

**33739**

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

Amendment Number 3

THIS AMENDMENT is made and entered into this 1<sup>ST</sup> day  
of JULY, 2014,

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, County has been allocated 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 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, 2014.
2. Paragraph 1. TERM, Subparagraph A, shall be revised to read as follows:

“A. The term of this Agreement shall be effective July 1, 2012 and shall continue in full force through June 30, 2015, with an option to extend for additional one year terms through June 30, 2017, contingent upon the availability of funds.”
3. On the effective date of the Amendment, Exhibits A-3 and B-3, and Schedules A-3 and B-3 attached hereto and incorporated herein by reference shall be added to contract:
4. 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-1, Scope of Work – PHEP Base, Exhibit A-2, Scope of Work – PHEP Base, Exhibit A-3, Scope of Work – PHEP Base, Exhibit B-1, Scope of Work – Cities Readiness Initiative, Exhibit B-2, Scope of Work – Cities Readiness Initiative, and Exhibit B-3, Scope of Work – Cities Readiness Initiative, which are attached hereto and incorporated herein by reference.”
5. On the effective date of the Amendment the current maximum obligation of One Million Eight Hundred Ninety Eight Thousand One Hundred Fifty-six

Dollars (\$1,898,156) is increased by an additional Nine Hundred Nineteen Thousand Three Hundred Twenty-eight Dollars (\$919,328) to Two Million Eight Hundred Seventeen Thousand Four Hundred Eighty-four Dollars (\$2,817,484). This additional funding is for the term of July 1, 2014 through June 30, 2015, and is comprised as follows: Seven Hundred Eighty Five Thousand Two Hundred Thirty-three Dollars (\$785,233) as detailed in Schedule A-3 and One Hundred Thirty Four Thousand Ninety-five Dollars (\$134,095) as detailed in Schedule B-3.

6. Paragraph 1, ADMINISTRATION, subparagraph D, of the additional provisions, shall be revised to read as follows:

“1. ADMINISTRATION OF CONTRACT:

D. Background and Security Investigations: Each of Contractor's staff performing services under this Contract, who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless if the member of Contractor's staff passes or fails the background investigation. Contractor shall perform the background check using County's mail code, routing results to the County.

If a member of Contractor's staff who is in a designated sensitive position does not obtain work clearance through the criminal history background review, they may not be placed and/or assigned within the Department of Public Health. During the term of the Contract, the Department may receive subsequent criminal information. If this subsequent information constitutes a job nexus, the Contractor shall immediately remove staff from performing services under this Contract and replace such staff within fifteen (15) days of removal or within an agreed upon time with the County. Pursuant to an agreement with the Federal Department of Justice, the County will not provide to Contractor nor to Contractor's staff any information obtained through the criminal history review.

7. Disqualification of any member of Contractor's staff pursuant to this section shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract."

8. 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 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 Jonathan E. Fielding  
Jonathan E. Fielding, M.D. M.P.H.  
Director and Health Officer  
CITY OF LONG BEACH  
Contractor

APPROVED AS TO FORM

8-4, 2014

CHARLES PARKIN, City Attorney

By Amy R. Webber  
AMY R. WEBBER  
DEPUTY CITY ATTORNEY

By Julie Madden Assistant City Manager  
Signature

Patrick H. West  
Print Name

EXECUTED PURSUANT  
TO SECTION 301 OF  
THE CITY CHARTER.

Title City Manager  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL  
JOHN F. KRATTLI  
County Counsel

APPROVED AS TO CONTRACT  
ADMINISTRATION:

By Patricia Gibson  
Patricia Gibson, Chief  
Contracts and Grants Division

#02962

LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
 EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
 EXHIBIT A-3 SCOPE OF WORK

CONTRACTOR NAME: City of Long Beach  
 CONTRACT NUMBER: PH-002224-3  
 EXHIBIT: A-3  
 TERM: July 1, 2014 – June 30, 2015

**PART I: BASE**

| <b>Goal 1. COMMUNITY PREPAREDNESS</b>  |  |   |   |  |
|--|--|---|---|--|
| <b>Short-Term Goal: Use risk assessment data to improve All-Hazard mitigation efforts.</b>   |  |   |   |  |
| <b>Objectives</b>  | <b>Activities</b>  | <b>Timeline<br/>(Activity Completed By)</b> | <b>Documentation/<br/>Evaluation</b>  |  |
| 1. Determine risks to the health of the jurisdiction   | Sustain: In the Specific Populations Plan, continue to develop and update maps and/or other data sets providing information on Long Beach's unique populations such as those with poor health status, limited access to resources, access needs, functional needs, etc.; this should be coordinated with the LBDHHS development of a Community Health Assessment (CHA), Community Health Improvement Plan (CHIP), and Department Strategic Plan. [1.1] | June 30, 2015                               | Copy of meeting agendas, generated maps and/or databases; Updated Specific Populations Plan |  |
| <b>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.</b> |  |   |   |  |
| <b>Objectives</b>  | <b>Activities</b>  | <b>Timeline<br/>(Activity Completed By)</b> | <b>Documentation/<br/>Evaluation</b>  |  |
| 2. Build community partnerships to support health preparedness   | Sustain: Continue participation in the City of Long Beach Non-Governmental Organization quarterly meetings in order to identify and maintain contacts for community preparedness activities. [1.2]   | June 30, 2015                               | Copy of meeting agendas, materials, list of contacts  |  |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME: City of Long Beach  
CONTRACT NUMBER: PH-002224-3  
EXHIBIT: A-3  
TERM: July 1, 2014 – June 30, 2015**

