

33739

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

Amendment Number 1

THIS AMENDMENT is made and entered into this 24th day
of JUNE, 2013,

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 its 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, 2013 through June 30, 2014.
2. Paragraph 1, TERM, Subparagraph A, shall be revised to read as follows:

"1. TERM:

A. The term of this Agreement shall be effective July 1, 2012, and shall continue in full force through June 30, 2014, 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, Exhibit A-1, Schedule A-1, Exhibit B-1, and Schedule B-1 attached hereto and incorporated herein by reference shall be added to contract:

4. Paragraph 2, DESCRIPTION OF SERVICES, shall be revised to re-designate subparagraph "B" to now be subparagraph "C", and add subparagraph B as follows:

"2. DESCRIPTION OF SERVICES

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" and "Exhibit B-1, Scope of Work – Cities Readiness Initiative," which are attached hereto and incorporated herein by reference, for the period of July 1, 2013 through June 30, 2014."

5. On the effective date of the Amendment the current maximum obligation of Nine Hundred Twenty Seven Thousand Four Hundred Thirty-seven Dollars (\$927,437) is increased by an additional Eight Hundred Seventy Five Thousand One Hundred Seventeen Dollars (\$875,117) to One Million Eight Hundred Two Thousand Five Hundred Fifty-four Dollars (\$1,802,554). This additional funding is for the term of July 1, 2013 through June 30, 2014, and is comprised as follows: Seven Hundred Forty Two Thousand Six Hundred Thirty-seven Dollars (\$742,637) as detailed in Scheduled A-1 and One Hundred Thirty Two Thousand Four Hundred Eighty Dollars (\$132,480) as detailed in Schedule B-1.

6. The language in Paragraph 6, FUNDING/SERVICES ADJUSTMENTS AND REALLOCATIONS is deleted in its entirety with the paragraph title to now read as follows:

"6. FUNDING/SERVICES ADJUSTMENTS AND REALLOCATIONS –
INTENTIONALLY OMITTED"

7. Paragraph 10, INDEMNIFICATION, shall be revised to read as follows:

"10. INDEMNIFICATION: Contractor shall indemnify, defend, and hold harmless County and its Special Districts, elected and appointed officers, employees, and agents ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with Contractor's acts and/or omissions arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees."

8. Paragraph 1, ADMINISTRATION, of the ADDITIONAL PROVISIONS, shall be revised to read as follows:

"1. ADMINISTRATION OF CONTRACT:

A. County's Director of Public Health or his/her authorized designee(s) (hereafter collectively "Director") shall have the authority to administer this Contract on behalf of County. Contractor agrees to extend to Director the right to review and monitor Contractor's programs, policies, procedures, and financial and/or other records, and to inspect its facilities for contractual compliance at any reasonable time.

B. Approval of Contractor's Staff: County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the contractor's Project Manager.

C. Contractor's Staff Identification: All of Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person and visible at all times. Contractor bears all expense related to the badges.

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. County shall perform the background check and bill Contractor for the cost.

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 County's criminal history review.

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."

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

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
By *Patrick H. West* Assistant City Manager
Signature
Patrick H. West, City Manager
Print Name

EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.

Title _____
(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

#02667-NMP

EPRP/Long Beach#02667

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APPROVED AS TO FORM

7/15, 2013
~~ROBERT E. SHANNON, City Attorney~~
~~CHARLES PARKIN~~
By *Linda T. Vu*
LINDA T. VU
DEPUTY CITY ATTORNEY

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

PART I: BASE

Goal 1. COMMUNITY PREPAREDNESS

Short-Term Goal: Use risk assessment data to improve All-Hazard mitigation efforts.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/Evaluation
1. Determine risks to the health of the jurisdiction	Build: LBHHS will use the results of the 2012-13 Risk Based Initiative (RBI) project as the basis for risk-based planning needed to mitigate identified disaster health risks for Long Beach and in coordination with the LA-LB MSA. [1.1]	June 30, 2014	Copies of meeting agendas, completed RBI documents which includes a comprehensive hazard risk assessment
	Build: In the Specific Populations Plan, develop 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, 2014	Copies of meeting agendas, generated maps and/or databases; Updated Specific Populations Plan

