Public Health Continuity of Operations Plan (COOP)

Lead Agency
Alabama Department of Public Health (ADPH)
201 Monroe Street
Montgomery, AL 36104

Kelly Stevens, Director of Planning
Center for Emergency Preparedness
Alabama Department of Public Health
The RSA Tower, Suite 1310
Montgomery, AL 36104
(334) 206-3394
kellystevens@adph.state.al.us

Summary of Current Activities

   The Alabama Department of Public Health (ADPH) has prepared a Continuity of Operations Plan (COOP) to ensure that essential operations and functions can be performed during a pandemic. A COOP Development and Review Team has been established to train, review, and make suggestions to ADPH directors regarding COOP and to draft a department-wide plan.

- A Continuity of Operations Plan (COOP) has been developed for each ADPH Bureau. The Public Health Pandemic Influenza COOP has been prepared from the Bureau COOPs to ensure essential functions and operations can be performed during a pandemic.
- ADPH has fully staffed, trained, and exercised its Incident Command System (ICS) to support local emergency events. Personnel include a primary, secondary, and tertiary alternate for each position. Standard operating procedures are in place for each function within the structure.
- Each employee has been notified that he or she may be called to respond to an emergency or disaster and perform activities as necessary under Emergency Support Function #8: Health and Medical Response.
- ADPH will utilize our Alabama Emergency Response Technology (ALERT) system to call down incident command personnel and key personnel to report for duty.
- An Alternate Emergency Operations Center (EOC) has been identified and plans are underway to modify the space for use as an alternate work facility.
- A method for monitoring ill personnel has been established. In Lotus Notes, a database will be used to track employee availability and absences. The date, employee name, position, and availability to work or reason for absence will be tracked. Daily reports will be distributed to the ICS to fill necessary positions. Epidemiology will receive reports of sick personnel for follow-up surveillance.
- A Method for Resource Inventory has been established. The ProcurIT inventory system lists all equipment that is available statewide for deployment. Emergency preparedness supplies and equipment will be monitored through this system.
- State and local response teams have been developed and trained and a response team database has been created.

- The Alabama Incident Management System (AIMS), a web-based tool used by hospitals, nursing homes, EMS and medical needs shelters throughout the state to catalog real-time inventory, bed availability and to request resources during an event, will be operational during a pandemic.
- ADPH personnel have received training and education on infection control practices and methods of self-sustainment during a pandemic.
- ADPH has a secure website for volunteer nurses, social workers, pharmacists, and general volunteers to register. These volunteers will be cataloged and credentialed as needed to respond to a pandemic.

Specific Planning Assumptions

- ADPH will be operational during a pandemic influenza outbreak.
- ADPH critical functions have been identified. Critical public health functions will change during a pandemic.
- Alternate work locations and work methods will have been established and exercised, to the extent possible.
- Social distancing strategies may need to be implemented including limited travel, teleconferencing, working from home, etc. to reduce risk of person-to-person flu transmission.
- Alternate facilities may be activated for use during a pandemic. The ADPH Alternate Emergency Operations Center along with other locations will be used to implement social distancing protocols. Many personnel may be assigned to work from home.
- Absenteeism rates will be higher than normal and could exceed 40%.
- Each manager has identified a complete order of succession for his/her leadership position and key position for each critical function. This order of succession will ensure adequate personnel for all critical functions.
- More resources will be needed to sustain a public health response to a pandemic. Personnel will be re-assigned to assist with the response.
- Each ICS position has identified primary, secondary, and tertiary staff for all roles.

Introduction

The Alabama Department of Public Health (ADPH, Department) has operations that must be performed, or rapidly and efficiently resumed, in an emergency or disaster. Each organizational element must be prepared to continue to function during an emergency or threat of an emergency, and to efficiently and effectively resume critical operations if they are interrupted. While the impact of an emergency or disaster cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency or disaster on our people, our facilities and our mission.

It is understood that an influenza pandemic will require specialized planning beyond the department's normal Continuity of Operations Plan (COOP). The Pandemic Influenza COOP has been prepared to ensure essential operations and functions can be performed during a pandemic. The COOP itself is an important resource in providing essential services, maintaining vital records and systems and continuing essential functions.

ADPH has determined that it can best plan by having each major bureau/division budget unit prepare and coordinate separate plans that will become the foundation for the department's COOP. Therefore the ADPH has developed division budget unit level plans that address the continuation of their essential functions during an emergency. ADPH used a Lotus Notes database as the planning tool. This ensures that each director can access the plan for the Department at any given time. These plans also identify key personnel and outline the course of action to be taken during both short-term and long-term emergency situations. Key personnel will be required to report to their primary worksite, alternate facility, or work from home as directed by the Incident Commander. All personnel who are not required to report are to remain at their residences in an on-call, standby status.

This document will be the responding policy of ADPH to pandemic influenza, in order to continue essential internal operations and to provide support to the operations of client and external agencies. This COOP Plan is NIMS compliant.

Plans and Procedures

ADPH has developed an executive decision process that takes into account the best course of action for response and recovery to a pandemic influenza outbreak.

- The State Health Officer or his designee may activate the department Pandemic Influenza COOP.
- ICS is fully staffed and primary and secondary personnel have been identified. All ICS personnel currently participate in planning meetings and exercises to ensure an effective response to a pandemic.
- The severity of the pandemic event determines how long the COOP will remain activated.
- ADPH will use a time-phased approach for implementation whereby critical resources are deployed early and other resources will follow as needed.
- The COOP will phase out and transition essential functions as normal operations resume.

A.1.1.1
A.2.1, A.2.2
Essential Functions

A.2.1.1, A.2.1.2
Essential functions are those functions, stated or implied, that are required to be performed by ADPH to provide vital public health services, or other functions deemed essential by the State Health Officer or Governor. Each director has defined the essential functions of his/her budget unit in the COOP database (Table 1: Pandemic Influenza COOP). Essential services that must continue and functions that can be suspended have been determined.

The position responsible for each function and the names of primary and alternate personnel are listed. Attachments with detailed instructions, forms, spreadsheets, documents, charts, call lists, etc. are written and accessible through the Lotus Notes database, but are not included in this submission. Each director has listed Information Technology (IT) requirements needed to fulfill essential functions. The Center for Computer Services (CSC) has determined the critical restoral time for each system (Table 2: IT Requirements) and each unit has identified its IT and resource needs (Table 3: IT and Resources).

During a pandemic, essential functions will include responding to health and medical needs of the community. ADPH Incident Command System (ICS) (Table 4: ADPH Incident Command System Chart) will be activated to maintain Emergency Support Functions #8 (ESF #8): Health and Medical Response. Public Health ESF#8 response activities include the following:

> ➢ Manage and staff medical needs shelters
> ➢ Pre-pandemic and pandemic vaccine clinics
> ➢ Antiviral distribution
> ➢ Surveillance and outbreak containment
> ➢ Laboratory testing
> ➢ Countermeasure data entry
> ➢ Deployment of volunteers through ESRVIP
> ➢ Medical supply distribution
> ➢ Fatality reporting
> ➢ Communications to public on status of pandemic
> ➢ 24 hr hotline to answer general questions pertaining to public health and the pandemic
> ➢ Coordination with essential health care facilities throughout the state

A.1.1.1, A.1.1.6
A.2.1, A.2.2
Identification of Essential Personnel

A.2.1.3
A.2.2.1, A.2.2.2, A.2.2.3, A.2.2.5
Each ADPH division has listed essential Operations and Functions in the COOP database. Mission critical responsibilities and positions that must continue are detailed (Table 1: Pandemic Influenza COOP). Essential personnel and their positions are listed along with any alternates in the COOP plan for each essential function. Employee availability will be monitored using a Lotus Notes database and daily reports will be generated for the ICS so that essential positions can be filled.

ADPH divisions have listed the operations that can temporarily be suspended to assist with the pandemic response (Table 1: Pandemic Influenza COOP). ADPH plans to suspend activities a minimum of 8 weeks or the first wave of a pandemic. Then, ADPH will use a tiered approach to bring suspended programs back online. Suspended activities within Home & Community Services and Family Health Services will be brought back first until fully operational. Afterwards, ADPH will focus on Laboratory, Environmental and Communicable Disease programs. Education based programs including those based in Health and Promotion and Chronic Disease will be last to be brought back into operation.

Response teams have been developed and a response team database has been created in Lotus Notes. Response teams will be deployed as needed to work in medical needs shelters or other medical sites as warranted. The ICS Human Resource Unit will work with the Medical Needs Shelter Unit and Logistics when teams are deployed.

A.2.3.1, A.2.3.2, A.2.3.3, A.2.3.4, A.2.3.5, A.2.3.6, A.2.3.7, A.2.3.8, A.2.3.9, A.2.3.10, A.2.3.11, A.2.3.12, A.2.3.13, A.2.3.14, A.2.3.15, A.2.3.16

ADPH has fully staffed, trained, and exercised its Incident Command System (ICS) to support local emergency events (Table 4: ADPH Incident Command System Positions Chart). Personnel include a primary, secondary, and tertiary alternate for each position. The plan pre-identifies primary and secondary individuals with contact information for core public health functions (Table 5: ADPH Primary and Secondary Individuals for Core Functions per the Incident Command System). Subject matter experts for Biological, Zoonotic, Chemical, Radiological, and Infection Control have been identified. The Operations Medical Care Branch in coordination with Planning and Logistics will support ESF #8 Health and Medical emergency response operations. The ICS Social Services Branch will assist with coordination of mental health care. The ICS Environmental Group will coordinate necessary public health vector surveillance and control, potable water/wastewater and solid waste activities.

Operations will use the Alabama Incident Management System (AIMS) to monitor and communicate community health and medical issues, needs, and assets. AIMS is a computer software program that allow ADPH to monitor hospitals, nursing homes, medical needs shelters, and ambulance resources. Medical Care Personnel, Health/Medical Equipment and Supplies, Patient Evacuation, and In-hospital Care will be tracked using AIMS.

A.2.2
Delegation of Authority

A.2.2.4

To ensure rapid response to a pandemic situation requiring COOP plan implementation, ADPH has established pre-delegated authorities for making policy determinations and decisions at the state level as appropriate. Each bureau/division unit has determined the Delegation of Authority and Succession. The Delegation of Authority is designated in the Lotus Notes COOP database for each unit. The bureau/division authorities will work under the command of the Incident Commander and ICS.

A.1.1.3
A.2.2

Order of Succession

A.2.2.3, A.2.2.5

In the event of a pandemic, the designated successors will be given the authority to act on behalf of the person they succeed. The designator listings can be found in the ADPH Lotus Notes Address Book under "other" tab, COOP. The primary and two alternates are listed. For each essential function the essential personnel required to perform the function are detailed in the COOP database (see Table 1: Pandemic Influenza COOP. Second and third alternates are also listed.