|   |   |               |   |
|---|---|---------------|---|
|   | Sustain: Continue availability of platform to share public health hazard policies and plans of action with community partners and develop new content as needed. [1.2]  | June 30, 2015 | Screenshots of Website/blog posts   |
| 3. Coordinate training or guidance to ensure community engagement in preparedness efforts | Sustain: Attend community meetings, workshops, and health fairs to support emergency preparedness by community members; as requested, provide presentations to community groups in order to improve community engagement and readiness efforts. [1.4] | June 30, 2015 | Documentation of attendance at community events, presentations, and agendas (i.e. pictures, flyers) |
|   | Sustain: Attend local planning meetings focused on children's medical and mental/behavioral healthcare to improve ability to meet the specific needs of children during an incident and incorporate into existing plans [1.4]                         | June 30, 2015 | Documentation of attendance at local planning meetings; i.e. meeting agendas and/or flyers          |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

**Goal 2. COMMUNITY RECOVERY**

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

| Objectives   | Activities   | Timeline<br>(Activity Completed By) | Documentation/<br>Evaluation |
|--|--|-------------------------------------|------------------------------|
| 1. Identify and monitor public health, medical, and mental/behavioral health system recovery needs | Build: Update the Continuity of Operations Plan in coordination with the City's Continuity of Government operations, and include the elements described under CDC's Public Health Preparedness Capability 2: Community Recover, Function 1, P3 [2.1] | June 30, 2015                       | Copy of updated COOP Plan    |

**Goal 3. 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.

| Objectives                                     | Activities  | Timeline<br>(Activity Completed By) | Documentation/<br>Evaluation   |
|--|---|-------------------------------------|--|
| 1. Activate public health emergency operations | Sustain: Continue to complete annual review of the LBDHHS All-Hazards Plan to address recommendations from exercises and real events, and changes in jurisdictional protocols and procedures; review of updated plan by the full PHEM committee, and approval by the Health Officer or designee [3.2] | March 31, 2015                      | Copy of updated and approved plan; documentation of presentation of plan to PHEM committee |



**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

|  |   |                                |  |
|--|---|--------------------------------|--|
|  | <p>Sustain: Continue to facilitate meetings of the Public Health Emergency Management (PHEM) committee, to include PHEM program staff, the Health Officer, the Preventive Health Bureau Manager, and representatives from epidemiology, laboratory services, nursing, and environmental health in order to support a comprehensive public health response to local incidents/events [3.2]</p> | <p>Bi-Monthly at a minimum</p> | <p>Copy of PHEM committee agendas, sign-in sheets, and meeting summaries</p>                               |
|  | <p>Sustain: Continue to maintain log of LBDHHS plans with schedule for updates to support timely and effective incident responses. Document activation of plans. Make appropriate changes to plans, as necessary, to note changes in staff, contact information, or procedures. [3.2]</p>   | <p>June 30, 2015</p>           | <p>Copy of plan roster; updated plans, if applicable; documentation of plan activation</p>                 |
|  | <p>Sustain: Complete annual update of Department Operations Center (DOC) Plan and appendices, adding new best practices and lessons learned from publications, exercises, and incidents; update completed by PHEM staff; review of updated plan by the full PHEM committee, and approval by the Health Officer or designee [3.2; 4.1; 6.1]</p>  | <p>June 30, 2015</p>           | <p>Copy of updated DOC Plan, appendices and forms; review committee sign-in sheets and meeting summary</p> |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

|  |   |               |  |
|--|---|---------------|--|
|  | Sustain: Continue to maintain use of the EmTel or other system to notify staff, volunteers, and emergency response partners in the event of an emergency; continue to add staff from agencies/businesses (e.g. local restaurants or partners) [3.2; 4.1; 6.1; 15.2]   | June 30, 2015 | Record of tests and database maintenance                                   |
|  | Sustain: In coordination with an exercise, drill, or incident, activate the DOC to demonstrate any enhanced emergency response capabilities and systems [3.2]   | June 30, 2015 | Copy of DOC exercise AAR, sign-in sheets, agenda, planning meeting minutes |
|  | Sustain: Complete annual updates of job action sheets by PHEM staff, adding additional descriptions as necessary based on changes to associated plans [3.2; 4.1]  | June 30, 2015 | Copy of updated job action sheets with additional descriptions             |
|  | Sustain: Continue implementation of Learning Management System (LMS), monitoring staff completion of ICS and other trainings through quarterly reports of training activities by staff and quarterly updates of staff information; as appropriate, add additional training components; ensure that new staff complete LMS modules [3.2] | June 30, 2015 | Copy of LMS learning session's log<br>Copy quarterly reports               |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

|                                       |   |                   |  |
|---------------------------------------|---|-------------------|--|
|                                       | Sustain: Continue maintenance of generators and technology equipment (such as computers, printers, media communications equipment, internet, and phone systems) for DOC and alternate DOC, and update or add new equipment to enhance capabilities [3.2]  | June 30, 2015     | Copy of maintenance schedule log, Copy of bi-annual inventory check log.                     |
|                                       | Sustain: Continue maintenance and trainings on DOC communications equipment such as but not limited to WebEx system, radios including CWIRS, satellite phones; train staff on any new systems or equipment acquired by the Department [3.2]   | December 31, 2015 | Copy of maintenance schedule and log; Training sign-in sheet. List of CWIRS drills conducted |
| 2. Develop incident response strategy | Sustain: Participate in jurisdictional, operational area, regional, and statewide drills and exercises (such as the Statewide Medical Health Exercise or City Quarterly exercises) to improve staff capacity to respond to incidents and use lessons learned/recommendations to improve plans, protocols, new technology, systems, etc. [3.3] | June 30, 2015     | Copy of exercise agendas, notes, and exercise materials                                      |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