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

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
2. Build community partnerships to support health preparedness	Sustain: Continue participation in LA County Community Resiliency meetings and planning efforts in order to improve community engagement and readiness efforts. [1.2] Build: Develop method (e.g. website) to discuss public health hazard policies and plans of action with community partners. [1.2]	June 30, 2014 June 30, 2014	Copy of meeting agendas, flyers 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, 2014	Documentation of attendance at community events, presentations, and agendas (i.e. pictures, flyers)
	Sustain: Attend local planning bodies focused on children's medical and mental/behavioral healthcare to improve ability to meet the specific needs of children during an incident [1.4]	Bi-monthly	Copy of meeting agendas, flyers

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

Goal 2. EMERGENCY OPERATIONS COORDINATION

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

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1. Conduct preliminary assessment to determine need for public activation	Sustain: Conduct update of the LBDHHS All-Hazards Plan through review and edit of existing plan by selected PHEM committee members 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 [3.11]	March 31, 2014	Copy of updated and approved plan; documentation of presentation of plan to PHEM committee
	Sustain: 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 [3.11]	Bi-monthly, at minimum	Copy of PHEM committee agendas, sign-in sheets, and meeting summaries

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

**CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014**

	Sustain: Maintain log of LBDHHS plans with schedule for updates to support timely and effective incident responses. Make appropriate changes to plans, as necessary, to note changes in staff, contact information, or procedures. [3.1]	June 30, 2014	Copy of plan roster; updated plans, if applicable
2. Activate public health emergency operations	Sustain: Complete annual update of Department Operations Center (DOC) Plan (including check-in/out procedures for personnel, demobilization procedures, etc.) 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]	June 30, 2014	Copy of updated DOC Plan, appendices and forms; review committee sign-in sheets and meeting summary
	Sustain: Maintain use of the EmTel system to notify staff, volunteers, and emergency response partners in the event of an emergency; add staff from agencies/businesses (e.g. local restaurants or partners [3.2; 4.1; 6.1; 15.2]	June 30, 2014	Copy of Em Tel system tests and database maintenance

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHIEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/PROJECT NUMBER: A-1
TERM: July 1, 2013 -- June 30, 2014

	<p>Performance Measure: Lead Staff Reporting Drill</p> <p>Sustain: Complete drill to document response time for pre-identified staff covering activated public health agency incident management lead roles to report to duty (Performance Target: 60 minutes or less) [3.2]</p>	<p>June 30, 2014</p>	<p>Copy of sign-in sheets, staff call down log, pre-designated roles chart</p>
	<p>Sustain: In coordination with an exercise, drill, or incident, activate the DOC to demonstrate any enhanced emergency response capabilities and systems [3.2]</p>	<p>June 30, 2014</p>	<p>Copy of DOC exercise AAR, sign-in sheets, agenda, planning meeting minutes</p>
	<p>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]</p>	<p>June 30, 2014</p>	<p>Copy of updated job action sheets</p>
	<p>Sustain: Update LBDHHS pre-designated DOC organizational chart, adding additional positions as appropriate based on changes to associated plans [3.2; 4.1; 6.1]</p>	<p>June 30, 2014</p>	<p>Copy of updated pre-designated DOC organizational chart</p>

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 -- June 30, 2014

	<p>Build: Expand LBDHHS pre-designated organizational charts to include list of staff that has been selected in advance of an incident that could fill the incident management roles adequate to a given response, including public health responses and cross-agency responses; support training of staff listed in these roles (e.g. through Long Beach Incident Management Teams (IMT)). [3.2]</p>	<p>June 30, 2014</p>	<p>Copy of org lists, IMT trainings and meetings</p>
	<p>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]</p>	<p>June 30, 2014</p>	<p>Copy of LMS learning session's log. Copy of quarterly reports</p>
	<p>Sustain: Continued 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]</p>	<p>June 30, 2014</p>	<p>Copy of maintenance schedule log and bi-annual inventory check log</p>

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

	Sustain: Maintenance and trainings on DOC communications equipment such as but not limited to WebEx system, radios including CW/IRS, satellite phones, and MediaSite system; train staff on any new systems or equipment acquired by the Department [3.2]	June 30, 2014	Copy of maintenance schedule and log; Training sign-in sheet. List of CW/IRS drills conducted
3. Develop incident response strategy	Performance Measure: Production of the approved Incident Action Plan (IAP) before the start of the second operational period Sustain: Update template for producing an Incident Action Plan, refining based on lessons learned from exercises or incidents [3.3]	June 30, 2014	In the event of an incident provide a copy of an approved IAP; copy of updated template for producing IAPs
	Sustain: Participate in jurisdictional, operational area, regional, and statewide drills and exercises (such as Golden Guardian, the Statewide Medical Health Exercise, or United Harbors) 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, 2014	Copy of exercise agendas, notes, and exercise materials
	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 [3.3; 3.4]	June 30, 2014	Copy of the updated multi-year training plan

