



1.1 LOCAL COORDINATING COMMITTEE CONTACT LIST

Once your area’s response team has been assembled, fill out and keep handy a contact list for all committee members, such as in the example below. (Please note this list is not in order of importance.)

DATE LAST UPDATED _____

TEAM MEMBER	PRIMARY	BACKUP
MAYOR (OR DESIGNATED EXECUTIVE)	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:
EMERGENCY RESPONSE CHAIRPERSON	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:
PUBLIC SAFETY AND SECURITY SECTOR COORDINATOR (INCLUDES POLICE ,FIRE, EMERGENCY MEDICAL SERVICES)	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:
PUBLIC HEALTH AND MEDICAL SERVICES SECTOR COORDINATOR	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:
PUBLIC WORKS SECTOR COORDINATOR (INCLUDES WATER, POWER, SANITATION, ROAD REPAIR)	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:

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TEAM MEMBER	PRIMARY	BACKUP
COMMUNICATIONS AND EXTERNAL AFFAIRS SECTOR LEAD COORDINATOR (INCLUDES TRAINED MEDIA SPOKESPERSON)	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:
LOGISTICS AND TRANSPORTATION COORDINATOR	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:
FOOD SECTOR COORDINATOR (FOOD SECURITY)	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:
BUSINESS SECTOR LIAISON (TRADE, COMMERCE, BANKING, TOURISM, LABOR)	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:
VOLUNTEER COORDINATOR	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:
RECOVERY COORDINATOR	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:
MUNICIPAL FINANCE SECTOR COORDINATOR	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:

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TEAM MEMBER	PRIMARY	BACKUP
TELECOMMUNICATIONS AND IT SERVICES	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:
OTHERS AS AVAILABLE AND NEEDED, SUCH AS SOCIAL SERVICES FAMILY WELFARE FAITH/RELIGION COUNSELOR SCHOOL COORDINATOR COMMUNITY LIAISON LEGAL REPRESENTATIVE NGO REPRESENTATIVES	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:
	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:
	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:
	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:
	Name: Work: Home: Cell: Email:	Name: Work: Home: Cell: Email:

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I.2 DAY-TO-DAY PLANNING

The local response plan, together with the list of resources and map, serves as the basis for implementing the daily outbreak response.

Each day will begin with an update. The topics to be addressed in these meetings include:

- Information update on the number of cases, deaths, and any other pertinent information.
- Update on any new policies and protocols from the national government or international organizations
- Any communication planned for the public
- Update on all important response activities carried out by each sector during the last day.
- Update of the resource list and map to show what is still available and where

Immediately after the update meeting, the Local Coordinating Committee should write a daily response plan to include:

- The objectives to be achieved that day
- The delegation of tasks, specifying in detail what sector representatives are responsible for what specific tasks to achieve the day's objectives
- The weather forecast or other conditions that could impact the mobilization of resources and personnel transportation
- Remind personnel of protective measures (social distancing, personal hygiene, dead body handling)
- Others:

I.3 DAILY PLANNING - EXAMPLE

- Objectives to be achieved during day

1.

2.

3.

4.

- Assign tasks, specifying the sector representatives who are responsible for specific tasks to achieve the day's objectives.

1.

2.

3.

4.

- The weather forecast or other conditions in the area

- Remind staff of protective measures (social distancing, personal hygiene)

- Others:

2.1 ESSENTIAL SERVICE LOGISTICS

Priority	Essential Service	# of Additional Workers Needed	Sources of Back-Up Personnel	Systems and Equipment Needed
1	Example: Staffing of Health Posts		Non-essential workers, NGOs, retired healthcare workers, volunteers	Vehicles, gasoline, protective equipment, medical supplies
2	Example: Police		Private-sector security forces	Vehicles, gasoline, protective equipment, ammunition
3				
4				
5				
6				

2.2 MAPPING RESOURCES

Sector:

Name of Local Area:

Date:

	DESCRIBE RESOURCES AVAILABLE



Mapping Resources Worksheet: Health Care Example

Sector: Health

Name Of Local Area:

Date:

	DESCRIBE RESOURCES AVAILABLE
Total # of Inpatient Beds (in hospitals, private clinics, health posts)	
Services Available at Health Care Facilities (for example: ventilators, intensive care, respiratory isolation, intravenous hydration and antibiotics, laboratory, maternal and child care, surgery)	
Maximum # of Outpatient Clinic and Office Visits per Day	
Doctors	
Nurses	
Pharmacists	
Community Health Workers	
Community Volunteers	
Traditional Healers	
NGO Care Providers	
Others (specify)	

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2.3 ESSENTIAL SERVICES PLAN

After the sectors have identified their essential and non-essential services, hold a meeting with the local leadership team to prioritize the essential services. This group can use the following instructions as a guide to create this plan.