|  |  |                         |   |
|--|--|-------------------------|---|
|  | <p>Sustain: Update the Multi-Year Training Plan to include trainings, drills, and exercises (such as the DOC exercise and response drill) for staff based on the updated list of pre-designated roles, and coordination with risk-based assessment findings; send to EPRP for inclusion in the Operational Area training calendar [3.3; 3.4]</p> | <p>October 31, 2014</p> | <p>Copy of the updated multi-year training plan.</p>                                      |
|  | <p>Sustain: Continue to participate in local, county, regional, and statewide networking and planning groups, such as the Long Beach Disaster Preparedness Committee and the Long Beach Disaster Resources Center meetings that support competency in Incident Command and emergency management responsibilities [3.2]</p>                       | <p>June 30, 2014</p>    | <p>Copy of meeting notifications and agendas</p>  |
| <p>4. Demobilize and evaluate public health emergency operations</p> | <p>Performance Measure: AAR Report &amp; Improvement Plan<br/><br/>Sustain: Following exercises, document time needed to complete an After Action Report and Improvement Plan, noting improvements in AAR completion from previous events/exercises [3.5]</p>  | <p>June 30, 2015</p>    | <p>Copy of AAR documenting performance measure; documented time to complete draft AAR</p> |

LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
 EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
 EXHIBIT A-3 SCOPE OF WORK

CONTRACTOR NAME: City of Long Beach  
 CONTRACT NUMBER: PH-002224-3  
 EXHIBIT: A-3  
 TERM: July 1, 2014 – June 30, 2015

**Goal 4. 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. Activate the emergency public information system | Sustain: Continue annual review of the Crisis Emergency Response & Risk Communications (CERC) Plan templates and contact lists, and updated as needed based on lessons learned and best practices from research, exercises, or incidents [4.1, 4.3; 6.1] | June 30, 2015                    | Copy of updated templates and lists                |
|   | Sustain: Continue annual review of the pre-designated organizational chart of the PIO support team, and support training for these staff, building on basic trainings already completed and reinforcing key concepts [4.1]                               | March 31, 2015                   | Copy of updated org chart, training sign-in sheets |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME: City of Long Beach  
CONTRACT NUMBER: PH-002224-3  
EXHIBIT: A-3  
TERM: July 1, 2014 – June 30, 2015**

|   |   |                |  |
|---|---|----------------|--|
|   | Build: Add message templates that address jurisdictional vulnerabilities (specifically the following elements: stakeholder identification, potential stakeholder questions and concerns, common sets of underlying concerns, and key messages to address concerns) to the CERC Plan [4.1] | March 31, 2015 | Copy of updated CERC Plan  |
|   | Sustain: Continue participation in public information networking/collaborative groups such as the State PIO monthly conference call and the City PIO training group, integrating information into plans and risk communication activities [4.1]   | June 30, 2015  | Copies of meeting agendas, training documents  |
|   | Sustain: Provide crisis and emergency risk communication training to public information staff [4.1]   | June 30, 2015  | Copies of training certificates.   |
|   | Build: Participate in the City's Joint Information Center (JIC) training and exercises tentatively scheduled for FY 14-15 [4.2]   | June 30, 2015  | Copies of training and exercise documentation such as flyers, materials                                      |
| 2. Determine the need for a joint public information system | Sustain: Continue to maintain minimum components of a Virtual Joint Information Center, troubleshooting current equipment and systems and adding additional components as necessary [4.2]   | June 30, 2015  | Copy of guide/protocol for accessing shared networks; log of equipment that could be used with a Virtual JIC |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

| <b>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.</b> |  |   |  |
|--|--|---|--|
| <b>Objectives</b>  | <b>Activities</b>  | <b>Timeline<br/>(Activity Completed By)</b>                     | <b>Documentation/<br/>Evaluation</b>   |
| 3. Establish avenues for public interaction and information exchange   | Sustain: Continue to update the City's website to improve access to emergency information, as well as preparedness educational materials [4.4]<br><br>Sustain: Continue to maintain use of social networking tools for the dissemination of public information with a goal of 4-8 Twitter posts and 1-4 Facebook posts per week [4.4]<br><br>Sustain: Continue to update online information on PODs for general public and staff [4.4] | November 30, 2014<br><br>June 30, 2015<br><br>November 30, 2014 | Copy of web page screen shots<br><br>Copy of Twitter & Facebook posts.<br><br>Screenshots of website updates |
|  | Sustain: Continue to maintain website (or page on LBDHHS site) with educational videos on preparedness available to the public [4.4]   | June 30, 2015   | Copy of sample website pages and content   |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

| Objectives  | Activities   | Timeline<br>(Activity Completed By) | Documentation/<br>Evaluation                                       |
|---|--|-------------------------------------|--|
| <p><b>Short-Term Goal:</b> Increase accessibility by the public to public health information by enhancing platforms such as websites, hotlines, and social media.</p> | <p>Build: Add information on media monitoring to the CERC and/or Social Networking Policy and share guidelines with PIO staff; develop protocol/guidelines for what type of information should be shared in press releases or other public information and add to CERC plan (e.g. patient demographic information) [4.4]</p> | <p>June 30, 2015</p>                | <p>Copy of updated CERC plan/policy including media monitoring</p> |