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**LOS ANGELES COUNTY -- DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK -- PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

	<p>Sustain: Participate in local, county, regional, and statewide networking and planning groups, such as the Long Beach Disaster Preparedness Committee, the Long Beach Disaster Resources Center meetings, and the LAC Training and Exercise Committee and use information from these meetings to enhance planning and response efforts [3.3]</p>	<p>June 30, 2014</p>	<p>Copy of meeting notifications and agendas</p>
<p>4. Manage and sustain the public health response</p>	<p>Sustain: Update the LBDHHS Continuity of Operations Plan and database to include changes in staffing, programs, and essential services, aligning with improvements made through LBDHHS strategic planning efforts. [3.4]</p>	<p>March 31, 2014</p>	<p>Copy of updated plan and database spreadsheets</p>
<p>5. Demobilized and evaluate public health emergency operations</p>	<p>Performance Measure: After Action Report (AAR) & Improvement Plan 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, 2014</p>	<p>Copy of AAR and improvement plan documenting performance measure, noting improvements and time frame to complete draft AAR</p>

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

Goal 3. 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: Update the Crisis Emergency Response & Risk Communications (CERC) Plan templates and contact lists based on lessons learned and best practices from research, exercises, or incidents [4.1; 6.1] Sustain: Update 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]	June 30, 2014 March 31, 2014	Copy of updated templates and lists Copy of updated org chart, training sign-in sheets
2. Increase accessibility to tools, data, and information needed to communicate public health information	Sustain: Maintain minimum components of a Virtual Joint Information Center, troubleshooting current equipment and systems and adding additional components as necessary [4.2]	June 30, 2014	Copy of guide/protocol for accessing shared networks; log of equipment that could be used with a Virtual JIC
	Sustain: Maintain documentation of health alerts provided to the public, noting recommendations from risk communications trainings on moving public to action [4.1]	June 30, 2014	Copies of generated health alerts

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 -- June 30, 2014

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.	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, 2014	Copy of meeting agendas, training documents
Objectives	Activities	Timeline (Activity Completed By)	Documentation/Evaluation
3. Establish avenues for public interaction and information exchange	Build: Update the City's website to improve access to emergency information, as well as preparedness educational materials [4.4] Build: 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]	November 30, 2013 June 30, 2014	Copy of Web page screen shots Copy of Twitter & Facebook posts.
	Build: Update online information on PODs for general public and staff; transfer content from website developed by CSULB to LBD/HHS site [4.4]	November 30, 2013	Screenshots of website updates
	Build: Maintain website (or page on LBD/HHS site) with educational videos on preparedness available to the public [4.4]	June 30, 2014	Copy of sample website pages and content

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

Short-Term Goal: Increase accessibility by the public to public health information by enhancing platforms such as websites, hotlines, and social media.

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
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, 2014	Copy of risk communication messages; documentation of date/time of event and message dissemination; documentation of time in AAR

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

Goal 4. 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	Build: Update relevant plans to include process to engage stakeholders such as law enforcement, fire, healthcare agencies, and fusion centers [6.1]	June 30, 2014	Copy of updated plans
	Build: Develop 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, 2014	Copy of directory

Goal 5. MASS CARE

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.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1. Determine mass care needs of the impacted population	Build: Develop an assessment for to be used in shelter environmental health inspections [7.2]	June 30, 2014	Copy of assessment

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

	Build: Develop capacity of personnel conducting shelter safety assessments through trainings, such as FEMA Environmental Health Training in Emergency Response [7.2]	June 30, 2014	Copy of training agenda, certificates and/or sign-in sheets
	Build: Develop a tool for health screening of individuals during shelter registration [7.2]	January 31, 2014	Copy of health screening tool
	Build: Develop 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, 2014	Copy of training certificates and/or sign-in sheets; generated maps

