

Draft

MDH All-Hazards Response & Recovery Plan

Section/Select one

Title of Annex/Select One

More Annex Titles / to choose from...

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<TITLE OF ANNEX>

I. Introduction

Purpose

Scope

A. Lead Division, Section, Unit or Office

Select one

B. Internal Support Division(s), Section(s), Unit(s) or Office(s)

Internal Support List/select one

Internal Support List/ select one

Internal Support List/ select one

Internal Support List/ select one

Internal Support List/ select one

Internal Support List/ select one

Internal Support List/ select one

Internal Support List/ select one

Internal Support List/ select one

Internal Support List/ select one

C. External Support

D. Annex Interfaces

- Behavioral Health for Response Staff Annex
- Care for the Dead Annex
- Clinical Care Annex
- Communications & Education Delivery Unit Annex
- Communications Management Annex
- Communications Unit Annex
- Community Disease Containment Annex
- Compensation/Claims Unit Annex
- Cost /Time Unit Annex
- Demobilization Unit Annex
- Disease Investigation Annex
- DOC Communications Annex
- Documentation Unit Annex
- Drinking Water Protection Annex
- Environmental Hazards Remediation Annex
- Facilities Annex
- Facilities Unit Annex
- Food Safety Annex

- Food Unit Annex
- Ground Unit Annex
- Hardware & Systems Support Annex
- Health & Safety Annex
- Health Alert Network Annex
- Hotline Annex
- Infection Control Annex
- Isolation & Quarantine Annex
- Just-In-Time Training Annex
- Laboratory Annex
- Long-Term Surveillance Protocol Development Annex
- Mass Prophylaxis Annex
- MDH Workspace Annex
- Medical Unit Annex
- MN Responds Medical Reserve Corps Annex
- Partner/ MDH Communications Annex
- Patient Care Coordination Annex
- Personnel Transportation Annex

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- Procurement Unit Annex
- Public Education & Outreach Annex
- Public Health Interventions Unit Annex
- Regulatory Compliance Unit Annex
- Resources Unit Annex
- Sanitation Annex
- Security Annex
- Situation Unit Annex
- SNS Coordination Annex

- Special Populations Annex
- Staffing/Human Resources Annex
- Supplies & Equipment Transportation Annex
- Supplies/Equipment Annex
- Supply Unit Annex
- Tactical Communications Annex
- Vector Control Annex
- Victims'/Population Behavioral Health Annex
- Videoconferencing Annex

II. Organizational Structure

A. Annex Command Structure

B. Staff Requirements

C. Annex Notification Structure

III. Key Activities

A. Preparedness / Pre-Incident Actions

B. Response / Incident Actions

C. Recovery / Post-Incident Actions

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Attachments

- A. Job Action Sheets**
- B. Resource Section**
 - B-1) Standard Operating Guidelines**
 - B-2) Policies**
 - B-3) Web Links / Web Addresses**
- C. Local and Regional Partner Roles and Responsibilities**
- D. Local and Regional Guidance Documents**
- E. Annex Command Structure**
- F. Annex Notification Structure**

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Attachment A

Job Action Sheets

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Job Action Sheet Staffing Position Title

*****Read This Entire Position Checklist Before Taking Action*****

Reports to:	
Who Reports to you:	
Responsibilities	
Minimum Required Qualifications	

Activation Phase: Steps taken to get your operations up and running

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Incident Phase: Response actions that are part of this position's responsibilities during an incident (Operational Phase)

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Post-Incident Phase: Responsibilities of this position after the occurrence of an incident (Demobilization phase)

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

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Job Action Sheet Staffing Position Title

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Responsibilities	
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<input type="checkbox"/>	
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Incident Phase: Response actions that are part of this position's responsibilities during an incident (Operational Phase)

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<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

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Post-Incident Phase: Responsibilities of this position after the occurrence of an incident (Demobilization phase)

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<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Incident Phase: Response actions that are part of this position's responsibilities during an incident (Operational Phase)

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<input type="checkbox"/>	
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<input type="checkbox"/>	

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Post-Incident Phase: Responsibilities of this position after the occurrence of an incident (Demobilization phase)

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Job Action Sheet Staffing Position Title

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Incident Phase: Response actions that are part of this position's responsibilities during an incident (Operational Phase)

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<input type="checkbox"/>	
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Post-Incident Phase: Responsibilities of this position after the occurrence of an incident (Demobilization phase)

<input type="checkbox"/>	
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**Attachment B
Resource Section**

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Attachment B-1 Standard Operating Guidelines

The following chart contains a list of standard operating guidelines (SOGs) by which the duties of this annex are carried out.

Title of Document	Date Created or Last Updated	Location of SOGs
		Public Health Laboratory
		select one location
		select one location
		select one location
		select one location
		select one location

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Attachment B-2 Policies

The chart below contains a listing of all of the policies that impact the implementation of this annex.

Policy #	Policy Title	Responsible Manager	Last Updated/Approved

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Attachment B-3 Web Links / Web Addresses

The following chart contains a listing of Internet resources that support this annex.

Title of Web Link	Specific Web Address

Attachment C Local and Regional Partner Roles and Responsibilities

The following charts outline the essential activities for which local and regional partners are responsible.