**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

|  |   |               |  |
|--|---|---------------|--|
| 4. 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: In an incident, exercise, or routine activity, 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 disseminated messages; document improvements in time needed to issue messages from previous exercises or incidents [4.5]</p> | June 30, 2015 | <p>Copy of risk communication messages; documentation of date/time of event and message dissemination; documentation of time in AAR</p> <p>Copies of generated health alerts</p> |
|--|---|---------------|--|

**Goal 5. INFORMATION SHARING**

**Short-Term Goal:** Identify stakeholders to be included in information exchange within the jurisdiction.

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME: City of Long Beach  
CONTRACT NUMBER: PH-002224-3  
EXHIBIT: A-3  
TERM: July 1, 2014 – June 30, 2015**

| Objectives  | Activities   | Timeline<br>(Activity Completed By)         | Documentation/<br>Evaluation  |
|---|--|---|---|
| 1. Identify stakeholders to be incorporated into information flow                                     | Sustain: Continue to update relevant information exchange plans to include process to engage stakeholders such as law enforcement, fire, healthcare agencies, and fusion centers [6.1]   | June 30, 2015                               | Copies of updated information exchange plans                                      |
|   | Sustain: Continue annual review of role-based public health directory that will be used for public health alert messaging, including assigned roles, multiple device contact information, and organizational affiliation [6.1]   | June 30, 2015                               | Copy of role based public health directory  |
|   | Build: Update the Bioterrorism Plan to include health information exchange protocols for each stakeholder that identify determinants for exchange including elements listed under CDC Public Health Preparedness Capability 6: Information Sharing, Function 2, P2 [6.2] | June 30, 2015                               | Copy of updated Bioterrorism Plan including health information exchange protocols |
|   | Build: Update the Bioterrorism Plan to include communications processes and protocols to communicate with identified stakeholders [6.2]  | June 30, 2015                               | Copy of updated Bioterrorism Plan including communications processes.             |
| <b>Short-Term Goal: Share information within the public health agency and with other stakeholders</b> |  |   |   |
| <b>Objectives</b>   | <b>Activities</b>  | <b>Timeline<br/>(Activity Completed By)</b> | <b>Documentation/<br/>Evaluation</b>  |

EPRP/Long Beach/PH-002224-3

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME: City of Long Beach  
CONTRACT NUMBER: PH-002224-3  
EXHIBIT: A-3  
TERM: July 1, 2014 – June 30, 2015**

|  |   |                      |   |
|--|---|----------------------|---|
| <p>2. Exchange information to determine a common operating picture</p> | <p>Build: Develop a protocol for public health alert messages that include the following elements: time sensitivity of the information, relevance to public health, target audience, security level or sensitivity, the need for action (awareness, request of a response, request for specific actions) to be added to the Bioterrorism and/or CERC plan [6.3]</p> | <p>June 30, 2015</p> | <p>Copy of updated alert message plan including: time sensitivity of the information, relevance to public health, target audience, security level or sensitivity.</p> |
|--|---|----------------------|---|

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

| <b>Goal 6. MASS CARE</b>   |   |   |  |
|--|---|---|--|
| <b>Short-Term Goal: Partner with local entities to determine collaborative role in shelter operations.</b>   |   |   |  |
| <b>Objectives</b>  | <b>Activities</b>   | <b>Timeline<br/>(Activity Completed By)</b> | <b>Documentation/<br/>Evaluation</b>                           |
| 1. Determine public health role in mass care operations  | Build: Develop plan providing information on public health's role in an incident requiring shelters in Long Beach in coordination with efforts by Long Beach Parks, Recreation, & Marine, the Alliance, the American Red Cross, and Disaster Management [7.1] | June 30, 2015                               | Copy of public health role plan.                               |
| <b>Short-Term Goal: Develop tools to be used by LBDHHS staff to determine the public health, medical, mental/behavioral health needs of those impacted by an incident.</b> |   |   |  |
| <b>Objectives</b>  | <b>Activities</b>   | <b>Timeline<br/>(Activity Completed By)</b> | <b>Documentation/<br/>Evaluation</b>                           |
| 2. Determine mass care needs of the impacted population  | Sustain: Continue to review assessment to be used in shelter environmental health inspections and update as needed [7.2]  | June 30, 2015                               | Copy of assessment to be used in shelter environmental health. |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
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**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

|  |  |                  |  |
|--|--|------------------|--|
|  | Sustain: Continue to develop capacity of personnel conducting shelter safety assessments through trainings, such as FEMA Environmental Health Training in Emergency Response [7.2]   | June 30, 2015    | Copy of training agenda, certificates and/or sign-in sheets          |
|  | Sustain: Update tool for health screening of individuals during shelter registration [7.2]   | January 31, 2015 | Copy of updated health screening tool                                |
|  | Sustain: Continue to expand the capability of LBDHHS staff to use GIS or other system to identify the location of at-risk populations to compare their locations to pre-identified shelter locations and incident impact areas [7.2] | June 30, 2015    | Copy of training certificates and/or sign-in sheets; generated maps. |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