- List the prioritized essential services

- Use the following list to determine what is needed to maintain each essential service:
 - Determine how many more workers are needed to replace essential workers who are sick, have died, or are unable or unwilling to come to work

 - Indicate from what group substitute employees will come from (for example, non-essential workers or volunteers).

 - Find out what systems, supplies and equipment are needed.

- List by order of priority all persons, materials and essential support. Prepare a list of essential workers who will need priority access to medication, personal protection equipment, fuel or other resources.

3.1 PLAN FOR NPIs BY SETTING

Setting: Intervention	Resources needed	#, or quantity	Who implements	Who enforces	Challenges and Barriers
Home: Care					
Hand washing					
Ebola Care Kits					
PPE					
Disinfection					
Dead body management					
Ebola Treatment Unit					
Hand washing					
PPE					

Disinfection					
Dead body management					
Hospital or other Health Facility					
Hand washing					
PPE					
Disinfection					
Dead body management					
Community					
Quarantine					
Schools open or closed					
Markets, etc.					
Disinfection					
Dead body management					



4.1 HEALTH SECTOR LOGS

It is important to keep a log of known cases. It will help to generate the resource map as well as provide a dynamic look at the outbreak. Use the accompanying spreadsheet, or print out log pages to manually enter data. Update the data on a regular basis as often as possible but at least once a week. Be sure to date all entries. The data can then be used to generate chart that help describe the course of the outbreak.

DATE:	Hospital	ETU	Other Health Facility	Home Care
Patients (Ebola)				
Patients (HIV/AIDS)				
Patients (Malaria)				
Patients (TB)				
Patients (Diabetes)				
Patients (Diarrheal Disease)				
Patients (Pneumonia)				
Patients (Other)				



4.2 HEALTH SECTOR RESOURCE NEEDS

Refer to the Health Sector log and approximate resources needed to care for the cases. Make a complete inventory of all available resources and estimate the gaps in resources needed for each setting of care. Resources should be calculated for a period of 3 days (or other time frame chosen by the LCC).

Triage should only be used as last resort when health care resources are overwhelmed and unable to respond to all that need immediate care. Triage is needed when the balance of need outweighs availability. This balance will change on a daily basis in an outbreak. At the start of the outbreak, there may not be a need for triage. As more people get sick and supplies and human resources decrease, the time will come to implement triage. As cases begin to decline, there will be a time when triage can be suspended. Therefore, it is important that you develop a process to assess and track the availability of resources throughout the outbreak.

	Hospital	ETU	Other Facility	Home Care	Available	Gap
Masks						
Gloves						
Gowns						
Soap						
Alcohol gel						

	Hospital	ETU	Other Facility	Home Care	Available	Gap
Disinfectant						
Water (if not available locally)						
Oral fluids, adult						
Oral fluids, pediatric						
Antibiotics, adult						
Antibiotics, pediatric						
IV fluids, adult						
IV fluids, pediatric						
IV set-ups, adult						
IV set-ups, pediatric						

	Hospital	ETU	Other Facility	Home Care	Available	Gap
Food for patients at home						
Ebola						
TB						
HIV/AIDS						
Malaria						
Insulin						
Others						
Oxygen						
Blood products						
Pain medication						
Untrained community volunteers						
Trained community volunteers						

	Hospital	ETU	Other Facility	Home Care	Available	Gap
Community health workers						
Nurses						
Physicians						
Traditional healers						
Other (specify)						
Other (specify)						
Other (specify)						

Add rows as you identify additional resources.

Other resource planning may include

- Non-medical supplies such as gasoline, electricity, communication devices, clerical support, etc.
- Financial resources
- Community resources for care sites and staffing
- Names and contact information for those who will be responsible for implementing the plan (both from the health sector and the municipal government)



4.3 PLAN FOR THE SETTINGS OF CARE

For each setting of care, include

- Who is responsible for coordinating the care
- How many cases can be treated
- What community resources are needed (# and type of volunteers, pharmaceuticals and medical supplies, cots, IV poles, bedding, etc.)
- Location where the care will be provided (at home, at a local clinic, hospital, Ebola Treatment Unit)
- Plan to train volunteers or health workers, if needed

Home

Ebola Treatment Unit

Hospital

Other Health Facility or Community Care Site

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