A.2.2
Vital Records, Databases and Systems
A.2.2.10

The protection and availability of documents, references, records, and information systems needed to support essential functions and missions, under the full spectrum of emergencies, is another critical element of a successful COOP plan. Vital records are typically in two forms: paper or electronic. Department personnel must have access to and be able to use these records in conducting these essential functions. Bureau/division budget units have listed vital records, databases, and systems needed to conduct essential functions in the COOP database (Table 3: IT and Resources). Copies of vital records and forms will be kept in each unit's secure "Go Kit". Data system back up servers will be located at the alternate facility. Software allowing for remote desktop access is available to personnel working from alternate sites or home.

Go kits are packages of records, information, communication and computer equipment and other items or material related to an emergency operation.   The kits are used by persons supporting an external or internal response or are deployed to relocation sites/alternate facilities. The kits contain primary and backup sources of information for respective programs. Each bureau/division will be responsible for creating a go kit specific to their essential functions.

Any kit containing unclassified, sensitive and classified documents must be handled and protected in accordance with State and Federal regulations. Security measures should encompass the spectrum of considerations:

- Personnel (access, control)
- Physical (storage, transportation)
- Operational (validation)
- Information (integrity, protection)

A.2.2
Other Resources

A.2.2.10

ADPH Bureaus have listed the equipment used at each primary work site to include computers, printers, phones, fax machines, copiers etc. The available resources to work at an alternate site are listed as well (Table 3: IT and Resources). This list includes laptops, personal home computers, cell phones, Personal Digital Assistants (PDA's), and home fax lines.

When the Pandemic COOP has been activated, gathering the necessary items to support an extended stay may be difficult. A worksheet has been developed that includes a checklist for clothing, food, medication, first aid supplies, cash, and the Go Kit which are considered

necessary to support a deployment of 30 days or more. This worksheet is supplied as an attachment in the COOP database.

A.2.1.8, A.2.1.9

ADPH currently has an extensive portfolio of contracts with a wide range of vendors for virtually anything that is required for public health operations. If those vendors are unwilling or unable to supply necessary materials in a public health emergency, normal state purchasing rules would be waived and such materials acquired from any vendor. The purchases may be made by any means required including purchase order, credit card, check or even cash. In other words, if needed supplies/materials are available anywhere from any vendor, ADPH can procure them on the spot in an emergency. Thomas White, Chief Accountant and Director, and several finance program managers including Joseph Ostenton and Robert Brantly (Grants and Contracts), and Allen Rowe, Karole Baugh, and Angie Tolbert (Procurement) have access to the contract and vendor data. ADPH Finance in cooperations with ADPH Information Services – Logistics Section (Mike Hassell, Alfreda Arrington, Genevieve Moore, and Jerry Young) have secured shipping contracts and arrangements. Additionally, training has been scheduled with DBA Engineering at Auburn University in Montgomery for several ADPH employees to earn their Commercial Driver's License (CDL) in the event that transporters are unavailable.

Equipment including medical stations and generators has been purchased and either pre-positioned or stored in the ADPH EP warehouse to support ADPH response to Health and Medical emergencies. A Method for Resource Inventory has been established. The ProcurIT inventory system lists all ADPH equipment that is available statewide for deployment. Emergency preparedness supplies and equipment will be monitored through this system.

Comfort Care Centers (CCC) formerly called Alternate Care Sites (ACS) kits have been purchased and are available now to any faith-based, community, or business organization who is willing to provide the site to care for pandemic influenza patients who could be cared for at home, but who have no one to care for them. Each CCC kit can support the care of 50 adult and 10 pediatric patients.

ADPH has constructed fuel stations in three areas of the state in addition to the State Motor Pool fuel station. Generators have been purchased to supply power to Medical Stations, alternate work facilities, and other ADPH managed facilities. Water purification filter systems have been approved for purchase. Back –up computer servers will be located at the ADPH Warehouse alternate facility.

A.1.1.5, A.1.2.1, A.1.1.5, A.1.2.5
A.2.1, A.2.2
Alternate Facilities

The purpose of an alternate facility is to provide a means of accomplishing the department's mission-essential functions in the event of an emergency or threat when the primary location cannot be occupied or in the case of a pandemic, when social distancing strategies will be implemented. A thorough understanding of the department's mission, essential functions, communications connectivity requirements, and the resources allotted is essential for alternate facility considerations.

A.2.1.5
A.2.2.6, A.2.2.7

ADPH will use the Alternate EOC warehouse building as an alternate facility for COOP. During a pandemic, the Alternate Emergency Operations Center (EOC) will be used for social distancing. The alternate facility will accommodate ICS personnel and key personnel (Table 1:

Pandemic Influenza COOP). ICS personnel and key personnel designated to work at the alternate facility will be notified through the COOP alert procedure. The alternate facility will be wired to support computers, printers, facsimile machines, phones, and copy machines. Security issues will be addressed by the ICS Safety and Security officer in coordination with ADPH Facilities Management.

ADPH personnel may be asked to work from home during a pandemic (Table 1: Pandemic Influenza COOP). Each bureau/division budget unit has performed a resource survey and results are attached in the COOP database. Remote desktop software will be used by personnel working from home.   Certain bureau/divisions have made agreements with cooperating agencies to share office space and equipment when COOP is implemented. These agreements are designated in the COOP database for the bureau/division.

A.1.2.1, A.1.3.2, A.1.3.3
A.2.3.12
Interoperable Communications

Communications systems are vital elements that support critical processes and services. In turn, their associated functions are an essential element of COOP. Communications will include all forms of voice, fax and data lines, cell phones, pagers, email, internet access, Instant Messenger Services, TREO, Blackberry, other personal digital assistants (PDAs) and radio communications. Accurate and timely information must be communicated according to specific policies which support the continuation of essential activities as the pandemic evolves. ADPH bureau/divisions have completed resource survey which includes available communication devices for each employee. Essential communications systems not listed in the survey are listed in the COOP database under "comments" and/or IT support.

ADPH will update the department website as a redundant means of communication and source of information for personnel and the community at large. The ADPH satellite truck will be available for remote broadcasts. A communications vehicle has been approved for purchase which will allow interoperability among the different types of communication equipment used by the ADPH and partner agencies.

A.2.3.12
Media Communications

The Public Information Officer (PIO) will work with the news media as the primary method for the department to communicate initially with all associates, as well as, the local community regarding any crisis impact on ADPH, changes in working hours and conditions, to include any special instructions. This information will also adequately explain what partners and the community can expect and provide a clear understanding of what is being done to protect public health and safety, and what is being done to mitigate the impact of the pandemic and recover and restore operations of the facility.

In addition to news media announcements, ADPH staff and partner agencies will be encouraged to use the ADPH website for more information. Information will be placed on the ADPH website as directed by the Incident Commander. The ALERT system will be used as a redundant means of posting documents and information.

A.1.1.8
A.2.2.3
Training

The training and cross training of personnel is essential to improving the capability of the department to execute their COOP plans and familiarize their personnel with the essential functions that they might have to perform in an emergency. ADPH personnel will be pre-trained in alternate roles and crossed trained for essential functions as necessary. The Response Teams are trained for deployment to field sites including vaccination clinics, antiviral distribution centers, and medical needs shelters.

There are several different categories of stakeholders in an organization. Included are:
- COOP development team
- Executive leadership, managers
- Key Personnel
- Personnel and volunteers
- Successors and support organizations

Each division director has conducted training with their staff on the unit COOP. Key personnel and backup personnel have been notified of their role during a pandemic and where and how they will work. Documentation of training and exercise conducted will be reported on the Plan Maintenance, Training, and Exercise document and attached to the unit COOP in the Lotus Notes database. The COOP Development and Review Team in coordination with the Center for Emergency Preparedness (CEP) and Bureau of Professional and Support Services (BPSS) will develop, implement and institutionalize a comprehensive training program to improve the ability of ADPH to effectively respond to an emergency including a pandemic. The key objectives of the training program are to:
- Train staff on COOP plans, policies and procedures
- Train staff on emergency response matters
- Train/cross train ancillary staff for essential functions
- Document training given
- Document staff training received

Regularly scheduled training must be conducted at the bureau/division level to maintain the readiness of all emergency, essential, and non-essential personnel. The training will encompass a blend of hands-on activities, seminars, orientation, workshops, online or interactive programs, briefings and lecture table tops, and functional exercises.

A.1.1.6, A.1.1.7, A.1.1.12, A.1.1.13, A.1.1.14, A.1.1.15, A.1.1.16, A.1.2.2, A.2.1
A.2.2
Human Capital

A.2.1.3, A.2.1.4, A.2.1.7, A.2.1.8, A.2.1.9, A.2.1.10
ADPH maintains a staff of approximately 4,000 employees statewide. ADPH bureau/division budget units have identified human capital needs in the COOP database (Table 1: Pandemic Influenza COOP). All essential functions have been defined with a primary and two alternate key personnel to perform the work. Seventy-nine public health response teams have been developed and trained to respond for deployment to field sites including vaccination clinics, antiviral distribution centers, and medical needs shelters. These teams are designated in the Lotus Notes Response Team Database. All team members can be notified of deployment using the ALERT system. ICS will manage events and personnel will be re-assigned to essential functions including ESF #8 operations.

A.2.2.8, A.2.2.9

Employee availability and absences will be monitored using the COOP database. Documentation will include the employee's name and position, date(s) absent, and reason for absence (sick, caring for sick family member, etc.), and date(s) available (work from home, alternate site, or office). This information will be used to note status of available and non-available personnel, assist with back-filling of essential personnel, and aid in epidemiological surveillance and medical countermeasure data analysis when appropriate.

Human Resource and Personnel Policies already in place will apply. Policies will be relaxed during an event such as working from home, teleconferencing, and hiring contract workers. ADPH will adhere to such policies as they are adjusted and directives will be issued through ICS. Plans are being developed to create a database of retired public health employees who may be contacted to fill essential functions during a pandemic.

A.1.5.1, A.1.5.2, A.1.5.3, A.1.5.4, A.1.5.5, A.1.5.6
A.2.1, A.2.2
Employee Health and Safety

A.2.1.6
A.2.2.6

ADPH personnel understand that responding to disasters is a responsibility of employment with the department. ADPH personnel have been educated on infection control measures and methods of self-sustainment during a pandemic. Educational brochures and infection control supplies, including masks and hand gel, have been purchased for each employee. Cooperative agreement funds were used to establish pharmaceutical caches which include antivirals. Over 27,000 courses of Tamiflu ® have been purchased and stockpiled for ADPH personnel and family for treatment and post-exposure prophylaxis.

Central Office Employees have been assessed to be at lower exposure risk while employees working in local health departments have been assessed to be at medium risk. Response Team employees, nurses, and laboratory employees have been assessed to be at high exposure risk. All employees will be provided with masks and hand gels. Employees at medium and high risk to exposure will also receive gloves and face shields.
A.2.1.6

Social distancing strategies will be implemented during a pandemic. The following are strategies which will be implemented in the Central Office building. These strategies will be adopted at each local county health department building as it pertains to their facility and essential functions.

