**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. Identify if there is a need for [enter name of your public health EOC/command center: ex., PHECC, EOC, etc.] activation. Determine thresholds that would warrant [enter name of your public health EOC/command center: ex., PHECC, EOC, etc.] activation (partial or full) and identify possible triggers for changes in activation (ex., scaling up or down).
3. 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.
4. 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.).
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) – Page 23 – ([links to CDC Case Definition](https://ndc.services.cdc.gov/case-definitions/shiga-toxin-producing-escherichia-coli-2018/))
* [MDHHS STEC Resource](https://www.michigan.gov/-/media/Project/Websites/mdhhs/Folder1/Folder95/stectips.pdf?rev=40e3c991d82b462092ab18138beec9bc)
* [USDA STEC Website](https://www.fsis.usda.gov/food-safety/foodborne-illness-and-disease/illnesses-and-pathogens/escherichia-coli-o157h7)
* "[Control of Communicable Diseases Manual](https://www.apha.org/Publications/Published-Books/CCDM)"- 21st edition
* [Agency] CD Manual – [Add internal link]
* [Agency Foodborne Illness Outbreak SOP – [Add internal links]