Goal 6. PUBLIC HEALTH LABORATORY TESTING

Short-Term Goal: Enhance communication and resource sharing with jurisdictional labs and networks.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1. Manage laboratory activities	Sustain: 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, 2014	Copy of labs in jurisdiction and laboratory network; copy of contact logs

**LOS ANGELES COUNTY -- DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK -- PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

	Sustain: Document procedures for contacting sentinel laboratories in the event of an incident by Lab Director by developing written protocol for lab communication; update protocol based on lessons learned from day-to-day activities, exercises, and events [12.1]	June 30, 2014	Copy of written procedures for contacting sentinel labs
	Performance Measure: Reporting drill Sustain: In the planned staff reporting drill, document the time for initial laboratorian to report for duty; note improvements in reporting time from previous exercises or events [12.1]	June 30, 2014	Copy of sign-in sheet; staff call-down log

Short-Term Goals: Follow protocols for sample collection, handling, packaging, processing, transport, receipt, storage, retrieval, and disposal and follow LRN testing methods.

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
2. Perform sample management	Sustain: 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] Build: Maintain certification of laboratory personnel in a shipping and packaging program that meets national and state requirements [12.2]	Bi-annual; completed by June 30, 2014 June 30, 2014	Copy of BT proficiency results Copy of certifications

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EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

	<p>Performance Measure: Ability of CDC PHEP-funded LRN-C laboratories to collect relevant samples for clinical chemical analysis, package, and ship those samples</p> <p>Build: Develop MOU between the DHHS Public Health Laboratory and another public health laboratory to assist in surge efforts [12.2]</p>	June 30, 2014	Copy of completed MOU's executed
<p>3. Conduct testing and analysis for routine and surge capacity</p>	<p>Sustain: 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]</p>	June 30, 2014	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 0157:17, Shigella)
	<p>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]</p>	June 30, 2014	Copy of surge capacity plan

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

	<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, 2014</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, 2014</p>	<p>Copy of written SOP and referral log</p>
	<p>Performance Measures: Proportion of LRN-C proficiency tests (core methods) successfully passed by CDC PHEP-funded laboratories; Proportion of LRN-B proficiency tests successfully passed by CDC PHEP-funded laboratories</p> <p>Build: Finalize MOUs between the DHHIS Public Health Laboratory and LAC</p>	<p>June 30, 2014</p>	<p>Copy of completed MOUs executed</p>

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

	<p>Performance Measures: Time to complete notification between CDC, on-call laboratorian, and on-call epidemiologist; Time to complete notification between CDC, on-call epidemiologist, and on-call laboratorian</p> <p>Sustain: Maintain protocol for communication between the laboratory, and epidemiology; document all notifications between CDC, on-call laboratorian, and on-call epidemiologist; in an incident, document time to complete notification between CDC, on-call laboratorian, and on-call epidemiologist; note improvements or lessons learned in communication protocol after exercise or incident [1.2.4]</p>	June 30, 2014	<p>Copy of written communications between laboratory, on-call epidemiologist and the CDC</p>
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**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

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	<p>Performance Measures: Time for CDC PHEP-funded laboratory to notify public health partners of significant laboratory results</p> <p>Sustain: Maintain protocol for communication between the laboratory and public health partners regarding significant laboratory results; in an incident, document time for laboratory to notify public health partners of significant laboratory results; note improvements or lessons learned in communication protocol after exercise or incident [12.5]</p>	June 30, 2014	<p>Copy of developed protocol; documented communications between laboratory and public health partners in the case of an event with significant laboratory results</p>
	<p>Build: 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]</p>	June 30, 2014	<p>Copy of updated Public Health Lab Emergency Response Plan</p>

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

	Sustain: 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]	June 30, 2014	Copy of sign-in sheets and agendas
	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, 2014	Copy of written LIMS activities and meetings

Goal 5. 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
1. Conduct public health surveillance and detection	Sustain: 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 [13.1]	November 30, 2013	Copy of procedures for mandated and voluntary information exchange.

