

33739

Contract No. PH-002224

**PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE
SERVICES AGREEMENT**

Amendment Number 8

THIS AMENDMENT is made and entered into this 15th day
of July, 2016,

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

CITY OF LONG BEACH
(hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled "PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT", dated September 12, 2012, and further identified as Agreement No. PH-002224, and any Amendments thereto (all hereafter referred to as "Agreement") between County and Contractor; and

WHEREAS, the parties agree that Agreement PH-002224, as executed on September 12, 2012, referred to as "PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT" shall be re-designated to be now renamed as "PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE SERVICES AGREEMENT"; and

WHEREAS, County has been allocated supplemental funds from the federal Centers for Disease Control and Prevention ("CDC"), Catalog of Federal Domestic Assistance Number 93.069 for the Public Health Emergency Preparedness, of which a portion of these funds has been designated to upgrade local public health jurisdictional

preparedness efforts in order to respond to acts of bioterrorism, outbreaks of infectious disease, and other public health threats and emergencies; and

WHEREAS, it is the intent of the parties hereto to amend the Agreement to extend the term of the Agreement, and add additional funding and provide for other changes set forth herein; and

WHEREAS, said Agreement provides that changes may be made in the form of a written Amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall be effective July 1, 2016.
2. Paragraph 1. TERM, Subparagraph A, shall be revised to read as follows:
“A. Term of this Agreement shall be effective September 12, 2012 and shall continue in full force through June 30, 2017, contingent upon the availability of funds.”
3. On the effective date of the Amendment, Exhibits A-7, and B-7, and Schedules A-7, and B-7 attached hereto and incorporated herein by reference shall be added to contract.
4. On the effective date of the Amendment, Exhibit C-1 and Schedule C-1 attached hereto and incorporated herein by reference shall replace Exhibit C and Schedule C.
5. Paragraph 2, DESCRIPTION OF SERVICES, Subparagraph B, shall be revised to read as follows:
“B. Contractor shall provide services in the form as described in the body of this contract and Exhibit A, Scope of Work – PHEP Base, Exhibit A-1,

Scope of Work – PHEP Base, Exhibit A-2, Scope of Work – PHEP Base, Exhibit A-3, Scope of Work – PHEP Base, Exhibit A-4, Scope of Work, PHEP Base, Exhibit A-5, Scope of Work, PHEP Base, Exhibit A-6, Scope of Work, PHEP Base, Exhibit A-7, Scope of Work, PHEP base, Exhibit B, Scope of Work – Cities Readiness Initiative, Exhibit B-1, Scope of Work – Cities Readiness Initiative, Exhibit B-2, Scope of Work – Cities Readiness Initiative, Exhibit B- 3, Scope of Work – Cities Readiness Initiative, Exhibit B-4, Scope of Work - Cities Readiness Initiative, Exhibit B-5, Scope of Work – Cities Readiness Initiative, Exhibit B-6, Scope of Work – Cities Readiness Initiative, Exhibit B-7, Scope of Work – Cities Readiness Initiative, and Exhibit C-1, Scope of Work – PHEP Ebola, attached hereto and incorporated herein by reference.”

6. Paragraph 3, MAXIMUM OBLIGATION OF COUNTY, shall be revised to read as follows:

“3. MAXIMUM OBLIGATION OF COUNTY: On the effective date of the Amendment the total maximum obligation of Three Million Nine Hundred Twenty Two Thousand Five Hundred Eighteen Dollars (\$3,922,518) is increased by an additional Eight Hundred Thirty Nine Thousand Six Hundred Fifty-Two Dollars (\$839,652) to Four Million Seven Hundred Sixty Two Thousand One Hundred Seventy Dollars (\$4,762,170). This additional funding is for the term of July 1, 2016 through June 30, 2017, and is comprised as follows: Seven Hundred Eighteen Thousand Five Hundred Seventy Dollars (\$718,570) as detailed in Schedule A-7 and One

Hundred Twenty One Thousand Eighty-Two Dollars (\$121,082) as detailed in Schedules B-7 attached hereto and incorporated herein by reference."

7. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Interim Director of the Department of Public Health and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month and year first above written.

COUNTY OF LOS ANGELES

By Cynthia A. Harding
Cynthia A. Harding, M.P.H.
Interim Director

CITY OF LONG BEACH

Contractor

By [Signature] Assistant City Manager
Signature
Patrick H. West
Print Name
Title City Manager
(AFFIX CORPORATE SEAL HERE)

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.

