

Sentinel Laboratory-Emergency Preparedness Plan

Please find a draft BT Readiness Plan for Labs at Am. Society for Microbiology: <http://www.asm.org/images/pdf/BTtemplateRevised8-10-6.doc>

Download *Biosafety in Microbiological and Biomedical Laboratories (BMBL)* 5th edition at:

<http://www.cdc.gov/biosafety/publications/index/htm>

- 1) Use the BMBL starting in Section II to assess your laboratory's current biological risk assessment:
 - a) identify agent hazards (capability of agent to infect and cause disease)
 - b) identify laboratory procedure hazards (procedures that generate small particle aerosols)
 - c) determine appropriate biosafety level and any additional lab precautions (practices, safety equipment, and facility safeguards)
 - d) evaluate the proficiencies of staff (safe practices and safety equipment)
 - e) review risk assessment with a biosafety professional (or institutional biosafety committee)
- 2) Incorporate Biosafety Level 2 procedures, practices, equipment and Biosafety Level 3 barriers & PPE into your laboratory including the following:
 - a) a policy of NOT accepting environmental specimens (ie powders)
 - b) identification of BT agents (use blue 3-ring binder CDC BT Response Guide previously distributed): or go to <http://www.oregon.gov/DHS/ph/lrn/index.shtml> → biological preparedness → potential biological agents
 - c) use an assessment tool to determine level of proficiency (such as CAP-LPX unknowns provided free of charge by Or. State Public Health Lab)
 - d) provide safety training when manipulating BT agents (<https://lrn.hr.state.or.us/login/login.cfm> User name: biosafety Password: biosecurity)
 - e) chain of custody when requested by FBI (or other law enforcement) see chain of custody procedure under packaging & shipping in “b” above
 - f) packaging, shipping, and transporting of infectious substances (web-based P&S training site: see “b” home page above and click “Training and Outreach” on left side menu; to review OSPHL-PS go to “Biological Preparedness” and scroll down to Packaging and Shipping links.
- 3) Determine the internal and external partners and lines of communication needed in an “announced”(or overt incident); and during a suspicious organism “rule out and refer”(or covert incident):
 - a. Internal phone lists: (need to program facility fax to include accurate time and facility name)
 - i. phone numbers (home and cell) for facility administration
 - ii. phone numbers (home and cell) for lab micro staff
 - iii. infectious disease and infection control staff access numbers
 - b. External phone lists and fax numbers:
 - i. phone and fax numbers of equipment and micro media suppliers
 - ii. other local laboratories phone and fax numbers for back-up and “surge capacity” issues (find contact information in the secure Oregon LRN web site <https://lrn.hr.state.or.us/login/login.cfm> - you must be subscribed)
 - iii. the Oregon State Public Health Laboratory-(OSPHL)- 503-693-4100
 - iv. your county local public health dept. (LHD)
 - v. the state public health epidemiology dept. 24/7 971-673-1111 (this is also the after-hours OSPHL #); state and local epidemiology will activate the OSPHL after hours (see attached flow chart)
- 4) Miscellaneous lab policies:
 - a. policy on how to transport “rule out and refer” isolates to the OSPHL after hours (work with your Local Health Dept.); contact the OSPHL before sending BT related specimens (or specimens that would activate the OSPHL after hours): see flow charts below.
 - b. be active in the OSPHL Laboratory Response Network: 503-693-4100, 4123, 4124 Fax: 503-693-5603; LRN.Office@state.or.us

- c. create a policy on evaluating risk factors for lab staff and post exposure management
 - d. policy on flow of communication, communicating with media, coordination with local and state public health agencies, and lines of authority
 - e. create a policy for retaining aliquots of serum specimens; policy for the security of BT select agent isolates and how they would be destroyed within 7 days in your facility after identification and confirmation by the OSPHL
 - f. provide clear, consistent, understandable information, such as: fact sheets for patients, staff, visitors, general public
- 5) Provide training for staff . Consider a “table-top” and/or functional exercise to identify if your laboratory is proficient in all the above. Practice using the following flow charts. Access specimen transport exercises at: <https://lrn.hr.state.or.us/login/login.cfm> User name: lrnx Password: lrn

