tactics for this Operational Period

### A. Administration and IMT Procedures

#### 1. Permanent Rule Making

- Temporary rules expire 12/17/14
- A Rules Committee will be convened
- Proposed permanent rule text will be sent to Rules Coordinator
- Rules Coordinator will file notice of proposed rules
- Rule making docs to be posted on the web
- Notice of rulemaking published in the Oregon Bulletin
- A public hearing will be held, with an opportunity for written public comment
- Rules Coordinator receives final text and hearing officer report
- Rules Coordinator will compile final packets and seek signatures
- Rules Coordinator will file final rules

#### 2. Develop Financial Tracking System

- Create Survey Monkey weekly tracking system
- Determine what hits this new Survey Monkey tracking system
  - Staff – IMT members, PHLT, other's who are engaged in DCR work
  - Travel \
  - Meeting costs
  - Resources



## Incident Action Plan

### 3. IMT Email/Calendar/Documentation Systems

- The IMT will use standard Outlook email and calendar
  - The subject line of all correspondence should begin with DCR for easy sorting
  - IMT members should make a separate Douglas County folder and move all relevant email to this folder
  - The subject line of all meeting subjects will begin with DCR for easy sorting
  - A number of group email lists have been developed to assist in communications:
    - DCR IMT
    - DCR Supervisory (Command, Section Chiefs, Branch Directors)
    - DCR Planning
    - DCR Finance/Adm/Logs
    - DCR Operations
    - DCR Population
    - DCR Direct Service
    - DCR Community Outreach
  - Electronic documents will be located in subfolders on the share drive here: *Shared (S:), Offices, Portland (800 NE Oregon St.), Douglas County Relinquishment*. Access will be limited to named individuals on the IMT Organization Chart
  - Paper copy documents (signed official documents) shall be forwarded to the Documentation Specialist (currently Patty Nest) who will scan and save electronically in the *Douglas County Relinquishment* folder on the S drive.
  - The Documentations Specialist will maintain a hard copy filing system of all signed official documents. Incoming official documents will be noted in SitStat Reports.

### 4. Maintain Situational Awareness

- A bi-monthly IAP will be distributed on the first and third Friday of each month.
- SitStat Reports will be issued each week on Friday.
- The IAP and subsequent SitStat Reports will be distributed to the IMT, members of the Executive PHLT, and as directed by the Incident Manager.

### 5. Provide Public Information

- Develop communications plan for incident
- Prepare press releases and other products; disseminate as necessary
- Consider the need for multi-language capabilities
- Assess need for web/social media dissemination
- Work closely with DCR Community Services Branch to provide consistent messaging
- Determine stakeholder group for information sharing
  - OHA/PHD
  - The Governor's Office
  - Douglas County residents, staff and elected officials
  - Coordinated Care Organizations (CCOs)
  - Other community partners
  - Coalition of Local Health Officials (CLHO)
  - Rules Advisory Committee

Oregon Public Health Division  
Douglas County Relinquishment of Public Health Authority (DCR)  
**Incident Action Plan**

**Service Delivery** – *Services listed are from the Douglas County Health and Social Services website*

**B. Population Services Strategies**

- Identify all public health population services that are currently provided by the local health department.
- For each identified service, complete a *Service Continuity Planning Form*

**1. CD/STD/TB**

- Communicable Disease Investigations
- HIV/STD Investigations

**2. Health Promotion/Community Engagement**

- Tobacco Prevention
- Healthy Communities
- Oral Health
- Injury Prevention

**3. Environmental Health**

- Drinking Water Services
- Food Service Licensing/Restaurant Inspection
- Food Borne Illness Investigation
- Lodging Licensing

**4. Emergency Preparedness**

- Planning
- Training
- Exercise
- Response

**C. Direct Services Strategies**

- Identify all public health population services that are currently provided by the local health department.
- For each identified service, complete a *Service Continuity Planning Form*

**1. Women, Infants and Children (WIC)**

- Nutrition Counseling
- Food Voucher Distribution

**2. Immunizations**

- Child and Adult Immunization Clinic
- TB Skin Testing
- Travel Immunization Clinic

Oregon Public Health Division  
Douglas County Relinquishment of Public Health Authority (DCR)  
**Incident Action Plan**

**3. Maternal Child Health Services**

- Nurse Home Visiting
  - Maternity Case Management - home visiting program for pregnant women.
  - Babies First! - home visiting program for families with children ages 0 to 5
- Family Planning Clinic
- Prenatal Care
- CaCOON - care coordination for children with special health needs.

**4. Adult Health Clinic**

- HIV/STD Testing
- STD Testing and Treatment
- Tuberculosis Case Management

**D. Community Outreach Branch**

- Work closely with DCR Community Services Branch to provide consistent messaging

**1. Community Engagement**

- Schedule and attend community forums
- Serve as an information source to the public

**2. Service Provider Engagement**

- Schedule and attend community forums
- Serve as an information source to service providers

**3. Tribal Engagement**

- Schedule and attend community forums
- Serve as an information source to the tribes

**DCR Meeting Schedule**

- Call in number 888.363.4735    Host Code 4855764    Participant Code: 5528694

| Meeting Name                    | Date               | Time        | Location   | Invited                          |
|---------------------------------|--------------------|-------------|------------|----------------------------------|
| Pre-DCR IMT Meeting             | Wednesday, July 16 | 3:00-5:00   | PSOB - AOC | Command Staff and Section Chiefs |
| DCR IMT 1 <sup>st</sup> Meeting | Tuesday, July 17   | 10:15-12:15 | PSOB - AOC | IMT, other OPHD staff            |

