**PUBLIC HEALTH ANNEX**

(MUNICIPALITY)

COUNTY OF MONMOUTH STATE OF NEW JERSEY

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I. INTRODUCTION

A. The (MUNICIPALITY) has adopted the National Incident Management System (NIMS) as its all-hazards emergency response system for all incident management, coordination and support activities.

B. Statement of approval:

The Public Health Annex of the (MUNICIPALITY) Emergency Operations Plan meets the approval of the Emergency Management Coordinator, and the Monmouth County Health Officer and is hereby approved. This annex supersedes any previously written Public Health Annexes.

Approval Date:\_\_\_\_\_\_ \_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Health Department Liaison

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Management Coordinator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christopher Merkel

Monmouth County Health Officer

Public Health Annex

PHA-2

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and directives.

1. Federal

a. As cited in the Basic Plan

2. State

a. Minimum Standards of Performance for Local Board of

Health, N.J.A.C. 8:51

b. County Environmental Health Act, N.J.S.A. 26:3A2-21

c. Title 24, New Jersey Statutes Annotated (N.J.S.A.), Food & Drugs d. Local Health Services Act, N.J.S.A. Title 26:38.2, et seq.

3. County

a. As cited in the Basic Plan

4. Municipal

a. As cited in the Basic Plan

B. References, guidance material and other documents.

1. Federal

a. As cited in the Basic Plan

2. State

a. As cited in the Basic Plan

3. County

a. As cited in the Basic Plan

4. Municipal

a. As cited in the Basic Plan

III. Purpose

A. The purpose of this Public Health Annex is to define and to provide guidance for the development and operation of a viable public health program during any emergency or disaster situation and to ensure completion of required emergency actions.

IV. SITUATION

The primary agency for public health in (MUNICIPALITY) is Monmouth County Health Department. It has the capability of providing the following health services, but not limited to following:

- Sanitary inspections

- Immunization programs

- Vermin Inspection and control

- Health Screening

- Environmental Inspections

- Disease Control and Monitoring

The health department liaison’s office for the (MUNICIPALITY) is located at (ADDRESS).

Emergency operations for public health services will be the responsibility of the Monmouth

County Health Department. Its primary office is located at 50 East Main Street, Freehold, New Jersey. Phone number: (732) 431-7456. However, during periods of heightened awareness or large incidents, the Monmouth County Health Department may operate from within the County Emergency Operations center.

Note: All public health functions are forwarded to the Monmouth County Health Department.

The Monmouth County Health Department also provides health services for thirty-six municipalities throughout the county:

|  |  |  |
| --- | --- | --- |
| Aberdeen | Holmdel | Neptune City |
| Allentown | Howell | Neptune Township |
| Asbury Park | Keansburg | Ocean Grove |
| Atlantic Highlands | Keyport | Oceanport |
| Avon | Lake Como | Ocean Township |
| Belmar | Little Silver | Red Bank |
| Bradley Beach | Manasquan | Roosevelt |
| Eatontown | Marlboro | Shrewsbury Borough |
| Englishtown | Matawan | Shrewsbury Township |
| Farmingdale | Middletown | Union Beach |
| Hazlet | Millstone | Upper Freehold |
| Highlands | Morganville | West Long Branch |

A. The primary agency for the Public Health function in the (MUNICIPALITY) is the Monmouth County Health Department. Agencies providing assistance for public health emergencies include:

* Office of Emergency Management (OEM)
* (municipal)First Aid Squad
* (municipal)Police Department
* (municipal) Fire Departments
* Volunteer agencies such as the Red Cross and Salvation Army.

B. In accordance with the Local Health Services Act, (MUNICIPALITY) is a participating member in the Monmouth County Health Public Health Annex System by resolution of the governing body of (MUNICIPALITY).

The Registered Environmental Health Specialist is assigned to handle day-to-day health operations within (MUNICIPALITY), however, during an emergency he/she may be supplemented as needed at the Direction of the Monmouth County Health Officer.

C. The Monmouth County Health Department contains several divisions which enforce and monitor public health situations, namely:

1. Registered Environmental Health Specialist
2. Nurses/Medical Doctors
3. Environmental Protection:

- Environmental specialists

- Hazardous material technicians

4. Laboratory services-state certified water and wastewater services

1. Geographical Information System unit (GIS)
2. Epidemiologist/ Communicable Disease Unit

D. The Monmouth County Health Department has the capability to communicate with every municipality within the jurisdiction. Communications methods vary amongst jurisdictions, but include two-way radio, cellular telephone, and land line telephone.

E. The Monmouth County Health Department Hazardous Material Unit maintains some special equipment and capabilities:

- Field Air Monitoring Equipment

- Explosion Meters

- Radiological Equipment

- Decontamination Equipment

(See Hazardous Material Annex for more details)

V. OPERATIONS AND CONTROL

A. Public Health actions to be taken during periods of heightened risk include:

- Notify the Monmouth County Health Department of the impending situation

- Maintain log of all notifications

- Assist with Public Information

1. Public Health direction and control will emanate from the Monmouth County Emergency Operations Center (EOC), when activated.

In circumstances when the Public Health emergency is impacting a single jurisdiction, the Monmouth County Health Department may send a representative to the Local EOC, where direction and control will emanate from.

During Emergencies when on scene incident command post is established,

health department direction and control will emanate from the Incident Command

Post (ICP)

2. The Monmouth County Health Department will maintain and verify current recall rosters of assisting agencies for public health emergencies

For Local assets, the recall roster is kept at the police desk and notification will be made through police headquarters.

