

# Focus Area 2 Worksheet: Necessary Resources



**1. DESCRIBE YOUR CURRENT ACTIVITIES AND PROCEDURES IN THIS FOCUS AREA.**

Considering the keys to success on the previous page, describe your agency’s/jurisdiction’s current activities and procedures in this Focus Area. Refer to written protocols, if available, and materials related to ongoing efforts in capacity development or quality improvement (e.g., FDA Retail and Manufactured Food Regulatory Program Standards). As you list current activities and procedures related to this Focus Area, indicate those that might need work to improve your agency’s/jurisdiction’s response to foodborne disease outbreaks.

Activity/Procedure	Needs Improvement? ✓
	<input type="checkbox"/>
	<input type="checkbox"/>
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## 2. PRIORITIZE CIFOR RECOMMENDATIONS TO ADDRESS NEEDED IMPROVEMENTS.

Having identified activities and procedures in need of improvement, review the CIFOR recommendations related to this Focus Area (listed below). Rate the priority for implementing each recommendation based on its likely impact on foodborne outbreak response at your agency/jurisdiction and available resources. Use a scale of 1 to 5 to rate each recommendation (1 = Low priority for implementation and 5 = High priority for implementation). If a recommendation is already in place in your agency/jurisdiction, check the appropriate box. If a recommendation is not relevant to your agency/jurisdiction, select N/A. **Refer to the hyperlinked section number following each recommendation to view the recommendation as it appears in the CIFOR Guidelines.**

	Already in place	Priority for Implementation or Improvement					
		LOW			HIGH		
<b>Outbreak response team</b>							
Determine the composition of the outbreak response team before an outbreak occurs. ( <a href="#">3.2.1</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Use teams that include expertise in epidemiology, environmental health, the laboratory, health education, and risk communication to respond to outbreaks. Members may come from different programs within an agency or different agencies. ( <a href="#">3.2.2</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Designate a team leader to help set and enforce investigation priorities, coordinate activities associated with the investigation, and communicate with agency decision makers and other agencies and organizations. ( <a href="#">3.2.2.1</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Recruit additional team members with other areas of expertise depending on the unique characteristics of each outbreak. ( <a href="#">3.2.2.6</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Establish a dedicated emergency response unit if the population is large enough and the number of foodborne disease outbreaks is high enough. ( <a href="#">3.2.3.1</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Ensure that members of the outbreak response team know each other. ( <a href="#">3.6.2.2</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Ensure all outbreak response team members have a common understanding that the primary goal for outbreak response is to implement control measures as quickly as possible to prevent illness. ( <a href="#">3.2.3.4</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Pre-assign specific tasks to team members based on their knowledge and skills before an outbreak occurs. ( <a href="#">3.2.1</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Ensure that team members (and other professional staff) understand the laws and legal authority needed to conduct an outbreak response and can demonstrate competence in applying those laws and legal authorities. ( <a href="#">3.8</a> ) ( <a href="#">9.0.2</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Provide continuing education to members of the outbreak response team so that they can maintain and improve skills in their specialty. ( <a href="#">3.2.3.4</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A