APPROVED AS TO FORM

July 19, 2016
CHARLES PARKIN, City Attorney
By [Signature]
DEPUTY CITY ATTORNEY

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
MARY C. WICKHAM
County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

By [Signature]
for Patricia Gibson, Chief
Contracts and Grants Division

#03622

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM
SCOPE OF WORK**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
EXHIBIT: A-7
TERM: July 1, 2016 – June 30, 2017

PART I: BASE

Capability: COMMUNITY PREPAREDNESS			
Short-Term Goal: Provide public health preparedness and response training, education, and guidance to community partners for the specific risks identified in the jurisdictional risk assessment.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1. Build community partnerships to support health preparedness	Sustain: Continue participation in the City of Long Beach Non-Governmental Organization quarterly meetings/trainings in order to identify and maintain contacts for community preparedness activities; continue to make available platform to share public health hazard policies and plans of action with community partners and develop new content as needed [1.2]	Quarterly, through June 30, 2017	Meeting agendas, materials, list of contacts; website/blog posts or other platform for sharing policies/plans
2. Coordinate training or guidance to ensure community engagement in preparedness efforts	Sustain: Attend local planning bodies focused on children's medical and mental/behavioral healthcare at least quarterly to improve ability to meet the specific needs of children during an incident and incorporate into existing plans [1.4]	Ongoing, through June 30, 2017	Documentation of attendance at community events, presentations, and agendas (i.e. pictures, flyers); copy of flyers/sign-in sheets from meetings

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EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM
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	<p>Build: Work with UCLA to develop and test community-based trainings on disaster preparedness to community agencies in Long Beach using the Getting To Outcomes approach, which will consist of at least six planning meetings, a needs assessment, and use of the curriculum with at least two sites. [1.4]</p>	<p>Ongoing, through June 30, 2017</p>	<p>Documentation of participation in planning meetings with UCLA; curricula, training agendas; sign-in sheets.</p>
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Capability:: COMMUNITY RECOVERY

Short-Term Goal: Determine and prioritize the public health, medical, or mental/behavioral health system recovery needs.

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>1. Identify and monitor public health, medical, and mental/behavioral health system recovery needs</p>	<p>Build: Update the Continuity of Operations Plan (COOP) in coordination with the City's Continuity of Government operations and recommendations from the COOP table top to be completed in March 2017, and include the elements described under CDC's Public Health Preparedness Capability 2: Community Recovery, Function 1, P3 [2.1]</p>	<p>June 30, 2017</p>	<p>Copy of updated COOP plan with recommendations from COOP tabletop.</p>

Capability: EMERGENCY OPERATIONS COORDINATION

Short-Term Goal: Enhance plans, procedures, systems, and equipment needed to define the public health impact of an event or incident and address the incident in accordance with jurisdictional standards and practices.

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TERM: July 1, 2016 – June 30, 2017

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1. Activate public health emergency operations	Sustain: Continue the following activities: complete annual review and update of the Department Operations Center (DOC) plan to address recommendations from exercises and real events, and changes in jurisdictional protocols and procedures; maintain use of system to notify staff, volunteers, and emergency response partners in the event of an emergency; activate the DOC (during incident or exercise) to demonstrate any enhanced emergency response capabilities and systems; monitor staff completion of Incident Command System (ICS) and other trainings through the Department Learning Management System, adding additional trainings components as needed; maintain generators and technology equipment that support DOC activities [3.2, 4.1; 6.1; 1.5.2]	All-Hazards Plan updated by December 31, 2016; other activities by June 30, 2017	Copy of updated and approved plan; documentation of presentation of plan to Public Health Emergency Management (PHEM) committee; documentation of database for staff notification system, copy of Learning Management System (LMS) log; copies of inventory and maintenance spreadsheets

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM
SCOPE OF WORK**

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EXHIBIT: A-7
TERM: July 1, 2016 – June 30, 2017**

<p>2. Develop incident response strategy</p>	<p>Sustain: Continue the following activities: participate in at least three jurisdictional, operational area, regional, and statewide drills and exercises to improve staff capacity to respond to incidents; complete after action reports for any exercises or drills led by Long Beach Department of Health and Human Services (LBDHHS); update the Multi-Year Training Plan to include trainings, drills, and exercises [3.2, 3.3]</p>	<p>Updated of Training Plan by December 31, 2016; other activities, ongoing, through June 30, 2017</p>	<p>Exercise agendas, notes, and exercise materials; copy of multi-year training plan; meeting notifications and agendas</p>
<p>3. Manage and sustain the public health response</p>	<p>Build: Develop protocol or section in existing plan (e.g. COOP Plan) detailing process for continued and/or long-term response (e.g. lasting longer than two weeks).3.4]</p>	<p>December 31, 2016</p>	<p>Updated section in COOP or other plan</p>
	<p>Build: Develop surge teams composed of Health staff and staff from other departments; develop surge team plans, identify surge team members, provide opportunities for training and exercise, obtain supervisor approval by surge team members to build the logistics surge team, Public Information team, mental health surge team, and planning surge team.1, 3.4, 4.1, 4.3, 12.3, 13.2]</p>	<p>June 31, 2017</p>	<p>Copy of surge team plan, recruitment documentation, training verifications, sign-in sheets for any drills/exercises completed, surge team member rosters/charts.</p>