B. The Public Health group will interact with emergency agencies during an emergency including the following:

- Police Department

- Fire Department

- First Aid Squad

- OEM Coordinator

- Local Elected Officials

1. The local Health Department Liaison will respond to the EOC during an emergency to assist with Public Health operations

2. Health officials in the field will report appropriate information to the Emergency

Operations Center via radio, cellular telephone, and telephone.

C. Monmouth County Public Health personnel, during nonbusiness hours - are dispatched by through the Monmouth County Sheriff’s Office Communications Center (732-577-8700). These dispatches are made through telephonic notifications to the on-call Health Duty Officer. During normal business hours the Monmouth County Health Department can be contacted at (732-431-7456).

During times of emergency the Monmouth County Health Department can be notified by the following:

- Telephone: (732) 431-7456

**24 hour emergency Monmouth county Communications 732-577-8700**

- Cellular Phones:

- Email

D. The Monmouth County Health Department will coordinate the inspection of distributing water supplies, food establishments and shelters from the Emergency Operations Center.

During times of emergency, water sampling will be conducted more frequently as deemed necessary by the Monmouth County Health Officer in conjunction with the local water department. Sampling is a function of the Water Regulation Department of Environmental Protection Bureau of Safe Drinking Water.

- During periods of certain type of emergencies

(i.e. food-borne illness, widespread power failure, and Fires), the

Monmouth County Health Department will follow the guidelines and recommendations of the New Jersey State Department of Health (NJDOH) and or the centers for Disease Control (CDC).

- During periods of certain types of emergencies (i.e. food borne illness, widespread power failure and fires), the Monmouth County Health Department will now follow the recommendations of the New Jersey State Department of Health (NJDOH) and the Center for Disease Control (CDC).

- The Monmouth County Health Department will be contacted to conduct sanitary inspections of shelter and congregate care centers prior to commencing their operations.

- During periods of emergency, when emergency shelters and congregate care centers have been opened, the Monmouth County Health Officer will coordinate Sanitary Inspections with the local Emergency Management Coordinator and any supporting agencies such as the Salvation Army and The American Red Cross.

E. The Monmouth County Health Department will coordinate the necessary prophylaxis of the identified at risk population, if warranted by threat of disease, the Coordinator will include the assistance of the following:

- Notification of NJDOH

- Physicians

- Nurses

- Volunteer Groups

- Medical Suppliers

- Other Governmental Agencies

F. Disease investigation:

- The Monmouth County Health Department is responsible for coordinating and reporting of all communicable disease investigations.

- The Monmouth County Health Department will conduct all follow ups as needed after the emergency has ended.

- The Monmouth County Health Officer will make final determination of patient's status in conjunction with physicians.

- The Monmouth County Health Officer, in consultation with the Monmouth County Medical Director will be responsible to follow all reporting procedures to New Jersey Department of Health as outlined in the New Jersey State Minimum Practice Standards.

- The Monmouth County Health Officer will be responsible to maintain all required records.

VI. RESPONSIBILITIES

A. The (MUNICIPALITY) is responsible to notify the Monmouth County Health

Department and local support agencies in the event of a public health emergency.

B. The Monmouth County Health Department maintains SOPs which address how the Public Health function will accomplish their emergency response.

C. The Monmouth County Health Department is contracted to provide Public Health services to the (MUNICIPALITY).

D. The (MUNICIPALITY) is responsible to contact the Monmouth County Health

Department in the event the expansion of mortuary services is needed in an emergency.

E. The (MUNICIPALITY) will maintain a log of Health Department activities as directed by Emergency Management Coordinator and the Monmouth County Public Information Officer for the Health Department function.

VII. CONTINUITY OF GOVERNMENT FOR PUBLIC HEALTH

A. There is a need for a line of succession for the person responsible for the public health functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

1. Monmouth County Health Officer
2. Designee as assigned by the Monmouth County Health Officer

B. Essential records and logs will be protected and preserved in accordance with New Jersey State Record Retention program and HIPPA permitted. Records and logs pertaining to public health will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

VIII. ADMINISTRATION AND LOGISTICS

A. The Monmouth County Health Department is responsible for maintenance of all records and reports required for the public health functions in an emergency.

B. The Local Chief Financial Officer is responsible for records regarding municipal expenditures for the public health functions in an emergency.

C. The Monmouth County Health Department will track all county vehicles and expenditures in accordance with established guidelines and procedures.

D. The procedures for obtaining supplies and equipment during an emergency will be in accordance with standing departmental orders as outlined in the Resource Management Annex.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

A. The local Health Department Liaison or OEM Coordinator is responsible for the maintenance of the Public Health Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.

B. The local Health Department Liaison or OEM Coordinator are responsible for review and updating of the Public Health Annex and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

X. DEFINITIONS

A. The following terms and acronyms were used in addition to those defined in the Basic

Plan:

NJDEP - New Jersey Department of Environmental Protection

NJSHD - New Jersey State Health Department

XI. REQUIRED APPENDICES AND ATTACHMENTS

(These attachments do not have to be included with the Plan but must be available for review by county and regional personnel)

PHA 1 Mutual Aid Agreements

PHA. 2 Public Health Contracts

(on file in Borough Clerk’s Office)

PHA. 2 Support Agencies Recall/Duty Roster

(on file with each respective agency)

**PHA-1 Public Health Mutual Aid Agreements**

(MUNICIPALITY) has entered into Intra-County Mutual Aid and Assistance Agreement between the (MUNICIPALITY) and participating Monmouth County municipalities and regional agencies as per Resolution (NUMBER) adopted on (DATE).

A copy of this resolution is on file with the Office of Emergency Management.