**Notes and Findings**

**Things to Do**

|  |  |
| --- | --- |
| **Task** | **Assigned to** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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?

**Possible Reference Materials**

* Emergency Response Checklist
* [SAMHSA Overdose Information](https://www.samhsa.gov/find-help/overdose)
* [MDHHS Drug Poisoning Page](https://www.michigan.gov/mdhhs/safety-injury-prev/environmental-health/topics/mitracking/overdose)
* [Michigan Overdose Data to Action Dashboard](https://www.michigan.gov/opioids/category-data)
* [CDC Drug Overdose Deaths page](https://www.cdc.gov/drugoverdose/deaths/index.html)