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
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4. Demobilize and evaluate public health emergency operations	<p>Performance Measure: After Action Report (AAR) Report & Improvement Plan</p> <p>Sustain: Following Point of Dispensing (POD) exercise, document time needed to complete an After Action Report and Improvement Plan, noting improvements in AAR completion from previous events/exercises [3.5]</p>	June 30, 2017	Copy of AAR documenting performance measure; documented time to complete draft AAR
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Capability: EMERGENCY PUBLIC INFORMATION & WARNING

Short-Term Goal: Improve LBDHHS' ability to notify and assemble key public information personnel to provide information to the public during an incident.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1. Determine the need for a joint public information system	Sustain: Continue maintenance of minimum components of a Virtual Joint Information Center (JIC), troubleshooting current equipment and systems and adding additional components as necessary [4.2]	June 30, 2017	Log of equipment that could be used with a Virtual JIC
Short-Term Goal: Ensure ability to monitor jurisdictional media, conduct press briefings, and provide rumor control for media outlets using a NIMS compliant framework to coordinate incident-related communications.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
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TERM: July 1, 2016 – June 30, 2017

2. Establish avenues for public interaction and information exchange	Sustain: Continue the following activities: Test use of POD website during exercise, using it to provide information to the public about the POD (e.g. flyer or POD location) and just-in-time training tools for POD staff[4.4]	June 30, 2017	Copy of Web page screen shots; copy of list of POD staff invited to use site
Short-Term Goal: Increase accessibility by the public to public health information by enhancing platforms such as websites, hotlines, and social media.			
Objectives	Activities		
3. Issue public information, alerts, warnings, and notifications	<p>Performance Measure: Documentation of time needed to issue a risk communication message through an incident, exercise, or routine activity</p> <p>Sustain: An environmental health exercise is scheduled for fall 2016, document the time needed to issue a risk communication message for dissemination to the public by documenting the date/time of event and the date/time of message dissemination, in addition to outlets used to disseminate messages; maintain documentation of health alerts provided to the public, noting recommendations from risk communications trainings on moving public to action [4.5]</p>	Timeline (Activity Completed By) June 30, 2017	Documentation/ Evaluation Copy of risk communication messages; documentation of date/time of event and message dissemination; Copies of generated health alerts

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM
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CONTRACTOR NAME: City of Long Beach
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EXHIBIT: A-7
TERM: July 1, 2016 – June 30, 2017

Capability: INFORMATION SHARING			
Short-Term Goal: Identify stakeholders to be included in information exchange within the jurisdiction.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1. Identify stakeholders to be incorporated into information flow	Sustain: Continue to update role-based public health directory for public health alert messaging, including assigned roles, multiple device contact information, and organizational affiliation through Alert Long Beach System or California Health Alert Network (CAHAN); [6.1]	April 30, 2017	Copy of CAHAN or Alert Long Beach directories and any alerts sent
Short-Term Goal: Share information within the public health agency and with other stakeholders			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
2. Exchange information to determine a common operating picture	Sustain: Update BioWatch Local Call script to include improvements from AARs and local response group input; use Virtual Emergency Operations Center (VEOC) to share information during an incident or drill with key City stakeholders, such as EOC staff [6.2, 6.3]	June 30, 2017	Copy of call script; printouts from VEOCI

Capability: MEDICAL SURGE	
Short-Term Goal: Coordinate with jurisdictional healthcare partners to define needs and resources during an incident	

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TERM: July 1, 2016 – June 30, 2017

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1. Assess the nature and scope of the incident	Sustain: Participate in local healthcare coalitions, including the Long Beach Disaster Resource Center Collaborative meetings and the LA County Healthcare Coalition meetings; participate in any coalition or Hospital Preparedness Program (HPP) planning efforts and engage coalitions in planning activities involving the healthcare system [10.1]	Ongoing through June 30, 2017	Copy of meeting agendas; sign-in sheets noting participation of coalition partners in activities

Capability: NON-PHARMACEUTICAL INTERVENTIONS

Short-Term Goal: Determine strategies for disease, injury, and exposure control strategies.

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1. Determine non-pharmaceutical interventions	Build: Develop one intervention playbook detailing plans for intervention for measles, Middle East Respiratory Syndrome (MERS), or other identified infectious disease [1.2]	June 30, 2017	Copy of playbook

Capability: PUBLIC HEALTH LABORATORY TESTING

Short-Term Goal: Enhance communication and resource sharing with jurisdictional labs and networks.

