



ODH Laboratory Preparedness Response Procedure

Purpose: This procedure provides guidance to Ohio Department of Health Laboratory (ODHL) staff members when requested to report to provide laboratory support for public health emergencies.

Principle: The State of Ohio Emergency Operations Plan has tasked the ODHL to perform laboratory testing and confirmation of samples during public health emergencies. As a result, the ODHL has systems in place to ensure that the laboratory will be able to maintain 24/7 operations to assist with triaging and testing of specimens received during public health emergencies. ODHL management is responsible for ensuring a sufficient number of laboratory technical staff members are adequately trained and ready to respond to public health emergencies that require laboratory support. Public health emergencies may include the receipt or testing of biological, chemical and/or radiological specimens.

1. Management and Supervision

- 1.1. The ODHL Supervisors are required to participate in a weekly rotation of carrying the 24/7 response cell phone; thereby, serve the role of the On-Call Supervisor.
- 1.2. In the event of a public health need or public health emergency requiring laboratory support, On-Call Supervisors facilitate communication and coordination relating to response activities and provide supervisory support for the laboratory technical staff.
 - 1.2.1. The On-Call Supervisors will carry reference materials designed to aid in responding to a public health emergency where ODHL testing or consultation is requested.
- 1.3. The On-Call Supervisor must be available and able to respond to an emergency as the situation dictates. This may include, but is not limited to, communication with public health partners and reporting after hours to the laboratory.
- 1.4. The On-Call Supervisor will determine through discussion with the Outbreak Response and Bioterrorism Investigation Team (ORBIT) or other program, the anticipated time of sample arrival so that arrangements can be made to have the appropriate, trained technical staff report to the laboratory.

- 1.4.1. If the On-Call Technical Staff member does not respond to a page or phone call within the one hour requirement, the On-Call Supervisor will refer to the list of qualified staff maintained in the On-Call Supervisor's Manual and attempt to contact the staff member directly. In the event that an On-Call Technical Staff member cannot be contacted, then the On-Call Supervisor will refer to the list of qualified staff and arrange for another staff member to respond. The On-Call Supervisor will report the failed attempt to arrange for the on-call staff member to the Laboratory Bureau Chief and the staff member's direct supervisor for follow up.

2. Laboratory Technical Staff

- 2.1. Technical staff supported by the Public Health Emergency Preparedness (PHEP) grant, are required to participate in preparedness laboratory activities. Staff members not funded by the PHEP grant may opt to participate.
- 2.2. Staff members will be provided an adequate amount of time to participate in training and testing activities as required. Once the training is complete, the staff may serve as On-Call Technical Staff.
- 2.3. The On-Call Technical Staff carry a pager on a weekly schedule. The On-Call Technical Staff are compensated for the time they carry the pager.
- 2.4. The On-Call Technical Staff must be available and able to respond to an emergency as the situation dictates. This may include, but is not limited to, communication with the On-Call Supervisor and reporting after hours to the laboratory.
 - 2.4.1. The On-Call Technical Staff are required to respond to a page, by return phone call to the On-Call Supervisor, within one hour. The On-Call Supervisor, depending on event circumstances will instruct the On-Call Technical Staff when to report but at minimum, On-Call Technical Staff must be able to report to the laboratory within one hour of receiving the page.
- 2.5. If the scope of the public health need or emergency requires, additional trained technical staff are contacted and requested to report to the laboratory.

3. Communications

- 3.1. Notification of an Event
 - 3.1.1. Public health partners, law enforcement and first responders are instructed to contact the ODH 24/7 Emergency Response telephone number: 614-722-7221.

3.1.2. After-hours notifications regarding potential biothreat events, or other events of public health concern, are received by the ODHL On-Call Supervisor from the Infectious Disease On-Call staff member (ID On-Call).

3.2. Notification During and After an Event

3.2.1. ODH Laboratory On-Call Supervisor assures that effective communication is maintained with ID On-Call and other public health partners and law enforcement by monitoring the status of testing and coordinating communication of test results to the appropriate parties. It may be helpful for the Lab On-Call Supervisor to establish contact with the ID On-Call staff member during the current rotation in case events extend to non-business hours.

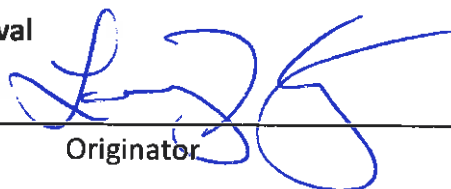
4. On-Call Schedules

- 4.1. Laboratory On-Call schedules for both supervisors and technical staff are established by the Bioterrorism Preparedness coordinator for six month periods to allow for personal planning.
- 4.2. Changes to the scheduled are acceptable if made according to the following steps:
 - 4.2.1. Any On-Call staff member can arrange with another supervisor or qualified staff member, as appropriate, to change the On-Call schedule.
 - 4.2.2. Once the change in schedule is agreed upon, the staff member making the change must communicate the adjustment to the both the On-Call supervisors and to the On-Call staff members via email.
 - 4.2.3. The current list of participants is distributed to all participants and is also posted on the G drive at: G: Laboratory Procedures/Laboratory/SA Documents/
 - 4.2.4. Staff members initiating changes to the schedule should consult the current list and ensure the email announcing the change is sent to all members of the On-Call Supervisor and On-Call technical staff.

5. Related Materials

- 5.1. ODHL Laboratory Preparedness – Policy Statement, v02102014

Signature Approval



Originator

3/17/2014

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Table of Effective Changes

Version	Effective Date	Superseded/Modified	Significant Change
3/17/2014	3/17/2014	New	