➢ Telework will be allowed wherever possible.
➢ Shift work will be implemented to reduce the number of people in the building at one time.
➢ The Mitchell Young Warehouse facility will be utilized to reduce the number of people in the Central Office building.
➢ Travel will be limited to deployment and logistic tasking.
➢ Teleconferences, video conferences, and web conferences will replace face to face meetings.
➢ Telephone calls and emails will replace office visits. Office doors will be propped open to reduce contact with hard surfaces and increase ventilation. Tape will be placed every six feet to maintain safe distance if an emergency office visit is necessary.

> ➢ Cubicles will be re-arranged where necessary to maintain a 6' minimum distance between employees. Only one employee will be allowed in a cubicle at any one time.
> ➢ Two persons maximum will be allowed per elevator ride standing diagonally at opposite corners. Stair use will be encouraged and steps and hallways will be marked with tape every 6' for employees to keep safe distance. Stairwell doors will be propped open to reduce contact with hard surfaces and increase ventilation.
> ➢ Alternate restroom stalls will be locked so that every other stall can be used to maintain a 6' distance. Restroom sinks at opposite ends of the counter will be utilized with the middle sink(s) turned off. Only two employees will be allowed in the restroom at one time.
> ➢ Break rooms will only be used to prepare food one person at a time. The floor will be marked every six feet so that an employee can easily keep safe distance. Break room doors will be propped open to reduce contact with hard surfaces and to keep a safe distance.

A.2.2
Testing, Exercises and After Action Reports

A.2.2.3

The COOP Team, CEP, and BPSS will continue to develop its training and exercise program, to include tests and exercises of varying types and scope, to improve the overall ADPH response capabilities at the department and the bureau/division levels. All bureau/divisions must evaluate their plan after every test and exercise.

The key objectives of the Training and Exercising Program are to:

- Maintain department readiness.
- Execute procedures by deploying designated personnel and equipment to an alternate facility to perform essential functions and operations during an emergency.
- Cross train and test staff re-assigned to essential functions during an emergency.
- Test and validate equipment as to its operability and capability with other agencies.
- Familiarize personnel with the issues encountered during a major emergency or threat and possible lessons learned.
- Validate emergency communications contacts.
- Validate plans, policies, procedures, and systems to identify and perform corrective actions.

Exercises will be used, under simulated but realistic conditions, to validate policies and procedures for responding to specific emergency situations and to identify deficiencies that need to be corrected. Personnel participating in these exercises will include those who will make policy decisions or perform the operational procedures during an actual event, (i.e., critical personnel).

Tests will be used to determine the correct operation of equipment and systems that support the organizational infrastructure. The testing process will ensure that equipment and systems 1) conform to specifications, 2) closely approximate the operations of the primary equipment and systems, and 3) work in the required environments.

The State Health Officer will ensure that tests and exercises will be conducted to prepare all associates to perform assigned functions during an emergency. These tests and exercises will

be designed to validate the effectiveness of the plan, familiarize associates with the plan implementation process and identify and correct weaknesses in the plan.

The COOP exercise series are planned June - December 2008 and consist of monthly exercises to test the elements of COOP including Delegation of Authority, Order of Succession, Essential Functions, Key personnel, Resource Requirements, Inoperable Communications, and Alternate facilities.

The ADPH Center for Emergency Preparedness in cooperation with the Bureau of Professional Support Services have begun creating video training modules to include COOP planning, personal preparedness, and social distancing strategies. These modules will be made available to all ADPH employees and archived on the ADPH website. Using information presented in these training modules, employees will be asked to participate in a series of drills to practice social distancing strategies during the normal seasonal flu period.

An After Action Report is a very effective tool for personnel to utilize and assess the overall capabilities of personnel and resources following an exercise. When an exercise is completed, the facilitators or exercise controllers will bring the exercise personnel together at an After Action Review meeting to discuss activities during the course of the exercise and identify key issues and areas that need to be improved, modified or maintained.

Once the review meeting has been completed, information from the exercise and the meeting itself will be integrated into a formal After Action Report, and will be provided to all those who assisted and participated in the exercise for reference and a tool to improve future exercises. All exercises will follow Homeland Security Exercise Evaluation Program (HSEEP guidelines).

Reconstitution

The pandemic COOP will phase out as ESF #8 operations begin decreasing. ADPH essential functions will transition back until normal operations resume. The Office of Personnel and Staff Development will process requests to backfill essential functions and refill vacated positions during the pandemic response and recovery phases. Finance will compile a list of immediate supply and equipment needs and fill requisitions appropriately. The ProcurIT inventory system will be used to track inventory.

A.1.1.1, A.1.1.2, A.1.1.3
A.2.1.1, A.2.1.2, A.2.1.3, A.2.1.4, A.2.1.5, A.2.1.7, A.2.1.8, A.2.1.9
A.2.2.1, A.2.2.2, A.2.2.3, A.2.2.4, A.2.2.5, A.2.2.6
Table 1: Pandemic Influenza COOP

Bureau/Division management of personnel and general office functions (i.e., fiscal operations, leave, payroll, mail, and telephone) will be considered an essential function of each unit and will not be listed separately for each unit in this document.

Bureau/Office	Division	Essential Function	Essential Position/Personnel	Location

Children's Health Insurance	CHIP	Provide operational guidance to include Emergency Preparedness Team assignments and assist with pandemic response. Process subpoenas	Bureau Director-Cathy Caldwell, Assistant Administrator-Tamara Powell, Division Directors-Viki Brant, Teela Carmack, Ava Rozelle, Asst. Elig Dir-Keith Wright, Epid-Chris Sellers, Educ Outreadh Coord-Knoxye Williams,	RSA, Warehouse, home
Children's Health Insurance	CHIP	Receipt, security, and processing of mail and premium payments	Bureau Director-Cathy Caldwell, Assistant Administrator-Tamara Powell, Division Directors-Viki Brant, Teela Carmack, Ava Rozelle, Asst. Elig Dir-Keith Wright, Epid-Chris Sellers, Educ Outreadh Coord-Knoxye Williams,	RSA, Warehouse
Children's Health Insurance	CHIP	Process applications and renewals	Bureau Director-Cathy Caldwell, Assistant Administrator-Tamara Powell, Division Directors-Viki Brant, Teela Carmack, Ava Rozelle, Asst. Elig Dir-Keith Wright, Epid-Chris Sellers, Educ Outreadh Coord-Knoxye Williams,	RSA, Warehouse
Children's Health Insurance	CHIP	Implement emergency communication plan to enrollees, partners, providers, etc.	Bureau Director-Cathy Caldwell, Assistant Administrator-Tamara Powell, Division Directors-Viki Brant, Teela Carmack, Ava Rozelle, Asst. Elig Dir-Keith Wright, Epid-Chris Sellers, Educ Outreadh Coord-Knoxye Williams,	RSA, Warehouse, home
Clinical Laboratories	Birmingham, Mobile, Microbiology, Sanitary Bacteriology, Serology, Respiratory	Critical testing: water (public drinking water), milk: related to human consumption, rabies: related to human exposure, lead: children blood lead levels, microbiology testing. Report lab results. Other testing suspended. Microbiology: Flu, BT, Rabies (human exposure only), Botulism, specific outbreaks. Respiratory: TB from symptomatic patients only, mycology-systemic pathogens only Clinical Chemistry: Specimens with limited viability including CBCs and CD4 counts.	Dir – Sharon Massingale, Division Managers - Fleetwood Hines, William Smith, Valerie Lamb, Paula Lansdon, , , Joe Orban, Charles Crosby, Pete Preston, David Sherod, Michael Huff, Marian Woodman, Lab supervisors, Microbiologists, Lab Techs, analysts, ASA	Montgomery, Mobile, B'ham
Clinical Laboratories	Admin Support	Purchase reagents/supplies, Pay Invoices, Invoice agencies for lab work performed	Procurement Officer- Mary Jo Dyer, Account Clerks - Marchall Knox, Aquila Clark, Pat Thornton	RSA Tower, Home
Clinical Laboratories	Admin Support	Ship flu specimen kits to CHD and Labs; receive supplies, reagents, and specimens	Stock Clerk II - Sean Heard, Lab Tech – Art Elemore, BMET II – Randy Sexton	Smothers Road Warehouse
Clinical Laboratories	Mobile, B'ham	Beach, phytoplankton, shellfish testing and analysis will be suspended.	Microbiologist	Montgomery Lab Birmingham Lab
Clinical Lab Family Health Services	Newborn Screening-Lab	Continue all NBS tests and transmit all results to appropriate receivers. Maintain NBS computer functions for testing and reporting	NBS Lab Computer Technician, Derek Kennedy, Deannie Morris, Lynn Green, Danita Rollin	Montgomery Lab or out-of-state Lab

Communicable Disease	Administration	Provide operational guidance. Fulfill ICS position functions and assist with pandemic response.	Bureau Director - Charles Woernle; Deputy Director - Virginia Johns; Division Directors – Michele Williiams, Jane Cheeks, Winkler Sims, Sandra Langston, Scott Jones	RSA, Warehouse, home
Communicable Disease	Epidemiology	Provide support and direction regarding influenza surveillance.	State Epidemiologist Dr. Charles Woernle Alternates: Sharon Thompson, Tina Pippin, Allison Smith	RSA/Warehouse/ BCL/Home
Communicable Disease	Epidemiology	Answers calls from providers, public and staff regarding influenza and surveillance of communicable and notifiable diseases.	State Epidemiologist and State Toxicologist and State Veternarian: Dr. Charles Woernle, Dr. Neil Sass, Dr. Dee Jones, Alternates: Sharon Thompson, Cheryl Browder, Tina Pippin, Allison Smith	RSA/Warehouse/ BCL/Home
Communicable Disease	Epidemiology	Notification of influenza and communicable disease to the CDC.	Electronic Surveillance Program Manager Sherri Davidson, Alternates: Dr. Sharada Adolph-Roy, Tina Pippin, Allison Smith	Home/BCL
Communicable Disease	Epidemiology	Provide necessary support and consultation during the pandemic.	Medical Consultants Dr. Charles Woernle,, Dr. Martha Sanchez, Sharon Thompson	RSA/Warehouse/ BCL/Home
Communicable Disease	Epidemiology	Analyze public health data to identify and describe clusters. Epidemiological analysis of outbreak investigations.	Analysis Program Manager Sherri Davidson Alternates: Catina James	Home/BCL
Communicable Disease	Epidemiology	Provide consultation to public and private community regarding infection controls issues.	Infection Control Officer Sharon Thompson Alternate: Tina Pippin	RSA/Warehouse/ BCL/Home
Communicable Disease	Immunization	Ordering and distribution of flu vaccine.	Dell Ross (Disease Intervention Supervisor) Chevonne Tyner (DIS) Mike Hudgens (Public Health Advisor). Beverly Jones (VDC Manager) Betty Helms (Administration Branch Director) Denise Strickland (ImmPRINT Enrollment Supervisor), Nakema Moss, Ronada Anderson, Brenda Vaughn, Linda Provitt, Kathy Smith, Shirley Callowa, Sharon Jenkins	Vaccine Distribution Center @ Mitchell Young Road
Communicable Disease	Immunization	Surveillance of vaccine preventables and Hep B suspended to assist with pandemic response. Registry maintenance and programming suspended to assist with pandemic response. Provide operational guidance to include Team assignments, response, and administration.	Winkler Sims, Division Director, Betty Helms, Admin Director, Tracey England, Outreach and Surveillance Director	RSA
Communicable Disease	STD	STD activities suspended to assist with pandemic response.	Sandra Langston, Thomas Lee, Beverly Frank, Thomas Lee, Beverly Frank, Dorothy Easterly, Tonya Snider, Patricia Johnson-Smith, Thomas Lee, Beverly Frank, Dorothy Easterly, Tonya Snider, Patricia Johnson-Smith, Vurlie Dexter, John Keltner, Area Program Managers	RSA, Autauga County HD/Home