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Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1. Manage laboratory activities	<p>Sustain: Continue the following activities: document interaction with jurisdictional labs and identified laboratory networks; document procedures for contacting sentinel laboratories in the event of an incident by Lab Director; update protocol based on lessons learned from day-to-day activities, exercises, and events [12.1]</p> <p>Build: Document processes and protocols for continuity of operations, including formal or informal agreements with the Long Beach Water Department, the Orange County Public Health Lab, and/or LA County Public Health Lab to take over critical testing, staff illness, and equipment failure [12.1, 12.3]</p>	June 30, 2017	<p>List of labs in jurisdiction and laboratory network; copy of contact logs; copy of written procedures for contacting sentinel labs</p> <p>Lab section in COOP plan and documented agreements.</p>
Short-Term Goal: Follow protocols for sample collection, handling, packaging, processing, transport, receipt, storage, retrieval, and disposal and follow LRN testing methods.			
2. Perform sample management	Sustain: Maintain certification of laboratory personnel in a shipping and packaging program that meets national and state requirements [12.3]	By June 30, 2017	Copy of certification documentation

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM
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TERM: July 1, 2016 – June 30, 2017**

<p>3. Conduct testing and analysis for routine and surge capacity</p>	<p>Sustain: Continue to participate in regular bioterrorism proficiency tests (issued by Wisconsin State Laboratory Hygiene (WSLH) and CDC) twice a year with multiple challenges, noting lessons learned or improvements; maintain certification of laboratory personnel in a shipping and packaging program that meets national and state requirements; add additional MOUs between the DHHS Public Health Laboratory and another public health laboratory to assist in surge efforts [12.2; 12.3]</p>	<p>Bi-annual proficiency tests; completed by June 30, 2017</p>	<p>Copy of BT proficiency results; copies of certifications; copy of MOUs</p>
<p></p>	<p>Sustain: Continue the following activities: maintain relevant laboratory documentation and support for identification of specimens using specimen logs, testing results, and reports completed and reviewed by Laboratory Services staff; maintain contracts and service agreements for equipment and instruments; document all notifications between State of California and CDC, on-call laboratorian, and on-call epidemiologist; in an incident, document time to complete notification between State/CDC, on-call laboratorian and on-call epidemiologist [12.3; 12.4]</p>	<p>June 30, 2017</p>	<p>Copy of referred specimen log; copy of maintenance records; documented communications between laboratory, epidemiology, the State/CDC</p>

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM
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CONTRACTOR NAME: City of Long Beach
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TERM: July 1, 2016 – June 30, 2017

	Build: Document process for surge capacity based on model developed by CDC; to be developed by Lab Director and reviewed by PHEM committee using COOP plan and other resources [12.3]	June 30, 2017	Documented lab surge capacity plan
Short-Term Goal: Increase ability to support public health investigations to determine the cause and origin of a public health incident.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/Evaluation
4. Support public health investigations	Build: Update the Public Health Lab Emergency Response Plan to include process for sharing data with key stakeholders, including poison control centers, first responders, civil support teams, epidemiologists, FBI, and local law enforcement [12.4, 12.5]	June 30, 2017	Copy of updated plan

Capability: PUBLIC HEALTH SURVEILLANCE AND EPIDEMIOLOGIC INVESTIGATION

Short-Term Goal: Improve the collection, analysis, interpretation, and management of public health-related data.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/Evaluation

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
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CONTRACTOR NAME: City of Long Beach
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TERM: July 1, 2016 – June 30, 2017

1. Conduct public health surveillance and detection	Build: Develop process for documenting incidents when providers did not follow or know about notification procedures, noting possible methods of improvement; review and update the Epi Emergency Response Protocol with processes for protecting personal health information [6.3, 13.1, 13.2]	June 30, 2017	Copy of written process for documenting provider notification issues; copy of Epi Response protocol
Short-Term Goal: Develop and enhance tools supporting investigations of disease, injury, or exposure in response to natural or man-made threats or incidents and the coordination of investigations with jurisdictional partners.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
2. Conduct public health and epidemiological investigations	Sustain: Continue the following activities: make accessible the templates for investigation reports on a shared network; review existing templates and update as indicated; assess new PHERT (Public Health Epidemiology Response Team) staff for minimum Tier 1-3 Competencies and identify additional trainings that would support skills of PHERT members [13.2]	June 30, 2017	Documentation of templates on networked site; documentation of review and updates, copy of PHERT staff assessments, list of additional trainings.

Capability: RESPONDER SAFETY & HEALTH

Short-Term Goal: Identify medical and mental/behavioral health risks to responders and the methods needed to communicate this information prior to, during, and after an incident.

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
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TERM: July 1, 2016 – June 30, 2017