**Goal 7. NON-PHARMACEUTICAL INTERVENTIONS**

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

| Objectives   | Activities  | Timeline<br>(Activity Completed By) | Documentation/<br>Evaluation   |
|--|---|-------------------------------------|--|
| 1. Engage partners and identify factors that impact non-pharmaceutical interventions | Build: Update the Isolation & Quarantine Plan (I&Q), documenting applicable jurisdictional, legal, and regulatory authorities and policies for recommending and implementing non-pharmaceutical interventions in both routine and incident-specific situations. [11.1]  | June 30, 2015                       | Copy of updated I&Q Plan including applicable recommendations for non-pharmaceutical interventions |
| 2. Determine non-pharmaceutical interventions  | Build: Update the Isolation & Quarantine Plan to include intervention "playbook" detailing plans for intervention recommendation and/or implementation based on jurisdictional risk assessments, including categories such as isolation, quarantine, school and child care closures, workplace and community organization/event closure, and restrictions on movement. [11.2] | June 30, 2015                       | Copy of updated I&Q Plan including intervention playbook.  |

LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK

CONTRACTOR NAME: City of Long Beach  
 CONTRACT NUMBER: PH-002224-3  
 EXHIBIT: A-3  
 TERM: July 1, 2014 – June 30, 2015

**Goal 8. PUBLIC HEALTH LABORATORY TESTING**

| <b>Short-Term Goal: Enhance communication and resource sharing with jurisdictional labs and networks.</b>   |  |   |   |
|---|--|---|---|
| <b>Objectives</b>   | <b>Activities</b>  | <b>Timeline<br/>(Activity Completed By)</b> | <b>Documentation/<br/>Evaluation</b>                                      |
| 1. Manage laboratory activities   | Sustain: Continue to document interaction with jurisdictional labs and identified laboratory networks by updating list of jurisdictional labs and networks, and logging contacts with these labs/networks; note improvements in communication among network [12.1] | June 30, 2015                               | List of labs in jurisdiction and laboratory network; copy of contact logs |
|   | Sustain: Continue to 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]                                       | June 30, 2015                               | Copy of written procedures for contacting sentinel labs                   |
| <b>Short-Term Goal: Follow protocols for sample collection, handling, packaging, processing, transport, receipt, storage, retrieval, and disposal and follow LRN testing methods.</b> |  |   |   |
| <b>Objectives</b>   | <b>Activities</b>  | <b>Timeline<br/>(Activity Completed By)</b> | <b>Documentation/<br/>Evaluation</b>                                      |
| 2. Perform sample management  | Sustain: Continue to participate in regular BT proficiency tests (issued by Wisconsin State Laboratory Hygiene (WSLH) and CDC) twice a year with multiple challenges, noting lessons learned or improvements [12.2; 12.3]  | Bi-annual; completed by June 30, 2015       | Copy of BT proficiency results  |

EPRP/Long Beach/PH-002224-3

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

|  |   |               |   |
|--|---|---------------|---|
|  | Build: Maintain certification of laboratory personnel in a shipping and packaging program that meets national and state requirements [12.2]   | June 30, 2015 | Copies of certifications for laboratory personnel.  |
|  | Sustain: Continue MOU development between the DHHS Public Health Laboratory and another public health laboratory to assist in surge efforts [12.2]  | June 30, 2015 | Copy of completed MOU   |
| 3. Conduct testing and analysis for routine and surge capacity | Sustain: Continue to maintain relevant laboratory documentation and support for identification of biological, chemical, radiological, viral, and nuclear agents in clinical (human and animal), environmental, and food specimens using specimen logs, testing results, and reports completed and reviewed by Laboratory Services staff; note possible improvements to documentation process and update as necessary [12.3; 12.4] | June 30, 2015 | Copy of referred specimen log, testing results, and reports sent to CDPH for influenza and bioterrorism agents/diseases including food safety threats (e.g. Salmonella species, Escherichia coli 0157:H7, Shigella) |
|  | 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, 2015 | Documented lab surge capacity plan  |



**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

|  |   |                      |  |
|--|---|----------------------|--|
|  | <p>Sustain: Continue maintenance contracts and service agreements for equipment and instruments, including Light Cycler instruments, centrifuge, QiaCube, microscopes, FTIR, hoods; and document protocols, procedures, and methods for inspection and/or certification according to manufacturer's specifications; identify need for additional instruments or replacements [12.3]</p> | <p>June 30, 2015</p> | <p>Copy of maintenance records and inspection procedures</p> |
|  | <p>Sustain: Continue use of existing Standard Operating Procedures (SOP) on referring specimens from a LRN Sentinel lab to a LRN referral lab via a referral log sheet for BT agents; make improvements to the SOP as needed based on lessons learned [12.3]</p>  | <p>June 30, 2015</p> | <p>Copy of written SOP and referral log</p>                  |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

| <b>Short-Term Goal: Increase ability to support public health investigations to determine the cause and origin of a public health incident.</b> | <b>Objectives</b>  | <b>Activities</b>  | <b>Timeline (Activity Completed By)</b> | <b>Documentation/<br/>Evaluation</b>   |
|---|--|--|---|--|
| 4. Support public health investigations   | Sustain: Continue development of Public Health Lab Emergency Response Plan to include process for coordinating activities, gaining assistance from, and/or sharing data with key stakeholders, including poison control centers, first responders, epidemiologists, and local law enforcement [12.4] | Sustain: Continue development of Public Health Lab Emergency Response Plan to include process for coordinating activities, gaining assistance from, and/or sharing data with key stakeholders, including poison control centers, first responders, epidemiologists, and local law enforcement [12.4] | June 30, 2015                           | Documented communications between laboratory, epidemiology, the CDC; copy of improvements or lesson learned after exercise or incident if applicable |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