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
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EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

	<p>Sustain: 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 [13.1]</p>	<p>June 30, 2014</p>	<p>Copy of LAC Daily Syndromic Surveillance reports</p>
	<p>Sustain: 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 [13.1]</p> <p>PAHPA Measure: Proportion of reports of selected reportable diseases received by LBDIHHS</p> <p>PAHPA Measure: Proportion of reports of selected reportable disease for which initial public health control measure(s) were initiated within the appropriate timeframe</p>	<p>October 31, 2013</p>	<p>Copy of written protocol; summary of disease reports and public health control measures</p>
	<p>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]</p>	<p>June 30, 2014</p>	<p>Copy of meeting agendas and summaries; copy of registration documentation</p>

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

	<p>Sustain: 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, 2013</p>	<p>Copy of reportable disease list and public health alerts issued; copy of afterhours contact procedure</p>
<p>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.</p>			
<p>Objectives</p>	<p>Activities</p>	<p>Timeline (Activity Completed By)</p>	<p>Documentation/ Evaluation</p>
<p>2. Conduct public health and epidemiological investigations</p>	<p>Sustain: 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]</p>	<p>October 31, 2013</p>	<p>Screenshot of uploaded templates on SharePoint site</p>
	<p>Sustain: Update the PHERT organizational chart; provide at least two trainings for PHERT (Public Health Epidemiology Response Team) members; recruit additional members as needed [13.2]</p>	<p>June 30, 2014</p>	<p>Copy of updated organizational chart; training outlines and materials; and sign-in sheets</p>

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-0022224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

	<p>Performance Measure: Sustain: Document the percentage of infectious disease outbreak investigations that generate reports (routine activity) through analysis of investigations and investigation reports by the Department's Epidemiologist; compare to previous years and note possible improvements in investigation processes [13.2]</p>	<p>June 30, 2014</p>	<p>Copy of Epi Performance Measure report comparing previous years and noting improvements in investigation processes</p>
	<p>Performance Measure: Sustain: Document the percentage of infectious disease outbreak investigation reports that contain all minimal elements through review of investigation reports by the Department's Epidemiologist (routine activity); compare to previous years and note possible improvements in investigation processes [13.2]</p>	<p>June 30, 2014</p>	<p>Copy of Epi Performance Measure report comparing previous years and noting improvements in investigation processes</p>

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

	<p>Performance Measure: Sustain: Document the percentage of acute environmental exposure investigations that generate reports through analysis of acute environmental exposure investigation reports by the Department's Epidemiologist (routine activity); compare to previous years and note possible improvements in investigation processes [13.2]</p>	<p>June 30, 2014</p>	<p>Copy of Epi Performance Measure report comparing previous years and noting improvements in investigation processes</p>
	<p>Performance Measure: Sustain: Document the percentage of acute environmental exposure reports that contain all minimal elements through analysis of acute environmental exposure investigation reports by the Department's Epidemiologist (routine activity); compare to previous years and note possible improvements in investigation processes [13.2]</p>	<p>June 30, 2014</p>	<p>Copy of Epi Performance Measure report comparing previous years and noting improvements in investigation processes</p>
<p>3. Recommend, monitor, and analyze mitigation actions</p>	<p>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]</p>	<p>June 30, 2014</p>	<p>Copy of containment and mitigation protocol document</p>

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
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EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

Goal 6. 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.				
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation	
1. Identify responder safety and health risks	Sustain: 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, 2014	Copy of updated management guidelines and incident health and safety plans for public health responders	
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: 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 [14.2]	June 30, 2014	Copy of BT inventory and medication cache	

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
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EXHIBIT A-1, SCOPE OF WORK – PHEP BASE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: A-1
TERM: July 1, 2013 – June 30, 2014

Short-Term Goal: Provide access to risk-specific training to appropriate response staff.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
3. Coordinate with partners to facilitate risk-specific safety and health training	Sustain: Provide 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 Officer; review list of personnel requested to be fit tested and adjust as appropriate [14.3] Sustain: Continue participation by PHEM staff on the LBDHHS Safety Committee; encourage use of All-Hazards planning and exercises for Safety Committee activities [14.3]	June 30, 2014	Copy of signed Qualitative Fit Testing sheet for each employee tested
	Sustain: Facilitate health & safety training for public health staff that perform responder functions as well as staff identified as surge-capacity personnel, building on basic training received in previous years [14.3]	June 30, 2014	Copy of training agendas, sign-in sheets, confirmations, copy of training materials.