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1. Identify responder safety and health risks	Build: Update the Environmental Health Emergency Response Plan and/or LBDHHS Health & Safety plan to include public health roles and responsibilities related to the jurisdictions identified risks, identifying protective equipment, protective actions, and other mechanism that public health responders will need to execute potential roles [14.1]	June 30, 2017	Copy of updated plan
Short-Term Goal: Obtain and distribute necessary personal protective equipment, medical countermeasures, mental/behavioral health support services, and other items to protect the health of first responders.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
2. Identify safety and personal protective needs	Sustain: Continue to review and inventory Personal Protective Equipment (PPE) cache; purchase additional PPE as recommended after review; document PPE recommendations in Environmental Health and/or Health & Safety or other plans; complete test or drill that includes use of PPE [14.2]	June 30, 2017	Documentation of BT inventory and medication cache; updated plans; documentation of drill/exercise
Short-Term Goal: Provide access to risk-specific training to appropriate response staff.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
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<p>3. Coordinate with partners to facilitate risk-specific safety and health training</p>	<p>Sustain: Continue to ensure completion of respiratory training and annual fit testing for N95 respirators for disease investigation staff and staff who have patient contact/care (e.g. public health nurses, epidemiology staff, environmental health staff) in collaboration with the City Safety Office; review list of personnel requested to be fit tested and adjust as appropriate; continue participation by PHEM staff on the LBDHHS Safety Committee; encourage use of All-Hazards planning and exercises for Safety Committee activities [14.1, 14.3]</p>	<p>June 30, 2017</p>	<p>Copies of signed Qualitative Fit Testing sheet for each employee tested; copies of training documentation; copies of Safety Committee agendas and meeting summaries</p>
	<p>Build: Provide at least one training on behavioral/mental health risks to public health first responders.</p>	<p>June 30, 2017</p>	<p>Agenda, sign-in sheets, training materials</p>

CONTRACTOR / VENDOR NAME : City of Long Beach

CONTRACT / PURCHASE ORDER NUMBER: PH-002224

SCHEDULE: A-7

BUDGET PERIOD: July 1, 2016 - June 30, 2017

FUNDING SOURCE: CDC 16/17 Base Grant

BUDGET SUMMARY	
BUDGET CATEGORY	AMOUNT
Salaries	\$ 396,742
Employee Benefits	\$ 205,790
Travel	\$ 7,373
Equipment	\$ -
Supplies	\$ 13,372
Consultant/Contractual	\$ -
Other	\$ 35,040
Indirect Costs*	60,253
TOTAL	\$ 718,570

*To request funds for indirect costs, agency must have one of the following:
Federal Negotiated Indirect Cost Rate Agreement (NICRA)
Auditor Certified Indirect Cost Rate

Indirect Cost is limited to 15% of total Salaries and Employee Benefits.

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM
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CONTRACTOR NAME: City of Long Beach Department of Health and Human Services
CONTRACT NUMBER: PH-002224
EXHIBIT: B-7
TERM: July 1, 2016 – June 30, 2017

Cities Readiness Initiative

Capability: MEDICAL COUNTERMEASURE DISPENSING			
Short Term Goal: Notify and coordinate with partners to identify roles and responsibilities for medical countermeasure dispensing in the jurisdiction and identify dispensing sites.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1. Identify and initiate medical countermeasure dispensing strategies	Build: Develop a playbook for response to a specific potential incident that includes elements listed under Capability 8: Medical Countermeasures Dispensing, Function 1, P1 (e.g. number and location of people affected, agent or cause of the incident, severity of incident, potential for Medical Counter Measures (MCM), etc. as referenced on page 71 of the PHEP Capabilities document) [8.1]	December 31, 2016	Copy of playbook for identified agent or cause of incident

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
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SCOPE OF WORK**

CONTRACTOR NAME: City of Long Beach Department of Health and Human Services

CONTRACT NUMBER: PH-002224

EXHIBIT: B-7

TERM: July 1, 2016 – June 30, 2017

	<p>Build: Continue to develop multidisciplinary planning group of representatives who would respond during a public health or emergency incident (specifically, the Long Beach BioWatch Advisory Committee) to review MCM plans and review roles and responsibilities; continue participation in regional planning bodies focused on public health response during an emergency, including the Southern Regional Public Health Exercise and Emergency Response group and the LA and State BioWatch Advisory Committees [8.1]</p>	<p>June 30, 2017</p> <p>Meeting minutes</p>
	<p>Pandemic and All-Hazards Preparedness Act (PAHPA) Benchmark: Demonstrated adherence to all PHEP application and reporting deadlines</p> <p>Sustain: Submission of monthly reporting to LAC, including updates on PAHPA benchmarks and performance measures to be included in LAC's mid-year and annual progress reports; submission of monthly invoices to LAC to be used for LAC's financial report [8.1]</p>	<p>Monthly, within 30 days after end of reporting month</p> <p>Submission of monthly reports and invoices</p>

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CONTRACTOR NAME: City of Long Beach Department of Health and Human Services