|  |  |               |   |
|--|--|---------------|---|
|  | Sustain: Continue participation by laboratory services staff in City and State-wide drills and exercises such as the planned DOC exercise and staff response drill; note lessons learned and possible improvements to plans or lab protocols [12.4]<br><br>Build: Continue efforts to build the capacity of the lab's Laboratory Information Management System (LIMS) with the ability to send testing data to CDC according to CDC-defined standards [12.5] | June 30, 2015 | Documentation of participation: sign-in sheets, agendas<br><br>Documentation of LIMS activities |
|--|--|---------------|---|

| <b>Goal 9. PUBLIC HEALTH SURVEILLANCE AND EPIDEMIOLOGIC INVESTIGATION</b>   |                   |   |                                      |
|---|-------------------|---|--------------------------------------|
| <b>Short-Term Goal: Improve the collection, analysis, interpretation, and management of public health-related data.</b> |                   |   |                                      |
| <b>Objectives</b>   | <b>Activities</b> | <b>Timeline<br/>(Activity Completed By)</b> | <b>Documentation/<br/>Evaluation</b> |
|   |                   |   |                                      |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME: City of Long Beach  
CONTRACT NUMBER: PH-002224-3  
EXHIBIT: A-3  
TERM: July 1, 2014 – June 30, 2015**

|   |  |                   |   |
|---|--|-------------------|---|
| 1. Conduct public health surveillance and detection | Sustain: Continue to update state and local procedures for mandated and voluntary information exchange by developing written guidance based on current procedures used by Epidemiology staff; explore additional methods for making this information accessible to providers [3.1] | November 30, 2014 | Copy of written guidance based on procedures used by Epidemiology staff                 |
|   | Sustain: Continue to document Syndromic Surveillance activities at Long Beach area hospitals in coordination with LA County (routine activity); monitor LAC Daily Syndromic Surveillance report, integrating information provided into response activities [3.1]                   | June 30, 2015     | Documentation of receipt of LAC Daily Syndromic Surveillance reports                    |
|   | Sustain: Continue to document protocol for reporting cases on the CA List of Reportable Diseases and Conditions within the required time frame, including use of LAC vCMR and CalREDIE, noting improvements in reporting from previous exercises/events [3.1]                      | October 31, 2014  | Copy of written protocol; summary of disease reports and public health control measures |
|   | Sustain: Continue use of CAHAN, BioWatch Portal, and other systems (and participation in Epi-Exchange meetings) to share data for surveillance and epidemiological investigation activities; identify additional systems that could effectively support investigations [6.3; 13.1] | June 30, 2015     | Copy of meeting agendas and summaries; copy of registration documentation               |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

|   |  |  |   |
|---|--|--|---|
|   | <p>Sustain: Continue to forward providers the current list of reportable diseases by fax or e-mail to improve immediate reporting of cases and suspicious symptoms, along with procedures for contacting the Communicable Disease Control Officer after hours; routinely send public health alerts and advisories through blast fax to healthcare providers on relevant disease outbreaks, public health emergencies, and policy changes; document incidents when providers did not follow or know about notification procedures, noting possible methods of improvement [6.3, 13.1]</p> | <p>October 31, 2014</p>                            | <p>Copy of reportable disease list and public health alerts issued ; copy of afterhours contact procedure</p> |
|   | <p>Sustain: Update the Epi Emergency Response Protocol to include process for accessing health information that follow jurisdictional and federal laws that protect personal health information via instituting security and confidentiality policies [13.2]</p>   | <p>June 30, 2015</p>                               | <p>Copy of updated Epi Response protocol</p>  |
| <p><b>Short-Term Goal:</b> 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.</p> |  |  |   |
| <p><b>Objectives</b></p>  | <p><b>Activities</b></p>   | <p><b>Timeline<br/>(Activity Completed By)</b></p> | <p><b>Documentation/<br/>Evaluation</b></p>   |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

|   |  |                  |   |
|---|--|------------------|---|
| 2. Conduct public health and epidemiological investigations | Sustain: Continue to make accessible the templates for investigation reports on a shared network (such as SharePoint); provide review of existing templates by the Epidemiologist and update as indicated [13.2]<br><br>Build: Assess existing Public Health Epi Response Team (PHERT) staff for minimum Tier 1 Competencies and Skills for Applied Epidemiologists in Governmental Public Health Agencies [13.2]; identify additional trainings that would support skills of PHERT members [13.2] | October 31, 2014 | Copy of updated templates on SharePoint site  |
|   | Build: Assess existing Public Health Epi Response Team (PHERT) staff for minimum Tier 1 Competencies and Skills for Applied Epidemiologists in Governmental Public Health Agencies [13.2]; identify additional trainings that would support skills of PHERT members [13.2]   | June 30, 2015    | Copy of PHERT staff assessments   |
|   | Sustain: Continue to update the PHERT organizational chart; provide at least two trainings for PHERT (Public Health Epidemiology Response Team) members, including awareness-level training on the Homeland Security Exercise and Evaluation After Action Report process; recruit additional members as needed [13.2]  | June 30, 2015    | Copy of updated organizational chart; training outlines and materials; and sign-in sheets |
| 3. Recommend, monitor, and analyze mitigation actions       | Sustain: Continue use of documented protocols and procedures for containment and mitigation in response to public health incidents; updated protocols as needed based on recommendations from exercises or incidents [8.1; 13.3]   | June 30, 2015    | Copy of containment and mitigation protocol document                                      |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME: City of Long Beach  
CONTRACT NUMBER: PH-002224-3  
EXHIBIT: A-3  
TERM: July 1, 2014 – June 30, 2015**

