

IMPLEMENTING A PHEOC		
16	<input type="checkbox"/> A clear operational structure based on the IMS and comprising (i) Management, (ii) Operations, (iii) Planning, (iv) Logistics and (v) Finance and Administration functions is in place <input type="checkbox"/> Staff, trained in emergency response management and mission-critical public health activities and objectives, are available to fill key PHEOC roles at all times <input type="checkbox"/> A roster of incident managers is maintained <input type="checkbox"/> The PHEOC facility manager has been appointed <input type="checkbox"/> The information manager has been appointed	
17	The PHEOC has the capability to: <ul style="list-style-type: none"> <input type="checkbox"/> prepare public health alerts <input type="checkbox"/> conduct web surveillance to detect and correct of rumours, public and interest group concerns and media misinformation 	
18	<input type="checkbox"/> Infrastructure, personnel and procedures are in place sufficient to support IHR (2005) notification requirements (surveillance, detection, reporting, IHR focal point) <input type="checkbox"/> The PHEOC has the capability to produce and share a common operational picture	
19	<input type="checkbox"/> The PHEOC has the capability to direct and support logistical operations for the acquisition, storage, transportation and delivery of PPE, medical equipment, pharmaceuticals, laboratory supplies and medical countermeasure supplies for public health emergency responses in country	
20	<input type="checkbox"/> The PHEOC has the capability to provide logistical and operational support for team(s) and protect the health and safety of deployed teams	
21	<input type="checkbox"/> Administrative policy has been formulated to support emergency contracting, hiring, procurement and management of donor funds.	

CORE COMPONENTS OF A PHEOC	
Plans and procedures	
22	<input type="checkbox"/> PHEOC plans (EOC plan and CONOPS) have been approved
23	The PHEOC plan/handbook for staff includes: <ul style="list-style-type: none"> <input type="checkbox"/> A concept of operations <input type="checkbox"/> Map of the PHEOC workstations, rooms and inventories of equipment <input type="checkbox"/> Routine staffing requirements <input type="checkbox"/> Standard operating procedures <input type="checkbox"/> Forms and templates for data collection, reporting, briefing etc <input type="checkbox"/> Documentation and records management processes <input type="checkbox"/> Role descriptions and job aids for PHEOC functional positions <input type="checkbox"/> Response levels and thresholds <input type="checkbox"/> Activation, scaling, deactivation thresholds and procedures <input type="checkbox"/> Contact information for key officials and PHEOC personnel <input type="checkbox"/> Notification and communication protocols with host agency, response organizations and partner agencies.
24	<input type="checkbox"/> Procedures and equipment are in place to establish and maintain communications between the IHR Focal Point and WHO Regional and Headquarters offices
25	<input type="checkbox"/> Where relevant, hazard-specific response annexes have been developed to address chemical, infectious disease, radiological or food and water safety threats.
26	<input type="checkbox"/> Procedures in place for credentialing and permitting access for health professionals from other jurisdictions to operate in-country
27	The PHEOC has a Business Continuity Plan (Continuity of Operations Plan) which includes: <ul style="list-style-type: none"> <input type="checkbox"/> Priority functions that need to be maintained <input type="checkbox"/> Key personnel that are needed to implement the plan <input type="checkbox"/> Alternative/backup PHEOC site(s) and relocation plans <input type="checkbox"/> Records and data management procedures <input type="checkbox"/> Processes for maintaining critical external communications <input type="checkbox"/> Activation, notification and deactivation procedures
28	The PHEOC has a communications plan for emergency public information and warning that outlines: <ul style="list-style-type: none"> <input type="checkbox"/> Triggers for issuing information to general public or specific audiences <input type="checkbox"/> Message templates for priority threats <input type="checkbox"/> Roles and responsibilities for communications staff <input type="checkbox"/> Procedures for developing and approving new messages <input type="checkbox"/> Procedures for issuing risk communications using traditional media, official social media accounts and agency website posting. <input type="checkbox"/> Process for developing linguistically and culturally appropriate messages. <input type="checkbox"/> Approval authorities for external messages.

29

- Deactivation and demobilization plans describe procedures for notification, closing procedures, debriefings, records management, restoring and repatriating staff and supplies to pre-incident levels or to regular roles.

Framework for a Public Health Emergency Operations Centre

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