CONTRACT NUMBER: PH-002224

EXHIBIT: B-7

TERM: July 1, 2016 – June 30, 2017

	Build: Access the VEOCI system (similar to Web EOC) to share information among City partners, the DOC, and POD sites during an exercise or drill. Build: Add written protocol for local inventory/storage of MCM caches to existing plans; put into place written agreements with partner organizations for any MCM stored in non-health facility locations describing approved use of cache. [8.2]	December 31, 2016 June 30, 2017	Copy of documentation shared through VEOCI and users Copy of protocol; copy of written agreements
Short Term Goal: Provide medical countermeasures to individuals in the target population following public health guidelines and recommendations for the suspected or identified agent or exposure.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
3. Activate dispensing modalities	Build: Develop a closed Point of Dispensing (POD) plan with CSULB [8.3] Sustain: Update the Mass Prophylaxis Plan, the POD Field Operations Guide, and/or the Pandemic Influenza Plan based on recommendations from After Action Reports & Improvement Plans from incidents and/or exercises. Sustain: Continue to participate in any POD exercises implemented by Metropolitan Statistical Area (MSA) partners and use lessons learned/recommendations to improve document processes and plans [8.3]	June 30, 2017 June 30, 2017 June 30, 2017	Copy of Closed POD Plan Copy of updated plan, After Action Reports and Improvement Plans. Copy of correspondence; documentation of LBDHHS participation

EPRP

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM
SCOPE OF WORK**

CONTRACTOR NAME: City of Long Beach Department of Health and Human Services

CONTRACT NUMBER: PH-002224

EXHIBIT: B-7

TERM: July 1, 2016 – June 30, 2017

4. Dispense medical countermeasures to identified population	Sustain: Update POD Field Operations Guide (FOG) to add information sheets matching the possible medical countermeasures dispensed and information on dispensing modality security measures, such as badging personnel and law enforcement collaboration. [8.4]	June 30, 2017	Copy of POD FOG
5. Report adverse events	Sustain: Track staff who complete training on process for adverse event reporting processes, including use of a reporting system such as Vaccine Adverse Events Reporting System (VAERS); add information on accessing training to training plan.[8.5]	June 30, 2017	Copy of training log or sign in sheet; list of staff who have completed reporting training

Capability: MEDICAL MATERIEL MANAGEMENT & DISTRIBUTION

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
Short Term Goal: Coordinate with Los Angeles County on medical materiel management and distribution processes.			

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM
SCOPE OF WORK**

CONTRACTOR NAME: City of Long Beach Department of Health and Human Services

CONTRACT NUMBER: PH-002224

EXHIBIT: B-7

TERM: July 1, 2016 – June 30, 2017

<p>1. Direct and activate medical materiel management and distribution</p>	<p>Sustain: Continue the following activities: Participate in Local Operational Readiness Report (ORR) site visit, noting improvements/advances in materiel management/distribution activities; Collaborate with Los Angeles County to update Long Beach Appendix to the LAC (Strategic National Stockpile) (SNS) Plan to ensure compliance with established medical countermeasure distribution and dispensing standards; participate in LA County Force Protection/ Public Health & Law Integration meetings and SNS warehouse drills, encouraging participation by jurisdictional partners [9.1-9.6]</p>	<p>June 30, 2017</p>	<p>ORR Agenda & materials; copy of updated SNS Plan Appendix; meeting agendas and minutes</p>
	<p>Sustain: Update SNS Transportation Plan in collaboration with Long Beach Police Department; include written strategy on use of receiving hub (central receiving site) in Long Beach where materiel from the RSS can be staged for distribution at Long Beach PODs[9.1-9.6]</p>	<p>March 31, 2017</p>	<p>Copy of updated SNS Transportation Plan, to include use of receiving hub.</p>

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM
SCOPE OF WORK**

CONTRACTOR NAME: City of Long Beach Department of Health and Human Services
CONTRACT NUMBER: PH-002224
EXHIBIT: B-7
TERM: July 1, 2016 – June 30, 2017

Capability: VOLUNTEER MANAGEMENT			
Short Term Goal: Collaborate with local or regional volunteer organizations to expand the pool of volunteers available during an incident.	Objectives	Activities	Timeline (Activity Completed By)
1. Coordinate volunteers		Build: Develop a list of potential partners (such as professional medical organizations, academic institutions, faith based organizations, Voluntary Organizations Active in Disasters, or community-based volunteer groups) for coordination of volunteers in addition to the Long Beach Medical Reserve Corp (MRC); draft letters of agreement with at least one identified collaborative partner ready to support the Health Department during an emergency. [1.1, 1.4; 15.1]	By June 31, 2017
			Documentation/ Evaluation Documentation of outreach efforts; copies of any drafted or signed letters of agreement completed

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM
SCOPE OF WORK**

CONTRACTOR NAME: City of Long Beach Department of Health and Human Services

CONTRACT NUMBER: PH-002224

EXHIBIT: B-7

TERM: July 1, 2016 – June 30, 2017

	<p>Sustain: Continue recruitment of new MRC members using the MRC website, brochure, and outreach at events and register them in the Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP) registry and the CA Disaster Healthcare Volunteer (DHV) system with a goal of adding 12-24 additional members (with at least 2 mental health providers); continue training activities of the Long Beach MRC through regular orientation sessions and trainings on topics such as NIMS, mass prophylaxis, epidemiology, and other trainings available on the MRC TRAIN Learning Management System [1.1, 1.4; 15.1]</p> <p>Sustain: Participate in the LA County Disaster Healthcare Volunteer (DHV) Collaborative and in DHV System exercises and refresher trainings and MRC Alliance meetings in order to improve MRC programming and plans. [1.4; 15.1]</p>	<p>Quarterly orientations and/or trainings</p>	<p>Application forms, enrollment forms, training sign in sheets and presentations; MRC brochure and website; MRC member roster; documentation of completed trainings on MRC TRAIN</p>
		<p>June 30, 2017</p>	<p>Meeting/training agendas, developed materials</p>
<p>Short Term Goal: Effectively use volunteers in trainings, exercises, and incidents</p> <p>Objectives</p>		<p>Timeline (Activity Completed By)</p>	<p>Documentation/ Evaluation</p>