Communicable Disease	Tuberculosis Control	Assure that area-level staff provide a sufficient number of pre-packaged doses of TB meds to patients on therapy for active TB disease.	Scott Jones, Interim Director Pam Barrett, Field Services Coordinator Tammy Langlois, Nurse Consultant Bob Nyberg, Chief X-ray Technician	RSA, Laboratory
Communicable Disease	Tuberculosis Control	Routine TB surveillance and consultation activities at the state level will be re-prioritized to assure rapid response to shelter and/or provider requests relating to TB status of victims or shelterees.	Pam Barrett, Field Services Coordinator Scott Jones, Interim Director Tammy Langlois, Nurse Consultant Bob Nyberg, Chief X-ray Technician, Tammy Langlois, Nurse Consultant Pam Barrett, Field Services Coordinator Scott Jones, Interim Director Bob Nyberg, Chief X-ray Technician	RSA, Laboratory
Emergency Medical Services	EMS/Trauma	Provide operational guidance. Fulfill ICS position functions and assist with pandemic response.	EMS Director, Dennis Blair; Alternates: Russell Crowley, Rachel Parrish	Home/Alt
Emergency Medical Services	EMS/Trauma	Monitor AIMS System	EMS Director, Dennis Blair; Alternates: Russell Crowley, Mark Jackson, Hugh Hollon, Gary Mackey	Home/Alt
Emergency Preparedness	Emergency Preparedness	Provide operational guidance. Fulfill ICS position functions and assist with pandemic response. Coordinate ESF 8 Health and Medical Response.	CEP Director - Andy Mullins; Alternates: Jane Reeves, and Kelly Stevens	RSA/Alt. EOC
Emergency Preparedness	Emergency Preparedness	ICS Support, ALERT system, Response Team Database Management, Resource Management, EP Call Center, AIMS support	Internal Liaison - Andy Mullins, DeeAnn White, and Jane Reeves; ICS Chief Alternates and Liaisons - Kelly Stevens, Alice Floyd, Tim Hatch, ALERT Coordinator - Amy Coody; Alternates:, Geoffrey Haynes and Keith Higginbotham, HR Leader - Ann Brantley, Alternates: Chastsie Hooper, Phyllis Cleveland, Emergency Management Planner II - Kent Speigner; Alternates: Kelly Stevens and Alice Floyd, Call Center Coordinator: Angie Wright; Alternates:, Joni Cook, Suretta Smith, DeeAnn White, Charles Crawford, , Cindy Lesinger, Aims Support: Public Health Research Analyst II - Kuma Girdner; Alternates: Phyllis Cleveland	RSA/Alt. EOC
Emergency Preparedness	Emergency Preparedness	Duty Officer	CEP Staff; Alternates: Andy Mullins, CEP staff	Home
Environmental Services	Community Environmental Protection	Provide operational guidance. Onsite sewage, solid waste, and indoor air quality and lead activities will be suspended to assist with pandemic response. Limited Food Safety, Lodging, Milk & Food Processing, and Seafood Branch program activities.	Directors, ASA	RSA, Home

Facilities Management	Administration	Provide operational guidance. Fulfill ICS position functions and assist with pandemic response. Space management. Assist with social distancing strategies in the RSA and warehouse locations.	Director - Victor Hunt	RSA & Warehouse
Family Health Services	Administration	Provide operational guidance. Fulfill ICS position functions and assist with pandemic response.	Director - Chris Haag, Assistant Health Officer, Dr. Miller, Dr. Hataway	RSA, Warehouse, home
Family Health Services	Administration	WIC Infant Formula checks	Accounting Technicians: Temeka Cooper, Accounting Technician, Greg Roberts; Alternate: Marshika Harrell, Accounting Technician	WIC Training Center
Family Health Services	Children's Health - Child Lead Program	Receive Elevated Blood Lead Levels (EBLL). Identify demographic and billing data for referral. Open case in STELLAR.	ASA II - Trena Perryman Olivia Smith -ASA II Theresa Wilson - ASA II	RSA, WIC Training Office
Family Health Services	Children's Health - Child Lead Program	Referrals for EBLLs care coordination and environmental investigations will be made per protocol.	Jackie Harris Dianne Sims Sharis LeMay	RSA, home
Family Health Services	Newborn Screening- Administration	Coordinate NBS Division activities. Insure PKU orders are placed in accordance with normal or emergency procedures.	NBS Division Director, Bob Hinds Danita Rollin, Cindy Ashley, NBS PKU Order Coordinator, Tarina Moores Wendy Caraway, Cindy Ashley	Home
Family Health Services	Newborn Screening- Follow-Up	All NBS tests will be accomplished by the NBS lab and results transmitted. Receive and record NBS test results from State Lab. Contact physician of record with test results. Contact NBS specialist with NBS test results.Contact parents of infant with NBS test results. Contact care coordinator if infant not located.	NBS Follow-Up Coordinator Cindy Ashley, Tracey England, Rachael Montgomery, Melissa Tucker, Data Entry Wendy Caraway, Cindy Ashley, Rachael Montgomery, Tracey England, Tarina Moores	Home
Family Health Services	Newborn Screening- Hearing	All NBS hearing tests will be accomplished and results sent. Receive and record NBS hearing test results.	NBS Hearing Data Entry, Wendy Caraway, Rachael Montgomery, Cindy Ashley, Tarina Moores	Home
Family Health Services	Newborn Screening- Hearing	All NBS hearing tests will be accomplished and results sent and coordinated. Contact physician of record with NBS hearing test results. Contact NBS specialist with NBS hearing test results. Contact parents of infant with NBS hearing test results. Contact care coordinator if infant not located.	NBS Hearing Coordinator, Melissa Tucker, Rachael Montgomery, Cindy Ashley, Wendy Caraway	Home
Family Health Services	Newborn Screening- Lab	Maintain NBS computer functions for testing and reporting	NBS Lab Computer Technician, Derek Kennedy Deannie Morris Danita Rollin	Lab, Birmingham or Mobile State Lab.
Family Health Services	WIC- Administration	Receive and distribute WIC instruments. Receive and distribute formula.	Carolyn Battle, HSA III, Jean Fulton, Acting NA , HSA II, Barbara Small ASA III, Robert Boyles, HSA II, Jim Koenig, HSA I, Twanna Brown, NAA, Pat Vick, Senior Nutritionist, Michell Grainger, Nurse Manager, Cassie Hooks, NAA, Kathy Law, ASAII, Evelyn Peterson, ASA II, Maxine Hawthorne, ASAII, Patty Geiger, Account clerk, Patty Geiger, Acct. Clerk, Dana Driscoll, HSA II	RSA, WIC training Center
Family Health Services	WIC-Nutrition Services	Consults with Areas and clinics. Provides guidance and approval to local clinic staff for formula prescriptions and issues/problems, food and water safety.	Jean Fulton, Acting Nutr Admin, Gail Mask, NAA, Twanna Brown, NAA	RSA, WIC training Center

Family Health Services	Women's Health - Social Work	Statewide distribution of newborn screening, newborn hearing and elevated lead referrals for care coordination.	Centralized Referral System Coordinator - Rhonda Hollon, LBSW; Stacey Neumann, LGSW; Carolyn Griggs, LCSW	Home
Family Health Services	Women's Health - Social Work	Answering MCH/FP Helpline to explain limited functions during a pandemic.	Medical Care Benefits Specialist I - Deborah Moulton; Stacey Neumann, LGSW; Carolyn Griggs, LCSW	Home
Family Health Services	Women's Health – Breast and Cervical Cancer	Case management of enrollees, Medicaid application process to allow providers to mover forward with screening or diagnostic services and to avoid delay in determining whether a cancer is present or not. Insure women with abnormal cases are processed for timely treatment.	Nurse supervisor, Program Director, Administrative Asst.	RSA, Warehouse
Family Health Services	Women's Health-Family Planning	Process contraceptive supplies for family planning clinics until supplies are depleted. Answer the Plan First Hotline	HSA I - Linda Green, ASA III - Linda Forney, Nurse Manager - Annie Vosel	Home
Financial Services	Administration and Clerical Support	Provide operational guidance. Fulfill ICS position functions and assist with pandemic response. Approval of Special Vouchers, requisitions and emergency purchases.	Tom White, Accounting Director III	RSA, home
Financial Services	Administration and Clerical Support	Prepare and Bind Payment Vouchers	Dawn Tumlison, ASA III	RSA, Warehouse, home
Financial Services	Alabama Public Health Care Authority	Procurement and Disbursements	Allen Rowe, Accounting Manager, Joseph Osenton, Senior Accountant	RSA, Warehouse
Financial Services	Budget Unit	Vital Federal Cash Draws, Vital EDS Checkwriters, Vital Cash Needs, Vital Cash Transfers, Daily Cash/Check Deposits,Create Cash Transfer Reports, Vital Comptroller's Level Budget Revisions, State Level Budget Revision, County Level Budget Revision; Depository Accounts Reconcilation	LaShawn Pierce, Accountant; Donna Snyder, Senior Accountant; Daniel Opichka, Senior Accountant; Karen Rogers, Accounting Technician	RSA or warehouse
Financial Services	Grants and Contracts Unit	Vital WIC Wires and Draws, Vital CHIP Wires and Draws, Vital System Administration, Rent Payments, Payment Vouchers, FSRs and Invoices	Donna Reynolds, Senior Accountant, David Kirke, Senior Accountant; Deborah Dambach, Senior Accountant, Carissa Adams, Senior Accountant, Carolyn Johnson, Accounting Technician, Janis Pritchett, Senior Accountant	RSA or residence
Financial Services	Payables Unit	Process payments, process payroll, process emergency declarations	Alva Rene Haynes, Senior Accountant; Leslie Britt, Accountant; Sandra Collins, Accounting Manager	RSA or warehouse
General Counsel	General Counsel	Litigation, Legislation, Legal Advice. ICS Legal Officer.	2 Attys, John Wible, Brian Hale 1 Docket Clerk, Pat Ivie 1 ASA III 1 Legal Asst	RSA or warehouse
Health Promotion and Chronic Disease	Administration	Departmental Public Information Officer. Provide operational guidance. Fulfill ICS position functions and assist with pandemic response.	Director, Jim McVay, Alt. Jack Hataway	RSA or warehouse
Health Promotion and Chronic Disease	Public Information/Health Marketing	Executes program of public relations	Public Information Director, Arrol Sheehan; Risk Communication Branch Director, Takenya Taylor	Warehouse, home, other designated site
Health Promotion and Chronic Disease	Video Communicatio	Satellite and Web Broadcasts of News Conferences, Training & Education Programs, and Emergency Response Updates	4-8 staff, Michael Smith, Craig Young	Satellite Truck