LOS ANGELES COUNTY - DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT

CONTRACT BUDGET SUMMARY

CONTRACTOR / VENDOR NAME : City of Long Beach

CONTRACT / PURCHASE ORDER NUMBER: PH-002224

SCHEDULE / PROJECT NUMBER: A-1

BUDGET PERIOD: July 1, 2013 through June 30, 2014

FUNDING SOURCE: CDC 13/14 Base Grant

BUDGET SUMMARY	
BUDGET CATEGORY	AMOUNT
Salaries	\$ 433,991
Employee Benefits	\$ 205,577
Travel	\$ 3,995
Equipment	\$ -
Supplies	\$ 5,198
Consultant/Contractual	\$ 25,380
Other	\$ 4,540
Indirect Costs*	63,957
TOTAL	\$ 742,637

*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
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT B-1, SCOPE OF WORK – CITIES READINESS INITIATIVE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: B-1
TERM: July 1, 2013 – June 30, 2014

CRI

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 (Activity Completed By)	Documentation/ Evaluation
1. Identify and initiate medical countermeasure dispensing strategies	Sustain: Complete updates of the Mass Prophylaxis Plan, the Point of Dispensing (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, 2013	Copy of updated MP Plan, POD FOG and pandemic influenza plan
	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]	Annually	Copy of meeting minutes; signed-off MCM plan protocol

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT B-1, SCOPE OF WORK – CITIES READINESS INITIATIVE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: B-1
TERM: July 1, 2013 – June 30, 2014

	<p>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>
<p>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.</p>			
<p>Objectives</p>	<p>Activities</p>	<p>Timeline (Activity Completed By)</p>	<p>Documentation/ Evaluation</p>
<p>2. Activate dispensing modalities</p>	<p>Sustain: 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]</p>	<p>June 30, 2014</p>	<p>Documentation of LBDHHS participation in exercises; documentation of improvement to processes and plans</p>
<p>3. Report adverse events</p>	<p>Build: Provide training to staff on adverse event reporting system, processes, and protocols [8.5]</p>	<p>June 30, 2014</p>	<p>Copy of sign in sheets. Copy of training materials</p>

EPRP

**LOS ANGELES COUNTY -- DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT B-1, SCOPE OF WORK -- CITIES READINESS INITIATIVE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: B-1
TERM: July 1, 2013 – June 30, 2014

Goal 2. 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. 1. Direct and activate medical materiel management and distribution	Sustain: Participate in DSNS Local Technical Assistance Review (TAR), noting improvements/advances in materiel management/distribution activities [9.1-9.6] Sustain: 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 [9.1-9.6]	April 30, 2014 April 30, 2014	Copy of TAR Agenda & presentation Copy of updated SNS Plan Appendix
	Sustain: Continue participation in LA County Force Protection/Public Health & Law Integration meetings and SNS warehouse drills, encouraging participation by jurisdictional partners [9.1-9.6]	June 30, 2014	Copy of meeting agendas
2. Acquire medical materiel	Build: Update SNS Transportation Plan in collaboration with Long Beach Police Department [9.1-9.6]	March 31, 2014	Copy of SNS Transportation Plan

**LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT
EXHIBIT B-1, SCOPE OF WORK – CITIES READINESS INITIATIVE**

CONTRACTOR NAME: City of Long Beach
CONTRACT NUMBER: PH-002224
SCHEDULE/ PROJECT NUMBER: B-1
TERM: July 1, 2013 – June 30, 2014

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)	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 13-24 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]	Quarterly orientations and/or trainings June 30, 2014	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 Copy of meeting/training agendas; developed materials

LOS ANGELES COUNTY - DEPARTMENT OF PUBLIC HEALTH
PUBLIC HEALTH PREPAREDNESS, EMERGENCY AND RESPONSE SERVICES AGREEMENT

CONTRACT BUDGET SUMMARY

CONTRACTOR / VENDOR NAME : City of Long Beach

CONTRACT / PURCHASE ORDER NUMBER:

SCHEDULE / PROJECT NUMBER: B-1

BUDGET PERIOD: July 1, 2013 through June 30, 2014

FUNDING SOURCE: CDC 13/14 CRI Grant

BUDGET SUMMARY	
BUDGET CATEGORY	AMOUNT
Salaries	\$ 69,755
Employee Benefits	\$ 36,182
Travel	\$ 2,430
Equipment	\$ -
Supplies	\$ 2,100
Consultant/Contractual	\$ 5,760
Other	\$ 1,422
Indirect Costs*	14,831
TOTAL	\$ 132,480

*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.