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM
SCOPE OF WORK**

CONTRACTOR NAME: City of Long Beach Department of Health and Human Services

CONTRACT NUMBER: PH-002224

EXHIBIT: B-7

TERM: July 1, 2016 – June 30, 2017

2. Organize, assemble, and dispatch volunteers	<p>Build: Incorporate process for working with spontaneous volunteers into existing plans based on recommendations and procedures developed through the City's volunteer coordination planning activities or other planning processes [15.3]</p> <p>Sustain: Update just-in-time training and other resources available to volunteers on the Department's POD website. [15.3]</p>	June 30, 2017	Meeting agendas, copy of written procedures for spontaneous volunteers.
		December 31, 2016	Screen shots of website with active JIT trainings and volunteer resources.

CONTRACTOR / VENDOR NAME : City of Long Beach

CONTRACT / PURCHASE ORDER NUMBER: PH-002224

SCHEDULE: B-7

BUDGET PERIOD: July 1, 2016 - June 30, 2017

FUNDING SOURCE: CDC 16/17 CRI Grant

BUDGET SUMMARY	
BUDGET CATEGORY	AMOUNT
Salaries	\$ 70,024
Employee Benefits	\$ 36,321
Travel	\$ 2,166
Equipment	\$ -
Supplies	\$ 1,696
Consultant/Contractual	\$ -
Other	\$ 240
Indirect Costs*	10,635
TOTAL	\$ 121,082

*To request funds for indirect costs, agency must have one of the following:
Federal Negotiated Indirect Cost Rate Agreement (NICRA)
Auditor Certified Indirect Cost Rate

Indirect Cost is limited to 15% of total Salaries and Employee Benefits.

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM**

**CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224-8
EXHIBIT: C-1
TERM: April 1, 2015 – June 30, 2017**

PHEP EBOLA

Objectives	Activities	Timeline (Activity Completed By)	Documentation/Evaluation
<p>Capability: Community Preparedness</p> <p>Problem: Long Beach residents and community partners may have misinformation about Ebola Virus Disease (EVD), such as symptoms, affected countries, transmission, and other information on the disease. In particular, individuals who may lack access to information due to language or other barriers may have wrong information or not even be aware about EVD. Additionally, City-wide protocols for handling returning travelers and individuals who may be at risk for developing EVD are not thoroughly established.</p> <p>Objective: Provide awareness-level information to the general public and community partners in various formats. Community members will increase basic understanding of EVD and have access to information on the disease; and documented roles and responsibilities of all Long Beach partners involved in an Ebola response.</p>	<p>1. Create basic educational materials such as fact sheets, infographics, quizzes, or videos.</p> <p>2. Translate developed materials into languages that reflect Long Beach's diverse population.</p> <p>3. Have materials reviewed by community members/partners and staff from other jurisdictions.</p> <p>4. Provide materials through various platforms including print materials (disseminated to parks facilities, partner agencies, Council offices, etc.), City website and social media.</p> <p>5. Assemble bi-annual meeting of Long Beach Ebola collaborative group to discuss and document response efforts via a tabletop format. Group to include Health, Fire, Law Enforcement, Disaster Management, hospitals, other health care facilities and other stakeholders.</p>	<p>9/30/15</p> <p>11/15/15</p> <p>12/31/15</p> <p>6/30/17</p> <p>6/30/17</p>	<p>1. Copies of educational materials, such as fact sheets, infographics, quizzes, and/or videos created.</p> <p>2. Copies of developed materials translated into different languages.</p> <p>3. Copies of community partners review materials and feedback received.</p> <p>4. Copies of educational print materials, website and social media postings.</p> <p>5. Copies of agenda, meeting materials, attendance sheets and outcome documents.</p>
<p>Capability: Public Health Surveillance and Epidemiological Investigation</p> <p>Problem: While the Health Department's Isolation & Quarantine Plan describes general information on monitoring exposed individuals, there is no specific plan for managing individuals who may have been exposed to EVD. There is a need for the</p>	<p>1. Develop EVD Plan with review by Health Officer, Public Health Emergency Management Committee, and partner agencies; present plan to City stakeholders (e.g. City Council)</p>	<p>12/31/15</p>	<p>1. Copy of EVD Plan including documentation of review by stakeholders; copy of presentation to City stakeholders.</p>