LOCAL			
Essential Activity	Role and Responsibility	Coordinating Entity	Explanation
		Primary Contributor	
		Primary Contributor	
		Primary Contributor	
		Primary Contributor	
		Primary Contributor	
		Primary Contributor	

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Local and Regional Partner Roles and Responsibilities

REGIONAL			
Essential Activity	Role and Responsibility	Coordinating Entity	Explanation
		Primary Contributor	
		Primary Contributor	
		Primary Contributor	
		Primary Contributor	
		Primary Contributor	
		Primary Contributor	
		Primary Contributor	

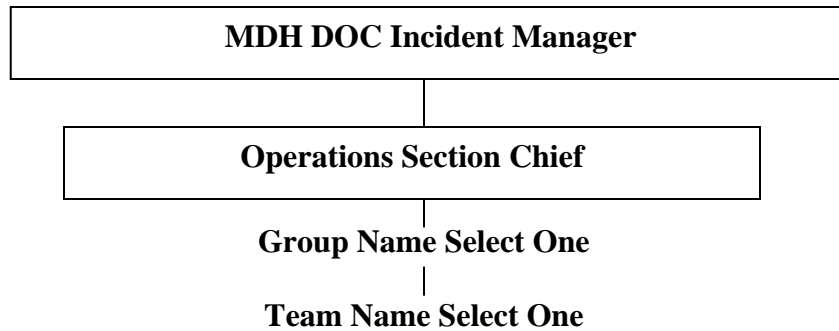
Attachment D Local and Regional Guidance Documents

The chart below contains a listing of guidance documents, related to the content of this annex, MDH has created and provided to local and regional preparedness partners.

Title of Guidance Document	Date Created or Last Updated	Location of Guidance Document
		select one location
		select one location
		select one location
		select one location
		select one location
		select one location
		select one location
		select one location
		select one location

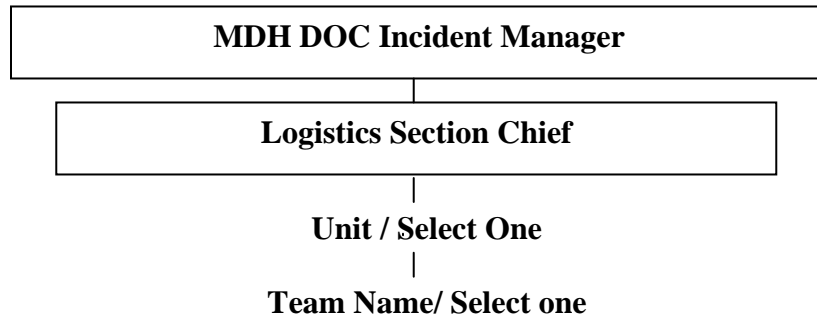
Attachment E Annex Command Structure

The following command structure chart represents the response plan efforts that are in place at MDH. It is acknowledged that the nature and complexity of an incident will vary the number of staff needed in a response and will also affect where this annex response structure may be located within the larger MDH incident command response structure.



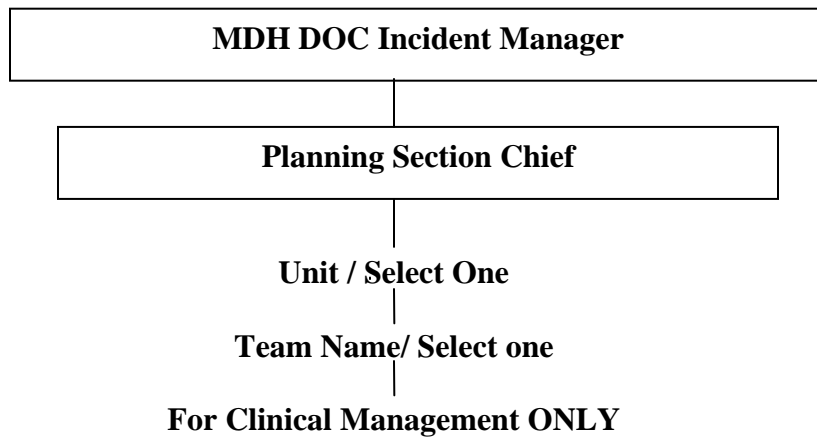
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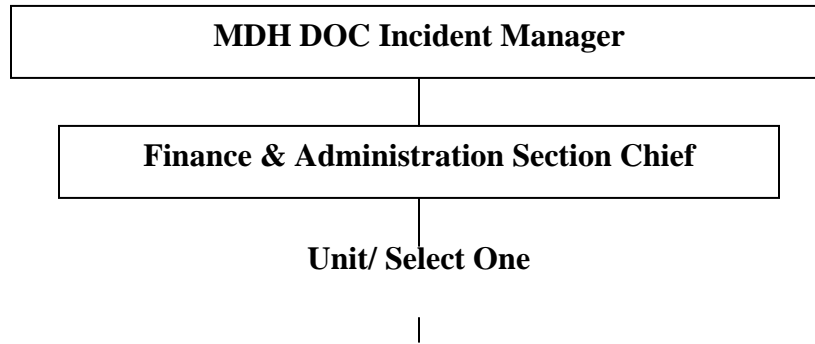
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Attachment F Annex Notification Structure

The following notification structure will be used when activating this annex.

