**Notes and Findings**

**Things to Do**

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| **Task** | **Assigned to** |
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**Objectives and Tasks**

1. Ensure participating staff understand the role they might fill during this type of response as well as the role/responsibilities of [agency name] as we fit into the “bigger picture” of the response.
2. Explain process for activating the [enter name of your public health EOC/command center: ex., PHECC, EOC, etc.] and the steps taken for notification, alerting key partners, initial meeting, etc.
3. Identify pre-event incident action planning items (i.e., things we need to accomplish or develop now prior to this type of incident occurring – materials for the [enter name of your public health EOC/command center: ex., PHECC, EOC, etc.] activation process, templates, etc.).
4. Identify potential communication and/or print/digital materials needs.
5. Identify who is at highest risk for this type of incident. What additional needs should we consider for our Access and Functional Needs population?

**Possible Reference Materials**

* Emergency Response Activation Checklist
* [MDHHS A-Z Page](https://www.michigan.gov/mdhhs/keep-mi-healthy/communicablediseases/recentupdates/diseaselisting) – Bacterial Meningitis ([link to CDC Case Definition](•%09https:/ndc.services.cdc.gov/case-definitions/meningitis-other-bacterial-1996/))
* [CDC Bacterial Meningitis Page](https://www.cdc.gov/meningitis/bacterial.html)
* MDHHS – [Meningococcal Disease Information and Investigation Guidelines](https://bit.ly/3Ki5jYX)
* "*Control of Communicable Diseases Manual*"- 21st edition
* [Agency] CD Manual – [Include internal link to your CD plan]