**Goal 10: RESPONDER SAFETY & HEALTH**

| <b>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.</b> |  |   |  |  |
|---|--|---|--|--|
| <b>Objectives</b>   | <b>Activities</b>  | <b>Timeline<br/>(Activity Completed By)</b> | <b>Documentation/<br/>Evaluation</b>   |  |
| 1. Identify responder safety and health risks   | Sustain: Continue to update management guidelines and incident health and safety plans for public health responders by review of current guidelines by management staff and approval by the Health Officer or designee and in coordination with the City Safety Office, adding additional components based on lessons learned, exercises, or incidents, or changes in City policies [14.1] | June 30, 2015                               | Copy of updated of management guidelines and incident health and safety plans for public health responders |  |
|   | 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, 2015                               | Copy of updated environment health emergency response plan   |  |
|   | Build: Update the LBDHHS Health & Safety plan to include the safety and health risk scenarios likely to be faced by public health responders [14.1]  | June 30, 2015                               | Copy of updated LBDHHS Health and Safety Plan  |  |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

| <b>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.</b> |  |   |   |
|---|--|---|---|
| <b>Objectives</b>   | <b>Activities</b>  | <b>Timeline<br/>(Activity Completed By)</b> | <b>Documentation/<br/>Evaluation</b>  |
| 2. Identify safety and personal protective needs  | Sustain: Continue to review and inventory PPE cache following guidelines developed by the Nursing Services Division and approved by the Health Officer or designee; purchase additional PPE as recommended after review; document PPE recommendations in Environmental Health and/or Health & Safety plans [14.2]<br><br>Build: Update the antibiotic dispensing plan for City first responders [14.2] | June 30, 2015                               | Copy of updated antibiotic dispensing plan  |
| <b>Short-Term Goal: Provide access to risk-specific training to appropriate response staff.</b>   |  |   |   |
| <b>Objectives</b>   | <b>Activities</b>  | <b>Timeline<br/>(Activity Completed By)</b> | <b>Documentation/<br/>Evaluation</b>  |
| 3. Coordinate with partners to facilitate risk-specific safety and health training  | 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 [14.3]       | June 30, 2015                               | Copies of signed qualitative fit testing sheet for each employee tested and training documentation (i.e. agendas, sign-in sheets) |

EPRP/Long Beach/PH-002224-3



**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT A-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** A-3  
**TERM:** July 1, 2014 – June 30, 2015

|  |   |                  |  |
|--|---|------------------|--|
|  | Build: Provide training on behavioral/mental health risks to public health first responders.  | October 31, 2014 | Copy of training agenda and sign-in sheets |
|  | Sustain: Continue participation by PHEM staff on the LBDHHS Safety Committee; encourage use of All-Hazards planning and exercises for Safety Committee activities [4.1, 14.3] | June 30, 2015    | Copy of meeting agendas and sign-in sheets |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT B-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** B-3  
**TERM:** July 1, 2014 – June 30, 2015

**PART II – CITIES READINESS INITIATIVE**

**Goal 1. 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<br>(Activity Completed By) | Documentation/<br>Evaluation   |
| 1. Identify and initiate medical countermeasure dispensing strategies  | Sustain: Continue to complete updates of the Mass Prophylaxis Plan, the POD Field Operations Guide (FOG), and the Pandemic Influenza Plan through review of existing plans by PHEM Committee members, and approval by Health Officer or designee and incorporation of recommendations from exercises; present these updates to partners [8.1, 8.2, 8.4] | October 31, 2014                    | Copy of updated Mass Prophylaxis Plan and POD Field Operations Guide |
|  | Build: Develop multidisciplinary planning group of representatives who would respond during a public health or emergency incident to review MCM plans and review roles and responsibilities [8.1]   | October 31, 2014                    | Copy of meeting minutes and signed-off protocol                      |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT B-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** B-3  
**TERM:** July 1, 2014 – June 30, 2015

**PART II – CITIES READINESS INITIATIVE**

|  |  |   |  |
|--|--|---|--|
|  | <p>PAHPA Benchmark: Demonstrated adherence to all PHEP application and reporting deadlines</p> <p>Sustain: Continue 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>                                    |
| <p><b>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.</b></p> |  |   |  |
| <p><b>Objectives</b></p>   | <p><b>Activities</b></p>   | <p><b>Timeline (Activity Completed By)</b></p>              | <p><b>Documentation/Evaluation</b></p>   |
| <p>2. Activate dispensing modalities</p>   | <p>Sustain: Continue to participate in any POD exercises implemented by MSA partners and use lessons learned/recommendations to improve document processes and plans, including participation in the 2015 State Wide Dispensing exercise [8.3]</p>   | <p>June 30, 2015</p>  | <p>Copy of correspondence and documentation of LBDHHS participation in exercises</p> |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT B-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** B-3  
**TERM:** July 1, 2014 – June 30, 2015

**PART II -- CITIES READINESS INITIATIVE**

|                          |  |               |  |
|--------------------------|--|---------------|--|
| 3. Report adverse events | Sustain: Continue training to staff on adverse event reporting system, processes, and protocols, adding additional staff and adding key training information into written procedures [8.5] | June 30, 2015 | Copy of training agenda, materials, and sign in sheets; developed protocol added to Mass Prophyl or other plan |
|--------------------------|--|---------------|--|