	ns & Distance Learning			
Health Promotion and Chronic Disease	Video Communications & Distance Learning	Radio and TV Public Service Announcements	2 AV Production Specialists, Michael Smith, Craig Young	RSA or warehouse
Health Promotion and Chronic Disease	Wellness	Coordination and supervision of Wellness Staff and related contracts; expertise in Wellness screenings and adult flu vaccination throughout the State. Wellness Director over all 11 Public Health Areas. Suspended activities as needed to assist with pandemic response.	Director of Wellness Ken Reid Primary. Carol Mysinger Director Administration, Alternate #1	RSA or Home
Health Promotion and Chronic Disease	Cancer Prevention, Cancer Registry, Cardiovascular Health, Chronic Disease, Diabetes, Injury Prevention, Steps, Tobacco Prevention		Dr. Jack Hataway, Janice Cook	RSA or Warehouse or home
Health Provider Standards	Health care facilities	Suspended to assist with pandemic response.	Rick Harris, Lisa Pezent, Sheila Underwood, Guy Nevins, Ray Shearer, Felicia Williams, Barbara Little, Nadine Crawford, Brenda Furlow, Queen Whitefield	RSA or Warehouse or home
Home and Community Services	Administration	Provide operational guidance. Fulfill ICS position functions and assist with pandemic response.	Grover Wedgeworth, State Home Care Director. Backups: Home Health and Life Care = Janice McIntosh, Director, Division of Home Care. Medicaid Waiver programs = Glenda Harris, Director, Division of Community Services. Home Care area and county budgets = Belinda Hensley, Director of Homecare Budget, Reimb. & Reporting Branch. Compliance and Contracts = Bernice Robertson, Director, Division of Compliance and Contracts. Billing issues = Eric Williams, Director, Division of Billing and Support. Bureau administrative issues: Carol Adair, Director, Division of Budget and Personnel.	RSA or Warehouse or home
Home and Community Services	Administration	Assists the State Home Care Director with organizing and setting up the Medical Needs Shelter Command Center	Sonya Salum, Administrative Assistant to the State Home Care Director. Backup: Glenda Harris, Director, Division of Community Services.	RSA or Warehouse or home

Home and Community Services	Administration	Assists and advises the State Home Care Director, Area Administrators, Area Home Care Directors, financial managers, and other staff regarding Home Care budgets, financial data, and production data.	Belinda Hensley, Director of Homecare Budget, Reimb. & Reporting Branch. Alternates: Grover Wedgeworth, Eric Williams, Kyung-hwa (K) Rafferty	RSA or Warehouse or home
Home and Community Services	Billing and Support	Determines Medicare eligibility, determines medicare switches to HMO, process medicaid and medicare claims, process third party insurance claims, Processes ED Waiver and Aids Waiver claims submitted by Private Providers, Posts Medicaid and Medicare payments	Branch Directors - Shelia Duncan, Cassandra Miles, Ellen Wells; Eligibility Support Reps - Debra Woods, Angela Richardson, Patricia Baron; Billing Support Representative - Teresa Deairy, Jaqueline Howard, Chiquita Dixon, Shenita Rivers, Angelia Moore, Carmen Rodriquez, Valerie Lewis, Patrick Miller; Private Provider Billing Support Representative - Del Manning, Payment Support Representatives - Lamekia Elliot, James McKeithen	RSA or Warehouse
Home and Community Services	Division of Compliance and Contracts	Process emergency professional services contracts; assist in processing emergency personal service contracts Monitor and audit for compliance to federal and state home care regulations and departmental policies; record and investigate findings; and address critical exceptions	Division Director, Bernice Robinson; Nurse Consultants, Barbara Davis, Debbie Buchanan	RSA, Home, or Warehouse
Home and Community Services	Division of Home & Community Services	PROGRAM DEVELOPMENT AND CLIENT ENROLLMENT FUNCTION: Daily review/coordination of applications for intake/enrollment and other documentation to determine Level of Care for waiver services.	Nurse Consultants, Slot Manager, MCBS I MA II, ASA III, PHSW III	County Health Offices, Warehouse, Home
Home and Community Services	Division of Home & Community Services	CASE MANAGEMENT-HCBS WAIVERS FUNCTION: Provides consultation/supervision to case managers in county locations. Coordinates/conducts case staffings for active cases.	PHSW IV, PHSW III, Director, MA II, ASA III	County Health Offices, Warehouse, Home
Home and Community Services	Division of Home & Community Services	QUALITY ASSURANCE & DIRECT SERVICE PROVIDER ENROLLMENT FUNCTION: CASE MANAGEMENT: Monitors/reviews/audits/training for quality assurance of case management waiver records and activities to insure compliance with Alabama Medicaid. HOME DELIVERED MEALS: Monitors expenses, responds/resolves complaints/grievances Monitors meal service plans to include emergency planning to meet the needs.	PHSW III, Director, MA II, PHSW IV, Nurse Consultant, ASA III, HSA I, Nutritionist	County Health Offices, Warehouse, Home
Home and Community Services	Home Care Services	Manages the Home Care program	Director, Janice McIntosh, Debbie Buchanan, Barbara Davis	RSA, Enterprise
Home and Community Services	Home Care Services	Maintain limited home care services. Staff available to assist with pandemic response	Nurse Consultant, Debbie Buchanan, Janice McIntosh, Sharon Mitchell, Candace Hulsey, Brenda Elliott, Candace Hulsey, Sharon Mitchell, Brenda Elliott, Sharon Mitchell, Therapy Consultant Barbara Davis, Social Work Consultant Carolyn Hall, Nurse Consultant, Gayla Hollis, Shirley Offutt, Carolyn Hall, Choona Lang, Lisa Martin	Home, Warehouse, Morgan County, Enterprise
Home and Community Services	Home Care Services	Develops, implements, and evaluates HC software plan and community outreach program	Social work consultant Carolyn Hall, Janice McIntosh	RSA, Warehouse, Enterprise
Home and Community Services	Home Care Services	Develops, enters, maintains various database programs	AA, Stacey Sullivan, Angela Gaston, Julia White	RSA,Enterprise

Home and Community Services	Home Care Services	Administers and manages the Bureau's webpage and web application. Backup for the oversight, implementation, and support of the Horizon Software System.	Account Clerk, Julie White, Stacey Sullivan	RSA,Enterprise
Center for Health Statistics	Center for Health Statistics	Registration & QA -- Registration of Vital Records	Registration Director/Supervisor, Clerical Staff	RSA or Warehouse
Center for Health Statistics	Center for Health Statistics	Record Services – Phase 1 Record Services – Telephone & Mail Section Must have access to AS400	Record Services Director/Supervisor, Registration Director/Supervisor, Clerical staff	RSA or Warehouse
Information Services	Administration	Provide operational guidance. Fulfill ICS position functions and assist with pandemic response.	Director, John Heitman	RSA or Warehouse
Information Services	Center for Logistics	Maintain warehouse operations at 1635 Mitchell Young Road and 201 Smothers Road.	Andra Jackson, Warehouse Supervisor. Alfreda Arrington, Office Services Supervisor, John Blackmon, Michael Hassell, Director.	RSA or Warehouse
Information Services	Center for Logistics	Maintain inventory and fleet management control.	Janae Taylor, ADPH Property Manager. Guy Woodall, Inventory Control Officer. Matt Conner, Warehouse Worker.	RSA or Home
Information Services	Center for Logistics	Maintain mail distribution for ADPH State wide.	William Myrick, Mail Room Supervisor. Jason Dixon, Warehouse Worker. Stanley Cotton, Warehouse Worker.	1635 Mitchell Young Road Warehouse or 201 Smothers Road
Information Services	Computer Systems Center	Provide Lotus Notes email administration and related applications systems support	Leslie Hay, Systems Support Division Director, Darlene Smith, Jimmy Thompson	RSA or Warehouse
Information Services	Computer Systems Center	Provide programming and accounting for financial systems	Linda Hines, Finance Support Division Director, Randy Tatum, Gerry Knight	RSA or Warehouse
Information Services	Computer Systems Center	Provide data entry and operations support for departmental systems	Leslie Hay, Systems Support Division Director, Darlene Smith, Jimmy Thompson	RSA or Warehouse
Information Services	Computer Systems Center	Provide technical support and help desk assistance	Chuck Langley, Technical Support Division Director, James Coley, Gene Hill	RSA or Warehouse
Personnel and Staff Development	Personnel and Staff Development	Process requests to backfill essential adph functions during the pandemic. Reconstitution of vacant positions following the pandemic.	Michelle Zeigler, Personnel Manager/ ALT. Sheryl Elmore, PA; Linda Snell, PA	RSA or State Personnel
Personnel and Staff Development	Personnel and Staff Development	Completes the SEICTF, or State Employee Injury Compensation Trust Fund, payroll, and faxes to State Finance; reviews the Report of Injury forms and files reports.	Martina Russell, Personnel Assistant II/ ALT. Sheryl Elmore, PA; Sandra Wood, Director	RSA or State Personnel
Personnel and Staff Development	Personnel and Staff Development	Reviews initial and renewal of Personal Service Contracts and documentation; enters information into GHRS, sends contract to State Personnel or through routing procedure; notifies supervisor of approval date.	Martina Russell, Personnel Assistant II/ ALT. Michelle Zeigler, DPM; Toni Imler, ASA	RSA or State Personnel
Personnel and Staff Development	Personnel and Staff Development	Processes Probationary and Annual Appraisals	Linda Snell, Personnel Assistant III/ALT. Sheryl Elmore, PA; Michelle Zeigler, DPM	RSA or State Personnel

