**Scenario**

LCHD held their annual summer BBQ work party on a Monday. Staff signed up through SurveyMonkey to bring a variety of goodies and dishes including lemonade, baked beans, fried chicken, corn on the cob, hotdogs, chips, fruit, potato salad, coleslaw, cookies, and popsicles. Roughly 60 individuals attended the BBQ including some retired staff and a few staff’s family members who stopped by. The weather was perfect for the BBQ and it was nice to catch up with retired staff including former Health Officer, Dianne McCormick.

After the BBQ, employees cleaned up outside and stored leftovers in PPHS or took them home. A sign was put on the fridge to remind everyone to eat the leftovers. A few EH staff came back after the BBQ and made plates to take back to their desks.

The following morning, the front Clerk checks voicemails after settling at the desk. There are a few calls from the public with inquiries, and oddly, three calls from employees calling off for the day due to illness. Thinking nothing of it, the Clerk relays the messages and begins their tasks for the day. Within the hour, four additional employees have called to report symptoms of a gastro-type illness, including vomiting and profuse diarrhea, and that they can’t make it into the office. One of the staff members is calling in because their child is sick. The Nursing Supervisor is concerned because there is a clinic today and two nurses have already called in.

By noon, a few onsite employees begin experiencing symptoms of a gastro illness and need to leave. One employee is having trouble leaving the bathroom they are so sick, and they are worried about attempting to drive themselves home. The Epi team is concerned that there’s a possibility that staff were potentially exposed to the same source at the BBQ and ask employees who are making plates of leftovers for lunch to not consume the items from the BBQ. Some have already finished lunch though and are headed to meetings.

Around 3pm, Dianne McCormick contacts LCHD to ask if anyone else is sick because she was up all night with gastro symptoms. The CD nurse who just got back from vacation and did not attend the BBQ, begins to compile a list of individuals reporting symptoms and deduces that they all attended the BBQ held the day before. The list so far consists of 19 individuals. She notes that not all individuals who attended the BBQ have been accounted for because there wasn’t a sign in sheet.

**Intended Audience**

[Change titles as appropriate] Health Officer, Medical Director, EH Director, PPHS Director, Nursing Supervisor, CD Nurse, Epidemiology, EPC, Health Promotions Coordinator, Health Promotions Specialist, Food Program Coordinator, EH Specialist

**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 Continuity of Operations Planning (COOP) challenges for this type of incident. Determine supplemental staffing, priority programs, essential services, and other needs.
3. Consider how an outbreak my affect other agencies within your facility (ex., cleaning procedures, communal bathroom use, identifying and notifying potentially exposed individuals, notification of closures, 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 – pre-written messaging templates, notification procedures for staff, public notification of closure, program messaging, etc.).
5. Identify who is at highest risk for this type of incident. What additional needs should we consider for our AFN population?

**Possible Reference Materials**

* Emergency Response Activation Checklist [may not be needed for this specific scenario]
* [MDHHS A-Z Page](https://www.michigan.gov/mdhhs/keep-mi-healthy/communicablediseases/recentupdates/diseaselisting) – Page 19
* [MDHHS Norovirus Resources](https://www.michigan.gov/lara/bureau-list/bchs/nav-longterm-care/resources/pages/norovirus)
* "[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]