**Goal 2. MEDICAL MATERIEL MANAGEMENT & DISTRIBUTION**

| Objectives  | Activities  | Timeline<br>(Activity Completed By) | Documentation/<br>Evaluation      |
|---|---|-------------------------------------|-----------------------------------|
| <b>Short Term Goal:</b> Coordinate with Los Angeles County on medical materiel management and distribution processes. | Sustain: Participate in DSNS Local TAR, noting improvements/advances in materiel management/distribution activities [9.1-9.6]   | April 30, 2015                      | Copy of TAR agenda & presentation |
| 1. Direct and activate medical materiel management and distribution   | Sustain: Collaborate with Los Angeles County to update Long Beach Appendix to the LAC SNS Plan to ensure compliance with established medical countermeasure distribution and dispensing standards [9.1-9.6] | April 30, 2015                      | Copy of updated SNS Plan Appendix |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT B-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** B-3  
**TERM:** July 1, 2014 – June 30, 2015

**PART II – CITIES READINESS INITIATIVE**

|                             |  |               |   |
|-----------------------------|--|---------------|---|
|                             | Sustain: Continue participation in LA County Force Protection/Public Health & Law integration meetings and SNS warehouse drills, encouraging participation by jurisdictional partners in order to incorporate Operational Area approaches into the Mass Propylaxis and SNS Plans [9.1-9.6] | June 30, 2015 | Meeting agendas; updated SNS Plan Appendix and Mass Propylaxis Plan |
|                             | Build: Participate in Operational Area SNS Coordinator meetings to determine protocol for receiving countermeasures from LA County [8.1, 8.2]  | June 30, 2015 | Copy of meeting minutes   |
| 2. Acquire medical materiel | Sustain: Finalize SNS Transportation Plan with LB Police Department with coordination through the Southern Region Public Health Exercise and Emergency Response Committee. [9.1-9.6]   | June 30, 2015 | Copy of SNS Transportation Plan developed                           |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT B-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** B-3  
**TERM:** July 1, 2014 – June 30, 2015

**PART II – CITIES READINESS INITIATIVE**

**Goal 3. VOLUNTEER MANAGEMENT**

**Short Term Goal:** Expand the number of Long Beach Medical Reserve Corps (MRC) volunteers and the healthcare disciplines represented by members.

| Objectives               | Activities   | Timeline (Activity Completed By) and/or trainings | Documentation/Evaluation   |
|--------------------------|--|---|--|
| 1. Coordinate volunteers | 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] |   | Copy of application forms, enrollment forms, training sign in sheets and presentations; MRC brochure and website; MRC member roster, documentation of completed trainings on MRC TRAIN |

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH  
EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM  
EXHIBIT B-3 SCOPE OF WORK**

**CONTRACTOR NAME:** City of Long Beach  
**CONTRACT NUMBER:** PH-002224-3  
**EXHIBIT:** B-3  
**TERM:** July 1, 2014 – June 30, 2015

**PART II – CITIES READINESS INITIATIVE**

| Short Term Goal: Effectively use volunteers in trainings, exercises, and incidents | Objectives   | Activities  | Timeline (Activity Completed By)   | Documentation/Evaluation   |
|--|--|---|------------------------------------|--|
| 2. Organize, assemble, and dispatch volunteers                                     | Sustain: Continue to 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] | 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 [15.3]<br><br>Build: Expand MRC website, moving to a more user-friendly portal (e.g. WordPress) and increase engagement with current members. [15.3] | June 30, 2015<br><br>June 30, 2015 | Copy of meeting/training agendas, developed materials<br><br>Copy of meeting agendas, copy of written procedures<br><br>Screen shots of portal |

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

CONTRACT BUDGET SUMMARY

CONTRACTOR / VENDOR NAME : City of Long Beach

CONTRACT / PURCHASE ORDER NUMBER:PH-002224-3

SCHEDULE: A-3

BUDGET PERIOD: July 1, 2014 - June 30, 2015

FUNDING SOURCE: CDC 14/15 Base Grant

| BUDGET SUMMARY         |                   |
|------------------------|-------------------|
| BUDGET CATEGORY        | AMOUNT            |
| Salaries               | \$ 456,599        |
| Employee Benefits      | \$ 220,517        |
| Travel                 | \$ 4,773          |
| Equipment              | \$ -              |
| Supplies               | \$ 11,477         |
| Consultant/Contractual | \$ 17,500         |
| Other                  | \$ 6,656          |
| Indirect Costs*        | 67,711            |
| <b>TOTAL</b>           | <b>\$ 785,233</b> |

\*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

CONTRACT BUDGET SUMMARY

CONTRACTOR / VENDOR NAME : City of Long Beach

CONTRACT / PURCHASE ORDER NUMBER: PH-002224-3

SCHEDULE. B-3

BUDGET PERIOD: July 1, 2014 - June 30, 2015

FUNDING SOURCE: CDC 14/15 CRI Grant

| BUDGET SUMMARY         |                   |
|------------------------|-------------------|
| BUDGET CATEGORY        | AMOUNT            |
| Salaries               | \$ 79,204         |
| Employee Benefits      | \$ 36,182         |
| Travel                 | \$ 3,069          |
| Equipment              | \$ -              |
| Supplies               | \$ 1,500          |
| Consultant/Contractual | \$ 1,179          |
| Other                  | \$ 1,422          |
| Indirect Costs*        | 11,539            |
| <b>TOTAL</b>           | <b>\$ 134,095</b> |

\*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.