**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. Understand the 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 potential communication and/or print/digital materials needs.
6. Identify who is at highest risk for this type of incident. What additional needs should we consider for our Access and Functional Needs population?

**Intended Audience**

Health Officer, Medical Director, EH Director, PPHS Director, Nursing Supervisor, EPC, Health Promotions Coordinator, EH Program Coordinator, EH Specialist

**Possible Reference Materials**

* [Emergency Response Activation Checklist](S:\\Emergency Preparedness\\Training\\Training\\Leadership Preparedness and Planning Drills\\Noro Outbreak with Employees\\Noro Response Activation Checklist.docx) – If you use this during the drill, “Save As” under your own file/title.
* [EGLE Mercury Page](https://www.michigan.gov/egle/about/organization/air-quality/mercury)
* [MDHHS Mercury Page](https://www.michigan.gov/mdhhs/safety-injury-prev/environmental-health/topics/mercury)
* ATSDR [Don’t Mess with Mercury](https://www.atsdr.cdc.gov/dontmesswithmercury/index.html) Site
* CDC “[Mercury Spill Cleanup](https://www.youtube.com/watch?v=5swmzop3y8k)” – This is a school-based video but has good info!