Personnel and Staff Development	Personnel and Staff Development	Enters leave usage into GHRS for Health Personnel staff; processes payroll report to Health Finance.	Daphne Williams, ASA III/ ALT. Susan McElvy, PA; Michelle Zeigler, DPM	RSA or State Personnel
Professional and Support Services	Professional and Support Services	Provide operational guidance. Fulfill ICS position functions and assist with pandemic response.	Director; - Michele Jones	RSA, Warehouse, home
Professional and Support Services	Professional and Support Services	Licensed professional (nursing, social work, pharmacy) practice oversight	John Hankins, State Nursing Director; Maury West, State SW Director; Charlie Thomas, State Pharmacy Director	RSA or warehouse
Professional and Support Services	Professional and Support Services	Health provider coverage coordination	Chuck Lail, Rural Health Director	Al Primary Care Assn
Professional and Support Services	Professional and Support Services	Community Resource Coordination	Maury West,EP SW Coordinator	RSA or warehouse
Professional and Support Services	Professional and Support Services	SNS, CRI	DeeAnn White, SNS Coordinator	RSA or warehouse
Professional and Support Services	Professional and Support Services	Prescription Drug Monitoring Program	Patti Stadlberger, PDMP Manager	Home
Professional and Support Services	Professional and Support Services	Volunteer Coordination	Jessica Hardy, EP Nurse	RSA or warehouse
Professional and Support Services	Professional and Support Services	ACORN (case management)	Arnita Shepard, ACORN Administrator	Home
Program Integrity	Administrative	Suspend to assist with pandemic response	ASA III - Bonnie Blue (Alternate = Account Clerk – Jean Leibe or Director - Debra Thrash)	RSA or Home
Radiation Control	Radiation Control	Radiological emergency response	1. Kirksey Whatley primary 2. James McNees primary 3. David Walter primary 4. David Turberville primary 5. Brad Grinstead primary 6. Tonya Appleyard primary NOTE: All are primary contacts!	1. For Farley NP, Houston County EMA office 2. for Browns Ferry NP, Morgan County EMA office 3. For others, Health Department alternate site

A.2.1.1, A.2.1.10, A.2.2.7
Table 2: Critical Restoral Time – Vital Records and Databases

Bureau/ Office	System	System Description	< 24 hours	1 > 7 days	>7 days

All	Internet	Web	X		
All	Lotus Notes/email	Email and Notes	X		
All	VOIP/Telephones	Telephones	X		
All	State Network	Statewide ISD network	X		
CHIP	CHIP	Child Health Insurance Program			X
CHIP	WEES	Web Enabled Enrollment System			X
DC	ALNBS - Production	Alabama NEDSS Base System		X	
DC	Artemis	Perinatal Hepatitis B Case Management System		X	
DC	ImmPRINT	Immunization Provider Registry with Internet Technology		X	
DC	EPIC	Emergency Patient Information Compendium		X	
DC	CDCIS	Communicable Disease Care Management Info Sys		X	
EMS	Proserve	On-Line Renewals			X
EMS	ATR/AHSCIR	Alabama Trauma Registry Head and Spinal Cord Injury			X
EP	ALERT	Alabama Emergency Response Technology	X		
EP	Incident Action Plan	Lotus Incident Action System	X		
EP	Call Center & ICS Journal	Lotus Call Center and Journal	X		
EP	AIMS	Alabama Incident Management System	X		
FHS	Hearing Screen future	Hearing Screening			X
FHS	PHALCON	Public Health of Alabama County Operations Network		X	
FHS	BCCDMS (McCallie)	Breast and Cervical Cancer			X
FHS	ABCCEDP	Alabama Breast and Cervical Cancer Enroll			X
FHS WIC	Vendor Mgmt	Vendor Management			X
FHS lead	STELLAR	Information on elevated blood lead levels		X	
FHS lead	"L" Drive	Lead Programs		X	

FHS lead	MSIQ	Medicaid Online Client Benefits Database		X	
FHS lead	PHALCON	Public Health of Alabama County Operations Network		X	
Finance	Billing	Billing system			X
Finance	SAFE Reports	Financial reports			X
Finance	AFNS	Financial and Cost system		X	
Finance	eCats	Timekeeping			X
HCS	Slot Management	Slot Management		X	
HCS	Horizon	Horizon HomeCare		X	
HProm	Adph.org	Alabama Department of Public Health Website	X		
HProm	SWIMS	Standardized Web Information Management System	X		
HProm	Cancer, Tobacco Registries	Cancer, Tobacco Registries			X
HProm	ALPHTN	Alabama Public Health Training Network	X		
HPS	Grayco EMSIS	EMS Information System			X
HPS	Grayco Facman	Facilities Management			X
HPS	ASPEN	Aspen Central Office			X
Lab	LIS	Laboratory Information System			
Lab	NATUS	Newborn Screening		X	
Legal	Automated Contract System	Contract Management System			X
Legal	Time Matters	Time Matters			X
Logistics	IMS	Inventory Management System		X	
Logistics	Inventory Verification	On Line inventory of networked IT items			X
Personnel	GHRS	Personnel System		X	
PS	LCMS	Learning Content Management System		X	
PS	PDMP	Prescription Drug Monitoring Program			X
PS	ACORN	Case Management			X
VS	Super Micar	Super-MICAR			X

VS	ViSION	Vital Statisitics Image Oriented Network			X
VS	CHS Web Info	CHS Information Available on the Web			X
VS	EVERS Birth (EBR)	Electronic Vital Events Registration System		X	

A.2.2.7, A.2.2.10
Table 3: IT and Resources

Bureau/ Office	Division	IT Needs	Available Resources
Children's Health Insurance	CHIP	Oracle, Protégé and Approach, Ph2srv55,Ph2srv36, Ph2srv37, Ph2srv81, Ph2srv45, Ph2srv133, Ph2srv134	20 Phones, 20 Workstations, 10 Printers, 90 work PCs
Clinical Laboratories	Admin Support	3270, Lotus Notes, Phones, Fax	3 ADPH laptops, 10 personal computers, 2 ADPH cell phones, 11 personal cell phones, 1 PDA, 1 home fax line
	Birmingham	Access to State Server, Lotus Notes	7 personal laptops, 1 ADPH cell phone, 14 perosnal cell phones, 13 personal home computers, 25 work PCs
	Clerical Division	Computers, Phones, Scanners, Printers, access to 3270, email, lotus notes, access to LIS (or current system) for verification	2 personal laptops, 6 personal cell phones, 6 personal home computers, 2 home fax lines, 202 work PCs total Montgomery lab
	Clinical Chemistry	LIS support, Phones, Fax, Personal Computers	2 laptops, 12 personal computers, 10 personal cell phones, 1 home fax line
	Microbiology	Telephones, Faxes, Computers, Lotus Notes, LIS and Internet Capabilities	6 personal laptops, 4 ADPH laptops, 14 personal computers, 3 ADPH Cell Phones, 1 PDA, 20 Personal cell phones, 5 home fax lines
	Mobile Division Laboratory	Internet access, Computers, Phones, Fax	2 personal laptops, 5 personal home computers, 6 personal cellphones, 27 work PCs
	Respiratory Disease	Lotus Notes, Computer services, Phone service, LIS capabilities	7 personal home computers, 9 personal cell phones,
	Sanitary Bacteriology/ Media	Not Needed	2 personal laptops, 9 personal cell phones, 7 personal home computers
	Serology	Access to server, internet, phones	11 personal computers, 11 personal cell phones
Communicable Diseases	Bureau Administration	MS Office, Lotus SmartSuite, Wire Pak; access to "p" drive, 3270	2 ADPH laptops, 3 personal computers, 2 PDA, 2 ADPH Cell Phones, 4 Personal Cell Phones, 1 Home Fax Line, 7 work PCs

	Epidemiology	Laptops, Verizon Cards, Laptop car chargers, Trios, Satellite phones, eFax, Pagers	9 laptop computers, 11 personal computers, 2 PDA, 4 ADPH Cell Phones, 13 personal cell phones, 1 Home Fax Line, 38 work PCs
	HIV/AIDS Prevention and Control	3-4 phone lines, fax machine at annex state lab, seven laptops with air cards, seven "southern linc" phones, Laptops with access to internet for lotus notes (email and databases), ESUM, finance reports, Computer/server access to: e-mail/lotus notes, internet.	5 ADPH Laptops, 14 Personal computers, 2 PDA, 1 ADPH Cell Phone, 16 Personal Cell Phones, 2 Home Fax Lines, 39 work PCs
	Immunization Division	VacMan, ImmPRINT, NEDDS, Artemis, Inventory Management System, 3270, GRATIS, VOFA, SAFE, Oracle, sql server, Ph2srv54, Ph2srv111, Ph2srv39, Ph2srv101, Ph2srv102, Ph2srv133, Ph2srv134, ADPHD01	1 ADPH Laptop, 5 Personal Laptops, 3 ADPH Cell Phones, 13 Personal Cell Phones, 13 Personal Home Computers, 3 PDA, 3 Home Fax Lines, 29 work PCs
	STD	STD*MIS, F Drive, Printers, Copier, Wy-Fi access, VPN/Desktop, Laptops, Telephones, Cellphones, Fax Machine, Medication Order, Computer	6 laptop computers, 6 personal computers, 9 Personal Cell Phones, 2 Home Fax Lines, 22 work PCs
	Tuberculosis Control	Three laptops with wireless connectivity and VPN to access ADPH servers and Internet	3 Laptop Computers, 6 Personal Computers, 4 ADPH Cell Phones, 5 Personal Cell Phones, 24 work PCs
Emergency Medical Services		PC with access to Lotus Notes,3270, Automated Contract System, internet, ALACERT and e-PCR Database,telephone,cell phones,fax, and copier	28 work PCs
Emergency Preparedness	Emergency Preparedness	Internet, Access to p:// drive, Lotus Notes (Workspace applications on laptops, Remote Desktop, VPN), CDC Secure Data Network (SDN), Wireless Laptops - may need additional air cards, Access to 3270	9 ADPH Laptops, 1 Personal Laptop, 10 ADPH Cell Phones, 15 personal cell phones, 14 personal home computers, 8 PDA, 1 home fax line, 50 work PCs
Environmental Services	Community Environmental Protection	Internet, Wireless laptops, printer, phones, fax.	10 Laptop computers, 13 Personal computers, 11 PDA, 11 ADPH Cell Phones, 14 Personal Cell Phones, 1 Home Fax Line, 29 work PCs
	Environmental Health Administration	Internet, Access to M:// drive, Lotus Notes, Wireless Laptops, Access to 3270, printer, phone, fax	2 Personal Computers, 2 PDA, 2 ADPH Cell Phones, 2 Personal Cell Phones