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM**

**CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224-8
EXHIBIT: C-1
TERM: April 1, 2015 – June 30, 2017**

PHEP EBOLA

<p>development of a specific Ebola response plan that incorporates best practices and guidance from the CDC, the State of California, and other resources.</p> <p>Objective: Effective management individuals at risk for developing EVD (returning travelers from Ebola-affected countries) based on risk during monitoring period and support connections to care and treatment for monitored individuals who develop symptoms or confirmed disease.</p>	<p>2. Consolidate resources, materials and guidance to be kept as repository of EVD resources.</p>	<p>6/30/17</p>	<p>2. Copies of EVD resource repository.</p>
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Capability: Public Health Laboratory Testing

<p>Problem: The Public Health Lab develops Standard Operating Procedures (SOPs) for various scenarios involving lab operations, such as the Long Beach lab's involvement in EVD matters, such as packaging and transport. However, there is not currently a systemized method for managing these SOPs, editing, and sharing them with partners.</p> <p>Objective: Use of SOP software to allow for simple adaptation or development of new SOPs in response to emerging threats, such as EVD, and for the sharing of SOPs with partner agencies.</p>	<p>1. Purchase of SOP software for enhanced development of lab SOPs for various Ebola related scenarios.</p> <p>2. Conversion of current SOP's into system and development of EVD SOP.</p>	<p>10/31/15 6/30/17</p>	<p>1. Copy of purchase order and/or invoice.</p> <p>2. Copies of EVD SOP and current SOP conversion utilizing the newly acquired software.</p>
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Capability: Responder Safety and Health

<p>Problem: Staff who may have contact with individuals infected with EVD or who may be involved in decontamination efforts does not have recommended personal protective equipment (PPE) and training. Additionally, while all staff have access to trainings on the</p>	<p>1. Procure adequate PPE to be used by staff, including Powered Air Purifying Respirators (PAPR), masks, gloves, face shields, and other droplet-protective equipment and two training on use of PAPRs from vendor through purchasing</p>	<p>4/1/16</p>	<p>1. Copy of purchase orders and/or invoices; copy of training materials.</p>
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**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM**

**CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224-8
EXHIBIT: C-1
TERM: April 1, 2015 – June 30, 2017**

PHEP EBOLA

<p>Department's Learning Management System (LMS), new trainings cannot be added to the system until it is moved to a new server (currently resides on UCLA Center for Public Health & Disaster server) and staff are able to access system's authoring tools.</p> <p>Objective: Staff from Public Health Nursing, Epidemiology, Environmental Health, and Public Health Laboratory will be trained on use of PPE recommended for patient contact and/or decontamination for EVD and the Department will have procured PPE for these staff. Trainings on EVD and other related topics (e.g. risk communication for outbreaks) will be added to the LMS.</p>	<p>protocols.</p> <p>2. Develop 2-3 trainings on various topics related to EVD added to the Learning Management System.</p>	<p>6/30/17</p>	<p>2. Copies of training curriculums, training agendas and attendance sheets.</p>
<p align="center">Capability: Emergency Public Information and Warning/Information Sharing</p>			
<p>Problem: Due to limited staffing at the Department, Long Beach's ability to create Long Beach specific public information materials is hindered. Responses to media inquiries are often delayed and reactive, impacting media relations.</p> <p>Objective: to create template tools and materials that could easily be updated and used during a response to EVD, including press releases, media fact sheets, canned social media responses, and other tools.</p>	<p>1. Contract with graphic designer to develop templates for public information/risk communication materials related to Ebola.</p> <p>2. Develop content and pair with graphic designs, including editable content for public information materials for various outlets (print, website and social media).</p>	<p>4/1/16</p> <p>6/30/17</p>	<p>1. Copy of contract with graphic designer including scope of work which outlines deliverables.</p> <p>2. Copies of Ebola templates and editable content with graphic design for use in print, website and social media.</p>

LOS ANGELES COUNTY - DEPARTMENT OF PUBLIC HEALTH
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM

CONTRACT BUDGET SUMMARY

CONTRACTOR/VENDOR NAME: City of Long Beach

CONTRACT NUMBER: PH-002224-8

SCHEDULE: C-1

BUDGET PERIOD: April 1, 2015 - June 30, 2017

FUNDING SOURCE: CDC PHEP Supplemental for Ebola Preparedness 15-16

BUDGET SUMMARY	
BUDGET CATEGORY	AMOUNT
Salaries	\$ 59,578
Employee Benefits	\$ 17,417
Travel	\$ -
Equipment	\$ -
Supplies	\$ 22,000
Consultant/Contractual	\$ 43,663
Other	\$ -
Indirect Costs*	\$ 7,700
TOTAL	\$ 150,358

*To request funds for indirect costs, agency must have one of the following:
Federal Negotiated Indirect Cost Rate Agreement (NICRA)
Auditor Certified Indirect Cost Rate

Indirect Cost is limited to 15% of total Salaries and Employee Benefits.