**Oregon State Public Health Laboratory (OSPHL) Algorithm:
Urgent Transport of Specimens to the OSPHL for Confirmatory Testing
During Normal Business Hours M-F 8-5**

OSPHL/Lab Response Network - BT agent identification found at: <http://www.oregon.gov/DHS/ph/lrn/index.shtml>

Case definitions and specimen collection information are found at the CDC <http://www.bt.cdc.gov/agent/agentlist.asp> and State Public Health Acute and Communicable Disease Epidemiology web site at: <http://public.health.oregon.gov/diseaseconditions/pages/index.aspx>

Sentinel Lab Roles and Responsibilities https://lrn.hr.state.or.us/home/h_about.cfm

1 - IDENTIFY “ANY UNCOMMON ILLNESS OF PUBLIC HEALTH SIGNIFICANCE” (ORS 433.004)
Examples:
 Novel Influenza (such as H5N1)
 Potential BT Agents:
 (Anthrax, Plague, Smallpox, etc.)
 Rabies
 SARS
When in doubt....REPORT!

4 - THE COUNTY PUBLIC HEALTH DEPARTMENT MUST REPORT TO THE STATE PUBLIC HEALTH DEPARTMENT

The County On-Call Staff, (or Preparedness Coord., or Communicable Disease Coord., or Environmental Dept. Staff, or Emergency Mgmt. Staff etc.) **will urgently report to the: State Public Health Epidemiology On-Call Staff.**
 At: 24/7 Phone #: 971-673-1111

2 – SENTINEL (hospital/clinic/office) LAB MUST REPORT...
 The Sentinel Laboratory (ORS 433.004) staff **will urgently report any of the above suspected organisms to: The County Public Health Department**
 At: 24/7 Phone # _____

5 - THE STATE PUBLIC HEALTH EPIDEMIOLOGY DEPARTMENT APPROVES CONFIRMATORY TESTING
 After Consultation with County Public Health and case’s physician, the State Epidemiology Staff **will approve confirmatory testing at the OSPHL and notify the appropriate OSPHL manager.**
 OSPHL: 24/7 Phone #: 503-693-4100

3 - PHYSICIAN MUST REPORT...
 Case's Physician (ORS 433.004) Or Designee such as Emergency Room/Nursing Superv. Staff, Or infection Control Coord., etc. **will urgently report case to: County Public Health Department**
 At: 24/7 Phone # _____

6-TRANSPORT OF SPECIMENS TO THE STATE PUBLIC HEALTH LABORATORY....

The Sentinel Laboratory will **strategize** with the County Health Department and the OSPHL on how to transport the specimens **urgently** to the OPSHL **AND Sentinel Laboratory Staff will notify** the OSPHL of the time of specimen transport.

Oregon State Public Health Laboratory (OSPHL) Algorithm:

Urgent Transport of Specimens to the OSPHL for Confirmatory Testing

AFTER Normal Business Hours (M-F 8-5)

1 - IDENTIFY "ANY UNCOMMON ILLNESS OF PUBLIC HEALTH SIGNIFICANCE" (ORS 433.004)

Examples:

Novel Influenza (such as H5N1)

Potential BT Agents:

(Anthrax, Plague, Smallpox, etc.)

Rabies,

SARS,

Others.....

When in doubt.....REPORT!