	Food, Milk, Lodging	Internet Access, Lotus Notes, Wireless Laptop Computers, phones, fax, copier.	6 Laptop computers, 1 Personal Computers, 16 PDA, 16 ADPH Cell Phones, 5 Personal Cell Phones, 19 work PCs
Facities Management	Administration	Computer, printer, phone, fax, Lotus Notes, Lotus SmartSuite	4 Personal Computers, 4 ADPH Cell Phones, 3 Personal Cell Phones, 1 Home Fax Line, 15 work PCx
	Technical Services	Lotus SmartSuite, ACO (ASPEN), Lotus Notes, telephone, printer, fax, computers	3 personal Laptops, 5 Personal home Computers, 10 Personal Cell Phones, 1 Home Fax Line, 1PDA
Family Health Services	Administration	PC with access to Lotus Notes, AFNS,3270, Automated Contract System, internet, B & C Access Database, telephone, fax, and copier	1 ADPH Laptop, 6 Personal cell phones, 2 personal home computers, 109 work PCs total Family Health
	Children's Health-Abstinence Program		13 ADPH laptops, 1 personal laptop, 1 ADPH cell phone, 18 personal cell phones, 16 personal home computers, 2 PDA, 2 Home Fax Lines
	Children's Health - Child Death Review		13 ADPH Laptops, 1 personal laptop, 1 ADPH cell phone, 18 personal cell phones, 16 personal home computers, 2 PDA, 2 Home Fax Lines
	Children's Health - Child Lead Program	STELLAR , L Drive, Lotus Notes, SAS, EPI INFO, phone, FAX machine, copier, printer, internet capability, MSIQ access	13 ADPH Laptops, 1 personal laptops, 1 ADPH Cell Phones, 18 Personal cell phones, 16 pesonal home computers, 2 PDA, 2 Home fax lines
	Children's Health - Foster/Adoptive Parent Child Health Training Network		13 ADPH laptops, 1 personal laptops, 1 ADPH cell phone, 18 personal cell phones, 16 personal home computers, 2 PDA, 2 Home Fax Lines
	Children's Health-Healthy Childcare Alabama	Laptop, Lotus Notes, I-Notes, phone,	13 ADPH Laptops, 1 personal laptop, 1 ADPH cell phone, 18 personal cell phones, 16 personal home computers, 2 PDA, 2 Home Fax Lines
	Children's Health - School/ Adolescent Health		13 ADPH laptops, 1 personal laptops, 1 ADPH cell phones, 18 personal cell phones, 16 personal home computers, 2 PDA, 2 Home Fax Lines
	Newborn Screening-Administration	Laptop with Lotus Notes/Internet access; Telephone; Printer; Access to Ameri Source via telephone or computer; Fax machine; access to Finance Admin for BH # receipt	9 ADPH laptops, 5 personal laptops, 23 personal cell phones, 25 personal home computers, 1 PDA, 1Home Fax Lines
	Newborn Screening -Follow Up	Laptop with Lotus Notes/Internet access; telephone; fax machine; Medicaid database; Phalcon database; NBS test results from lab; demographic data from lab	9 ADPH laptops, 5 personal laptops, 23 personal cell phones, 25 personal home computers. 1 PDA, 1 Home Fax lines

	Newborn Screening-Hearing	Laptop with Lotus Notes/Internet access; telephone; fax machine; Medicaid database; Phalcon database; NBS hearing test results from lab; demographic data from lab	9 ADPH laptops, 5 personal laptops, 23 personal cell phones, 25 personal home computers, 1 PDA, 1 Home fax line
	Newborn Screening - Lab	Computer network services with ADPH; Perkin Elmer computer/software access; Natus computer/software access; Lotus Notes; Telephone; Fax	9 ADPH laptops, 5 personal computers, 23 personal cell phones, 25 personal home computers, 1 PDA, 1 home fax line
	WIC-Administration	Personal computer with Lotus notes, Excel, Lotus 123, Word, COPA, PHALCON and network printer, access to WIC reports. Dan needs access to USDA database, Personal computer or laptop with Lotus Notes, Lotus 123, printer	20 home computers, 6 laptops, 23 cell phones, 32 work PCs WIC total
	WIC-Data Management	PCs with Lotus Notes, Excel and Lotus 123,Word, internet access, PHALCON and COPA, access to WIC reports, desktop and/or network printer.	20 home computers, 6 laptops, 23 cell phones
	WIC-Nutrition Services	PCs with Lotus Notes, Excel and Lotus 123,Word, internet access, PHALCON, access to WIC reports, desktop and/or network printer	20 home computers, 6 laptops, 23 cell phones
	WIC-Vendor Management	PCs with Lotus Notes, Excel and Lotus 123,Word, internet access, PHALCON and COPA, access to WIC reports, desktop and/or network printer	20 home computers, 6 laptops, 23 cell phones
	Women's Health-Family Planning	Computer with Lotus and MSIQ applications, Amerisource Telzon Computer Relay System, Telephone, Fax Machine	6 ADPH laptops, 8 personal laptops, 15 personal cell phones, 13 personal home computers, 4 home fax lines
	Women's Health - Breast & Cervical Cancer		
	Women's Health - Perinatal		

	Women's Health - Social Work	Working from home would require VPN to ADPH computer programs. 1-800 numbers re-routed to the residence. Needed: Computer; telephone with 1-800 line, access to Medicaid Eligibility website, MSIQ, Area/County telephone/fax numbers, phone numbers for other State agencies, list of resources	6 ADPH laptops, 8 personal laptops, 15 personal cell phones, 13 personal home computers, 4 home fax lines
Financial Services	Administration and Clerical Support	Computer with e-mail/Lotus Notes and internet access; telephone; fax (with copy/scan capabilities)	2 ADPH laptops, 2 personal laptops, 2 ADPH cell phones, 3 personal computers, 4 personal cell phones, 63 work PCs Finance total
	Alabama Public Health Care Authority	Computer / printer capabilities; access to Peachtree Software; e-mail access for communication/audit purposes; copier machine; telephone and fax	3 ADPH laptops, 3 personal computers, 3 ADPH cell phones, 2 personal cell phones
	Budget Unit	3270 system; internet access; lotus notes and Wachovia Token	5 personal computers, 3 personal cell phones
	Cost Accounting Unit		1 ADPH laptop, 1 personal cell phone
	Grants and Contracts Unit	Computer with e-mail/Lotus Notes and internet access; AFNS access; 3270 access; telephone; fax (with copy/scan capabilities)	1 ADPH laptop, 9 personal computers, 2 ADPH cell phones, 6 personal cell phones
	Payables Unit	Computer with e-mail/Lotus Notes and internet access; 3270 access; telephone; fax (with copy/scan capabilities)	2 laptop computers, 3 personal computers, 4 personal cell phones
	Payroll Unit	Computer with e-mail/Lotus Notes and internet access; 3270 access; GHRS access; telephone; fax (with copy/scan capabilities)	2 laptop computers, 3 personal computers, 3 personal cell phones, 1 home fax line
	Procurement Unit	AFNS; 3270; telephone and fax capability.	1 ADPH laptop, 1 personal computer, 2 personal cell phones
General Counsel	General Counsel	Time Matters, Lotus Notes, Leave Database, Westlaw, Word	7 laptops, 8 personal computers, 8 ADPH cell phones, 9 personal cell phones, 16 work PCs
Health Promotion and Chronic Disease	Alabama Comprehensive Cancer Control Program	All positions will need access to telephone, fax, internet, Lotus Notes, e-Cats and work desktop, access to 3270. The Research Analyst would need access to SAS.	2 ADPH laptops, 2 personal laptops, 3 personal cell phones, 3 personal home computers,

	Arthritis Prevention Branch	Access to telephone, fax and personal computer with internet capability to access 3270, lotus notes, e-cats and website	1 ADPH laptop, 1 personal laptop, 2 personal home computers, 2 personal cell phones, 2 home fax lines
	Bureau Director	Access to personal computer with Internet and e-mail capabilities, telephone and fax machine	4 ADPH laptop, 1 personal laptop, 3 ADPH cell phones, 6 personal cell phones, 7 personal home computers, 2 PDA, 120 work PCs Health Promo
	Cancer Prevention	Access to personal computer with internet and e-mail capabilities, telephone and fax machine	4 ADPH laptops, 5 personal cell phones, 2 personal computers
	Cancer Registry Division	All positions need PC with access to CRS database, Internet, Lotus notes, and e-CATS; phone and fax capabilities. Access to 3270.	11 ADPH laptops, 1 personal laptop, 12 personal cell phones, 9 personal home computers, 1 PDA, 1 Home Fax
	Cardiovascular Health	The Cardiovascular Health Director and Health Educator would need remote desk top hardware.	3 ADPH laptops, 3 personal cell phones, 3 personal home computers
	Chronic Disease	Access to personal computer with internet and e-mail capabilities, telephone and fax machine	4 ADPH laptops, 5 personal cell phones, 2 personal home computers
	Chronic Disease Epidemiology Unit	All positions will need computers with access to the internet, lotus notes, and e-Cats. All positions will need access to a phone and fax machine.	2 ADPH laptops, 2 personal cell phones, 1 personal home computer
	Diabetes Branch	Access to telephone, fax, and personal computer with 3270, contracts, lotus notes, e-cats, and VPN network	4 laptop computers, 5 personal computers, 5 personal cell phones, 1 home fax line
	Injury Prevention Branch	Laptop/PC with access to Lotus Notes	2 ADPH laptops, 1 personal laptop, 3 personal cell phones, 1 personal home computer
	Public Information/ Health Marketing	Lotus Notes Access, Internet Access, Access to Mainframe Computer 3270, RightFax support	7 ADPH laptops, 1 ADPH cell phone, 13 personal cell phones, 6 personal home computers,
	Steps Program	Laptop/PC, Lotus Notes, 3270, telephones, fax machine	2 ADPH laptops, 2 personal cell phones, 2 personal home computers
	Tobacco Prevention and Control Division	Access to personal computer/laptop with Internet and e-mail capabilities, telephone and fax machine	1 ADPH laptop, 2 personal laptops, 8 personal cell phones, 7 personal home computers

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	Video Communications and Distance Learning	Helix Video Servers (2) must be operational; Internet in Suite #940; phones; Bellsouth phone lines in Master Control (5), VPN from mobile encoding pc to Helix Video Servers (2); Internet from anywhere including the satellite truck.	7 ADPH laptops, 1 ADPH cell phones, 8 personal cell phones, 9 personal home computers, 29 work PCs
	Wellness	Laptop/PC, Lotus Notes/remote desktop, Telephones, and Fax Machine	1 personal cell phone, 1 personal home computer, 12 work PCs
Health Provider Standards	Health care facilities	Computers - ASPEN, ACTS, OSCAR/ODIE, Lotus Notes, MS Office and internet access; telephone; multi-functional printer/fax.	3 work PCs
Health Statistics	Center for Health Statistics	AS400; computers with capability to view images; scanners; printers; server for births and eventually electronic filing of deaths; phones. Note that plan is to lease AS 400 and have it brought to remote location. Needed computers and other equipment would be purchased if equipment could not be retreived from the RSA Tower.	3 ADPH laptops, 6 personal laptops, 2 ADPH cell phones, 53 personal cell phones, 44 personal home computers, 4 PDA, 8 home fax lines, 105 work PCs
Home and Community Services	Administration	Access to PH2SRV36, SQL and Citrix servers, 3270, Excel, Lotus Notes, email, Lotus 123, SAFE reports, Horizon Homecare, and Crystal Reports	1 ADPH laptop, 1 ADPH cell phone, 2 personal cell phones, 2 personal home computers, 1 PDA, 199 work PCs Health Care Facilities, 92 work PCs Health and Community Services
	Billing and Support	Need access to personal computer with Lotus Notes; access to ATT secure dial up for DDE; access to private provider Access database; telephone, fax and high speed printers as well as access to Citrix servers with Horizon database	7 laptops, 1 ADPH cell phone, 15 personal home computers, 19 personal cell phones, 1 PDA, 7 Home Fax Lines
	Budget and Personnel	PC with access to 3270, GHRS, Lotus Notes, SAFE Reports, Lotus 123	1 personal laptop, 5 personal cell phones, 3 personal home computers, 1 home fax line

	Division of compliance and contracts		1 ADPH laptop, 1 personal cell phone, 1 personal home computer, 1 PDA, 1 home fax line
	Division of Home and community services	All personnel would need access to personal computers with Lotus Notes, Internet and Remote Access, Microsoft Word Applications, ACORN, MSIQ, EDW Long Term Care Admissions, Fax, Copier, Printer, Telephone, Cell Phone/Blackberry, Access to State Vehicles, Access to client records, Case Manager files, direct service provider file, general desk supplies	5 ADPH laptops, 2 ADPH cell phones, 12 personal cell phones, 12 personal home computers, 2 PDA
	Home Care Services	All positions need access to telephone, fax and PC with lotus notes, e-cats, internet, access to Horizon server	5 ADPH laptops, 8 personal laptops, 9 ADPH cell phones, 11 personal cell phones, 9 personal home computers, 6 PDA, 1 home fax line
Information Services	Center for Logistics	Need access to personal computer, Lotus Notes, internet, and telephone	2 ADPH laptops, 6 personal laptops, 10 ADPH cell phones, 12 personal cell phones, 12 personal home computers, 2 home fax lines,
	Computer Systems Center	CSC Tech Support will respond to requirements in the Warehouse and for home based employees as required	5 laptop computers, 12 personal computers, 10 ADPH cell phones, 12 personal cell phones, 2 home fax lines, 224 work PCs CSC, 11 work PCs supply warehouse, 7 PCs new warehouse, 3 work PCs mailroom
Personal and Staff Development	Personal Staff and Development	Access to Personal Computer with GHRS and lotus notes, telephone, and fax	3 laptop computers, 11 personal computers, 9 personal cell phone, 1 PDA, 1 home fax line, 13 work PCs
Professional and support Services	Professional and Support Services	Continuous access to desk top computers, lap tops, TREOs, cell phones, fax machines, write-fax, Lotus Notes, ACORN, PDMP database, practice Sites System, LCMS.	14 laptops, 11 personal computers, 9 PDA, 15 ADPH cell phones, 33 personal cell phones, 2 home fax lines, 80 work PCs
Program Integrity	Administrative	3270 access to GHRS system, phone, fax, internet access, servers	12 ADPH laptops, 1 ADPH cell phone, 11 personal cell phones, 11 personal home computers, 3 home fax lines, 19 work PCs
	Central Office Audits	laptop, internet access, servers, Lotus Notes, phones, possibly 3270	12 ADPH laptops, 1 ADPH cell phone, 11 personal cell phones, 11 personal home computers, 3 home fax lines
	County Audit	laptops, internet access, Lotus Notes, servers, PHALCON, ACORN, MSIQ, HORIZON	12 ADPH laptops, 1 ADPH cell phone, 11 personal cell phones, 11 personal home computers, 3 home fax lines

Radiation Control		At Health Department alternate EOC, Southern Link radios need to operate. Computer access to internet needs to be available. Fax machines and copiers need to be available. Telephones need to be available (minimum of two).	2 laptop computers, 6 personal computers, 6 PDA, 6 ADPH cell phones, 3 personal cell phones, 1 home fax line, 41 work PCs

A.2.3.1, A.2.3.2, A.2.3.3, A.2.3.4, A.2.3.5, A.2.3.6, A.2.3.7, A.2.3.8, A.2.3.9, A.2.3.10, A.2.3.11, A.2.3.12, A.2.3.13, A.2.3.14, A.2.3.15, A.2.3.16

Table 4: ADPH Incident Command System Positions Chart

ADPH Incident Command System Positions Chart
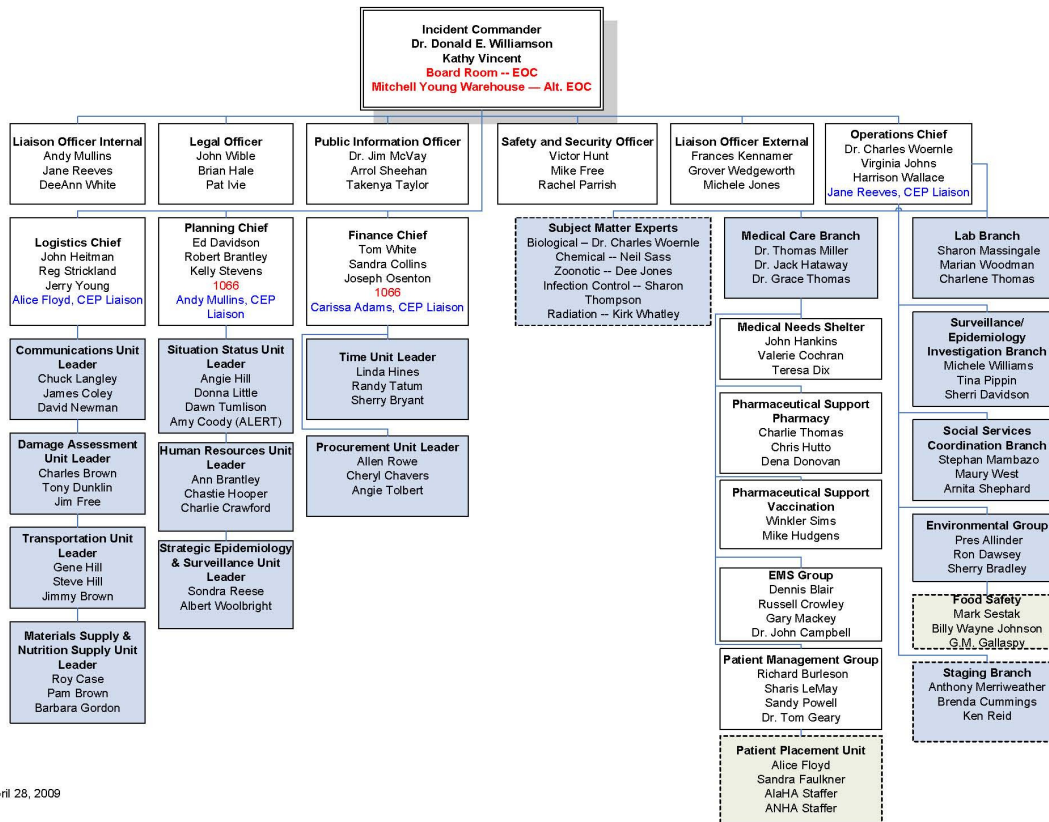
Sub-objective A.2.3
Table 5: Primary and Secondary Individuals for Core Functional Roles per the Incident Command System

The plan pre-identifies primary and secondary individuals for the following core functional areas:	Primary and Secondary	Contact Information
Assessment of health/medical needs	Dr. Thomas Miller Dr. Jack Hataway Dr. Grace Thomas	334-206-2940 thomas.miller@adph.state.al.us 334-206-5616 jack.hataway@adph.state.al.us 334-206-3879 grace.thomas@adph.state.al.us
Health Surveillance	Tina Pippin Sherri Davidson Michele Williams	1-800-338-8374 334-206-5971 tina.pippin@adph.state.al.us 334-206-2050 sherri.davidson@adph.state.al.us 334-206-5940 michele.williams@adph.state.al.us
Medical Care Personnel	John Hankins Valerie Cochran Teresa Dix	334-206-5648 john.hankins@adph.state.al.us 334-206-2047 valerie.cochran@adph.state.al.us 334-206-7926 thresa.dix@adph.state.al.us
Health/Medical Equipment and Supplies	Roy Case Mike Hassell Pam Brown	334-206-7000 roy.case@adph.state.al.us 334-288-5038 mike.hassell@adph.state.al.us 334-206-7015 pam.brown@adph.state.al.us
Patient Evacuation	Alice Floyd Richard Burleson Sandra Faulkner	334-206-3898 alice.floyd@adph.state.al.us 334-206-2938 richard.burleson@adph.state.al.us 334-206-5141 sandra.faulkner@adph.state.al.us
In-hospital Care	Chris Haag Sharis LeMay Sandy Powell	334-206-5331 chris.haag@adph.state.al.us 334-206-2965 sharis.lemay@adph.state.al.us 334-206-5050 sandy.powell@adph.state.al.us
Food/Drug/Medical Device Safety	Charlie Thomas DeeAnn White Dena Donovan	334-206-5666 charlie.thomas@adph.state.al.us 334-206-3378 deeann.white@adph.state.al.us 334-206-3378 dena.donovan@adph.state.al.us
Worker Health/Safety	Sharon Thompson Victor Hunt	334-206-5932 sharron.thompson@adph.state.al.us 334-206-5218 victor.hunt@adph.state.al.us
Radiological, Chemical, Biological Hazards	RAD - Kirksey Watley, RAD - James McNees RAD - David Walter CHEM – Neil Sass BIO – Dr. Charles Woernle	334-206-5391 kirksey.whatley@adph.state.al.us 334-206-5391 jim.mcnees@adph.state.al.us 334-206-5391 david.walter@adph.state.al.us 334-206-5973 neil.sass@adph.state.al.us 334-206-5325 charles.woernle@adph.state.al.us
Consultation	Dr. Donald Williamson	334-206-5200 don.williamson@adph.state.al.us 334-206-5325 charles.woernle@adph.state.al.us 334-206-2940 thomas.miller@adph.state.al.us

	Dr. Charles Woernle Dr. Thomas Miller Dr. Jack Hataway	334-206-5616 jack.hataway@adph.state.al.us
Mental Health Care	Maury West Stephan Mambazo	334-206-3383 maury.west@adph.state.al.us 334-206-5664 stephan.mambazo@adph.state.al.us
Public Health Information	Dr. Jim McVay Arrol Sheehan Takenya Taylor	334-206-5600 jim.mcvay@adph.state.al.us 334-206-5510 aarol.sheehan@adph.state.al.us 334-206-7026 takenya.taylor@adph.state.al.us
Vector Control	Dr. Dee Jones Kelly Stevens Steve McDaniel	334-206-2051 dee.jones@adph.state.al.us 334-206-7934 kelly.stevens@adph.state.al.us 334-206-5796 steven.mcdaniel@adph.state.al.us
Potable Water/Wastewater and Solid Waste	William Allinder Sherry Bradley Jimmy Coles	334-206-5373 william.allinder@adph.state.al.us 334-206-5375 sherry.bradley@adph.state.al.us 334-206-5373 jimmy.coles@adph.state.al.us
Disposal	William Allinder Sherry Bradley Jimmy Coles	334-206-5373 william.allinder@adph.state.al.us 334-206-5375 sbradley@adph.state.al.us 334-206-5373 jmcoles@adph.state.al.us
Veterinary Services	Dr. Dee Jones Dr. Brad Fields	334-206-2051 deejones@adph.state.al.us 334-240-6596 brad.fields@agi.alabama.gov
Activity Added by State	EP Public Health Response Team Database (ESF #8 Health & Medical Response Teams, Radiological Response Teams, Central Office Teams, Epi and Environmental Teams)	Contact information stored in three systems: ALERT , LCMS, Lotus Notes