	Already in place	Priority for Implementation or Improvement					
		LOW			HIGH		
<b>Outbreak response team</b> (cont'd)							
Train members of the outbreak response team in the agency's outbreak response protocol and the member's team role. ( <a href="#">3.2.3.4</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Exercise outbreak response team members together to identify gaps in resources and likely problem areas; ensure that team members can perform their assigned roles in outbreak response and can understand the roles and responsibilities of other team members. ( <a href="#">3.2.3.4</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Ensure that all team members regularly participate in outbreak investigation and control efforts, even if it means working with another jurisdiction because the team's home jurisdiction does not have many outbreaks. ( <a href="#">3.2.3.4</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Have support personnel available to make phone calls, answer incoming calls from concerned members of the public, enter data into a database, copy paperwork, and perform other administrative work to assist the outbreak response team. ( <a href="#">3.3.2.1</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Have legal counsel available to prepare public health orders, review and recommend revisions in agency procedures and control measures, and address other legal concerns. ( <a href="#">3.3.2.2</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Keep appropriate equipment ( <a href="#">3.3.2.3</a> ) and supplies ( <a href="#">3.3.2.4</a> ) ready for use by the outbreak response team at any time.	<input type="checkbox"/>	1	2	3	4	5	N/A
Review supplies regularly (at least twice a year and preferably quarterly) and replace missing or expired materials. ( <a href="#">3.3.2.4</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Identify standardized outbreak-related forms (e.g., case questionnaires, environmental health assessment forms, laboratory test requisition forms) before an outbreak occurs. ( <a href="#">3.3.2.5</a> ) ( <a href="#">3.5.2.1</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Train staff in the use of these standardized forms to ensure proper completion by all members of the investigation team. ( <a href="#">3.5.2.1</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Obtain tools to analyze outbreak data (e.g., Epi Info, SAS) before an outbreak occurs. ( <a href="#">3.5.2.2</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Ensure that staff are trained to use these tools. ( <a href="#">3.5.2.2</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Assemble a reference library with information about foodborne diseases, enteric illnesses, and control measures. When possible, include electronic resources that can be accessed during field investigations. ( <a href="#">3.2.3.3</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Assemble a list of resource persons who have expertise in specific disease agents and investigation methodologies. ( <a href="#">3.2.3.3</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A

Additional ideas:

	Already in place	Priority for Implementation or Improvement					N/A
		LOW				HIGH	
<b>Surge capacity</b>							
Identify persons who can conduct interviews and provide other support to the outbreak response team during large-scale outbreaks. ( <a href="#">3.2.3.2</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Develop a contact list and protocol for contacting these persons when needed, including after-hours contact information. ( <a href="#">3.2.3.2</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Develop job description(s) for these persons. ( <a href="#">3.2.3.2</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Develop and provide training for these persons. ( <a href="#">3.2.3.2</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Periodically involve agency staff who might be needed in non-foodborne disease outbreak investigations in foodborne disease outbreak response to assist in preparations for future investigations and to augment foodborne disease response resources when needed. ( <a href="#">3.2.3.4</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Develop processes for requesting help from other agencies in the response to an outbreak. ( <a href="#">3.9</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Ask for help in responding to an outbreak earlier rather than later – when the scale of the outbreak seems likely to overwhelm agency resources; when it is known or suspected to be multijurisdictional or to be associated with a commercially distributed product; or when the nature of the outbreak or response is beyond the experience of agency staff. ( <a href="#">3.9.2</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Ensure that all key staff know the steps necessary in asking for help. ( <a href="#">3.9.3</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
When asking for help, be prepared to share as much information about the outbreak as possible, including the setting of the outbreak, the population at risk, the suspected etiologic agent, the suspected source, and the agencies involved. ( <a href="#">3.9.3</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A

Additional ideas:

**Making changes**

Conduct a debriefing among members of the outbreak response team and other investigators following each outbreak to identify lessons learned. ( <a href="#">3.2.3.4</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A
Refine agency outbreak response preparation and planning (e.g., available resources) based on the lessons learned. ( <a href="#">3.2.3.4</a> )	<input type="checkbox"/>	1	2	3	4	5	N/A

Additional ideas:

### 3. MAKE PLANS TO IMPLEMENT SELECTED CIFOR RECOMMENDATIONS.

For each CIFOR recommendation selected in the previous step (or idea formulated by the Workgroup), identify who might take the lead in implementing the recommendation and the timeframe for implementation (e.g., a specific completion date or whether the change is likely to require short-, mid- or long-term efforts). If certain actions must precede others, make a note of this and adjust the timeframe. In addition, consider factors that might positively or negatively influence implementation of the recommendation and ways to incorporate the recommendation into your agency's/jurisdiction's standard operating procedures.

CIFOR recommendations or other ideas from previous step	Lead person	Timeframe for implementation	Notes (e.g., necessary antecedents, factors that might influence implementation, ways to incorporate the recommendation into standard operating procedures)

Date worksheet completed \_\_\_\_\_