4 - THE COUNTY PUBLIC HEALTH DEPARTMENT MUST REPORT TO THE STATE PUBLIC HEALTH DEPARTMENT

The County On-Call Staff, (or Preparedness Coord., or Communicable Disease Coord., or Environmental Dept. Staff, or Emergency Mgmt. Staff etc.) will urgently report to the: State Public Health Epidemiology On-Call Staff

At: 24/7 Phone #: 971-673-1111

After-hours this # is answered by a physician's answering service, who in turn contacts on-call medical epidemiologist

2 – SENTINEL (hospital/clinic/office) LAB MUST REPORT

The Sentinel Laboratory (ORS 433.004)

staff will urgently report any of the above suspected organisms to the:

County Public Health Department

At: 24/7 Phone # _____

5 - THE STATE PUBLIC HEALTH EPIDEMIOLOGY DEPARTMENT APPROVES CONFIRMATORY TESTING

After Consultation with County Public Health and case's physician, the State Epidemiology Staff will activate the OSPHL and approve after-hours confirmatory testing; AND notify the OSPHL on-call manager (from a current on-call OSPHL list) to activate the OSPHL.

3 - PHYSICIAN MUST REPORT...

The Case's Physician (ORS 433.004)

Or Designee such as Emergency Room/Nursing Superv. Staff, Or infection Control Coord., etc. will urgently report case to the:

County Public Health Department

At: 24/7 Phone # _____

6-TRANSPORT OF SPECIMENS TO THE STATE PUBLIC HEALTH LABORATORY

The Sentinel Laboratory will strategize with the County Health Department and the OSPHL on how and when to transport the specimens urgently to the OPSHL AND the Sentinel Laboratory Staff will have the County or State Public Health (971-673-1111) notify the OSPHL of the time of specimen transport.

The after-hours 503-693-4100 OSPHL Phone message lists the 24/7 971-673-1111 State Public Health Epidemiology number as the OSPHL after-hours contact #.

Sentinel Laboratory After-Hours Urgent Transport of Specimens Log and Specimen Submission to the Oregon State Public Health Lab (OSPHL)

**503-693-4100, 3150 NW 229th , Hillsboro, Oregon 97124
After-Hours Number 971-673-1111 (epidemiologist on-call)**

(Examples- Possible: [Biothreat Agent http://www.bt.cdc.gov/agent/agentlist.asp](http://www.bt.cdc.gov/agent/agentlist.asp) Identified;
Or a Potential Outbreak Scenario; or Other Public Health Threat Event).

1) **Call received** from Emergency Department or Infection Control staff or designee person to Sentinel Lab requesting urgent transportation of specimen or culture to OSPHL.

Time call received: _____ Person making call: _____ Person receiving call: _____

2) **Verification of transportation options** (list options below): Determine if **same day** or **overnight** transport.

a) _____ b) _____ c) _____

Possible time options determined: _____

3) **After Hours call to County Public Health** or **After-hours state epidemiologist on-call at 971-673-1111** to coordinate urgent transport request:

Time call placed: _____ Time call returned: _____

Name of County/State Public Health: employee and notes and instructions from that person: _____

4) **Determination of packaging needed:** If [Category A, or suspect Category A—see chart on page 12](#)

http://www.phmsa.dot.gov/staticfiles/PHMSA/DownloadableFiles/Files/Transporting_Infectious_Substances_brochure.pdf

If Category A, use OSPHL Infectious shipper Packaging Materials previously sent to all Oregon micro labs and county public health departments.

(see http://public.health.oregon.gov/laboratoryservices/laboratoryresponsenetwork/pages/biological_preparedness.aspx

5) Include an OSPHL [Chain of Custody https://lrn.hr.state.or.us/documents/docs/OSPHLChainOfCustody.doc](https://lrn.hr.state.or.us/documents/docs/OSPHLChainOfCustody.doc) form.

6) Send sample to OSPHL. Time of shipment _____ Estimated Time of Arrival for delivery to OSPHL _____

7) Time results obtained and printed from OSPHL (access OSPHL test results on secure web portal OSPHL Web Access to test results:

<https://phlws.hr.state.or.us> _____

8) Results forwarded to: Case’s physician, County Public Health, etc. _____

Comments:
