

Mississippi Pandemic Influenza Incident Annex



Approved: 14 June 2019

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Section I: General Considerations and Planning Assumptions

A. Introduction

Governor's Executive Order No. 1022 established the Mississippi Pandemic Influenza (PI) Incident Annex Planning Steering Committee to direct the development of a comprehensive Pandemic Influenza Annex and serve as the senior advisory council in all matters related to Mississippi's Pandemic Influenza Incident Annex. The Steering Committee is chaired by the State Epidemiologist and comprised of representation from:

- Mississippi Commission for Volunteer Service
- Mississippi Department of Agriculture and Commerce
- Mississippi Department of Education (K-12)
- Mississippi Department of Finance and Administration
- Mississippi State Department of Health
- Mississippi Department of Human Services
- Mississippi Department of Public Safety – Office of Homeland Security
- Mississippi Economic Council
- Mississippi Emergency Management Agency
- Mississippi Governor's Office
- Mississippi National Guard
- Mississippi Office of the Attorney General
- Mississippi State Personnel Board

The Executive Order further directs the development of workgroups to support and assist the Steering Committee, other state agencies and stakeholders in executing the development of a comprehensive State PI Incident Annex. In June 2009, the Steering Committee established the following workgroups:

- Community Mitigation Strategies
- Healthcare and Public Health Capacity
- EMS, Public Safety and 9-1-1 Capacity
- Federal Agencies and Foreign Missions
- Identification and Maintenance of Essential Government Functions
- Identification and Maintenance of Critical Infrastructure

The workgroups were assigned the following activities as related to their assigned topic:

- Confirm identified gaps in portions of the existing State PI Annex that are assigned to the workgroups
- Assist with fact gathering
- Review and approve draft sections of the Annex
- Identify recovery operations

B. Purpose

When operationalized, elements of this Annex are designed to reduce morbidity and mortality associated with PI for the residents of Mississippi as well as reduce the impact of a PI on the maintenance of government services and critical infrastructure. Additionally, execution of the elements of this Annex is designed to minimize the broader economic and social impact of a PI on the population of the state of Mississippi.

C. Scope

This Annex establishes a framework for management of statewide operations in response to Pandemic Influenza (PI) with appropriately scaled and structured responses. It establishes policies and procedures by which the state shall coordinate local and state preparedness, response and recovery efforts for a PI. The Annex identifies and provides a broad series of guidelines for action if a PI threat is realized and addresses all events and activities deemed necessary by the State Health Officer or his/her designee to execute a coordinated statewide response.

This Annex focuses on preparedness activities as well as response and recovery operations. Prior to activation, this Annex is intended to be utilized as a guide for preparedness activities. Upon activation, it serves to complement the Mississippi Comprehensive Emergency Management Plan and agency and organization specific response plans, policies and procedures to provide a common operating framework for the execution of response and recovery operations.

D. Situation

A PI represents a public health emergency that impacts all sectors of society. Its occurrence is also unique in that it is considered inevitable. A PI occurs when a significant antigenic drift or shift occurs in an influenza virus, resulting in a novel strain that spreads efficiently from person-to-person, to which the population has not been exposed and for which there is no underlying immunity. The severity of a PI event is generally variable and unpredictable. There have been four PI events in the past century: 1918, 1957, 1968 and 2009. The PI event of 1918 is considered to be one of the most severe disease events in known history.

A large number of influenza cases will increase the burden to hospitals and other healthcare infrastructure. Morbidity and mortality may disproportionately impact younger and healthier people (as was experienced in 1918) and will reduce the availability of workers due to worker illness or workers caring for those who are ill. Limitation of social interactions will decrease opportunities for disease transmission. This and other mitigation strategies will likely create additional burdens upon the productivity and availability of the workforce.

Medical countermeasures emphasize prevention of influenza through immunization and targeted use of appropriate antivirals for treatment and limited use as prophylaxis for exposed high-risk populations. The anticipated time for vaccine development can be up to six months. Additional lag times associated with the development and availability of the vaccine in sufficient quantities for the total population must also be anticipated. Antivirals may be of limited value as resistance to these drugs has been noted in many previous seasonal and novel influenza cases.

E. Planning Assumptions

The development of the Mississippi PI Incident Annex is based on the following assumptions:

- All areas of the public and private sectors will be adversely affected by a pandemic influenza.
- Aid and resources outside of Mississippi will be limited.
- The population will have no underlying immunity to the novel influenza strain.
- Asymptomatic or minimally symptomatic individuals may transmit the virus.

- Once efficient human-to-human transmission is established, the virus will be transmitted similar to seasonal influenza.
- The majority of influenza cases will not experience severe outcomes.
- The seasonality of Pandemic Influenza (PI) cannot be predicted with certainty.
- There may or may not be significant lead time between the detection of a novel influenza strain and its full impact upon Mississippi.
- The pandemic may last up to 18 months and may occur in multiple waves, with varying morbidity and mortality.
- Each wave of disease will last up to four months.
- Vaccine will not be available for at least the first four to six months of the pandemic and will initially be of limited availability.
- Due to limited quantities and production capacity of vaccine, vaccination of the population may take up to 20 months to complete once vaccine is initially available.
- Non-pharmaceutical interventions will likely be the principle disease mitigation strategy until a vaccine becomes widely available.
- Antivirals may not be effective against the novel influenza strain, or the strain may acquire resistance.
- Antivirals will not be indicated for all populations.
- Mandatory isolation and quarantine measures may be necessary if the pandemic is severe.
- Workplace absenteeism due to illness or caring for the ill may be in excess of 40% for up to eight weeks during the peak of the pandemic and at lower levels throughout.
- The flow of critical goods and services provided by vendors, contractors and consultants may be interrupted.
- The economic impact of PI on the state of Mississippi could be in excess of \$4.9 billion² in a severe pandemic.

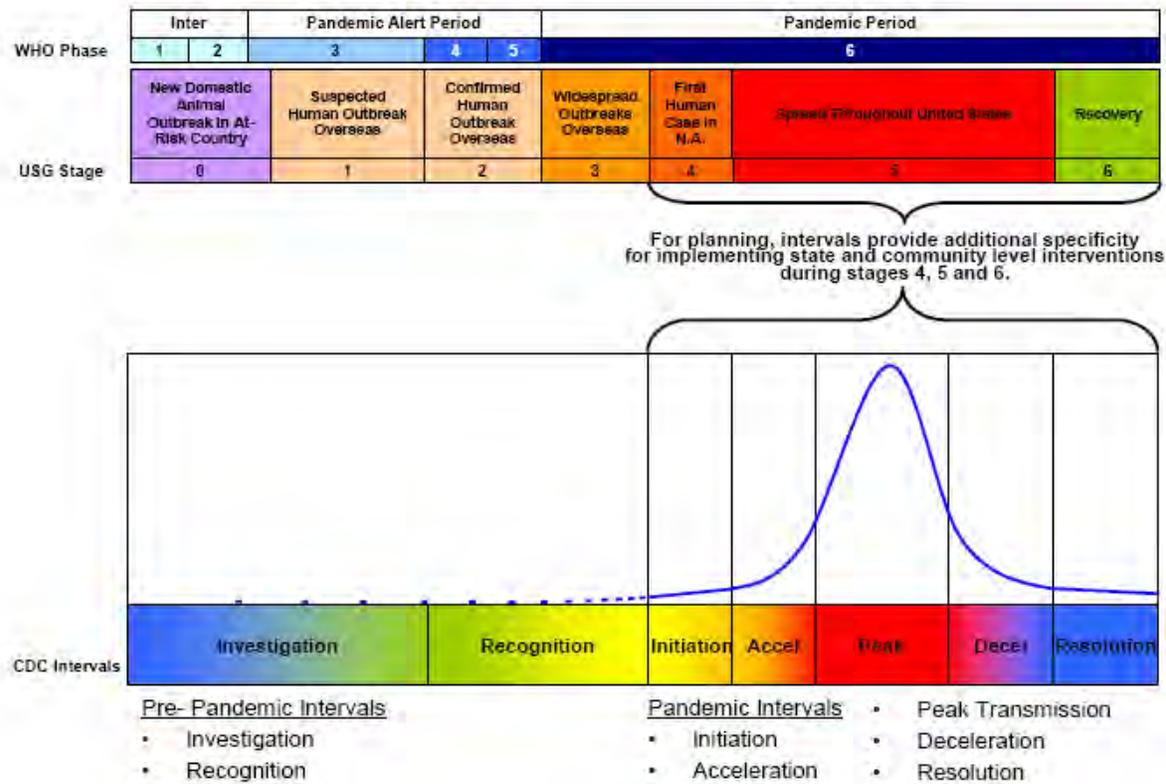
F. Concept of Operations

The Mississippi PI Incident Annex rests on a conceptual framework of disease spread coupled with disease severity. For activities surrounding preparedness, communication, surveillance, detection, response and containment, this Annex aligns with the U.S. Government and the Centers for Disease Control and Prevention response intervals. Figure 1 shows the alignment of these different measures of a response with the epidemic curve of a pandemic wave. The blue line is a notional representation of the disease burden over time. The World Health Organization (WHO) also has phases of response based on global measures of disease spread. While the WHO phases are significant in monitoring the global situation, they generally do not directly influence local and state response operations. The other determinant of response is the severity of the disease once people become infected, which is measured by the Pandemic Severity Index and is illustrated in Figure 2.

² *Issue Report: Pandemic Flu and the Potential for US Economic Recession – A State-by-State Analysis*, Trust for America's Health, May 2007

Figure 1³: World Health Organization (WHO) Phases, U.S. Government (USG) Response Stages and Centers for Disease Control and Prevention (CDC) Pandemic Intervals

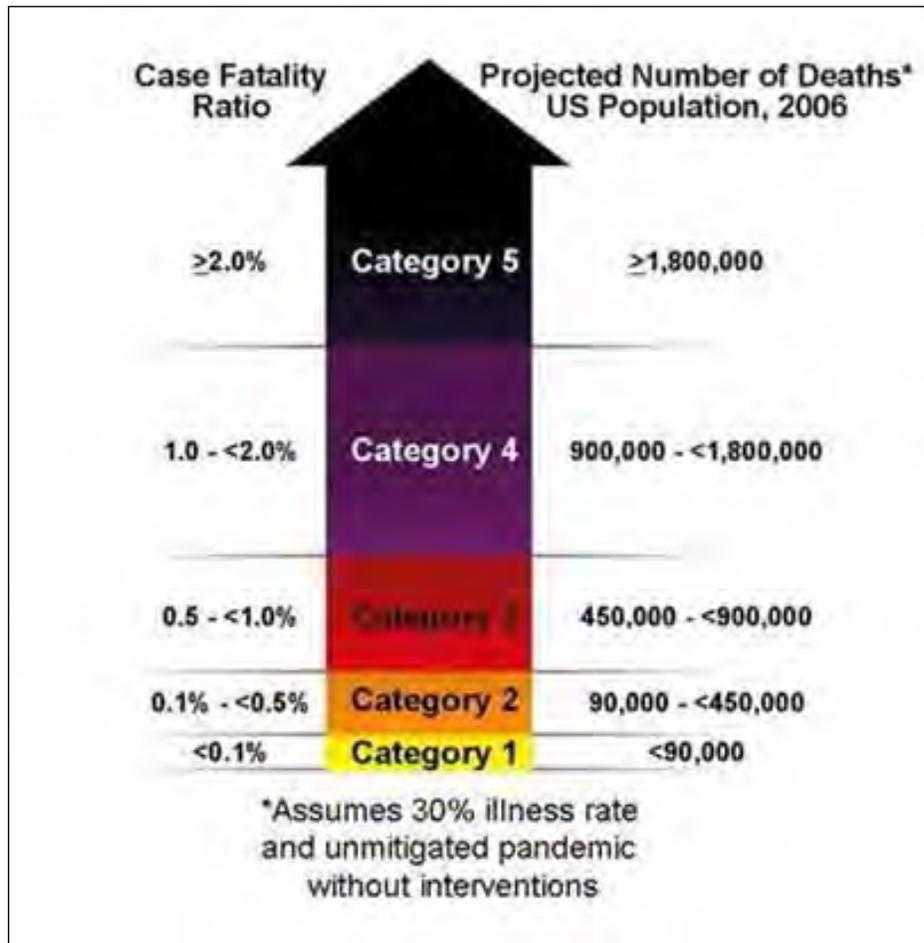
The figure below represents the relationship of the different response stages as defined by WHO, USG and CDC overlaid on a notional epidemic curve. This shows an approximation of how the phases/intervals escalate along with the epidemiology of a pandemic.



³ From *Federal Guidance to Assist States in Improving State-Level Pandemic Influenza Operating Plans*, March 11, 2008.

Figure 2²: Pandemic Severity Index

The figure below represents the definitions used by the Centers for Disease Control and Prevention to determine the severity of a pandemic based on the Case Fatality Ratio and includes an approximate estimate of the number of U.S. deaths from a pandemic of each severity throughout the entirety of a pandemic.



1. Alignment with National Response Framework

The response to Pandemic Influenza (PI) will be managed by the state of Mississippi through the Emergency Support Function (ESF) structure outlined in the Mississippi Comprehensive Emergency Management Plan (CEMP). The Mississippi CEMP is based on the National Response Framework, as outlined in the CEMP.

Due to the public health and medical nature of PI, ESF 8, Public Health and Medical Services, will be the lead ESF for overall response efforts and the Mississippi State Department of Health will serve as the primary agency for the state.

2. Use of National Incident Management System

The state of Mississippi adopted the National Incident Management System (NIMS) as the fundamental principle of incident management in the Governor's Executive Order Number 932. NIMS provides a consistent nationwide approach for local, state, Federal and tribal governments, as well as the private sector and non-governmental organizations, to work together to prepare for, prevent, respond to, and recover from domestic incidents regardless of cause, size or complexity. This structure is reflected in the Comprehensive Emergency Management Plan and all annexes and associated plans.

3. Local, State, Interstate and Federal Coordination

Local

The initial responsibility for the first level of Pandemic Influenza (PI) response, emergency actions, direction, control and coordination rests with the local government through both its elected and appointed officials. County and municipal governments will function in a PI event in accordance with local laws and community requirements.

During a PI incident, local jurisdictions and public health entities are responsible for coordinating healthcare activities within the community and should work with local health departments and hospitals to:

- Improve communication with medical care providers and healthcare organizations.
- Monitor local hospital resources (e.g., adult and pediatric hospital beds, intensive care unit beds, emergency department beds, medical supplies, mortuary capacity, respirators and other equipment).
- Monitor other local healthcare facilities and/or resources such as community health centers.
- Address emergency healthcare staffing needs and other medical surge capacity issues.
- Encourage coordination among state and Federal healthcare facilities, such as Veterans Administration hospitals, Indian Health Service facilities and Department of Defense hospitals.
- Conduct contingency planning with:
 - Private sector groups that support hospital functions to ensure continuity of operations during the pandemic.
 - Public utilities to ensure continued service during the pandemic.
 - Local law enforcement agencies who can help maintain order if a hospital is overwhelmed by a large volume of patients.
- Identify alternative care sites for patient care (child and adult) and sites for quarantine.
- Identify community-based organizations that can provide psychological and social support to healthcare workers, public health field workers and other emergency responders and to the public.

Counties and municipalities should become signatories of the Statewide Mutual Aid Compact, which allows for deployment of resources statewide. Counties and other localities should implement mutual aid agreements with other entities within their region based upon their expected need for resources to adequately respond to the PI event.

State resources may be requested and made available through the County Emergency Operations Center (EOC) or through the Unified Coordination Group at the County EOC to the Mississippi Emergency Management Agency (MEMA). Public health resources are generally requested through the County Health Department to the State Department of Health.

Local government officials should request needed assistance from the State utilizing the most effective means of communication available with the ultimate goal of providing written or electronically produced requests. Requests for assistance from local government will, at a minimum, contain the following:

- Specifics of the Pandemic Influenza (PI) event.
- Special provisions deemed necessary to cope with the situation.

Local government officials, through the emergency management director or designee, are expected to coordinate with MEMA consistent with the Concept of Operations in the Comprehensive Emergency Management Plan (CEMP) Plan.

State

The state of Mississippi will coordinate the mobilization of state resources to assist local response efforts and coordinate requests for additional support from Federal and interstate resources. The Mississippi State Department of Health (MSDH) will be the coordinating agency for response operations and will work within existing coordination and communication structures as appropriate. However, a request may be made for the Governor to declare a state of emergency (MS Code 33-15-11) to enact emergency powers and enhance the ability to support response operation for any of the following reasons:

- The scope of coordination exceeds the capacity of the MSDH to manage it, requiring the activation of the State Emergency Operations Center.
- The scope of response becomes, or is anticipated to become, too costly to accommodate with existing funds.
- The response includes significant Federal involvement requiring disaster-specific systems to be in place.
- There is a need for agencies and/or individuals to operate outside of existing rules/regulations for a temporary period of time.

Interstate

Assistance can be requested from other states through the Emergency Management Assistance Compact as outlined in the CEMP Plan and Emergency Support Function 8 Annex and through requests for assistance through the MSDH Office of Epidemiology. Other states may request assistance from the state of Mississippi through these mechanisms. Assistance may be limited, particularly as the PI progressively impacts the region and the nation.

Federal

The role of the Federal government in PI response will differ in many respects from its role in most other natural or manmade events. The distributed nature of PI, as well as the sheer burden of the disease across the nation, suggests that the physical and material support that states, localities, and tribal entities can expect to receive from the Federal government will be limited in comparison to the aid it mobilizes for geographically and temporally bounded disasters like earthquakes or hurricanes.

The Federal government will bear primary responsibility for certain critical functions, including the support of disease containment efforts overseas and limitation of the arrival of a Pandemic

Influenza (PI) to our shores; provision of clear guidance to local, state and tribal entities, the private sector and the public on protective measures and responses that should be taken; modifications to the law and regulations to facilitate the national pandemic response; and modifications to monetary policy to mitigate the economic impact of a PI on communities and the nation.

The Federal response is coordinated under the National Response Framework, with the U.S. Department of Health and Human Services (HHS) serving as lead agency for Emergency Support Function (ESF) 8, Public Health and Medical Services. Other Federal agencies, such as the U.S. Department of Agriculture, also have responsibilities and capabilities that may be required in a PI.

The Federal Department of Homeland Security provides support by working with HHS to communicate situational updates among public and private entities as well as provide available assistance through the activation and coordination of Federal Emergency Management Agency and response resources.

Requests for federal assistance will be made by the Mississippi Emergency Management Agency (MEMA) through the structures identified in the Comprehensive Emergency Management Plan (CEMP). Requests for assistance from the Centers for Disease Control and Prevention (CDC) may be made through the State Epidemiologist and the Mississippi State Department of Health (MSDH) Office of Epidemiology.

G. Operational Phases

Outlined below is an overview of operations at the state level. Detailed tasks by agency and functional area are described in Section II of this Annex. A guide to support coordination within ESF based on the pandemic interval and severity is also provided in Attachment C.

1. Preparedness

Preparedness activities identified in this Annex include activities that should be undertaken prior to the occurrence of a pandemic to mitigate impact on the state of Mississippi. These activities will ensure a higher level of operational readiness should a pandemic emerge rapidly.

Planning

The MSDH has primary responsibility for preparedness activities in order to mitigate the impact of PI. Preparedness activities involve the identification of new and emerging infectious diseases including novel strains of influenza, prevention and control the spread of disease to the Mississippi population, and the development of operational capacity and capability in order to respond to and recover from PI events. The MEMA has the primary responsibility for ensuring that planning activities are consistent within the current planning structures including the Mississippi CEMP and the National Incident Management System as well as the National Response Framework. All agencies and organizations are responsible for developing and maintaining Continuity of Operations Plans with pandemic specific information.

All state agencies and organizations are responsible for developing internal PI plans and procedures to carry out their responsibilities and essential functions throughout a PI event.

Training

The Mississippi State Department of Health (MSDH) is responsible for preparing and providing Pandemic Influenza (PI) awareness training materials to Mississippi agencies and organizations as requested. Such training should occur at least annually to inform state personnel about essential elements related to PI planning, response and recovery.

Exercising

The MSDH, the Mississippi Emergency Management Agency and the Mississippi Department of Public Safety - Office of Homeland Security will incorporate PI response functions into the Multi-Year Exercise Plan such that exercises support testing of the impacts of PI on response efforts, familiarize personnel with their responsibilities, and evaluate the effectiveness of PI response planning.

Alert Notification

Information sharing and coordination systems, including communicating pandemic alert levels and the degree of state response activation for pandemic response are outlined in Section II.O of this Annex. While a pandemic may not necessarily fall into response categories, there are elements of response that may serve to operationalize some elements of this Annex in the preparedness phase. This includes information sharing mechanisms, enhancing epidemiology and surveillance systems and enhancing preparedness activities based on evidence there is an increased likelihood of a pandemic impacting Mississippi in the near-term.

Preparedness activities correspond with the following federal measures:

U.S. Government (USG) Stage: 0/1/2/3

Centers for Disease Control and Prevention (CDC) Interval: Investigation, Recognition

Triggers indicating that Mississippi could be affected:

Ongoing preparedness activities in the absence of known pre-pandemic disease activity (USG Stage 0).

Suspected overseas reported by World Health Organization or CDC may add urgency to preparedness activities (USG Stage 1).

Confirmed human cases overseas reported by World Health Organization or CDC may add urgency to preparedness activities (USG Stage 2 and 3).

2. Response

Response activities include operations executed throughout a Pandemic Influenza (PI) event impacting the state of Mississippi. The response phase will include steps to activate response systems, prevent the spread of disease, prevent severe clinical outcomes in the ill, ensure that adequate support exists for response activities and ensure the continuity of operations across the state. Detailed response activities by agency and/or organization and Emergency Support Function(s) (ESF) are in Section II of this Annex.

Response Activation

In general, this Annex will be activated for response activities by the State Health Officer or designee in coordination with the Mississippi Emergency Management Agency (MEMA), the Office of the Governor and other agencies and/or organizations as appropriate. Levels of activation of this Annex are based on the response effort and resources indicated by the severity of the event.

There are four levels of activation:

Level 1 Normal Operation – Agencies conduct normal operations and preparedness activities consistent with this Annex. Resources and costs are managed under usual management structures. The Mississippi State Department of Health (MSDH) may conduct enhanced surveillance and communication/coordination operations based on the current pandemic information from federal and international health agencies.

Level 2 Enhanced Operations – Some required response activities are occurring and necessitate communication between agencies and organizations. Resources and funding to support these response activities may be conducted outside normal departmental procedures at the direction of their parent agency and/or organization; however, funding and resources continue to be the responsibility of the responding agency and/or organization. The mobilization of medical resources, including the Federal Strategic National Stockpile, may be initiated and distributed based on need and availability. Some community mitigation measures may be recommended.

Level 3 Governor Declared State of Emergency – Mississippi State of Emergency powers are instituted and under such authority of agencies and/or organizations may be eligible for reimbursement of expenses related to response activities. Resources are fully coordinated by agencies organizations within the ESF Response Framework. Community mitigation measures will be implemented and management of scarce medical resources will be coordinated by the MSDH.

Level 4 Federal Declaration of an Emergency – Similar to Level 3 but with additional federal assistance available, including the reimbursement of costs for certain response activities under the Stafford Act. The federal coordinating systems are fully activated.

Statewide Command and Control

Upon initiation of a PI response, the MSDH will be the primary agency and will coordinate response activities. In the event of a Governor-declared state of emergency, the MEMA and the State Emergency Operations Center will serve as the coordinating structures for response operations.

Statewide command and control mechanisms and parameters under a declared state of emergency are defined in the Mississippi Comprehensive Emergency Management Plan (CEMP). Specifically, the CEMP defines Mississippi Emergency Management Agency (MEMA) as the primary interface between local authorities and the state during an emergency. The Emergency Support Function (ESF) 8 further defines the Mississippi State Department of Health (MSDH) as the responsible state authority for command and control of public health emergencies. The MEMA and the MSDH will coordinate state level command and control during Pandemic Influenza (PI).

Response activities correspond with the following federal measures:

United States Government (USG) Stage: 4/5

Centers for Disease Control and Prevention (CDC) Interval:

Initiation/Acceleration/Peak/Deceleration.

Trigger indicating that Mississippi could be affected: There are laboratory confirmed human outbreaks in North America.

Trigger indicating that Mississippi is affected: One or more clusters of novel influenza with sustained and efficient human-to-human transmission in Mississippi or bordering states (USG Stage 4).

Trigger indicating that Mississippi is affected: Any laboratory-confirmed⁴ case of PI detected within Mississippi or suspicion of PI in Mississippi as determined by the MSDH Office of Epidemiology.

3. Recovery

Recovery activities are steps taken to return the state to normal functioning. Emergency measures taken are scaled back, and work is focused on resolving any problems caused by the pandemic including the social and economic impact of the illness itself as well as from the necessary response measures.

Demobilization of Response

As influenza activity decreases and incidence and severity of influenza begin to align with seasonal influenza activity, demobilization of many response activities may be initiated.

Demobilization activities may include:

- Discontinuation of community mitigation activities.
- Facilitation of recovery of public health and healthcare institutions.
- Facilitation of recovery of infrastructure.
- Preparation for the potential of a subsequent wave of PI activity.
- Replenishment of stockpiles/caches of resources.

⁴ Confirmed by a Laboratory Response Network (LRN) Reference Laboratory (not a Sentinel Laboratory)

Recovery Process

During a declared state of emergency, the Mississippi State Department of Health (MSDH), Public Health Command/Coordination Center will convene with the State Epidemiologist and other appropriate stakeholders to assess criteria for potential cessation of enhanced public health support and generate a demobilization plan to describe reduction of surveillance operations and staged withdrawal of response operations. Detailed recovery responsibilities are included in Section II of this Annex.

Funding and Compensation

All funding and reimbursement for Pandemic Influenza (PI) activities will be managed by individual agencies under their normal authority and responsibility. Under a Governor's State of Emergency or Presidential Disaster Declaration, the Mississippi Emergency Management Agency will be responsible for providing technical assistance for reimbursement for funding made available under these declarations.

Mental Health and Workforce Support

Mental health of the workforce is a function that will need to be addressed throughout a pandemic response and will be a critical factor in returning to normalcy across the state. All agencies are responsible for identifying resources to support their staff. However, at the request of state agencies and organizations, the Department of Mental Health and Emergency Support Function (ESF) 8 can provide assistance in identifying mental health and workforce support services.

Integrating Lessons Learned

Throughout the phases of a pandemic, it is anticipated that there will be significant periods (several weeks at a time) of reduced disease activity. Based on disease surveillance data, the MSDH will identify when Mississippi is entering one of these interim periods between phases of disease activity. During this time, individual agencies will identify required actions in preparation for potential subsequent waves of the PI. All agencies and/or organizations will identify and implement corrective actions that can be taken prior to an anticipated subsequent wave of disease activity.

All recovery operations will include debriefings of response operations by the participating agencies and/or organizations. Results of these debriefs will drive after action reports and corrective actions to this Annex and agency and/or organization specific plans and procedures.

Recovery activities correspond with the following Federal measures:

United States Government Stage: 6

Centers for Disease Control and Prevention (CDC) Interval: Recovery

Trigger indicating that Mississippi could be affected: Laboratory confirmed human outbreaks throughout the United States are only occurring sporadically.

Trigger indicating that Mississippi is affected: Laboratory confirmed PI cases are occurring only sporadically in Mississippi, as defined in the CDC surveillance criteria, or if the Mississippi healthcare system utilization is approaching pre-pandemic levels.

Detailed recovery activities by agency and/or organization and ESF are located in Section II of this Annex.

Section II: Operational Objectives

The section is divided into subsections that are organized to be inclusive of all functions described in the Centers for Disease Control and Prevention's *Federal Guidance to Assist State in Improving Pandemic Influenza (PI) Operating Plans*. Each subsection is intended to be sufficient as an independent document to outline major tasks associated with each response function by phase of response and by state agency and/or organization. The sections are also organized to direct the reader to specific supporting capabilities, programs and procedures that exist in agency and/or organization specific response plans that are critical to the execution of the tasks identified in this section. To further support the implementation of these tasks, an Emergency Support Function (ESF) Coordination Guide is provided as Attachment C to this Annex.

A. Sustain Operations of State Agencies and Support and Protect Government Workers

Coordinating Emergency Support Function

ESF 5 Emergency Management

Primary Agency

Mississippi Emergency Management Agency (MEMA)

Supporting Agencies and Organizations

All State Agencies and Organizations

Mississippi Department of Finance and Administration

Mississippi Department of Information Technology Services

Mississippi Department of Mental Health

Mississippi Department of Public Safety - Office of Homeland Security

Mississippi State Personnel Board

Mississippi State Department of Health

The state of Mississippi performs numerous services and functions on which the residents of the state depend. The state has identified essential services and functions and established plans and strategies to continue them in the case of emergencies and specifically in the event of large-scale personnel impacts of PI. The key component to continuing operations during a PI is prevention of disease and protection of government employees.

The state adopts the approach that expertise, time and effort focused on prevention and preparedness will pay dividends when response and recovery are needed. The following sections outline prevention and preparedness, response and recovery activities in the areas of protecting government workers and sustaining the operations of state agencies in a PI.

The MEMA is responsible for coordinating and assisting continuity of operations planning for state government and will maintain copies of state agency Continuity of Operations Plan (COOP). As part of the PI planning process, agencies have examined the particular implications of PI on their ability to continue essential functions. Each agency/department selects a PI COOP Coordinator; this person may be the same individual who serves as the agency/department's

overall Continuity of Operations Plan (COOP) Coordinator as identified in the roster maintained by the Mississippi Emergency Management Agency.

1. Prevention and Preparedness Tasks and Responsibilities

Prevention and preparedness for sustaining state agency operations and protecting state employees include a range of activities from identifying essential functions and establishing contingency arrangements to continue those functions in the event of significant absenteeism due to illness to informing employees about measures to reduce disease spread and planning for continuity measures such as teleworking, where feasible.

A. Mississippi Emergency Management Agency

- 1) Coordinate COOP planning across state agencies and departments and coordinate Continuity of Government for state government.
- 2) Review and plan for impacts of Pandemic Influenza (PI) on the state's capability to provide appropriate multi-agency response in the event of a concurrent non-pandemic related emergency/disaster incident.
- 3) Coordinates priorities for state agencies and departments regarding capabilities to continue essential functions and services during a PI.
- 4) Assist state agencies to determine priority essential state functions and establish support mechanisms to facilitate continuity of priority functions and services.
- 5) Coordinate with purchasing and travel units to update and maintain a list of emergency contracts for supplies and services critical to state operation.

B. Each State agency or department is responsible for:

- 1) Identifying essential functions. Process for review of state essential functions (See Attachment A Section II.A.a).
- 2) Maintaining a list of state agency COOP information relevant to a pandemic (See Attachment A Section II.A.a).
- 3) Cross-training personnel to maintain essential functions in an emergency, including a pandemic.
- 4) Identifying positions requiring special credentials that are responsible for essential functions.
- 5) Creating and maintaining Standard Operating Procedures for essential functions (See Attachment A Section II.A.a).
- 6) Estimating the impact of pandemic on demand for services provided by agencies/departments.
- 7) Assessing novel influenza exposure risk for agency/department positions and evaluation of personal protective equipment needs.
- 8) Maintaining agency/department telework policy and implementation procedures, including identification of technology and data needs (See Attachment A Section II.A.b).
- 9) Updating agency personnel policies and guidance, based on guidance from the Mississippi State Department of Health, regarding mitigation of spread of infectious disease in agency workplaces, including use of hygiene protocols, social distancing, alternate work sites and scheduling, and telework as preventative measures (see Attachment A Section II.A.b for applicable statewide policies).
- 10) Consulting with the State Health Officer/designee and the State Personnel Board to provide information to employees and supervisors regarding prevention and

Continuity of Operations, including telework and human resources policies (See Attachment A Section II.A.b).

- 11) Determining the need for potential contractors and other alternative staffing solutions to supplement key staff positions in a Pandemic Influenza (PI). Human Resources (HR)/personnel offices establish contingency contracts as needed to provide the ability for the agency and/or department to continue essential government functions and services.
- 12) Reviewing relationships with suppliers, shippers and other businesses that support essential functions and establish plans and Memorandums of Understanding to support operations during a pandemic.
- 13) Developing pandemic specific compensation leave/benefit policies or adjustments to current agency policies (See Attachment A Section II.A.b).

C. Mississippi Department of Finance and Administration

- 1) Determine the need for revised or alternate policies for social distancing and disinfection and security protocols for the Capitol Complex in a pandemic event.
- 2) Work with each department and/or agency, HR office and staff, health insurance providers and healthcare facilities to evaluate state employee access to healthcare services during a PI.
- 3) Examine potential state budget implications and recommend options, if needed, regarding potential increased demand for remaining leave payouts for deceased state employees as a result of pandemic.
- 4) Evaluate need and recommend options for providing the state with borrowing authority in the event of a pandemic that severely impacts state revenues.

D. Mississippi Department of Information Technology Services

- 1) Provide guidance and support to agencies and/or departments regarding technology needs such as information technology and data policies for telework.
- 2) Provide guidance and support regarding data and technology security measures for telework.

E. Mississippi Department of Mental Health

Work with other state agencies to evaluate state employee access to mental health and social services and develop workforce resilience programs.

F. Mississippi Department of Public Safety - Office of Homeland Security

Assist in state Continuity of Government planning and maintain the state critical infrastructure plan (See also Section II.V regarding critical infrastructure and key resources).

G. Mississippi State Personnel Board

- 1) Review and update personnel and human resources policies to provide flexibility and guidance for employees who may need to be away from their state agency/department job site for an extended period because of illness and/or to care for dependents who are ill or whose school or childcare is closed because of PI. For a list of state personnel and human resource policies that can serve as tools in assisting employees impacted by a pandemic, see Attachment A Section II.A.b. Coordinate with Public Employees Retirement System and Workers' Compensation as appropriate.

- 2) Disseminate guidance on employee safety and health provided by the Mississippi State Department of Health (MSDH) to agencies/departments and directly to state employees. Health and safety guidelines address personal preventative hygiene and disease prevention in the workplace.
- 3) Identify strategies or mechanisms to coordinate redeployment or reassignment of available state employees across agencies to provide staffing to perform essential functions.
- 4) Work with the MSDH to provide training materials and/or training opportunities for supervisors regarding state policies and guidance on disease prevention, social distancing, telework, various leave options and other human resources policies.

H. Mississippi State Department of Health

- 1) Work with all state agencies to communicate guidance and policies to agencies/departments and directly to state employees on employee safety and health. Health and safety guidelines address personal preventative hygiene and disease prevention in the workplace.
- 2) Disseminate guidance for workplace-specific use of personal protective equipment for infectious disease and/or influenza.
- 3) Oversee planning to address potential unintended consequences of non-pharmaceutical interventions, including:
 - a) Economic impact to families related to work absenteeism and interruption.
 - b) Potential disruption to all employers, including businesses and governmental agencies.
 - c) Decreased access to essential goods and services.
 - d) Disruption of educational and other school-related activities.
 - e) Provide information regarding disease prevention, pandemic continuity of operations considerations, and return-to-work protocols to agencies and departments.
 - f) Coordinate and plan with other state agencies regarding stockpiles of supplies, protective equipment, and antiviral agents.
 - g) Maintain the Mississippi Responder Management System, Mississippi's implementation of the Emergency System for Advance Registration of Volunteer Health Professionals, through which individuals can volunteer to assist with the MSDH activities in an emergency situation.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi Emergency Management Agency

- 1) Coordinate implementation of the State as needed to leverage state and other resources for response to pandemic event.
- 2) If requested by Office of the Governor, compile information on the impact of a pandemic on state and local workforce and on essential functions and services of state and local governments.
- 3) Coordinate with the Office of the Governor to implement emergency authorities as needed to provide for continuity of state government operations.

B. Each State agency is responsible for:

- 1) Monitoring and reporting employee status, if requested by the Office of the Governor or by the Mississippi State Department of Health (MSDH) State Health Officer.
- 2) Communicating with employees regarding agency and/or department operations status and alternative work arrangements.
- 3) Implementing infection control and social distancing procedures based on guidance from the MSDH Office of Epidemiology, the Centers for Disease Control and Prevention, and/or the Occupational Safety and Health Administration.
- 4) Implementing employee protection procedures including use of equipment, if applicable.
- 5) Implementing telework plans and procedures.
- 6) Implementing alternative staffing arrangements (including use of contractors) as needed.
- 7) Maintaining ongoing communication with employees, contractors, and clients, via web pages, e-mail, central phone messaging, voicemail and other remote methodologies throughout a pandemic event to enhance employee health and safety and to support continuity of essential functions.
- 8) Regularly updating employees on pandemic status, preventive measures, operating status of agencies, and implementation of continuity provisions for pandemic.
- 9) Monitoring effectiveness and consistency of application of human resources policy flexibilities (See Attachment A Section II.A.b).
- 10) Coordinating with suppliers, shippers and other businesses to ensure ongoing support of essential functions.
- 11) Implementing pandemic specific compensation leave/benefit policies or adjustments to current agency policies (See Attachment A Section II.A.b).

C. Mississippi Department of Finance and Administration

- 1) Implement policies for social distancing and disinfection and security protocols for the Capitol Complex in a Pandemic Influenza (PI).
- 2) Work with the Mississippi Treasury Department and Mississippi Department of Revenue to evaluate impacts of PI on state revenues and expenditures and notify the Office of the Governor of cash flow or other problem areas.
- 3) Maintain essential accounts payable activities.

D. Mississippi Department of Information Technology Systems

- 1) Provide support to agencies and departments regarding technology and data access issues for telework and continuity of operations.
- 2) Maintain information technology systems to perform at increased capacity as needed for telework and remote operations.

E. Mississippi Department of Public Safety - Office of Homeland Security

Assist with implementation of continuity of government procedures, as needed.

F. Mississippi State Department of Health (MSDH)

- 1) Implement the MSDH Risk Communication Plan.
- 2) Provide guidance to state employees and agencies regarding care, maintenance and monitoring of persons, self or professionally designated to isolation or quarantine, and safe home management of ill persons, with inclusion of information for persons who live alone and may be unable to care for themselves if ill.
- 3) Work with all state agencies to implement health and safety guidelines addressing personal preventative hygiene and disease prevention in the workplace.
- 4) Disseminate guidance for workplace specific use of personal protective equipment for infectious disease/influenza.
- 5) Provide guidance to agencies on implementation of non-pharmaceutical interventions and vaccination programs.
- 6) Disseminate information regarding return-to-work protocols to agencies and departments.
- 7) Coordinate with state agencies regarding use of supplies, protective equipment and antiviral agents.

G. Mississippi State Personnel Board

- 1) Communicate with the Office of the Governor regarding impacts of the Pandemic Influenza (PI) on state personnel and the need for regulation or policy modification to provide workforce for continuation of essential functions.
- 2) Implement strategies or mechanisms to coordinate redeployment or reassignment of available state employees across agencies to provide staffing to perform essential functions in a pandemic event.
- 3) Monitor the effectiveness and consistency of Human Resource (HR) flexibilities by all state agencies.
- 4) Communicate with state agencies on state policies regarding HR policies, workplace flexibilities and pay and benefits.

3. Post-Pandemic Recovery Tasks and Responsibilities

A. Mississippi Emergency Management Agency

- 1) Coordinate recovery and after action review activities in cooperation with Emergency Support Function 8 and the MSDH.
- 2) Gather information from all state agencies/departments on PI impact on state workers and on state operations.

B. All State Agencies and Departments

- 1) Provide ongoing and current information to employees regarding agency/department operating status and return to work policies and procedures, including those for protecting employee safety.
- 2) Communicate with employees, contractors and suppliers, as well as the public, regarding resumption of normal agency/department hours and operations
- 3) Conduct an evaluation of the performance of and accounting for the location and status of technologies, equipment and data used to implement alternate work sites and telework.
- 4) Review PI impact on the agency/department, and identify necessary revisions to policies, procedures and technology to improve continuity of state operations and safety of employees in future events.

C. Mississippi Department of Finance and Administration

- 1) Request contingency arrangements for payment of deceased state employees' leave payouts, as necessary.
- 2) Work with Treasury and Mississippi Department of Revenue to evaluate the impact of the Pandemic Influenza (PI) on the state budget, and notify the Office of the Governor of problem areas.

D. Mississippi State Department of Health (MSDH)

Provide information to state agencies and departments regarding the PI status, disinfection procedures and continuing workplace safety measures.

4. Supporting Capabilities, Programs and Policies

A. Attachments

- 1) Attachment A Section II.A.a: Agency Essential Functions Documentation
- 2) Attachment A Section II.A.b: Human Resources Policies Relevant in a Pandemic

B. State plans and procedures (statewide, multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan
 - a) Emergency Support Function (ESF) 5, Emergency Management, Annex
 - b) ESF 8, Health and Medical Services, Annex
 - c) ESF 14, Long-term Recovery and Mitigation, Annex
 - d) ESF 15, External Affairs, Annex
- 2) State Personal and Professional Services Contract Procedures Memorandum
- 3) State Personnel Board Policies and Procedures Manual
- 4) State and School Employees' Health Insurance Plan

C. Agency/department materials (agency or department-specific)

- 1) Mississippi State Department of Health
 - a) Policy on Use of N95 and Surgical Masks
 - b) Risk Communications Plan
 - c) State Medical Needs Shelter Plan

D. Mississippi law (statutory and regulatory references)

None submitted

E. Memorandum of understanding and agreements

Statewide Pandemic Human Resource Questions and Answers Update

F. Federal and external laws, plans, guidance and reports

- 1) Classifying Employee Exposure to PI at Work, Occupational Safety and Health Administration
- 2) PI Continuity of Operations Annex Template Instructions, Federal Emergency Management Agency
- 3) 29 U.S.C. §§ 2601-2654, Family and Medical Leave Act

Section II.

B. Ensure Public Health Continuity of Operations (COOP) during each Phase of a Pandemic

Coordinating Emergency Support Function (ESF)

ESF 8 Public Health and Medical Services

Primary Agency

Mississippi State Department of Health (MSDH)

Supporting Agencies and Organizations

Mississippi Board of Animal Health

Mississippi Department of Information Technology Services

Mississippi Department of Mental Health

Mississippi Emergency Management Agency

Mississippi Veterinary Research and Diagnostic Laboratory

Mississippi Clinical Laboratories

Mississippi Hospitals

The state of Mississippi performs numerous services and functions on which the residents of the state depend on a regular and in some cases, daily basis. Some of the most critical functions in a pandemic will be the responsibility of the MSDH. The MSDH and its subunits and partners have identified essential public health services and functions and established plans and strategies to continue them in the case of a pandemic. These plans are based on the potential 40 percent absentee rate noted in planning assumptions for this Annex and also used in departmental COOP plans.

The state of Mississippi adopts the approach that expertise, time and effort focused on prevention and preparedness will pay dividends when response and recovery are needed. The following sections outline prevention and preparedness and response and recovery activities needed to continue public health operations in a pandemic.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) The MSDH maintains a COOP Plan that addresses continuity of operations for the agency and 20 subunits (e.g., offices, divisions, laboratories) and multiple regional and county health department offices throughout the state. In addition, key offices maintain separate COOP plans specifically identifying and describing essential functions and succession and delegation of authority for their activities. The COOP Plan follows established planning guidance and establishes a structure for determining recovery time objectives for essential functions.

- 2) The Mississippi State Department of Health (MSDH) maintains an ongoing process for maintenance of the Continuity of Operations (COOP) Plan and division and office COOP plans, including designated personnel responsible for planning, annual review and update of plans and essential functions information.
- 3) Each MSDH department/office is responsible for the documentation of the following in COOP Plans and/or essential functions worksheets:
 - a) Identification of essential functions for department/office operations during a pandemic or other emergency.
 - b) Recovery time objectives for essential functions.
 - c) Identification of two-to three-deep succession/backups for positions performing essential functions.
 - d) Identification of alternate operating locations and capabilities to address impacts of limited access to facilities and implementation of social distancing policies.
 - e) Identification of functions that can be performed remotely through telework.
 - f) Identification of increased personnel and resource needs for a pandemic.
- 4) The MSDH divisions are responsible for providing for the continuity of personnel and planning for the following functional capabilities;
 - a) Office of Environmental Health
 - i. Food safety
 - ii. Potable water/wastewater and solid waste disposal
 - b) Health Informatics
 - i. Public health information
 - ii. Health surveillance
 - c) Office of Communications
 - i. Public health information
 - d) Office of Emergency Planning and Response
 - i. Assessment of health and medical needs
 - ii. Health/medical equipment and supplies
 - iii. Regulation of and guidance to healthcare facilities regarding planning, in-hospital care, medical personnel safety and patient evacuation
 - iv. Worker health and safety
 - v. Liaison with the Mississippi Emergency Management Agency and other agencies and lead in pandemic response and recovery via Emergency Support Function 8
 - vi. Incident command
 - vii. Radiological response and safety
 - e) Office of the State Epidemiologist
 - i. Health surveillance
 - ii. Vector control
 - f) Public Health Regions (3)
 - i. Assessment of health and medical needs
 - ii. Health surveillance
 - iii. Medical and support personnel
 - g) Public Health Laboratory
 - i. Food safety
 - ii. Health surveillance
 - iii. Potable water
 - iv. Radiological/chemical/biological response and safety
 - h) Public Health Pharmacy

- 5) The Mississippi State Department of Health (MSDH) leadership is responsible for overseeing and maintaining a cross-training program for personnel identified as backup for essential functions.
- 6) Each office or division within the MSDH identifies personnel needs for essential functions and pursues standby contracts or other arrangements to supplement staffing for key positions. Information is maintained in each Continuity of Operations Plan (COOP).
- 7) Each office or division within the MSDH identifies resource and supply needs for essential functions and works with vendors/suppliers to provide continuity or contingency arrangements. External contact information is maintained in Attachments to departmental/office COOP Plans.
- 8) Establish triggers or parameters for implementation of continuity measures, including recommendations to other agencies and partners.
- 9) Incorporate the Mississippi Responder Management System as a potential source of supplemental volunteer workforce for public health activities.
- 10) The MSDH Training and Exercise Coordinators organize regular cross-training activities and annual continuity of operations exercises and maintains the Multi-Year Training and Exercise Plan.

B. Mississippi Board of Animal Health

- 1) Identify essential functions and succession for key positions to maintain capabilities and functions that will be needed in a pandemic.
- 2) Identify two or three deep succession/backups for positions performing essential functions.
- 3) Identify alternate operating locations and capabilities to address impacts of limited access to facilities and implementation of social distancing policies.
- 4) Identify functions that can be performed remotely through telework.
- 5) Identify potential increased personnel and resource needs for a pandemic and pursue standby contracts or other arrangements to supplement staffing for key positions.
- 6) Regularly train, exercise and update the MS Board of Animal Health COOP plan.

C. Mississippi Department of Information Technology Services (ITS)

- 1) Provide guidance and support to the MSDH and the Emergency Support Function 8 regarding technology needs and information technology and data access, including evaluation of capacity needs to ensure continuity in event of a pandemic.
- 2) Identify potential increased personnel, resource and capacity needs for a pandemic, and pursue standby contracts or other arrangements to supplement staffing and technology needs.
- 3) Maintain and regularly update the ITS COOP, including succession and cross-training for key positions.

D. Mississippi Department of Mental Health

- 1) Identify essential functions and succession for key positions to maintain capabilities and functions that will be needed in a pandemic.
- 2) Identify two or three deep succession/backups for positions performing mental health essential functions.
- 3) Identify alternate operating locations and capabilities to address impacts of limited access to facilities and implementation of social distancing policies.
- 4) Identify functions that can be performed remotely through telework.

- 5) Identify potential increased personnel and resource needs for a pandemic and pursue standby contracts or other arrangements to supplement staffing for key positions.
 - 6) Regularly train, exercise and update the Mississippi Department of Mental Health (MDMH) Continuity of Operations (COOP) plan.
- E. Mississippi Emergency Management Agency (MEMA)
- 1) Provide guidance and support regarding COOP planning to the Mississippi State Department of Health (MSDH), MDMH, Mississippi Board of Animal Health and Mississippi Department Information Technology Services and Local governments.
 - 2) Support the MSDH in providing training and expertise to public health staff and other medical personnel regarding emergency response operations, continuity of operations and use of the Incident Command System.
 - 3) Identify essential MEMA functions and succession for key positions in its COOP plan.
 - 4) Regularly train, exercise and update the MEMA COOP plan.
- F. Mississippi Veterinary Research and Diagnostic Laboratory
- 1) Plan and prepare to continue essential functions including capabilities to provide laboratory testing for potential pandemic influenza viruses and other diseases in animal populations.
 - 2) Regularly train, exercise and update laboratory COOP plan(s).
- G. Mississippi Clinical Laboratories
- 1) Plan and prepare to continue essential functions including capabilities to collect and submit clinical specimens for testing to Mississippi Public Health Laboratory.
 - 2) Regularly train, exercise and update laboratory COOPs.
- H. Mississippi Hospitals
- 1) Plan and prepare to continue essential functions including capabilities to assist in influenza-like illness surveillance activities and to provide clinical care to pandemic influenza patients.
 - 2) Regularly train, exercise and update hospital COOP plan(s).

2. Pandemic Response Tasks and Responsibilities

- A. Mississippi State Department of Health
- 1) Implement social distancing and employee protection/safety measures, including alternative work location, mode and scheduling, as appropriate.
 - 2) Implement continuity procedures, as needed, based on pandemic phase, pandemic severity index and established triggers. Emergency activation levels are established, along with communications activities for each, in the

Mississippi State Department of Health (MSDH) Continuity of Operations (COOP) Plan. A COOP Implementation Checklist is found in the MSDH COOP Plan.

- 3) The MSDH offices and divisions implement continuity procedures, including supplemental staffing arrangements, as needed, based on pandemic phase and pandemic severity index and applicable COOP plan(s).
- 4) Division and bureau directors monitor status of personnel and contractors, including numbers for: ill, away from work and recovered/available for reentry to work, and report to the Office of Emergency Planning and Response as requested.
- 5) Implement applicable components of the MSDH First Responder Protection Plan.
- 6) Communicate with the public and partners about the availability of public health services and any alternate locations, times or modes of operation.
- 7) Provide updates to Emergency Support Function (ESF) 8 and/or the State Emergency Operations Center (SEOC) on pandemic impacts on state public health capabilities and capacity, including status of staff.
- 8) Appoint a MSDH Reconstitution Manager who will oversee and coordinate the MSDH planning toward resumption of normal operations.

B. Mississippi Board of Animal Health

- 1) Implement social distancing and employee protection/safety measures as recommended by the MSDH and Centers for Disease Control and Prevention (CDC), including alternative work location, mode and scheduling, as appropriate.
- 2) Implement continuity procedures, as needed, based on guidance from the MSDH and CDC and in accordance with the departmental COOP.
- 3) Provide for continued disease surveillance and protection capabilities among responders to animal disease.

C. Mississippi Department of Information Technology Services

- 1) Implement social distancing and employee protection/safety measures as recommended by the MSDH and the CDC, including alternative work location, mode and scheduling, as appropriate.
- 2) Work with the MSDH to provide support and continuing functionality of information technology systems, including access to vital electronic records and databases.
- 3) Communicate with the MSDH regarding COOP implementation and adjustments to capacity and data availability.
- 4) Implement supplemental or contingency capacity arrangements, as needed, to ensure continuing capacity for increased electronic processing in a pandemic.

D. Mississippi Department of Mental Health

- 1) Implement social distancing and employee protection/safety measures as recommended by the MSDH and the CDC, including alternative work location, mode and scheduling, as appropriate.
- 2) Implement Department of Mental Health continuity procedures, as needed, based on guidance from the MSDH and the CDC and in accordance with departmental COOP.
- 3) Provide updates to ESF 8 and/or the SEOC on pandemic impacts on state mental health capabilities, capacity and needs.
- 4) Work with the MSDH to provide information to the public about mental health services and stress associated with pandemic event.
- 5) Work with the Mississippi Department of Health (MSDH) and the Mississippi Emergency Management Agency to make counseling or other appropriate services

available to public health and other staff engaged in long-term or ongoing response activities.

E. Mississippi Emergency Management Agency

- 1) Implement social distancing and employee protection/safety measures as recommended by the MSDH and the Centers for Disease Control and Prevention (CDC), including alternative work location, mode and scheduling, as appropriate.
- 2) Support continuity and coordination needs of the MSDH, other agencies and supporting partners, including providing support for Incident Command System and activation of State Emergency Operations Center, if warranted.
- 3) Support and help coordinate activities of Emergency Support Function (ESF) 8 and ESF 15 in response to pandemic.

F. Mississippi Veterinary Research and Diagnostic Laboratory

- 1) Implement social distancing and employee protection/safety measures as recommended by the MSDH and the CDC, including alternative work location, mode and scheduling, as appropriate.
- 2) Implement continuity procedures, as needed, to continue essential functions including capabilities to provide laboratory testing for potential pandemic influenza viruses and other diseases in animal populations.

G. Mississippi Clinical Laboratories

- 1) Implement social distancing and employee protection/safety measures as recommended by the MSDH and the CDC, including alternative work location, mode and scheduling, as appropriate.
- 2) Implement continuity procedures to continue essential functions including capabilities to collect and submit clinical specimens for testing to the Mississippi Public Health Laboratory.
- 3) Monitor status of laboratory personnel and contractors, including numbers for: ill, away from work and recovered/available for reentry to work, and report to the Office of Emergency Planning and Response (OEPR) as requested.

H. Mississippi Hospitals

- 1) Implement social distancing and employee protection/safety measures as recommended by the MSDH and the CDC, including alternative work location, mode and scheduling, as appropriate.
- 2) Implement continuity procedures to continue essential functions including capabilities to assist in influenza-like-illness surveillance activities and to provide clinical care to pandemic influenza patients.
- 3) Monitor status of hospital personnel and contractors, including numbers for: ill, away from work and recovered/available for reentry to work, and report to the OEPR as requested.

3. Post-Pandemic Recovery Tasks and Responsibilities

A. Mississippi State Department of Health (MSDH)

- 1) Review and record impacts of pandemic on public health workforce and capabilities to revise plans and procedures and to prepare for subsequent pandemic waves and futures.
- 2) The MSDH Reconstitution Manager oversees and coordinates implementation of activities to move toward normal operations. The MSDH Continuity of Operation Plans (COOP) establishes responsibilities of the Reconstitution Manager and identifies lead departments for various aspects of reconstitution. Reconstitution activities include:
 - a) Informing all personnel that the actual emergency, or threat of emergency, no longer exists and instructing personnel on how to resume normal operations.
 - b) Supervising either an orderly return to the normal operating facility or a move to another temporary facility or to a new permanent operating facility.
 - c) Verifying that all systems, communications and other required capabilities are available and operational and that the MSDH is fully capable of accomplishing all essential functions and operations at the new or restored facility.
 - d) Conducting an After Action review of the effectiveness of the COOP Plan, identifying areas of improvement, documenting them in an MSDH Corrective Action Plan and developing a remedial action plan as soon as possible after reconstitution.
 - e) Identifying which (if any) records were affected by the incident and working with MSDH Health Informatics, the Mississippi Department of Information Technology Services and the Mississippi Department of Archives and History to ensure an effective transition or recovery of vital records and databases and other records that had not been designated as vital records.

B. Mississippi Board of Animal Health (MBAH)

Conduct an After Action review of the effectiveness of the MBAH COOP Plan, identifying areas of improvement, documenting them in a Corrective Action Plan and developing a remedial action plan as soon as possible after the event.

C. Mississippi Department of Mental Health (DMH)

Conduct an After Action review of the effectiveness of the DMH COOP Plan, identifying areas of improvement, documenting them in a Corrective Action Plan and developing a remedial action plan as soon as possible after the event.

D. Mississippi Emergency Management Agency

Assist Emergency Support Function (ESF) 8 and state agencies in preparing a pandemic After Action report to capture improvements needed to operational response and continuity of operations plans.

E. Mississippi Department of Information Technology Services

Work with ESF 8 to identify and recover vital records and databases to return to normal operations and normal operating locations and protocols.

F. Mississippi Veterinary Research and Diagnostic Laboratory

Conduct an After Action review of the effectiveness of the laboratory Continuity of Operation Plans (COOP), identifying areas of improvement, documenting them in a Corrective Action Plan and developing a remedial action plan as soon as possible after the event.

G. Mississippi Clinical Laboratories

Conduct an After Action review of the effectiveness of the laboratory COOP, identifying areas of improvement, documenting them in a Corrective Action Plan and developing a remedial action plan as soon as possible after the event.

H. Mississippi Hospitals

Conduct an After Action review of the effectiveness of the facility COOP, identifying areas of improvement, documenting them in a Corrective Action Plan and developing a remedial action plan as soon as possible after the event.

4. Supporting Capabilities, Programs and Policies

A. Attachments

None submitted

B. State plans and procedures (statewide, multi-agency)

None submitted

C. Agency/department materials (agency or department-specific)

- 1) Mississippi Board of Animal Health (MBAH) National Veterinary Stockpile Plan
- 2) Mississippi Department of Agriculture and Commerce Continuity of Operations Plan (COOP)
- 3) MBAH COOP
- 4) Mississippi Department of Mental Health COOP
- 5) Mississippi Department of Information Technology Services COOP
- 6) Mississippi State Department of Health
 - a) MSDH Continuity of Operations Plan
 - b) Division of Radiological Health COOP
 - c) First Responder Protection Plan, Annex 10.0
 - d) Human Resources COOP
 - e) Incident Command System Structure – MSDH Concept of Operations Plan
 - f) Multi-Year Training and Exercise Plan
 - g) Office of Communications COOP
 - h) Office of Emergency Planning and Response COOP
 - i) Office of Communicable Diseases COOP
 - j) Policy on Use of N95 and Surgical Masks
 - k) Public Health Laboratory COOP
 - l) Public Health Pharmacy COOP
 - m) Risk Communications Plan
 - n) State Medical Needs Shelter Plan

D. Mississippi law (statutory and regulatory references)

Mississippi State Department of Health Regulations, Title 15, Part III, Health Facilities Licensure and Certification, Chapter 41, section 143, Emergency Operations Plan.

E. Memorandum of understanding and agreements

None submitted

F. Federal and other laws, plans, guidance and reports

None submitted

Section II.

C. Ensure Continuity of Food Supply System

Coordinating Emergency Support Function (ESF)

ESF 11 Animals, Agriculture and Natural Resources

Primary Agencies

Mississippi Board of Animal Health

Mississippi Department of Agriculture and Commerce (MDAC)

Supporting Agencies and Organizations

Mississippi Department of Education (MDE)

Mississippi Department of Finance and Administration

Mississippi Department of Marine Resources

Mississippi Department of Transportation

Mississippi Department of Wildlife, Fisheries and Parks

Mississippi Emergency Management Agency

Mississippi State Department of Health (MSDH)

Mississippi State University Extension Service

This section provides guidance on ensuring the continuity of food supply systems. The provision of safe food to the population of Mississippi is a key part of the Critical Infrastructure and Key Resources Sectors, and it must be maintained. Many of the usual venues for obtaining food, such as school lunch programs, farmers' markets and grocery stores, may be closed or have very restricted access during periods in which strict community protection measures (e.g., social distancing, sheltering-in-place directives) must be observed. Those who work in the food industry - from the farmers who grow the food through the staff at production facilities to the transport and delivery sectors - will be as susceptible to pandemic influenza as the population in general. Consistent with all other assumptions in this Annex, an absentee rate of up to 40% of workers in the food production and delivery industry may be expected during the peak periods of the pandemic.⁵ Pandemic planning for maintenance of the food industry will benefit Mississippi greatly in reducing the potential negative public health effects of the event and the predictable cascading affects associated with the loss of necessary human sustenance and life support requirements.

The Coordinating Agencies for Food Safety are identified as the MSDH, the MDE, the Mississippi State University Extension Service and the MDAC. However, the responsibility for food safety is spread throughout many agencies. These agencies will facilitate the coordination of food safety activities during an emergency but agencies will retain control of their individual areas of responsibility.

Nutrition programs administered by the MDE are discussed in Section II.J of this Annex.

⁵ It should be noted that a Special Presidential Advisory Panel announced in September 2009, that absentee rates might be as high as 50-60%.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi Board of Animal Health (MBAH)

- 1) Provide a representative to the State Pandemic Response Coordinator to ensure that state animal health issues are addressed.
- 2) Maintain surveillance of state livestock and poultry to ensure monitoring for emerging zoonotic outbreaks of novel influenza.
- 3) Provide ongoing input on the communications plan as it pertains to state animal health related issues.
- 4) Within MBAH, utilize National Incident Management Systems (NIMS) for coordination of emergency response.
- 5) Activate the Continuity of Operations Plan (COOP) to ensure that vital animal and public health protection activities are continued.

B. Mississippi Department of Agriculture and Commerce (MDAC)

- 1) Designate a MDAC representative to the State Pandemic Preparedness Planning Coordinator to oversee food safety in the fields of retail food and meat inspection.
- 2) Develop priorities for retail food safety as it relates to the pandemic preparedness initiatives.
- 3) Provide backup/supporting personnel to the State Pandemic Preparedness Planning Coordinator to ensure that preparedness planning on retail food safety is addressed in pandemic incident response plans.
- 4) Inspect food under MDAC purview and assess potential threats therefrom.
- 5) Establish procedures for reporting the operating status of state-inspected meat processing establishments.
- 6) Support the development of a communications plan regarding retail food safety.
- 7) Maintain liaison and cooperate with state emergency management agencies and the organizations of other states, the Federal government and the private and Critical Infrastructure and Key Resources sectors in implementing programs related to retail food safety.
- 8) Coordinate required local jurisdiction exercise activities that simulate emergency response and management operations related to retail food safety.
- 9) Within MDAC, establish and maintain a system for the management and coordination of emergency response employing the Incident Command System as described in the NIMS.

C. Mississippi Department of Finance and Administration

Assist agencies to identify ways to maximize their available financial resources to achieve their stated mission in a pandemic.

D. Mississippi Department of Marine Resources

Maintain liaison with the MDAC on all matters related to state fisheries, shellfish and other marine products as it relates to retail food safety.

E. Mississippi Department of Transportation

Maintain the state highway system to assure its operability to support state agricultural trans-shipments and retail food safety related transportation.

F. Mississippi Department of Wildlife, Fisheries and Parks

Maintain liaison with the Mississippi Department of Agriculture and Commerce (MDAC) on all matters related to state game and wildlife and the use of these products as they relate to alternate food sources and their associated retail food safety issues.

G. Mississippi Emergency Management Agency (MEMA)

- 1) Maintain a position for a Food Safety Liaison Officer on the MEMA State Emergency Operations Center staff.
- 2) Provide reports regarding food safety and animal health in daily reports provided to senior state government agencies and Federal organizations overseeing pandemic preparedness efforts and facilitate the sharing of appropriate information with local governments through local Emergency Operations Centers.

H. Mississippi State Department of Health (MSDH)

- 1) Identify Food Safety Coordinator to serve on the State Pandemic Influenza Steering Committee to ensure compliance with Federal statutes administered by the United State Department of Agriculture.
- 2) Assist in creation of food safety partnerships among healthcare and public health officials, community leaders, Critical Infrastructure and Key Resources sectors and emergency response workers.
- 3) Implement food safety related issues into the over-arching MSDH Risk Communications Plan.
- 4) Develop plans to activate the hotline and web site to respond to pandemic inquiries, and assure that other supplemental risk communication systems are in place to address need for public information on food safety consistent with Section II.O of this Annex.
- 5) Provide training opportunities on food safety for state and local emergency managers, public officials, members of volunteer relief organizations and professionals in related fields.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi Board of Animal Health (MBAH)

- 1) Provide a representative to the State Pandemic Response Coordinator to ensure that state animal health issues are addressed.
- 2) Maintain surveillance of state livestock and poultry to ensure monitoring for emerging zoonotic outbreaks of novel influenza.
- 3) Provide ongoing input on the communications plan as it pertains to state animal health related issues.
- 4) Within MBAH, utilize the National Incident Management Systems for coordination of emergency response.
- 5) Activate the COOP to ensure that vital animal and public health protection activities are continued.

B. Mississippi Department of Agriculture and Commerce

- 1) Deploy MDAC representative to the State Pandemic Preparedness Planning Coordinator staff to oversee food safety in the fields of retail food and meat inspection.

- 2) Implement procedures for reporting operating status of retail food safety programs as it relates to the pandemic response.
- 3) Provide support personnel to State Pandemic Preparedness Response Coordinator to ensure that matters of retail food safety are addressed in pandemic incident response plans.
- 4) Inspect food under the Mississippi Department of Agriculture and Commerce (MDAC) purview, and assess emerging dangers therefrom.
- 5) Implement procedures for reporting the operating status of state-inspected meat processing establishments.
- 6) Support the implementation of a communications plan on retail food safety through the Joint Information Center (if activated).
- 7) Maintain liaison with and cooperate with state emergency management agencies and the organizations of other states, the Federal government and the private and Critical Infrastructure and Key Resources sectors in implementing programs related to retail food safety.
- 8) Within the MDAC, maintain a system for the management and coordination of emergency response employing the Incident Command System as described in the National Incident Management System.

C. Mississippi Department of Finance and Administration

Assist agencies in order to maximize their available resources to achieve their response objectives.

D. Mississippi Department of Marine Resources

Maintain liaison with MDAC on all matters related to state fisheries, shellfish and other marine products as they relate to retail food safety.

E. Mississippi Department of Transportation

Designate liaison to MDAC to ensure that transportation resources can be coordinated to support state agricultural trans-shipments and retail food safety related requirements.

F. Mississippi Department of Wildlife, Fisheries and Parks

Maintain liaison with MDAC on all matters related to state game and wildlife and the use of these products as they relate to alternate food sources and their associated retail food safety issues.

G. Mississippi Emergency Management Agency (MEMA)

- 1) Ensure that a Food Safety Liaison Officer is appointed by appropriately assigned agencies and reports to the MEMA State Emergency Operations Center during response operations.
- 2) Provide reports regarding food safety and animal health in daily reports provided to senior state government agencies and Federal organizations overseeing Pandemic response efforts and facilitate the sharing of appropriate information with local governments through local Emergency Operations Centers.

H. Mississippi State Department of Health

- 1) Ensure that a Food Safety Coordinator is maintained as "essential staff" on the State Pandemic Influenza Steering Committee.

- 2) Ensure that Food Safety Emergency Response Coordinators are positioned in each region, with the direct responsibility of maintaining liaison with the community and helping integrate food safety related public health into local emergency response efforts.
- 3) Coordinate the release of any and all pandemic influenza food safety related information to the public.
- 4) Assist in maintaining food safety partnerships among healthcare and public health officials, community leaders, Critical Infrastructure and Key Resources (CIKR) sectors and emergency response workers.
- 5) Implement food safety related issues into the risk communications plan being executed and link public information functions with Federal and local counterparts in the preparedness mode.
- 6) Activate the hot line and website to respond to pandemic inquiries, and assure that systems are in place to deal with anticipated public information on food safety.

3. Post-Pandemic Recovery Tasks and Responsibilities

A. Mississippi Department of Agriculture and Commerce (MDAC)

- 1) Assign MDAC representative to State Pandemic Preparedness Planning Coordinator staff to assess adequacy of the retail food safety program in the final stages of the pandemic.
- 2) Continue procedures for reporting operating status of retail food safety programs as it relates to the pandemic response.
- 3) Provide support personnel to the State Pandemic Preparedness Response Coordinator to ensure the adequacy of retail food safety addressed in pandemic incident response plans.
- 4) Continue to inspect and certify quality of food under MDAC purview, and assess emerging threats therefrom.
- 5) Continue to manage and protect the public health and safety within MDAC jurisdiction from insect, vector and vermin contamination. Provide suggestions for ongoing and/or improved protective measures during the final response phase into the recovery period.
- 6) Support resource management of the state retail food supply.
- 7) Assess procedures for reporting the operating status of state-inspected meat processing establishments on the final stages of the pandemic.
- 8) Continue oversight of the communications plan on retail food safety in the final stages of the pandemic.
- 9) Maintain liaison with and cooperate with state emergency management agencies and the organizations of other states, the Federal government and the private and CIKR sectors in implementing programs related to retail food safety.
- 10) Within MDAC, continue to maintain a system for the management and coordination of emergency response employing the Incident Command System as described in the National Incident Management System.

B. Mississippi Board of Animal Health

- 1) Continue to maintain surveillance of state livestock and poultry to ensure monitoring for emerging zoonotic outbreaks of novel influenza during the final stages of the pandemic and into the recovery period.

- 2) Continue to provide ongoing input on the communications plan as it pertains to state animal health related issues.

C. Mississippi Department of Finance and Administration

Assist agencies in order to maximize their available financial resources throughout recovery operations.

D. Mississippi Department of Marine Resources

Maintain liaison with the Mississippi Department of Agriculture and Commerce (MDAC) on all matters related to state fisheries, shellfish and other marine products as it relates to retail food safety in final response and recovery periods.

E. Mississippi Department of Transportation (MDOT)

Maintain the MDOT Liaison to MDAC to ensure that transportation resources can be coordinated to support retail food safety related requirements.

F. Mississippi Department of Wildlife, Fisheries and Parks

Maintain liaison with the MDAC on all matters related to state game and wildlife and the use of these products as they relate to alternate food sources and their associated retail food safety issues in final response and recovery periods.

G. Mississippi Emergency Management Agency

Continue to include food safety and animal health on daily reporting sent to senior state government agencies and Federal organizations overseeing final pandemic response and recovery efforts and facilitates the sharing of appropriate information with local governments through local Emergency Operations Centers.

H. Mississippi State Department of Health

- 1) Continue to ensure that a Food Safety Coordinator is maintained as “essential staff” on the State Pandemic Influenza Steering Committee.
- 2) Ensure that food safety emergency response coordinators remain positioned in each region with direct responsibility for maintaining liaison with the community and helping integrate food safety related public health into local emergency response and recovery efforts.
- 3) Continue to coordinate the release of any and all pandemic influenza food safety related information to the public.
- 4) Assist in the maintaining of food safety partnerships among healthcare and public health officials, community leaders, Critical Infrastructure and Key Resources sectors and emergency response and recovery workers.
- 5) Implement food safety related issues into the risk communications plan being executed and link public information functions with Federal and local counterparts in the recovery mode.
- 6) Continue to maintain the hot line and Web site to respond to pandemic inquiries, and assure that systems are in place to deal with anticipated public information on continued food safety.

4. Supporting Capabilities, Programs and Policies

A. Attachments

None submitted

B. State plans and procedures (statewide, multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan
 - a) Emergency Support Function 11, Animals, Agriculture and Natural Resources, Annex
- 2) Mississippi Critical Infrastructure Protection Program

C. Agency/department materials (agency or department-specific)

- 1) Mississippi State Department of Health (MSDH)
MSDH, Continuity of Operations Plan (COOP)

D. Mississippi law (statutory and regulatory references)

None submitted

E. Memorandum of understanding and agreements

None submitted

F. Federal and external laws, plans, guidance and reports

- 1) Critical Infrastructure and Key Resources sector Emergency Operations Plans (Restricted)
- 2) Mississippi County Comprehensive Emergency Management Plans, Support and Incident Annexes (available from individual counties)

Section II.

D. Ensure Ability to Respond to Agricultural Emergencies and Maintain Food Safety Net Programs

Coordinating Emergency Support Function (ESF)

ESF 11 Animals, Agriculture and Natural Resources

Primary Agencies

Mississippi Board of Animal Health (MBAH)

Mississippi Department of Agriculture and Commerce (MDAC)

Supporting Agencies and Organizations

Mississippi Department of Finance and Administration

Mississippi Department of Marine Resources

Mississippi Department of Transportation

Mississippi Department of Wildlife, Fisheries and Parks

Mississippi Emergency Management Agency

Mississippi State Department of Health

The Coordinating Agencies for agricultural emergencies and maintaining food safety nets are identified as the MBAH and the MDAC. The responsibility for these functional areas is spread throughout many agencies. These agencies will facilitate the coordination of activities during an emergency but agencies will retain control for their individual areas of responsibility.

Nutrition programs administered by the Mississippi Department of Education are discussed in Section II.J of this Annex.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi Board of Animal Health

- 1) Provide a representative to the State Pandemic Preparedness Planning Coordinator to ensure that state animal health issues are addressed.
- 2) Maintain surveillance of state livestock and poultry to ensure monitoring for zoonotic outbreaks of novel influenza.
- 3) Provide input the communications plan as it pertains to state animal health related issues.
- 4) Maintain liaison and cooperate with state emergency management agencies and the organizations of other states, the Federal government and the private and Critical Infrastructure and Key Resources sectors in implementing programs related to food production animals.
- 5) Oversee required local jurisdiction exercise activities that simulate emergency response and management operations as it relates to food production animals.

- 6) Within the Mississippi Board of Animal Health (MBAH), establish and maintain a system for the management and coordination of emergency response employing the Incident Command System (ICS) as described in the National Incident Management System (NIMS).
- 7) Develop and maintain a Continuity of Operations Plan to ensure that vital animal and public health protection activities are continued in the event of a pandemic.

B. Mississippi Department of Agriculture and Commerce (MDAC)

- 1) Designate a MDAC representative to the State Pandemic Preparedness Planning Coordinator to oversee planning for critical agricultural programs under the purview of the MDAC during a pandemic.
- 2) Establish procedures for reporting the operating status of state-inspected meat processing establishments.
- 3) Support the development of a risk communications plan for retail food safety.
- 4) Ensure that state planning efforts address communication plans to provide essential agricultural information to all state stakeholders during a pandemic.
- 5) Maintain liaison with and cooperate with state emergency management agencies and the organizations of other states, the Federal government and the private and Critical Infrastructure and Key Resources sectors in implementing programs related to retail food safety.
- 6) Oversee required local jurisdiction exercise activities that simulate emergency response and management operations as it relates to retail food safety.
- 7) Within the MDAC, establish and maintain a system for the management and coordination of emergency response employing the ICS as described in the NIMS.

C. Mississippi Department of Finance and Administration

Assist agencies to identify ways to maximize their available financial resources to achieve their stated mission in a pandemic.

D. Mississippi Department of Marine Resources

Maintain liaison with the MDAC and the MBAH on all matters related to state fisheries, shellfish and other marine products as it relates to aquaculture and marine retail food safety.

E. Mississippi Department of Transportation

Maintain the state highway system to assure its operability to support state agricultural trans-shipments and food safety related transportation.

F. Mississippi Department of Wildlife, Fisheries and Parks

Maintain liaison with the MDAC and the MBAH on all matters related to state game and wildlife and the use of these products as they relate to alternate food sources and their associated agricultural issues.

G. Mississippi Emergency Management Agency (MEMA)

- 1) Maintain a position for an Agricultural Emergency and Nutritional Compliance Officer on the MEMA State Emergency Operations Center staff.
- 2) Include agricultural safety and nutritional compliance on daily reporting sent to senior state government agencies and Federal organizations overseeing pandemic preparedness efforts and facilitates the sharing of appropriate information with local governments through local Emergency Operations Centers.

H. Mississippi State Department of Health (MSDH)

- 1) The MSDH will ensure communications with the Mississippi Department of Agriculture and Commerce (MDAC), the United States Department of Agriculture and the Mississippi Board of Animal Health (MBAH) to ensure in the protection of the food supply in the event of a Pandemic Influenza (PI).
- 2) Position and/or make available food safety emergency response coordinators, with the direct responsibility of strengthening ties with the community and helping integrate agriculture and nutrition related public health into local emergency response efforts.
- 3) Assist in the release of any and all PI agricultural and nutritional safety related information to the public.
- 4) Assist in the building of agricultural and nutritional partnerships among healthcare and public health officials, community leaders, Critical Infrastructure and Key Resources sectors and emergency response workers.
- 5) Implement agricultural and nutritional safety related issues into the over-arching Risk Communications Plan and link public information functions with Federal and local counterparts in preparedness mode.
- 6) Develop a plan to activate the hotline and website to respond to pandemic inquiries, and assure that systems are in place to deal with anticipated public information on agriculture and nutrition.
- 7) Assist in an array of training opportunities on food safety for state and local emergency managers, public officials, members of volunteer relief organizations and professionals in related fields.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi Board of Animal Health (MBAH)

- 1) Provide a representative to the State Pandemic Response Coordinator to ensure that state animal health issues are addressed.
- 2) Maintain surveillance of state livestock and poultry to ensure monitoring for emerging zoonotic outbreaks of novel influenza.
- 3) Provide ongoing input on the communications plan as it pertains to state animal health related issues.
- 4) Within the MBAH, utilize National Incident Management System for coordination of emergency response.
- 5) Activate the Continuity of Operations to ensure that vital animal and public health protection activities are continued.

B. Mississippi Department of Agriculture and Commerce (MDAC)

- 1) Deploy a MDAC representative to the State Pandemic Preparedness Planning Coordinator staff to oversee critical agricultural programs under the purview of the MDAC during a pandemic response.
- 2) Implement procedures for reporting operating status of agricultural programs under the MDAC purview as it relates to the pandemic response.
- 3) Provide support personnel to the State Pandemic Preparedness Response Coordinator to ensure that matters of agricultural emergency response support under the purview of the MDAC are addressed in PI response plans.
- 4) Inspect and certify quality of agricultural products under the MDAC scope; assess emerging dangers to retail food supplies under the purview of the MDAC.

- 5) Establish procedures for reporting the operating status of state-inspected meat processing establishments.
- 6) Support the implementation of a communications plan on agricultural safety through the Joint Information Center (if activated).
- 7) Maintain liaison with and cooperate with state emergency management agencies and the organizations of other states, the Federal government and the private and Critical Infrastructure and Key Resources sectors in implementing programs related to retail food safety.
- 8) Within the Mississippi Department of Agriculture and Commerce (MDAC), maintain a system for the management and coordination of emergency response employing the Incident Command System as described in the National Incident Management System.

C. Mississippi Department of Finance and Administration

Assist agencies in order to maximize their available resources in order to achieve the response objectives.

D. Mississippi Department of Marine Resources

Maintain liaison with the MDAC and the Mississippi Board of Animal Health (MBAH) on all matters related to state fisheries, shellfish and other marine products as it relates to retail food safety.

E. Mississippi Department of Transportation

Designate liaison to the MDAC to ensure transportation resources can be coordinated to support state agricultural trans-shipments and retail food safety related requirements.

F. Mississippi Department of Wildlife, Fisheries and Parks

Maintain liaison with the MDAC and the MBAH on all matters related to state game and wildlife and the use of these products as they relate to alternate food sources and their associated retail food safety issues.

G. Mississippi Emergency Management Agency (MEMA)

- 1) Ensure that an Agricultural Emergency and Nutritional Compliance Officer is assigned by the appropriate agency to the MEMA State Emergency Operations Center during response operations.
- 2) Include food safety and animal health on daily reporting sent to senior state government agencies and Federal organizations overseeing pandemic response efforts and facilitate the sharing of appropriate information with local governments through local Emergency Operation Centers.

H. Mississippi State Department of Health

- 1) The MSDH will ensure communications with the MDAC, the United States Department of Agriculture and the MBAH to ensure the protection of the food supply in the event of Pandemic Influenza (PI).
- 2) Ensure that food safety emergency response coordinators are positioned with the direct responsibility of maintaining liaison with the community and helping integrate food safety related public health into local emergency response efforts.
- 3) Assist in the release of any and all PI agricultural and nutritional safety related information to the public.

- 4) Assist in the maintaining of food safety partnerships among healthcare and public health officials, community leaders, Critical Infrastructure and Key Resources (CIKR) sectors and emergency response workers.
- 5) Implement agricultural and nutritional safety related issues into the risk communications plan being executed and link public information functions with Federal and local counterparts in preparedness mode.
- 6) Develop a plan to activate the hotline and website to respond to pandemic inquiries, and assure that systems are in place to deal with anticipated public information on food safety.

3. Post-Pandemic Recovery Tasks and Responsibilities

A. Mississippi Board of Animal Health (MBAH)

- 1) Continue to maintain surveillance of state livestock and poultry to ensure monitoring for emerging zoonotic outbreaks of novel influenza during the final stages of the pandemic and into the recovery period.
- 2) Continue to provide ongoing input on the communications plan as it pertains to state animal health related issues.

B. Mississippi Department of Agriculture and Commerce (MDAC)

- 1) Assign an MDAC representative to State Pandemic Preparedness Planning Coordinator staff to assess adequacy of the agricultural emergency retail food safety program in the final stages of the pandemic.
- 2) Continue procedures for reporting operating status of agricultural emergency retail food safety programs as they relate to the pandemic response.
- 3) Provide supporting personnel to State Pandemic Preparedness Response Coordinator to ensure that the adequacy of agricultural emergency retail food safety programs were addressed in pandemic incident response plans.
- 4) Support resource management of the state retail food supply that is under the purview of MDAC.
- 5) Continue oversight of the communications plan on agricultural emergency retail food safety programs in the final stages of the pandemic.
- 6) Maintain liaison and cooperate with state emergency management agencies and the organizations of other states, the Federal government and the private and CIKR sectors in implementing programs related to agricultural emergencies retail food safety.
- 7) Within MDAC, continue to maintain a system for the management and coordination of emergency response employing the Incident Command System as described in the National Incident Management System.

C. Mississippi Department of Finance and Administration

Assist agencies to maximize their available resources to support recovery operations.

D. Mississippi Department of Marine Resources

Maintain liaison with MDAC and MBAH on all matters related to state fisheries, shellfish and other marine products as it relates to retail food safety in final response and recovery periods.

E. Mississippi Department of Transportation (MDOT)

Maintain MDOT Liaison to the Mississippi Department of Agriculture and Commerce (MDAC) and the Mississippi Board of Animal Health (MBAH) to ensure transportation resources can be coordinated to support state agricultural shipments and retail food safety related requirements.

F. Mississippi Department of Wildlife, Fisheries and Parks

Maintain liaison with the MDAC and the MBAH on all matters related to state game and wildlife and the use of these products as they relate to alternate food sources and their associated retail food safety issues in final response and recovery periods.

G. Mississippi Emergency Management Agency

Continue to include agricultural safety and nutritional compliance on daily reporting sent to senior state government agencies and Federal organizations overseeing final Pandemic response and recovery efforts and facilitates the sharing of appropriate information with local governments through local Emergency Operations Centers.

H. Mississippi State Department of Health

- 1) Ensure that food safety emergency response coordinators remain positioned, with the direct responsibility of maintaining liaison with the community and helping integrate food safety related public health into local emergency response and recovery efforts.
- 2) Continue to assist in the release of any and all pandemic influenza agricultural emergency and nutritional safety related information to the public.
- 3) Assist in maintaining food safety partnerships among healthcare and public health officials, community leaders, Critical Infrastructure and Key Resources sectors and emergency response and recovery workers.
- 4) Implement agricultural emergency and nutritional safety program related issues into the Risk Communications Plan being executed, and link public information functions with Federal and local counterparts in the response and recovery modes.
- 5) Maintain the hotline and website to respond to pandemic inquiries, and assure that systems are in place to deal with anticipated public information on continued food safety.

4. Supporting Capabilities, Programs and Policies

A. Attachments

None submitted

B. State plans and procedures (statewide, multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan
- 2) Mississippi Critical Infrastructure Protection Program

C. Agency/department materials (agency or department-specific)

- 1) Mississippi State Department of Health
Office of Environmental Health Continuity of Operations Plan
- 2) Mississippi Department of Agriculture and Commerce Continuity of Operations Plan (COOP)
- 3) Mississippi Board of Animal Health COOP

D. Mississippi law (statutory and regulatory references)

None submitted

E. Memorandum of understanding and agreements

None submitted

F. Federal and external laws, plans, guidance and reports

Critical Infrastructure and Key Resources sector emergency operations plans
(Restricted)

Section II.

E. Ensure Integration of Uniformed Military Services Needs and Assets

Coordinating Emergency Support Function (ESF)

ESF 5 Emergency Management

Primary Agencies

Mississippi Emergency Management Agency

Supporting Agencies and Organizations

Mississippi Military Department

Mississippi State Department of Health

The Department of Health and Human Services has published Pandemic Influenza (PI) Clinical Guidelines as well as advice from subject matter experts throughout the Department of Defense (DOD) and other Federal agencies. Target audiences include clinicians, laboratory workers and other healthcare personnel; medical planners, Public Health Emergency Officers as well as commanders and senior leaders.

These clinical guidelines use the PI staging construct established in the “National Strategy for Pandemic Influenza – Implementation Plan”. Other phasing constructs may be used for planning purposes (e.g., Joint Planning and Execution System, World Health Organization), but these were synchronized with the Federal Government Response Stages described in the National Strategy for Pandemic Influenza – Implementation Plan. These guidelines are posted on the DOD PI Watchboard, which is indexed at www.health.mil/Military-Health-Topics/Health-Readiness/Pandemic-Diseases/Pandemic-Influenza-Watchboard .

The National Guard Bureau’s (NGB) mission is to participate with the Army and Air Force staffs in the formulation, development and coordination of all programs, policies, concepts and plans for the National Guard. The NGB has visibility of all National Guard assets and advises the states on force availability to support all requirements. The NGB serves as a coordinator between the Secretaries of the Army and Air Force and state National Guard assets. This is achieved through coordination with state governors and adjutant generals. The NGB also monitors and assists the states in the organization, maintenance and operation of their National Guard units.

The Mississippi Military Department must be prepared to rapidly evaluate and effectively manage patients with suspected or confirmed pandemic influenza throughout the entire range of military operations and healthcare settings. In addition to providing healthcare, efforts must limit the spread of disease among Service members, their families, local communities and the workplace. Assets that are organic to the Mississippi Military Department are contained in Attachment A. Additionally, the Mississippi Military Department has published their OPLAN 09-003 (Pandemic Influenza) which is in consonance with USNORTHCOM’s Regional Pandemic Influenza CONPLAN 3591.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi Emergency Management Agency (MEMA)

- 1) The Director of MEMA is responsible to the Governor for carrying out the program for emergency management.
- 2) Coordinate the activities of all organizations for emergency management.
- 3) Maintain liaison and cooperate with emergency management agencies and organizations of other states and the Federal government.
- 4) Ensure that the Mississippi National Guard leadership is briefed on pandemic influenza to facilitate joint understanding of roles, missions and responsibilities.
- 5) Meet with the Adjutant General (TAG) on a regular basis to coordinate pandemic influenza planning efforts.
- 6) Conduct viable training and exercises programs that incorporate all of the key state agencies.
- 7) Ensure that the state's Comprehensive Emergency Management Plan incorporates the National Guard's domestic capabilities.
- 8) Be completely aware of the domestic response capabilities of the National Guard and their assets available for use during a Pandemic Influenza (PI).
- 9) Direct that local emergency managers in jurisdictions adjacent to Federal military installations contact and coordinate activities with base/post installation officials to identify areas for mutual support.
- 10) Direct that the Mississippi State Department of Health include the National Guard requirements for antiviral and vaccines in the state's vaccine distribution plan
- 11) Ensure that the National Guard has developed and published a PI plan that has been synchronized to, and supports, the state's PI Incident Annex.
- 12) Ensure that the National Guard is an active participant in developing the state's PI Incident Annex.

B. Mississippi Military Department

- 1) The TAG will meet regularly with key state leaders to participate in pandemic influenza planning efforts that include identifying critical issues, shortfalls and planning gaps.
- 2) Be prepared to provide technical assistance to the MEMA in developing an actionable response plan.
- 3) Brief key state public health and emergency planning officials on the National Guard's domestic support capabilities for PI.
- 4) Ensure that state PI planning and public health officials have been briefed on the capabilities of the National Guard of the surrounding states.
- 5) Develop and publish a PI plan that has been synchronized to, and supports, the overarching state response plan.
- 6) Ensure that state emergency planning agencies/departments are included on the distribution list for any and all updates to PI plan.
- 7) Ensure that the PI plan includes continuous coordination and communication between State Emergency Planners and the PI Coordinators assigned to the five PI Principal Federal Official Regions from U.S. Northern Command.

C. Mississippi State Department of Health

- 1) Meet with the TAG on a regular basis to coordinate PI planning efforts.
- 2) Ensure that the Office of Emergency Planning and Response continues to maintain a liaison and provide advice to local health departments in jurisdictions adjacent to

Federal Military Installations (Harrison, Jackson, Lauderdale, and Lowndes counties) to contact and coordinate all activities related to Pandemic Influenza (PI) with the Public Health Emergency Officer.

- 3) Ensure that the National Guard's antiviral and vaccine requirements are included in the state's Vaccine Distribution Plan.
- 4) Ensure that the National Guard Personal Protection Equipment (PPE) along with other requirements are included in the state's plan.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi Emergency Management Agency (MEMA)

- 1) Maintain continuous and close coordination between the National Guard, state emergency planners, public health officials and local Emergency Operations Centers (EOC) during a PI.
- 2) Coordinate with Emergency Management Agency Directors from surrounding states to consider the practicality of a regional response plan for sharing low density or unique response assets.
- 3) Ensure continuous and close coordination between the National Guard, the MEMA and the Public Health Officials during a PI.
- 4) Coordinate with the Office of the Governor to issue an Executive Order directing the National Guard's assistance if required.

B. Mississippi Military Department

- 1) Provide defense support to civil authorities including personnel, equipment and sheltering resources for official personnel.
- 2) Provide facility and staff security for Receiving, Storage and Staging (RSS) site(s).
- 3) Provide facility and staff security for mass vaccination sites.
- 4) Transport civilian medical personnel to RSS and mass vaccination sites.
- 5) Provide logistical support such as transportation, water purification and other as needed.
- 6) Provide personnel for Emergency Support Function 15.
- 7) Staff a military Joint Information Center at the forward EOC location.
- 8) Provide an Emergency Coordinating Officer to MEMA's State Emergency Operations Center.
- 9) Ensure that adequate supplies of PPE are on hand for National Guard requirements.
- 10) Identify to the Mississippi State Department of Health any deficiencies of PPE requirements.
- 11) Develop news releases about Mississippi National Guard response as required from the MEMA.
- 12) Develop daily talking points for the Adjutant General, the National Guard Bureau, the MEMA, and additional public affairs officers in the forward Area of Operations.
- 13) Provide daily media escorts.

C. Mississippi State Department of Health

- 1) Unless the National Guard is federalized, provide the antiviral medications and vaccines that meet the National Guard requirements.
- 2) Coordinate with the Mississippi Military Department and Active Federal Military Installations to ensure that all Department of Defense beneficiaries who receive

medical care from the civilian sector are accounted for in determining medical countermeasure requirements, e.g., Personal Protection Equipment (PPE), anti-viral drugs and vaccines.

- 3) Provide the National Guard's PPE requirements that are not provided by the Mississippi Military Department.

3. Post-Pandemic Recovery Tasks and Responsibilities

A. Mississippi Emergency Management Agency (MEMA)

- 1) Reconstitute the MEMA supplies expended, and assist other agencies and local governments in reconstitution of their supplies expended during the Pandemic Influenza (PI), and prepare for another wave.
- 2) Consolidate and prepare the lessons learned and After Action Report.
- 3) Coordinate through the Mississippi PI Steering Committee to re-evaluate the state's PI Incident Annex, and improve where necessary based on the results of the lessons learned and the After Action Report (AAR).
- 4) Coordinate with the Office of the Governor to direct the Mississippi National Guard return to normal operations once the pandemic is over or PI is no longer considered a threat within the state of Mississippi.

B. Mississippi Military Department

- 1) Provide defense support to civil authorities including personnel, equipment and sheltering resources for official personnel.
- 2) Coordinate plans and actions with the MEMA and agencies having similar tasks and responsibilities.
- 3) Upon mission completion, units will redeploy with no loss or damage of equipment and no serious injury to the National Guard or civilian personnel.
- 4) Reconstitute supplies expended during the PI, and prepare for another wave.
- 5) Provide lessons learned input to the MEMA.

C. Mississippi State Department of Health

- 1) Provide information regarding lessons learned to the MEMA.
- 2) Reconstitute supplies expended during the PI, and prepare for another wave.

4. Supporting Capabilities, Programs and Policies

A. Attachments

- 1) Attachment A Section II.E.a: Available Mississippi Assets
- 2) Attachment A Section II.E.b: OPLAN 09-003 (Pandemic Influenza)

B. State plans and procedures (statewide, multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan

C. Agency/department materials (agency or department-specific)

- 1) Joint Force Headquarters, Mississippi Military Department OPLAN 09-003

- 2) Mississippi Department of Transportation Comprehensive Emergency Transportation Response Plan, Annex P, Emergency Assistance Directory

D. Mississippi law (statutory and regulatory references)

- 1) §33-15-1, et seq., Mississippi Code of 1972, Emergency Management Law
- 2) §33-15-7 (d), Mississippi Code of 1972
- 3) §45-18-3, Mississippi Code of 1972, Emergency Management Assistance Compact

E. Memorandum of understanding and agreements

None submitted

F. Federal and external laws, plans, guidance and reports

- 1) GAO report to the Committee on Homeland Security and Governmental Affairs, U.S. Senate, Emergency Management Assistance Compact
- 2) National Guard Bureau CONPLAN, Response to Pandemic Influenza, For Official Use Only (FOUO)
- 3) U.S. Northern Command (USNORTHCOM) Pandemic Influenza CONPLAN 2591 (FOUO with two Secret Annexes)
- 4) U.S. Northern Command Regional Pandemic Influenza CONPLAN 3591

Section II.

F. Sustain Transportation Systems

Coordinating Emergency Support Function (ESF)

ESF 1 Transportation

Primary Agencies

Mississippi Department of Transportation (MDOT)

Supporting Agencies and Organizations

Mississippi Board of Trustees of State Institution of Higher Learning
Mississippi Department of Education
Mississippi Department of Human Services
Mississippi Department of Public Safety
Mississippi Emergency Management Agency (MEMA)
Mississippi Military Department
Mississippi State Department of Health

If local government transportation capabilities or resources become overwhelmed and are unable to meet the needs of disaster response or recovery, ESF 1 will be activated to provide support to those jurisdictions affected. This support will be provided in accordance with the State Comprehensive Emergency Transportation Response Plan and the National Response Framework. Essential transportation functions for the state of Mississippi are defined and prioritized in Attachment C.

This section provides guidance on maintaining both interstate and intrastate transportation systems. Transportation of goods, people and services is critical in pandemic planning and response. This appendix has operating sub-objectives and activities involving both elements located in Attachment B.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi Department of Transportation

- 1) Responsible and lead agency for transportation ESF 1.
- 2) The MDOT's primary mission is to maintain the state transportation infrastructure and essential transportation functions.
- 3) Responsible for providing a safe intermodal transportation network that is planned, designed, constructed and maintained in an effective, cost efficient and environmentally sensitive manner.
- 4) Coordinate plans and actions with the MEMA and agencies having similar tasks and responsibilities.
- 5) Follow the same directives and guidelines as used in other disaster situations.
- 6) Responsible for training and the conduct of exercises for ESF 1 personnel

- 7) Cross train and have a plan of succession management contained in their Continuity of Operations Plan as there is no way to know which employees in which fields will be stricken during a Pandemic Influenza (PI) event.

B. Mississippi Department of Education

- 1) Maintain a continuity of operations plan that addresses meeting education needs in the event of academic campus closure.
- 2) Maintain a plan, in coordination with the Mississippi State Department of Health, for mitigation actions within elementary and secondary education systems throughout the state.
- 3) Maintain a continuity of operations plan that addresses meeting school bus transportation and education needs during a PI.

C. Mississippi Department of Human Services

Coordinate plans and actions with Mississippi Emergency Management Agency (MEMA) and agencies having similar tasks and responsibilities.

D. Mississippi Emergency Management Agency

- 1) Serve as the lead agency for Emergency Support Function 15, External Affairs.
- 2) Make protective action and safety recommendations.
- 3) Provide for the development and maintenance of a comprehensive training and exercise program.

E. Mississippi Military Department

Coordinate plans and actions with MEMA and agencies having similar tasks and responsibilities.

F. Mississippi State Department of Health

- 1) Conduct impact assessments related to a PI.
- 2) Serve as the lead state agency for technical information and guidance during preparedness and planning.
- 3) Coordinate plans and actions with MEMA and agencies having similar tasks and responsibilities.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi Department of Transportation (MDOT)

- 1) Responsible for transportation (ESF 1).
- 2) Execute the Comprehensive Emergency Transportation Response Plan.
- 3) Find potentially available routes or alternatives for evacuation or for the movement of emergency vehicles and resources.
- 4) Close state-maintained roadways (via the authority vested to the MDOT Director by State Statute (65-1-71, Detours). However, MDOT will not detour traffic onto a non-state maintained roadway without an agreement with the jurisdiction responsible for that city and/or county roadway.
- 5) Designate available routes or alternatives for evacuation or for the movement of emergency vehicles and resources.
- 6) Maintain the routes essential for the delivery of goods, services and people in support of a PI response.

- 7) Communicate with the Federal Operations Centers in accordance with the National Response Framework on matters pertaining to transportation-specific information.
- 8) Maintain and report as requested status of roads, highways, interstates, and rail and air facilities.
- 9) Provide for traffic routing and control as needed.
- 10) Deliver access control equipment including traffic cones, drums, signs and barricades as required.
- 11) Coordinate heavy equipment for debris removal and clearance.
- 12) Provide personnel to assess damage to buildings and infrastructure.
- 13) Coordinate plans and actions with Mississippi Emergency Management Agency (MEMA) and agencies having similar tasks and responsibilities.
- 14) Clean and disinfect Mississippi Department of Transportation (MDOT) vehicles.
- 15) Through the Outreach Division of MDOT and in conjunction with MEMA, provide dissemination of emergency information to the public.
- 16) Assist MEMA in planning the delivery of personnel and goods to Pandemic Influenza (PI) affected areas when requested; incorporate the request of appropriate law enforcement agencies, National Guard, Homeland Security and/or neighboring jurisdictions and key stakeholders regarding transportation restrictions.

B. Mississippi Board of Trustees of State Institution of Higher Learning

Coordinate with the Mississippi State Department of Health (MSDH) for closure of academic campuses, if required.

C. Mississippi Department of Education

Coordinate with the MSDH for closure of schools, if required.

D. Mississippi Department of Human Services

- 1) Coordinate efforts to provide basic human needs following PI.
- 2) Coordinate plans and actions with MEMA and agencies having similar tasks and responsibilities.

E. Mississippi Department of Public Safety

- 1) Utilize the authority under Police Powers to close a state-maintained roadway as necessary in order to protect the traveling public.
- 2) Notify MDOT when a state-maintained roadway is closed for an extended period of time requiring a detour of traffic.
- 3) Law enforcement in local jurisdictions and municipalities have the authority to close roadways within their jurisdictions' boundaries.
- 4) Notify MDOT when a state-maintained roadway is to be closed for an extended period of time resulting in a detour of traffic or use of alternate routes.

F. Mississippi Emergency Management Agency

- 1) Serve as the lead agency for Emergency Support Function (ESF) 15: External Affairs.
- 2) Coordinate state and local assets to assist state and local officials in operations required for PI response.
- 3) Provide for overall coordination of state and Federal emergency response activities.
- 4) Supply protective action and safety recommendations.
- 5) Activate the State Emergency Operations Center.

- 6) Coordinate the allocation and use of resources.
- 7) Request Federal assistance, if needed.
- 8) Monitor and evaluate the entire incident.

G. Mississippi Military Department

- 1) Provide defense support to civil authorities including personnel, equipment and sheltering resources for official personnel.
- 2) Provide facility and staff security for Receiving, Storage and Staging (RSS) site(s).
- 3) Provide facility and staff security for mass vaccination sites.
- 4) Transport civilian medical personnel to RSS and mass vaccination sites.
- 5) Provide logistical support such as transportation, water purification and other as needed.

H. Mississippi State Department of Health

- 1) Conduct impact assessments for a Pandemic Influenza (PI).
- 2) Serve as the lead state agency for technical information and guidance during the response.
- 3) Manage information needed to support PI operations that includes incident management plan and development of response and recovery strategies.
- 4) Coordinate plans and actions with Mississippi Emergency Management Agency (MEMA) and agencies having similar tasks and responsibilities.

3. Post-Pandemic Recovery Tasks and Responsibilities

A. Mississippi Department of Transportation

- 1) Provide status of roads, highways, interstates, and rail and air facilities.
- 2) Provide for traffic routing and control as needed.
- 3) Maintain the routes essential for the delivery of goods, services and people in support of PI recovery.
- 4) Reconstitute supplies expended during the PI, and prepare for another wave.
- 5) Provide lessons learned input to MEMA.

B. Mississippi Department of Human Services

- 1) Coordinate efforts to provide basic human needs.
- 2) Provide lessons learned input to MEMA.

C. Mississippi Emergency Management Agency

- 1) The lead agency for coordination of state agencies and departments for PI lessons learned and after action reports.
- 2) Make protective action and safety recommendations.
- 3) Assist in the reconstitution of supplies expended during the PI, and prepare for another wave.

D. Mississippi Military Department

- 1) Provide defense support to civil authorities including personnel, equipment and sheltering resources for official personnel.
- 2) Coordinate plans and actions with MEMA and agencies having similar tasks and responsibilities.
- 3) Reconstitute supplies expended during the PI and prepare for another wave.

E. Mississippi State Department of Health

- 1) Provide lessons learned input to the Mississippi Emergency Management Agency
- 2) Serve as the lead state agency for technical information and guidance during recovery.
- 3) Reconstitute supplies expended during the PI, and prepare for another wave.

4. Supporting Capabilities, Programs and Policies

A. Attachments

- 1) Attachment A Section II.F.a: Essential Transportation Functions
- 2) Attachment A Section II.F.b: Operating Sub-Objectives
- 3) Attachment A Section II.F.c: Freight Document

B. State plans and procedures (statewide, multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan
- 2) Mississippi Radiological Emergency Preparedness Plan
 - a) 10.1 Annex E: Protective Actions
 - b) Annex F: Evacuation
 - c) Annex G: Radiological Exposure Control
- 3) Mississippi State Mutual Aid Compact

C. Agency/department materials (agency or department-specific)

- 1) Mississippi Department of Transportation (MDOT) Continuity of Government Continuity of Government /Continuity of Operations Plan
- 2) MDOT Comprehensive Emergency Transportation Response Plan Annex P, Emergency Assistance Directory

D. Mississippi law (statutory and regulatory references)

- 1) §33-15-1, et seq., Mississippi Code of 1972, Emergency Management Law
- 2) §45-18-3, Mississippi Code of 1972, Emergency Management Assistance Compact

E. Memorandum of understanding and agreements

None submitted

F. Federal and external laws, plans, guidance and reports

None submitted

Section II.

G. Public Health Epidemiological and Laboratory Surveillance

Coordinating Emergency Support Function (ESF)

ESF 8 Public Health and Medical Services

Primary Agency

Mississippi State Department of Health (MSDH)

- Department of Epidemiology/State Epidemiologist
- Mississippi Public Health Laboratory (MPHL)
- Office of Emergency Planning and Response
- Office of Health Informatics

Supporting Agencies and Organizations

Mississippi Board of Animal Health

Mississippi Board of Trustees of State Institutions of Higher Learning

Mississippi Clinical Laboratories

Mississippi Hospitals

Mississippi Veterinary Research and Diagnostic Laboratory

The purpose of this section is to describe preparedness efforts and response actions in providing state assistance and coordinating local resources in epidemiologic and laboratory surveillance relative to a novel strain of influenza, to set forth implementation steps for augmentation of epidemiologic and laboratory surveillance, and to provide influenza specimen collection guidance and to explain influenza testing algorithms.

Representative samples collected from patients displaying clinical symptoms of Influenza-like-Illness are submitted to the MPHL. Laboratory capabilities will be adapted to the specific Pandemic Influenza scenario. Based on current capacity, the specimens are tested for the presence of Influenza A or B strains, and the only subtypes of Influenza A strains that can be tested are sub-type H1, H3, H5, or H7. Influenza A isolates that cannot be subtyped are submitted to the Centers for Disease Control and Prevention for further characterization. The MPHL maintains sufficient redundancy and cross-training to support this function.

The MSDH coordinates its pandemic surveillance activities through the use of sentinel physician sites. These sites are composed of adult and pediatric clinics, emergency rooms and college campus based clinics and freestanding after hour clinics. Sentinel physician sites are selected across the state at a minimum proportion of one per 250,000 persons. The need for additional sites is constantly being evaluated.

Multiple communication methods, including telephone, facsimile, and e-mail, may be used to obtain information for analysis and dissemination back to the submitters. Augmenting these mechanisms, the Health Alert Network and the MSDH website will be used to make this information widely available to all personnel with decision-making responsibilities in the

Pandemic Influenza (PI) response. In addition, the website, Health Alert Network, telephone, e-mail, blast fax, and media releases would be used to communicate real-time information to all levels of the Mississippi State Department of Health (MSDH) leadership down to the county level, to the Office of Vital Statistics, to county medical examiners/coroners, to hospitals with assistance from the Mississippi Hospital Association, and to state-level leadership including the Mississippi Emergency Management Agency, the Mississippi Office of Homeland Security, and the Office of the Governor. Specific communication guidance is further outlined in Section II.O of this Annex.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) Department of Epidemiology/State Epidemiologist will:
 - a) Be in charge of the epidemiology functions in this Annex and will either function as or designate an Influenza Surveillance Coordinator to oversee the surveillance function.
 - b) Human surveillance of influenza activity is conducted weekly by sentinel providers and communicated to the MSDH as delineated in Sections II.O of this Annex. Overall activity data is submitted weekly to the Centers for Disease Control and Prevention (CDC) Influenza Branch.
 - c) Conduct PI impact assessments.
 - d) Use data to describe and monitor influenza activity in Mississippi.
 - e) Set epidemiological priorities and assist in the planning, implementation and evaluation of efforts.
 - f) Manage information needed to support pandemic operations.
- 2) Public Health Laboratory will:
 - a) Perform all necessary influenza virus isolation and identification.
 - b) Conduct antiviral resistance surveillance.
 - c) Forward all avian influenza specimen-level data electronically via the Laboratory Response Network Results Messenger. The current Laboratory Information Management System does not allow electronic transmittal of specimen-level data. Laboratory information will be provided to submitters by the most efficient and time-appropriate mechanism available as delineated in the Mississippi Public Health Laboratory (MPHL) PI Response Plan.
 - d) Determine whether the circulating Influenza A strains possess common hemagglutinin subtypes or whether the circulating strains possess novel hemagglutinin subtypes such as H1 and H3 or whether the circulating strains possess novel or avian hemagglutinin subtypes. Perform all necessary influenza testing procedures activities.
 - e) Send specimens that are unable to be sub-typed to the CDC for testing.
 - f) Provide guidance on specimen submission from clinical laboratories to the MPHL. See "MPHL Influenza Testing Algorithms

B. Mississippi Hospitals

- 1) Conduct epidemiologic surveillance, and coordinate mitigation of influenza disease in response to PI.
- 2) Communicate influenza disease data to the Mississippi State Department of Health (MSDH).

- 3) Send data from emergency rooms to the MSDH via the Early Aberration Reporting System.

C. Mississippi Board of Animal Health

- 1) Conduct surveillance and coordinate mitigation of influenza disease in animals as delineated in the “Zoonotic Influenza Surveillance and Response Protocol” in section 4 of this subsection.
- 2) Coordinate burial and disposal of animals affected by influenza.

D. Mississippi Clinical Laboratories

- 1) Conduct laboratory surveillance in response to Pandemic Influenza (PI).
- 2) Submit clinical specimens for testing to the Mississippi Public Health Laboratory (MPHL).

E. Mississippi Schools and Institutes of Higher Learning

Conduct and report surveillance of influenza disease among the student population.

F. Mississippi Veterinary Research and Diagnostic Laboratory

- 1) Provide laboratory testing for potential PI viruses in wild and domestic animal populations.
- 2) Communicate influenza disease in animals.
- 3) Participate in a United States Department of Agriculture approved protocol to test waterfowl for novel influenza.
- 4) Report all positive results to the State Veterinarian, who will in turn, report these to the MSDH.
- 5) Provide laboratory testing for potential PI viruses in wild and domestic animal populations.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) All Departments as required will:
 - a) Update public health and healthcare providers of the region(s) where the novel influenza virus has been detected.
 - b) Once the first case is reported in North America, enhanced influenza surveillance activities, including veterinary surveillance will be implemented as delineated in the “Enhanced Human Surveillance Protocol”.
 - c) All outpatient, inpatient, laboratory, and mortality data will be collated on a daily basis by the MSDH and reported to the Centers for Disease Control and Prevention (CDC) using established electronic reporting mechanisms.
 - d) Report to the CDC any influenza cases that test positive for a novel influenza subtype or any influenza cases that test positive that cannot be sub-typed in the MPHL.
 - e) Continue enhanced surveillance activities, and communicate to all partners the heightened need for timely and complete surveillance data
 - f) Evaluate surveillance data to:
 - i. Track the virus’ introduction into local areas.
 - ii. Identify populations that are most affected.

- iii. Monitor the pandemic's impact on health.
 - iv. Describe any unusual clinical syndromes.
 - v. Assess effectiveness of vaccination or treatment.
 - vi. Forecast possible successive pandemic waves.
 - g) Monitor community impacts (e.g., absenteeism in the business and school sectors).
 - h) Provide mortality data as requested by the Centers for Disease Control and Prevention (CDC).
 - i) Consider community containment options recommended by the CDC, and advise the Office of the Governor.
- 2) The Mississippi State Department of Health (MSDH) Department of Epidemiology and State Epidemiologist will:
- a) Upon suspicion of a human case of infection of novel human influenza strain influenza, healthcare providers will be notified of enhanced surveillance testing.
 - b) Use data to describe and monitor pandemic in Mississippi.
 - c) Set epidemiological priorities.
 - d) Assist in the planning, implementation and evaluation of response efforts.
 - e) Manage information needed to support pandemic operations.
 - f) Develop plans for surveillance at ports, airports and border jurisdictions.
 - g) Develop policies and procedures for screening and/or travel risks.
 - h) Update public health and healthcare providers on recommendations and information gleaned from CDC.
- 3) Mississippi Public Health Laboratory (MPHL) will:
- a) Activate the MPHL Pandemic Influenza Plan.
 - b) Activate the Laboratory Surge Capacity Plan as necessary, including appropriate Memorandum of Understanding and agreements.
 - c) Maintain capacity to perform all necessary testing for influenza virus isolation and identification as delineated in "MPHL Influenza Specimen Collection Guidelines".
 - d) Implement expanded laboratory surveillance as delineated in the "Enhanced Human Surveillance Protocol".
 - e) In conjunction with the MSDH Division of Health Informatics, ensure that all of the state hospitals, clinics, and other surveillance sites report influenza data using communication systems that are 100% compliant with Public Health Information Network standards.
 - f) Support local healthcare providers by providing:
 - i. Information on collecting appropriate influenza specimens.
 - ii. Specimen submission forms that specify requisite accompanying clinical and epidemiologic data.
 - iii. Test results with guidance for interpretation.
 - iv. Guidance on the use of commercially available rapid diagnostic test for detection of Influenza A.
 - v. Guidance on specimen submission to the Mississippi Public Health Laboratory (MPHL). See "MSPHL Influenza Testing Algorithm" and "MPHL Influenza Specimen Collection Guidelines".
- 4) Office of Emergency Planning and Response will:
Coordinate the implementation and manage the State Medical Asset Resource Tracking Tool based on the guidance in Attachment A Section II G.a - Monitoring Community Impact of Influenza-Related Illness.

3. Post-Pandemic Recovery Tasks and Responsibilities

Mississippi State Department of Health (MSDH)

All Departments will:

- a) Scale back surveillance operations to prevention and preparedness phase.
- b) Evaluate surveillance activities utilized; assess level of surveillance possible to maintain and address any identified deficiencies.
- c) Provide a retrospective characterization of the pandemic.
- d) Describe the effectiveness of recommended prevention and control measures.

4. Supporting Capabilities, Programs and Policies

A. Attachments

Attachment A Section II.G.a Monitoring Community Impact of Influenza-Related Illness.

B. State plans and procedures (statewide, multi-agency)

Mississippi Comprehensive Emergency Management Plan
Emergency Support Function -8, Public Health and Medical Services, Annex

C. Agency and/or department materials (agency or department-specific)

- 1) Mississippi Board of Animal Health:
 - a) Zoonotic Influenza Surveillance and Response Protocol.
 - b) Guidance for Protection of Poultry Responders during a Novel Avian Influenza Virus in Poultry.
- 2) Mississippi State Department of Health:
 - a) MSDH Concept of Operations Plan.
 - b) Enhanced Human Surveillance Protocol.
 - c) Seasonal Influenza Surveillance Algorithm Mississippi Public Health Laboratory (MPHL) Instructions for Influenza Sentinel Site Specimen Submittal.
 - d) MPHL Influenza Testing Algorithms.
 - e) Avian Influenza Interview Form.
 - a) Laboratory Surge Capacity Plan.
 - b) MPHL Pandemic Influenza Response Plan.
 - c) Influenza and Respiratory Virus Panel Specimen Collection Procedure.
 - d) Novel Influenza Algorithm

D. Mississippi law (statutory and regulatory references)

None submitted

E. Memorandum of understanding and agreements

- 1) Memorandum of Understanding- Laboratory Support Between the MPHL, Mississippi State Department of Health and the Bureau of Clinical Laboratories, Alabama Department of Health.

- 2) Memorandum of Understanding – Laboratory Support Between the Tennessee Public Health Laboratory, Tennessee Department of Health and the Mississippi Public Health Laboratory, Mississippi State Department of Health.

F. Federal and external laws, plans, guidance and reports

None submitted

Section II.

H. Assist with Controls at United States Ports of Entry

Coordinating Emergency Support Function (ESF)

ESF 8 Public Health and Medical Services

Primary Agency

Mississippi State Department of Health

Supporting Agencies and Organizations

Mississippi Port Authority

This section is focused on the relationship between the state of Mississippi and the Centers for Disease Control and Prevention's (CDC) Quarantine Station with the intent of supporting CDC's response operations to a federally quarantinable disease response executed by the CDC. Information on other aspects impacting ports of entry during a pandemic (e.g., food safety, transportation) are covered in other portions of this section.

Mississippi hosts a variety of international cargo and passenger ships via the Mississippi River and via its southernmost ports along the Gulf of Mexico in addition to receiving international travelers at the Jackson International Airport. The potential for transmission of a novel or pandemic influenza virus from international passengers is under the jurisdiction of the CDC, which has Quarantine Stations established throughout the country with regional responsibility to prevent the importation of disease. The CDC is authorized to isolate quarantine or conditionally release individuals who are reasonably believed to be infected with, or who are a source of infection to others of certain communicable diseases including novel or pandemic influenza. To implement this authority, CDC may request the assistance of public and private healthcare facilities to provide care and treatment of individuals affected by one of these diseases. The CDC Quarantine station with jurisdiction for the state of Mississippi is based in Miami, Florida. This station can be contacted at:

Miami International Airport
Terminal Bldg., 3rd Floor
Concourse E
Miami, FL 33159
Phone: (305) 526-2910 (24 hour access)
Fax: (305) 526-2798

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) Coordinate with the CDC Quarantine Station with jurisdiction for Mississippi to develop plans to support CDC efforts to prevent the importation of disease of international origins.

- 2) Identify existing plans for disease investigation and control that can be utilized to support Centers for Disease Control and Prevention (CDC) disease control efforts.
- 3) Identify existing communications plans to support CDC disease control efforts.
- 4) Coordinate with carriers and transportation organizations to ensure that the Mississippi State Department of Health (MSDH) is notified of potential disease threats entering the state.
- 5) Identify potential diagnostic, isolation and treatment resources to support CDC response operations, and coordinate the establishment of formal relationships such as Memorandum of Agreement.

B. Mississippi Port Authority

Coordinate planning efforts with the CDC and the MSDH.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) Monitor CDC recommendations for management of ill passengers throughout all phases of a pandemic and communicate with transportation stakeholders.
- 2) Support CDC operations as needed to include:
 - a) Establish and staff passenger public health screening (see Section II.G).
 - b) Communicate decontamination procedures for transportation equipment (see Section II.F).
 - c) Risk communication with passengers and crew (see Section II.O).
 - d) Provide laboratory support (see Section II.G).
 - e) Follow up on suspect and isolated cases (see Section II.G).
 - f) Respond to the needs of quarantined persons (see Section II.I).
- 3) Coordinate with CDC Quarantine Station to ensure that case management information is appropriately transferred with cases moving to another jurisdiction.

B. Mississippi State Department of Health

Coordinate response efforts with the CDC and the MSDH.

3. Post-Pandemic Recovery Tasks and Responsibilities

A. Mississippi State Department of Health

Ensure all case information is appropriately archived and communicated to the CDC Quarantine Station.

B. Mississippi Port Authority

Conduct any remediation efforts based on guidance from the CDC and the MSDH.

4. Supporting Capabilities, Programs and Policies

- A. Attachments
None submitted
- B. State plans and procedures (statewide, multi-agency)
Mississippi Comprehensive Emergency Management Plan
- C. Agency and department materials (Agency or department-specific)
None submitted
- D. Mississippi law (statutory and regulatory references)
None submitted
- E. Memorandum of understanding and agreements
None submitted
- F. Federal and external laws, plans, guidance and reports
Miami Centers for Disease Control and Prevention Quarantine Station
Communicable Disease Response Plan

Section II.

I. Implement Community Mitigation Interventions

Coordinating Emergency Support Function (ESF)

ESF 8 Public Health and Medical Services

Primary Agency

Mississippi State Department of Health (MSDH)

Supporting Agencies and Organizations

Mississippi Commission for Volunteer Service
Mississippi Department of Human Services
Mississippi Emergency Management Agency
Mississippi Voluntary Organizations Active in Disasters
All Agencies and /or Organizations

During a Pandemic Influenza (PI), the availability and effectiveness of pharmaceutical interventions may be limited, requiring the implementation of non-pharmaceutical strategies designed to mitigate the impact of the pandemic by reducing the pace of the spread of infection among the population. These strategies would include standard precautions that emphasize proper hand hygiene and respiratory etiquette, as well as voluntary isolation of ill persons at home. Additional measures may also include voluntary quarantine of household members of ill persons and social distancing measures throughout the community.

To support planning at the local level, the MSDH has staff located within each of the three public health regions that collaborate with county emergency response personnel and organizations, healthcare and laboratory personnel, law enforcement personnel, faith-based organization personnel, and representatives from the Mississippi Band of Choctaw Indians. The Emergency Support Function (ESF) 8 – County Public Health and Medical Services for a Pandemic Influenza Event Annex template has been made available for local PI preparedness and planning purposes.

For the purposes of planning outlined below, influenza-like illness is defined as fever (temperature of 100° or greater) and a cough and/or sore throat in the absence of a known cause other than influenza. As a pandemic unfolds, this case definition will be updated as necessary and communicated as outlined below.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) Maintain strategies and triage guidance for healthcare facilities to identify and manage patients with influenza-like-illness.
- 2) Maintain isolation and quarantine policies and procedures as identified in the MSDH Isolation and Quarantine Plan.

- 3) Maintain novel and Pandemic Influenza (PI) case investigation forms and investigation tools to be provided by the MSDH Office of Epidemiology.
- 4) Maintain awareness of Federal social distancing guidance during a pandemic, and integrate into planning.
- 5) Coordinate with local health departments and healthcare institutions to ensure awareness and incorporation of the Mississippi State Department of Health (MSDH) PI planning elements into local and institutional preparedness.
- 6) Through the MSDH staff located in the three public health regions, continue to support local pandemic planning efforts and create community-wide healthcare coalitions in order to:
 - a) Engage at-risk individuals to ensure that critical planning gaps are identified and addressed.
 - b) Develop, implement and maintain mechanisms for continuous and close coordination between local officials and organizations that serve at-risk individuals during a PI.
 - c) Test and improve mechanisms for educating at-risk individuals on the highlights of their local response plans with community organizations.

B. Mississippi Commission for Volunteer Service

- 1) In coordination with the MSDH, identify volunteer resources to support community mitigation activities.
- 2) Develop and revise plans to activate volunteers to support community mitigation activities.

C. Mississippi Department of Human Services

Coordinate with the MSDH to determine the potential impact of various community mitigation strategies on vulnerable populations, and provide recommendations to the MSDH on steps to facilitate the implementation of community mitigation strategies for vulnerable populations.

D. Mississippi Emergency Management Agency

- 1) Coordinate with the MSDH to identify the requirements of the state and the political subdivisions thereof for resources of all kinds required in the event of a PI, and develop and/or maintain plans for the procurement of such supplies.
- 2) Establish and maintain a damage assessment, collection and reporting system.
- 3) Engage local Emergency Planning Committees in PI preparedness.

E. Mississippi Voluntary Organizations Active in Disasters

- 1) In coordination with the MSDH, identify volunteer resources to support community mitigation activities.
- 2) Develop and/or revise plans to activate volunteers to support community mitigation activities.

F. All Agencies and Organizations

- 1) In coordination with the MSDH, identify the impact of potential community mitigation measures on normal operations.
- 2) Identify ways to implement community mitigation guidance at the agency and/or organization level (e.g., telework, staggered shifts).
- 3) Identify services and/or gatherings that can be canceled in support of community mitigation strategies.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi State Department of Health (MSDH)

- 1) Disseminate case definition for novel influenza illness based on guidance from the Centers for Disease Control and Prevention (CDC).
- 2) Disseminate social distancing guidance based on federal guidance.
- 3) Identify the State Health Officer or designee to serve as lead spokesperson for community mitigation interventions and communication within mechanisms outlined in Section II.O of this Annex. The State Epidemiologist will serve in this role in the absence of the State Health Officer.
- 4) Communicate mitigation strategies and triage protocols to healthcare facilities and county health departments for identifying and managing patients presenting with influenza-like-illness.
- 5) Communicate community mitigation interventions to the key stakeholders including the private sector, the media and the public.
- 6) Communicate established protocols and algorithms to Emergency Medical Services and 911 services.
- 7) Determine and carry out community mitigation strategies consistent with the MSDH PI planning and on the current guidance from the CDC.
- 8) Determine and carry out isolation and quarantine strategies appropriate with the epidemiology and severity of the pandemic and is also consistent with the MSDH Isolation and Quarantine Plan.
- 9) Monitor the ongoing implementation and effectiveness of community mitigation interventions.

B. Mississippi Commission for Volunteer Service

Activate and/or coordinate volunteers in support of community mitigation activities.

C. Mississippi Department of Human Services

Develop and implement special services for the aged and the disabled and individuals with access and functional needs.

D. Mississippi Emergency Management Agency

- 1) In coordination with the MSDH, recommend and draft executive orders, proclamations, regulations and agreements deemed necessary or appropriate to cope with emergency management needs, including procurement of resources to respond to disasters and emergencies.
- 2) Coordinate and assist with Disaster Assistance programs to include: individual assistance, household grant programs, financial resources and Small Business Administration programs.

E. Mississippi Voluntary Organizations Active in Disasters

Activate and coordinate volunteers in support of community mitigation activities.

F. All Agencies and Organizations

- 1) Based on the Mississippi State Department of Health recommendations, implement community mitigation guidance at the agency and organization level.

- 2) Identify continuity of operations strategies based on Section II.A of this Annex.

3. Post-Pandemic Recovery Tasks and Responsibilities

- A. Mississippi State Department of Health
 - 1) Continue to communicate the status of community intervention measures and illness in the community as measures are lifted.
 - 2) Evaluate the ongoing impact of and recovery from community mitigation measure.
- B. Mississippi Commission for Volunteer Service

Deactivate volunteers and capture lessons learned for future activations.
- C. Mississippi Department of Human Services
 - 1) Ensure that the needs of vulnerable populations continue to be met as Pandemic Influenza (PI) related support structures are lifted.
 - 2) Evaluate the ongoing impact of and recovery from community mitigation measures.
- D. Mississippi Emergency Management Agency
 - 1) In coordination with the MSDH, recommend the lifting of PI specific declarations and/or executive orders as needed.
 - 2) Evaluate the ongoing impact of and recovery from community mitigation measures.
- E. Mississippi Voluntary Organizations Active in Disasters

Deactivate volunteers and capture lessons learned for future activations.
- F. All Agencies and Organizations

As community mitigation measures are removed, transition to normal operations.

4. Supporting Capabilities, Programs and Policies

- A. Attachments

None submitted
- B. State plans and procedures (statewide, multi-agency)
 - 1) MS Comprehensive Emergency Management Plan
- C. Agency/department materials (agency or department-specific)
 - 1) Mississippi State Department of Health
 - a) Consensus Statement on Isolation and Treatment of Ill Persons
 - b) MSDH Isolation and Quarantine Plan
 - c) Novel and Pandemic Influenza Case Investigation Form
 - d) Investigation Line List Form
 - e) The Emergency Support Function (ESF) 8 – County Public Health and Medical Services for a Pandemic Influenza Event Annex template
 - f) MSDH Non-Pharmaceutical Interventions Annex

D. Mississippi law (statutory and regulatory references)

None submitted

E. Memorandum of understanding and agreements

None submitted

F. Federal and external laws, plans, guidance and reports

- 1) Centers for Disease Control and Prevention Guidance on Social Distancing in a Pandemic.
- 2) U.S. Department of Health and Human Services Definition of At Risk Populations in a Pandemic.

Section II.

J. Enhance State Plans to Enable Community Mitigation through Working with Schools to Provide Infection Control Recommendations

Coordinating Emergency Support Function (ESF)

Emergency Support Function 8 Public Health and Medical Services

Primary Agency

Mississippi State Department of Health

Supporting Agencies and Organizations

Mississippi Association of Independent Schools
Mississippi Board of Trustees of State Institutions of Higher Learning
Mississippi Department of Education
Mississippi Emergency Management Agency
Mississippi Office of the Attorney General
Mississippi State Board for Community and Junior Colleges

In the event of Pandemic Influenza (PI), educational institutions serve as an important factor in the transmission of the disease. Current guidance from the Centers for Disease Control and Prevention (CDC) discourages the widespread closing of schools to reduce the spread of the disease in all but the most severe pandemic influenza scenarios. Additionally, the targeted closure of individual schools or clusters of schools is also recommended only in situations where the population of the school is vulnerable to severe outcomes of the disease. Should schools or daycares be closed, a voluntary and collaborative approach will be pursued between health and school or daycare officials. Should a school or daycare be required to close, the authorities in part 4 of this subsection outline where the authority resides. The implementation of these authorities is case dependent, but will generally be applied through the communication structures outlined in this section as well as in Section II.O. For a prolonged closure of schools, current roles and responsibilities for educating students (at the organizational and individual level) will remain unchanged; however, the mechanism for delivery of education may be altered.

The primary operational point of contact will be the State Superintendent of Education. The alternate will be the Deputy State Superintendent of Education for Instructional Enhancement and Internal Operations. Communication with the local health departments and individual education institutions will occur within the normal communications framework between the state educational agency and organization. The spokesperson for media relations will be the Mississippi Department of Education's Communications Director. The alternate will be the Associate State Superintendent of Education for Communications and Legislative Services. The spokesperson for communicating with local education agencies will be the Deputy State Superintendent of Education for Instructional Enhancement and Internal Operations. The alternate will be the Deputy State Superintendent of Education for School Improvement Oversight and Recovery. The local health departments will determine the public spokesperson consistent with their existing policies and procedures. The Board of Trustees of Institutions of Higher Learning and the State Board for Community and Junior Colleges will select a public

information officer. Communication with daycare centers will be consistent with normal communications with the Mississippi State Department of Health (MSDH) through the Director of Child Care Licensure and be augmented by public information (see Section II.O). Emergency situation reports and interagency and organizational communications will occur consistent with Section II.O of this Annex.

Continuity of operations (COOP) and business continuity plans for all state agencies, including state education coordinating agencies and organizations, is described in Section II.A of this document. Section II.A also includes roles and responsibilities for benefits, ongoing payment and other human resource considerations during a Pandemic Influenza (PI).

The utilization of school facilities and resources for other applications by the state during PI are conducted consistent with local Memorandum of Understanding (MOU) and memorandum of agreements maintained by the local Emergency Management Agency. The local boards of education retain ownership of public school facilities and resources within their jurisdictions. Additionally, a statewide MOU between the Mississippi Department of Education (MDE) and MSDH has been executed to facilitate the use and protection of MDE assets for public health response operations.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) Provide guidance on the role of schools in PI mitigation based on guidance from the Centers for Disease Control and Prevention.
- 2) Ensure that planning for school based mitigation, including potential school closure, is scalable for a range of PI scenarios.
- 3) Coordinate ongoing disease and surveillance activities of the state, including in educational settings.
- 4) Develop strategies to monitor illness in educational settings during a PI.
- 5) Determine strategies for communicating school closures in regions that border other states (e.g., MDE).

B. Mississippi Association of Independent Schools

- 1) Ensure that COOP plans are developed and maintained.
- 2) Ensure that schools monitor illness rates in schools and report outbreaks and reportable diseases to their local health department within normal reporting guidelines.
- 3) Identify strategies for monitoring disease burden in schools during PI.
- 4) Review authorities and procedures for closure of independent schools.
- 5) Review guidance from health authorities on the role of independent schools in PI mitigation strategies.
- 6) Develop alternate education delivery methods to include consideration of the use of:
 - a) Existing methods of communicating with parents to deliver lesson plans and assignments.
 - b) E-mail
 - c) Virtual Classrooms
 - d) Mississippi Public Broadcasting

C. Mississippi Board of Trustees of State Institutions of Higher Learning

- 1) Ensure that Continuity of Operations (COOP) plans are developed and maintained.
- 2) Ensure that institutions monitor illness rates in schools and report outbreaks and reportable diseases to their local health department within normal reporting guidelines.
- 3) Review authorities and procedures for cancellation of classes for higher learning institutions.
- 4) Review guidance from health authorities on the role of institutions of higher education in Pandemic Influenza (PI) mitigation strategies.

D. Mississippi Department of Education

- 1) Ensure that COOP plans are developed and maintained.
- 2) Ensure that schools monitor illness rates in schools and report outbreaks and reportable diseases to their local health department within normal reporting guidelines.
- 3) Review authorities and procedures for closure of public schools.
- 4) Review guidance from health authorities on the role of public schools in PI mitigation strategies.
- 5) Develop alternate education delivery methods to include consideration of the use of:
 - a) Utilization of existing methods of communicating with parents to deliver lesson plans and assignments.
 - b) E-mail
 - c) Virtual Classrooms
 - d) Mississippi Public Broadcasting

E. Mississippi Emergency Management Agency

- 1) Ensure that planning activities for PI mitigation involving schools occurs appropriately within the context of the state's planning structures, including the Comprehensive Emergency Management Plan.
- 2) Facilitate access to other planning documents and resources as needed.

F. Mississippi Office of the Attorney General

- 1) Ensure that planning for PI mitigation involving schools is consistent with the legal framework of the state of Mississippi.
- 2) Provide guidance on the strategy for implementation of overlapping legal authorities for PI mitigation activities that involve schools.

G. Mississippi State Board for Community and Junior Colleges

- 1) Ensure that COOP plans are developed and maintained.
- 2) Ensure that institutions monitor illness rates in schools and report outbreaks and reportable diseases to their local health department within normal reporting guidelines.
- 3) Review authorities and procedures for cancellation of classes for community and junior colleges.
- 4) Review guidance from health authorities on the role of community and junior colleges in PI mitigation strategies.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi State Department of Health (MSDH)

- 1) Monitor the burden of Pandemic Influenza (PI) in the school systems.
- 2) Oversee data collection and analysis from school-based surveillance systems.
- 3) Provide recommendations on the need for mitigation at the school/daycare level, including voluntary targeted closure and re-opening of schools if recommended, to the appropriate education coordinating agencies and organizations based on:
 - a) Influenza-like illness in the school and/or daycare population.
 - b) Potential for severe illness in the school and/or daycare (e.g., population with existing medical conditions).
 - c) Overall absenteeism of students and staff.
 - d) Pandemic severity level.
 - e) Additional factors based on current data.
- 4) If school closures are recommended as a community mitigation, provide guidance on widespread school closure to the Office of the Governor, Mississippi Emergency Management Agency (MEMA), and education coordinating agencies and organizations in the event of a severe pandemic.
- 5) Ensure ongoing communications with states that border those regions where schools are closed.

B. Mississippi Association of Independent Schools

- 1) Provide ongoing communication and coordination with independent schools.
- 2) Coordinate school closures with the MSDH.
- 3) Communicate the closure of schools within existing communication policies and procedures used for weather and other emergencies.
- 4) Implement continuity of education strategies to ensure access to education of all students in the event of prolonged school closure.
- 5) Provide ongoing communication on closure status and impact through existing policies and procedures for communicating with parents.
- 6) Participate in school-based disease surveillance and reporting activities as requested by the MSDH.

C. Mississippi Board of Trustees of State Institutions of Higher Learning

- 1) Provide ongoing communication and coordination among institutions of higher learning.
- 2) Ensure that basic services are available to resident population regardless of class status.
- 3) Provide guidance to institutions of higher learning to implement existing independent study and distance learning policies and procedures as appropriate.
- 4) Provide guidance to institutions of higher learning to communicate the cancellation of classes and other events within existing communication policies and procedures such as weather and other emergencies.
- 5) Provide ongoing communication on closure status and impact through existing policies and procedures for communicating with students.
- 6) Participate in school-based disease surveillance and reporting activities as requested by the MSDH.
- 7) Ensure that state personnel at state funded schools (including staff and faculty) are compensated according to existing agreements and any PI specific compensation policies (see Attachment A Section II.A.b for state policies applicable in a

pandemic).

D. Mississippi Emergency Management Agency

- 1) Provide coordination and communication support as requested.
- 2) Communicate tracking requirements to ensure reimbursement from Federal funding sources.
- 3) Assist, as requested by the Mississippi State Department of Health (MSDH), in the coordination of the Emergency Support Function 8 Structure during a declared emergency and, if necessary, prior to a declared State of Emergency to coordinate school closure issues as a community mitigation strategy.
- 4) Facilitate and coordinate the sharing of information affecting local schools with the local Emergency Operations Center.

E. Mississippi Department of Education

- 1) Provide ongoing communication and coordination among local boards of education.
- 2) Coordinate school closures with the MSDH.
- 3) Communicate the closure of schools within existing communication policies and procedures used for weather and other emergencies.
- 4) Provide ongoing communication on closure status and impact through existing policies and procedures for communicating with parents.
- 5) In the event of prolonged school closure, provide guidance and technical assistance to local boards of education to implement continuity of education strategies to ensure access to education of all students with Individualized Education Plans (IEP). If the anticipated closure of the school exceeds 10 days, ensure that school districts conduct a review of student IEPs to determine if a revision is necessary.
- 6) For widespread school closures, provide guidance to schools on the availability of compensatory services to school districts to support students.
- 7) Provide meal services to students under the United States (U.S.) Department of Agriculture (USDA) school lunch programs:
 - a) Seek a waiver from the USDA to operate the Summer Food Service Program due to an unexpected school closure.
 - b) Provide guidance and technical assistance for school districts to amend their agreement to operate the Summer Feeding Program, including a waiver describing how the program would operate.
 - c) Utilize the framework of the Summer Food Service Program with appropriate adjustments made based on current community mitigation guidance (social distancing).
- 8) Coordinate with the U.S. Department of Education to determine if alternate education strategies will qualify as classroom hours in attendance for future funding determinations.
- 9) Participate in school-based disease surveillance and reporting activities as requested by the MSDH.

F. Mississippi Office of the Attorney General

- 1) Ensure that legal authorities are utilized within the scope and intent of the law.
- 2) Provide legal guidance on school closure if voluntary closure is not feasible.

G. Mississippi State Board for Community and Junior Colleges

- 1) Provide ongoing communication and coordination among community and junior

- colleges.
- 2) Provide guidance to community and junior colleges to implement existing independent study and distance learning policies and procedures as appropriate.
 - 3) Provide guidance to community and junior colleges to communicate the cancellation of classes and other events within existing communication policies and procedures such as weather and other emergencies.
 - 4) Provide ongoing communication on class cancellation status and impact through existing policies and procedures for communicating with students.
 - 5) Participate in school-based disease surveillance and reporting activities as requested by the Mississippi State Department of Health (MSDH).
 - 6) Ensure that state personnel at state funded schools (including staff and faculty) are compensated according to existing agreements and any Pandemic Influenza (PI) specific compensation policies (see Attachment A Section II.A.b for state policies applicable in a pandemic).

3. Post-Pandemic Recovery Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) In a mild to moderate pandemic, in the event of school and daycare closures, provide recommendations on the re-opening of individual schools and daycares based on the current state of risks to the public's health.
- 2) In a severe pandemic, provide recommendations and guidance on the widespread re-opening of schools and daycares to the Office of the Governor, Mississippi Emergency Management Agency and coordinating education agencies and organizations.

B. Mississippi Association of Independent Schools

- 1) Coordinate the reopening of schools in coordination with the MSDH.
- 2) Communicate the re-opening of schools within existing communication policies and procedures used for weather and other emergencies.
- 3) Provide ongoing communication on re-opening status and impact through existing policies and procedures for communicating with parents.
- 4) Coordinate the integration of any alternate education processes back into the classroom environment.
- 5) Provide crisis counseling consistent with existing guidelines and request additional assistance if needed through the MSDH or Emergency Support Function (ESF) 8, if activated.

C. Mississippi Board of Trustees of State Institution of Higher Learning

- 1) Establish a timeframe for resuming normal education activities.
- 2) Communicate the re-initiation of classes within existing communication policies and procedures used for announcing classes for upcoming semesters.
- 3) Determine policies for managing costs and reimbursement for canceled classes and services.
- 4) Provide crisis counseling consistent with existing guidelines and request additional assistance if needed through the MSDH or ESF 8, if activated.

D. Mississippi Emergency Management Agency

Provide assistance as requested to state agencies and organizations. Identify options for reimbursement for costs associated with PI school closings.

E. Mississippi Department of Education

- 1) Coordinate the reopening of schools in coordination with the Mississippi State Department of Health (MSDH).
- 2) Communicate the re-opening of schools within existing communication policies and procedures used for weather and other emergencies.
- 3) Provide ongoing communication on re-opening status and impact through existing policies and procedures for communicating with parents.
- 4) Provide guidance and technical assistance on the integration of any alternate education processes back into the classroom environment.
- 5) Provide guidance and technical assistance on the circumstances requiring revision of Individualized Education Programs.
- 6) Provide guidance and technical assistance to local school districts to access funding to support alternate education strategies from the Federal and state education agencies.
- 7) Provide crisis counseling consistent with existing guidelines, and request additional assistance if needed through the MSDH or Emergency Support Function (ESF) 8, if activated.
- 8) The steps in the process for providing crisis counseling would be:
 - a) Local Superintendents of Education, or designated representatives, will notify the Director of the Office of Healthy Schools of the need for supplemental crisis mental health support for screening and referring students for mental health services. The location (school) and scope of need (number of students) will be included in the notification of need by Local Education Authorities (LEA). The alternate position for receiving these notifications and requests will be the Director of Health Services in the Office of Healthy Schools.
 - b) The Office of Healthy Schools will coordinate with the Mississippi Department of Mental Health (DMH) for the needed supplemental crisis support in schools by mental health professionals.
 - c) Local Superintendents of Education, or designated representatives, will notify the Director of the Office of Healthy Schools when the supplemental crisis support by mental health professionals is no longer required. The Office of Healthy Schools will coordinate with the DMH for the withdrawal of supplemental crisis mental health support in schools.
 - d) The Office of Healthy Schools will coordinate the LEA application for Medicaid funding to cover applicable costs of supplemental crisis support by mental health professionals.

F. Mississippi Office of the Attorney General

Provide legal guidance on school re-opening.

G. Mississippi State Board for Community and Junior Colleges

- 1) Establish a timeframe for resuming normal education activities.
- 2) Communicate the re-initiation of classes within existing communication policies and procedures used for announcing classes for upcoming semesters.
- 3) Determine policies for managing costs and reimbursement for canceled classes and services.
- 4) Facilitate the provision of crisis counseling consistent with existing guidelines, and request additional assistance if needed through the MSDH or ESF 8 if activated.

4. Supporting Capabilities, Programs and Policies

A. Attachments

Attachment A Section II.J.a. Steps for School Closure and Reopening.

B. State plans and procedures (statewide, multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan.
- 2) Emergency Support Function 8, Public Health and Medical Services, Annex

C. Agency and department materials (agency or department-specific)

Mississippi State Department of Health (MSDH) Guidance for Influenza Mitigation at the School and Daycare Level

D. Mississippi law (statutory and regulatory references)

- 1) §33-15-11, Mississippi Code of 1972 (closure of any Institution by the Governor under a Declaration of Emergency).
- 2) §37-13-65, Mississippi Code of 1972 (closure by Superintendent for holidays and emergencies).
- 3) §37-65-101, Mississippi Code of 1972 (closure by Board of Trustees for holidays and emergencies).
- 4) §37-65-1, Mississippi Code of 1972 (closure by the Governor prior to the Declaration of Emergency (only applies to public schools).
- 5) §37-1-3, Mississippi Code of 1972 (authority and responsibility for development of curriculum).
- 6) §37-41-27, Mississippi Code of 1972 (authority for local school boards to permit the use of school resources for other purposes during an emergency).
- 7) §41-23-5, Mississippi Code of 1972 (closure of any institutions by the State Health Officer).
- 8) Mississippi Executive Order No. 1022.
- 9) §37-151-103, Mississippi Code of 1972, Department of Education Adequate Education Program Fund (adjustments to Attendance-based Reimbursement during a Pandemic).

E. Memorandum of understanding and agreements

Memorandum of Understanding between the MSDH and Mississippi Department of Education to Permit the Use of School Resources for Other Purposes during an Emergency.

F. Federal and other laws, plans, guidance and reports

Educational institution continuity of operations plans (available through individual institutions).

Section II.

K. Acquire and Distribute Medical Countermeasures

Coordinating Emergency Support Function (ESF)

Emergency Support Function 8 Public Health and Medical Services

Primary Agency

Mississippi State Department of Health (MSDH)

- Department of Policy and Evaluation
- Office of Emergency Planning and Response
- Receiving, Staging and Storage (RSS) Warehouse Facility Staff/ RSS Team
- State Epidemiologist
- State Medical Countermeasures Coordinator

Supporting Agencies and Organizations

Mississippi Department of Public Safety

Mississippi Hospital Association

Mississippi Military Department

The purpose of this section is to describe preparedness efforts and response actions in providing state assistance and coordinating local resources for public health and medical care needs resulting from a Pandemic Influenza (PI). This section will serve as a scalable, flexible guide to responding to an evolving PI event. Guidelines will be adapted to the specific pandemic scenarios that are based on epidemiology, severity of disease and the available supply of medical countermeasures. The majority of tasks in this section are performed by the MSDH. As such, its divisions and supporting functions are broken out to clearly delineate responsibilities within the department. In cases where two divisions or supporting departments are assigned the same tasks, these tasks are expected to be executed in a collaborative fashion.

1) Prevention and Preparedness Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) All departments as required will:
 - a) Review biennially and as deemed necessary, the Plan for Receiving, Distributing, and Dispensing Strategic National Stockpile plan, exercise and modify medical countermeasures distribution plans on a periodic and as needed basis.
 - b) Review national recommendations for priority groups for antivirals and develop state-specific modifications or refinements for target groups.
 - c) Develop plans for distribution of vaccine, antivirals, facemasks, respirators and ventilators.
 - d) Create, review and refine educational materials regarding the need of target groups for antivirals and the rationale for the groups currently recommended.

- e) Conduct training for public health staff and partners involved in distributing and administering vaccine and antivirals and ensure redundancy of knowledge and responsibility for pandemic activities.
 - f) Develop a system to report and investigate adverse events following administration of antiviral medications to be used in conjunction with the Vaccine Adverse Event Reporting System.
 - g) Review and refine site locations for distribution as outlined in the Mississippi State Department of Health (MSDH) Plan for Receiving, Distributing, and Dispensing Strategic National Stockpile (SNS) Assets.
 - h) Coordinate the distribution plan with neighboring states and Mississippi tribes.
- 2) Receipt, Storage and Staging Warehouse Facility and Staff will:
- a) Receipt, Storage and Staging warehouse facility and staff will:
 - b) Provide adequate warehouse space for distribution of medical countermeasures that is compliant with federal and state regulations for distribution of pharmaceuticals.
 - c) Develop a plan to provide personnel to perform duties for storage, staging, and distribution of Federal SNS assets as outlined in the MSDH Plan for Receiving, Distributing, and Dispensing SNS assets.
 - d) Provide material handling equipment for warehouse movement of SNS medical assets.
 - e) Provide tractor trailers to transport SNS medical assets, including refrigerated trailers for transport of temperature sensitive materiel.
 - f) Have redundant plans for generator power, fuel for vehicles, and maintenance for vehicles.
 - g) Develop care and feeding plan for all personnel required for storage, staging, and distribution of SNS assets.
 - h) Prepare contingency plans for office materials to support the inventory management system.
- 3) State Epidemiologist will:
- a) Review, exercise and modify medical countermeasure distribution plans on a periodic and as needed basis.
 - b) Review current Centers for Disease Control and Prevention prophylaxis and treatment guidelines for vaccine and antivirals and determine options for their use.
 - c) Provide the most up-to-date information to the medical community and other stakeholders regarding vaccine, antivirals, facemasks, respirators and ventilators.
 - d) Review national recommendations for priority groups for vaccine and antivirals and develop state-specific modifications or refinements for target groups.
 - e) Develop specific definitions for target groups for vaccine and antivirals, identifying occupational categories and sub-categories, as needed, within each broad target and estimating the size of relevant target groups.
 - f) Create, review and refine educational materials regarding the need of target groups for vaccine and antivirals and the rationale for the groups currently recommended.
 - g) Develop a system to report and investigate adverse events following administration of antiviral medications to be used in conjunction with the Vaccine Adverse Event Reporting System.

- h) Coordinate the distribution plan with neighboring states and Mississippi tribes.
 - i) Review any and all updates to the Plan for Allocation and Distribution of Medical Countermeasures (vaccine, antivirals, facemasks, respirators and ventilators).
- 3) State Medical Countermeasures Coordinator will maintain up-to-date point of distribution lists.

B. Mississippi Department of Public Safety (MDPS)

- 1) Coordinate with the Mississippi Military Department on security issues during storage, staging, and distribution of medical countermeasures for Pandemic Influenza (PI) within Mississippi.
- 2) Complete a security assessment for all Receipt, Staging and Storage (RSS) sites for incorporation into a Field Operations Guide.
- 3) Develop plans for protection and security of RSS personnel, facility and medical countermeasures once within the jurisdiction of the state.
- 4) Develop contingency plans for crowd control and breach of security at the RSS.
- 5) Develop contingency plan for the evacuation of the RSS.
- 6) Develop plans for security of medical countermeasures during transportation from the RSS to various end-point locations around the state.
- 7) Coordinate planning with the state representative from the U.S. Marshals Service.
- 8) Coordinate with the Mississippi State Department of Health (MSDH) on pre- and onsite credentialing of personnel required for storage, staging, and distributing medical countermeasures.

C. Mississippi Hospital Association

- 1) Develop specific treatment center plans for receiving medical countermeasures.
- 2) Identify strategies to cope with patient surge.
- 3) Report estimated number of patients they can treat for PI.
- 4) Determine location at each center for delivery of medical countermeasures and identify 24/7/365 point of contact(s) for receiving materiel.
- 5) Ensure means for off-loading materiel, document transfer of custody and proper storage and inventory of materiel.
- 6) Provide a representative to the State Emergency Operations Center for the Strategic National Stockpile Technical Advisory Unit.

D. Mississippi Military Department

- 1) Coordinate with the MDPS on security issues during storage, staging and distribution of medical countermeasures within Mississippi.
- 2) Complete a security assessment for all RSS sites for incorporation into a Field Operations Guide.
- 3) Develop plans for protection and security of RSS personnel, facility and medical countermeasures for PI once within the jurisdiction of the state.
- 4) Develop contingency plans for evacuation of RSS.
- 5) Develop plans for security of medical countermeasures during transportation from the Receipt, Staging and Storage (RSS) to various end-point locations around the state.
- 6) Coordinate planning with the state representative from the United States Marshals Service.

- 7) Coordinate with the Mississippi State Department of Health (MSDH) on pre- and onsite credentialing of personnel required for storage, staging and distributing medical countermeasures.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) All Departments as required will:
 - a) Coordinate with bordering jurisdictions and Mississippi Band of the Choctaw Indians.
 - b) Monitor and disseminate information and recommendations from the Centers for Disease Control and Prevention (CDC).
 - c) Upon recommendations by the CDC for deployment of vaccine, antivirals and other medical countermeasures to states, the MSDH will fully activate the plan for distribution of antivirals consistent with the MSDH Plan for Receiving, Distributing, and Dispensing Strategic National Stockpile (SNS) Assets.
 - d) Continue full activation of the plan for distribution of vaccine, antivirals and other medical countermeasures from the SNS.
 - e) Confer with the CDC on the number of vaccine and antiviral doses Mississippi will receive and the expected date of delivery.
 - f) Fully activate the plan for distribution of vaccines and antivirals, including monitoring drug use, drug-related adverse events, and drug resistance.
- 2) Office of Emergency Planning and Response will:
 - a) Through guidance by the State Epidemiologist, modify the plan for distribution of vaccines and antivirals to account for possible updated Federal interim recommendations on priority groups, projected antiviral supplies and timelines for availability.
 - b) Meet with partners and stakeholders to review the major elements of the state's antiviral distribution plan.
 - c) Communicate frequently with the CDC regarding imminent deployment of SNS assets. Federal counterparts will determine when to activate the SNS to begin the distribution of critical medical materiel based on the epidemiology of the virus nationally with consideration on the Federal response stage and severity index.
 - d) Notify the medical community about the status of the plan and the expected availability of antivirals.
 - e) Coordinate distribution to selected locations as outlined in the MSDH Plan for Receiving, Distributing, and Dispensing SNS Assets.
 - f) Coordinate the distribution plan with neighboring states and Mississippi tribes.
- 3) RSS Team will:
 - a) Process orders for distribution of medical countermeasures.
 - b) Manage federally received medical countermeasures supply inventory.
- 4) Receipt, Storage and Staging (RSS) Warehouse Facility and Staff will:
 - a) Activate RSS site as per the Mississippi State Department of Health (MSDH) RSS Plan.

- b) Provide personnel to perform duties for storage, staging and distribution of Strategic National Stockpile (SNS) assets as outlined in the MSDH Plan for Receiving, Distributing, and Dispensing SNS Assets.
 - c) Provide the foundation for all warehouse activities for distribution of medical countermeasures, including receiving, storing, staging and distribution.
- 5) State Epidemiologist will:
- a) Provide guidance to the MSDH Office of Emergency Planning and Response regarding how to modify the plan for distribution of vaccines and antivirals to account for possible updated Federal interim recommendations on priority groups, projected antiviral supplies, and timelines for availability.
 - b) Meet with partners and stakeholders to review the major elements of the state's antiviral distribution plan.
 - c) Update Standing Orders for administration of antivirals based on any new recommendation from the Federal government, as needed.
 - d) Notify the medical community about the status of the plan and the expected availability of antivirals.
 - e) Provide individual providers and other stakeholders with the most up-to-date information regarding:
 - i. Interim recommendations for priority groups.
 - ii. Distribution and/or administration of unlicensed vaccines and antivirals under Investigational New Drug or Emergency Use Authorization provisions, if necessary.
 - iii. Data collection on antiviral drug use, drug-related adverse events, and drug resistance.
 - f) Continue to review current Centers for Disease Control and Prevention (CDC) prophylaxis and treatment guidelines for vaccines and antivirals and determine options for antiviral use.

B. Mississippi Department of Public Safety

Secure RSS Warehouse and provide security escorts from RSS to end recipient.

C. Mississippi Hospital Association

- 1) Follow all recommendations from the CDC as communicated by the MSDH.
- 2) Coordinate hospital preparedness for receiving medical countermeasures.
- 3) Provide Treatment Center Coordinator to the SNS Technical Advisory Unit at the State Emergency Operations Center (SEOC).
- 4) Report the expected number of patients hospitals can potentially treat.
- 5) Utilize medical countermeasures received by the state for treatment of ill persons.
- 6) Provide case-count, epidemiological intelligence and inventory information to the Treatment Center Coordinator within the SNS Plan Technical Advisory Unit of the SEOC.

D. Mississippi State Military Department

Maintain plans for securing, storing and transporting medical countermeasures at the RSS site and in transit.

3. Post-Pandemic Recovery Tasks and Responsibilities

Mississippi State Department of Health

- 1) All Departments as required will:
 - a) Prepare for a second wave of influenza illness.
 - b) Inventory antivirals and medical countermeasure supplies.
 - c) With assistance from partner agencies, evaluate overall success of antiviral drug administration and response activities and submit this data for an After Action Report (AAR).
- 2) Office of Emergency Planning and Response will:

With assistance from partner agencies, evaluate the overall success of antiviral drug administration and response activities and submit this data for an AAR.

4. Supporting Capabilities, Programs and Policies

A. Attachments

None submitted

B. State plans and procedures (statewide, multi-agency)

Mississippi Comprehensive Emergency Management Plan.

- a) Emergency Support Function (ESF) 1, Transportation, Annex.
- b) ESF 8, Public Health and Medical Services, Annex.
- c) ESF 13, Public Safety and Security, Annex.

C. Agency and/or department materials (agency or department-specific)

Mississippi State Department of Health.

- a) Clinical recommendations for antiviral use to be obtained following the determination of what antiviral will be dispensed.
- b) Guidelines Regarding Uninsured and Underinsured.
- c) Health Alert Network.
- d) Hospital Survey Tool for Allocation of Ventilators.
- e) Job Action Sheets for Each Receipt, Staging and Storage (RSS) Function.
- f) Licensed and Certified Long-Term Care Facilities List.
- g) Licensed Hospitals and Healthcare Centers List.
- h) Mississippi Vaccination Plan.
- i) Mississippi Immunization and Information Exchange System.
- j) Plan for Allocation of Facemasks and N95 Respirators.
- K) Procedures for Adverse Event Reporting after Medical Countermeasures have been administered during a Public Health Emergency (see Plan for Receiving, Distributing, and Dispensing Strategic National Stockpile (SNS) Assets).
- l) Plan for use of "Epi-Tracks".
- m) Point of Distribution List (Pharmacy Inventory Management System).
- n) Priority groups and at risk populations guidelines located in the Mississippi At Risk Taskforce Report.
- o) RSS Site Security plans (confidential).
- p) RSS Field Operations Guide.

- q) Plan for Receiving, Distributing, and Dispensing Strategic National Stockpile Assets.
- r) State Medical Asset Resources Tracking Tool.
- s) Strategic National Stockpile / Pandemic Influenza Program Provider Enrollment Form No. 255E.

D. Mississippi law (statutory and regulatory references)

None submitted

E. Memorandum of understanding and agreements

County Site for Strategic National Stockpile (SNS) Point of Distribution

F. Federal and external laws, plans, guidance and reports

None submitted

Section II.

L. Ensure Mass Vaccination Capability during each Phase of a Pandemic

Coordinating Emergency Support Function (ESF)

ESF 8 Public Health and Medical Services

Primary Agency

Mississippi State Department of Health (MSDH)

- Office of Emergency Planning and Response
- County and Regional Health Offices
- Department of Immunizations
- Department of Pharmacy
- Office of Communicable Diseases
- Office of Communications
- Receiving, Staging and Storage Warehouse Facility
- State Epidemiologist

Supporting Agencies and Organizations

Mississippi Department of Public Safety

Mississippi Military Department

The purpose of this section is to describe preparedness efforts and response actions related to providing state assistance and coordination of local resources in the allocation and distribution of both seasonal strain and pandemic strain vaccines in the event of a Pandemic Influenza (PI). Vaccination is the primary intervention to mitigate the health impacts of a PI. The overall impact of vaccination during a pandemic depends on how rapidly a PI vaccine becomes available, its effectiveness in preventing infection and disease, its supply levels and the ability to allocate and administer it. In contrast to seasonal influenza vaccine, delivery of PI vaccine may encompass an expanded target population, potentially the entire population of the United States of America. The success of the vaccination program will be determined in large part by the strength of state and local vaccination activities and public information efforts during the initial phase of a PI. Guidelines will be adapted to the specific pandemic scenario based on epidemiology, severity of disease and the available supply of vaccine. The majority of tasks in this section are performed by the MSDH. As such, its divisions and supporting functions are broken out to clearly delineate responsibilities within the MSDH. In cases where two divisions or supporting departments are assigned the same task(s), the task(s) are expected to be executed in a collaborative manner.

1. Prevention and Preparedness Tasks and Responsibilities

Mississippi State Department of Health (MSDH)

- 1) Office of Emergency Planning and Response (OEPR) will recruit volunteer healthcare professionals via the Mississippi Responder Management System and provide training and support to these volunteers to aid in the administration of pandemic strain vaccine.
- 2) Office of Communicable Diseases and the OEPR in conjunction with the State Epidemiologist will:
 - a) Prepare educational and communication materials, including translation for Non-English readers to:
 - i. Enhance levels of seasonal influenza vaccination in groups at risk for severe influenza in order to increase vaccination coverage levels.
 - ii. Enhance levels of seasonal influenza vaccination in healthcare workers.
 - iii. Enhance levels of pneumococcal pneumonia vaccination among those for whom it is recommended with the aim of reducing the incidence and severity of secondary bacterial pneumonia.
 - iv. Increase vaccine acceptability through public education targeted at familiarizing people with the safety profile and benefits of vaccination.
 - b) Assign a vaccine safety coordinator within the MSDH Office of Communicable Diseases.
 - c) Develop strategies for vaccinating hard to reach populations.
 - d) Review, exercise and modify vaccine distribution plans on a periodic basis and as needed.
 - e) Review biennially and as deemed necessary the Plan for Receiving, Distributing, and Dispensing Strategic National Stockpile Assets.
 - f) Review guidance on the Centers for Disease Control and Prevention's Allocating and Targeting Pandemic Influenza (PI) Vaccine and develop state-specific modifications or refinements for priority groups.
 - g) Prepare plans for allocation of pre-pandemic strain and pandemic strain vaccination including specific definitions for priority groups, identifying occupational categories and sub-categories, as needed, within each broad priority group are developed, revised and maintained through the PI Vaccine Preparedness and Response (PI-VPR) work group. The PI-VPR work group is comprised of members of the public health immunizations and emergency preparedness staffs. Comment on emergency preparedness plans and their implementation is vetted through the Senior Advisory Committee.
 - h) Create, review and refine educational materials regarding the need for priority groups and the rationale for the groups currently recommended.
 - i) Utilize the Vaccine Adverse Event Reporting System (VAERS) to report and investigate adverse events following immunization with a PI vaccine as delineated in VAERS.
- 3) Immunization Program will:
 - a) Develop and maintain an immunization registry.
 - b) Conduct training for public health staff and partners involved in distributing and administering vaccines, and ensure redundancy of knowledge and responsibility for pandemic activities.

- 4) Office of Communications will:
Develop plans for communicating with the public and stakeholders consistent with Section II.O of this Annex.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) County and Regional Health Offices will:
 - a) Provide human resources for the administration of pandemic strain vaccine.
 - b) Collect and collate vaccine data from providers.
 - c) Report data to Federal authorities via the Centers for Disease Control and Prevention's (CDC) Countermeasures and Response Administration (CRA) system.
- 2) Office of Communicable Diseases and Immunization Program in conjunction with the State Epidemiologist, will:
 - a) Fully activate the plan for vaccination.
 - b) Coordinate the vaccine distribution plan with neighboring states and the Mississippi Band of Choctaw Indians.
 - c) While utilizing estimates of weekly allocations, as outlined in the "guidance on the Center for Disease Control and Prevention's Allocating and Targeting Pandemic Influenza (PI) for PI Vaccine track vaccine supply and distribution for administration.
 - d) Collect and collate vaccine data from providers.
 - e) Report data to Federal authorities via the CDC-CRA system.
 - f) Facilitate reporting of adverse effects from vaccine administration via the Vaccine Adverse Event Reporting System.
 - g) Implement a call-back system or immunization registry that will:
 - i. Inform vaccinated persons of the need for a second vaccination.
 - ii. Track vaccine supply and distribution.
 - iii. Collect data, as required by the Federal government, from individual providers.
 - iv. Collate data at the local and state levels.
 - v. Report the data to Federal authorities on a routine basis.
 - h) Meet with partners and stakeholders to review the major elements of the plan for mass vaccination.
 - i) Modify the plan for mass vaccination to account for possible updated Federal interim recommendations on priority groups, projected vaccine supplies and timelines for availability. State Health Officer or designee will determine the application of vaccine priority groups based on the Centers for Disease Control and Prevention (CDC) recommendations and facts on the ground.
 - j) Notify the medical community about the status of the plan and the expected availability of vaccines.
 - k) Coordinate with Mississippi schools and institutions of higher learning to ensure vaccination of school populations. Implement school vaccination programs as needed.
 - l) Review administration orders, as approved by the State Health Officer, for PI vaccine administration.

- m) Provide individual providers and other stakeholders with the most up-to-date information regarding:
 - i. Interim recommendations for vaccine target groups.
 - ii. Distribution and/or administration of unlicensed vaccinations under Investigational New Drug or Emergency Use Authorization provisions.
 - iii. Data collection on vaccine effectiveness, supply, distribution, coverage and safety.
- 3) Public Health Pharmacy, in conjunction with the Office of Emergency Planning and Response (OEPR), will:
 - a) Work with the Receipt, Staging and Storage (RSS) warehouse facility to provide equipment and human resources for receiving, storing and distribution of pandemic strain vaccine.
 - b) Work with the RSS warehouse facility to receive and cold store 45,000 pandemic strain vaccines packaged in multi-dose vials. Mississippi will receive pre-pandemic and pandemic strain vaccine centrally for subsequent distribution for administration. Implementation steps for operations of selected sites for vaccine distribution are described in guidance on the Center for Disease Control and Prevention's (CDC)'s Allocating and Targeting Pandemic Influenza (PI) for PI Vaccine.
 - c) Comply with federal and state regulations for distribution of pharmaceuticals.
 - d) Utilize agency approved cooler containers at all administration sites to ensure maintenance of cold chain.
 - e) Have redundant plans for generator power, fuel for vehicles and maintenance for vehicles.
- 4) OEPR will:
 - a) Coordinate vaccine distribution plan with neighboring states and the Mississippi Band of Choctaw Indians.
 - b) Support the call-back system or immunization registry that will:
 - i. Inform vaccinated persons of the need for a second vaccination.
 - i. Track vaccine supply and distribution.
 - ii. Collect data from individual providers, as required by the Federal government.
 - iii. Collate data at the local and state level.
 - iv. Report the data to Federal authorities on a routine basis.
 - c) Facilitate reporting of adverse events from vaccine administration via Vaccine Adverse Events Reporting System.
 - d) Review orders, as approved by the State Health Officer, for PI vaccine administration.
- 5) The RSS warehouse facility, in coordination with the Public Health Pharmacy and the OEPR will:
 - a) Work with the Public Health Pharmacy to provide equipment and human resources for receiving, storing and distribution of pandemic strain vaccine.
 - b) Comply with Federal and state regulations for distribution of pharmaceuticals.
 - c) Have redundant plans for generator power, fuel for vehicles and maintenance of vehicles.
- 6) State Epidemiologist will:
 - a) Confer with the CDC on the number of PI vaccine doses Mississippi will receive and date of receipt.
 - b) Coordinate the vaccine distribution plan with neighboring states and the Mississippi Band of Choctaw Indians.
 - c) Ensure completion of vaccination of target groups.

- d) Advise as to when to phase in vaccination of the rest of the population.
 - e) Monitor the call-back system or immunization registry that will:
 - i. Inform vaccinated persons of the need for a second vaccination.
 - ii. Track vaccine supply and distribution.
 - iii. Collect data from individual providers, as required by the Federal government.
 - iv. Collate data at the local and state level.
 - v. Report the data to Federal authorities on a routine basis.
 - f) Review and update administration orders for Pandemic Influenza (PI) vaccine as needed, based on any new recommendations from the Federal government.
- 7) Office of Communications will coordinate communications to the public and stakeholders consistent with Section II.O of this Annex.

B. Mississippi Department of Public Safety

In conjunction with the Mississippi State Military Department, coordinate security issues during storage, staging, distribution and administration of pandemic strain vaccine.

C. Mississippi Military Department

Coordinate security issues during storage, staging, distribution and administration of pandemic strain vaccine.

3. Post-Pandemic Recovery Tasks and Responsibilities

Mississippi State Department of Health

- 1) All Departments will:
 - a) Prepare for a second wave of influenza illness.
 - b) Inventory PI vaccine, pharmaceuticals and supplies.
 - c) Evaluate vaccination protocols and procedures.
 - d) Critique and improve vaccination and distribution sites.
 - e) Document personnel available to work in second wave vaccination clinics.
- 2) Office of Emergency Planning and Response will:

Evaluate the overall success of the vaccination effort and response with assistance from partner agencies activities, and submit this data for inclusion in an After Action Report.

4. Supporting Capabilities, Programs and Policies

A. Attachments

None submitted

B. State plans and procedures (statewide-multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan
 - a) Emergency Support Function (ESF) 1, Transportation, Annex
 - b) ESF 8 , Public Health and Medical Services, Annex
 - c) ESF 13, Public Safety and Security, Annex

C. Agency and department materials (Agency or Departmental specific)

- 1) Mississippi State Department of Health (MSDH)
 - a) Clinical recommendations for antiviral use to be obtained following the determination of what antiviral will be dispensed.
 - b) MSDH Continuity of Operations Plan.
 - c) Center for Disease Control and Prevention's (CDC)'s Countermeasures and Response Administration System.
 - d) Guidelines Regarding Uninsured and Underinsured.
 - e) Health Alert Network.
 - f) Hospital Survey Tool for Allocation of Ventilators.
 - g) Immunization Manual.
 - h) Job Action Sheets for Each Receipt, Staging and Storage Site (RSS) Function.
 - i) Licensed and Certified Long-Term Care Facilities List.
 - j) Licensed Hospitals and Healthcare Centers List.
 - k) Mississippi Antiviral Distribution Plan.
 - l) Mississippi Immunization and Information Exchange System.
 - m) Plan for Allocation of Vaccine.
 - n) Plan for use of "Epi-Tracks".
 - o) Point of Distribution List (Pharmacy Inventory Management System).
 - p) Priority Groups and at risk populations guidelines located in the Mississippi At Risk Taskforce Report.
 - q) Guidance on the CDC's Allocating and Targeting Pandemic Influenza (PI) for PI vaccine.
 - r) RSS Security Plans (confidential).
 - s) RSS Operational Plan.
 - t) Plan for Receiving, Distributing, and Dispensing Strategic National Stockpile Assets.
 - u) State Medical Asset Resource Tracking Tool.
 - v) Vaccine Administration Record.
 - w) Vaccine Adverse Event Report System.
 - x) Provider Enrollment Form.
 - y) Standard Operating Procedures for Management Pre-Pandemic and Pandemic Strain Vaccine.
 - z) Operating Sites for Vaccine Receipt and Distribution

D. Mississippi law (statutory and regulatory references)

None submitted

E. Memorandum of understanding and agreements

None submitted

F. Federal and external laws, plans, guidance and reports

None submitted

Section II.

M. Provide Healthcare

Coordinating Emergency Support Function (ESF)

ESF 8 Public Health and Medical Services

Primary Agency

Mississippi State Department of Health (MSDH)

Supporting Agencies and Organizations

University of Mississippi Medical Center

The U.S. Department of Health and Human Services, based on extrapolation of the 1957 and 1968 pandemics, suggests that there could be 839,000 to 9,625,000 hospitalizations, 18 – 42 million outpatient visits, and 20 – 47 million additional illnesses, depending on the attack rate of infection during the pandemic. In addition, published estimates show demand for inpatient and intensive care beds may increase as much as 25% even in a less severe scenario. Prevention, preparedness and response activities are essential to provide consistent, uninterrupted patient care before, during and after a Pandemic Influenza (PI) event.

The purpose of this section is to describe preparedness efforts and response actions in providing a framework for the coordination of state resources to support the local healthcare response to a PI event. A PI will place an enormous burden on the state of Mississippi's healthcare system.

For the purposes of developing state recommendations to ethical issues that may impact public health decision making, the MSDH is in the process of developing an Advisory Committee to the State Health Officer. The State Epidemiologist will serve as chairperson. The group will be comprised of experts from a wide array of disciplines. The process for identifying and vetting the individual representatives is being developed now. The Advisory Committee will not be convened until a specified PI trigger has been activated. For now, individuals will be contacted to request permission to call upon them for their expertise at a later date. Participation will be allowed via teleconference.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) Conduct impact assessments on hospitals and healthcare systems.
- 2) Manage information needed to support hospital and healthcare systems operations, including incident management plans and development of response and recovery strategies.
- 3) In coordination with the Mississippi Emergency Management Agency, the Mississippi Department of Public Safety and the Wireless Communication Commission, review Section II.O of this Annex to ensure that reliable and

interoperable communications will be available to hospitals and other healthcare organizations during a Pandemic Influenza (PI) event.

- 4) In coordination with the Wireless Communication Commission (WCC) and Mississippi Emergency Management Agency (MEMA), the Mississippi State Department of Health (MSDH) will:
 - a) Assure that information distributed through the State Medical Asset Resource Tracking Tool (SMARTT) system will reach all healthcare and healthcare-related entities throughout Mississippi.
 - b) Assure that the WCC receives information from SMARTT regarding the current status of the current incident as well as communication needs that have been identified at the local healthcare level.
- 5) Ensure that the Mississippi Responder Management System (MRMS) adequately address surge personnel requirements for hospitals and other healthcare organizations in response to a PI.
- 6) Develop strategies to identify at risk populations within the community, and determine the potential impact from PI.
- 7) Maintain updated case definitions, procedures for screening, infection control, laboratory testing and recommended use of antiviral regimens as necessary and consistent with the most current Centers for Disease Control and Prevention infection control guidance documents and disseminated to hospitals and other healthcare organizations.
- 8) Maintain strategies and triage protocols for hospitals and other healthcare organizations for identifying and managing patients presenting with influenza-like-illness.
- 9) The MSDH has identified and entered into a memorandum of agreement with twelve locations to serve as medical needs shelters and as alternate care sites for a PI in the central and southern part of the state.
- 10) In coordination with Mississippi's State Board for Community and Junior Colleges, the MSDH will identify additional Mississippi Community Colleges that will be used as sites for medical needs shelters and as alternate care sites for a PI.

B. Mississippi Board of Nursing

- 1) Ensure the ongoing licensure and credentialing of nurses in Mississippi.
- 2) Assist in recruitment of nurses into MRMS.
- 3) Assist with credentialing and verification of nurses enrolled in MRMS.

C. Mississippi Emergency Management Agency

- 1) Assist the MSDH in identifying assets to assist hospitals and other healthcare organizations in operations required for a PI response once local assets have been depleted or become overwhelmed.
- 2) In coordination with the MSDH, the Mississippi Department of Public Safety and the WCC; will review the Section II. O of this Annex to ensure that reliable and interoperable communications will be available to hospitals and healthcare organizations during a PI event.
- 3) Facilitate and provide appropriate health care information to local Emergency Operation Centers (if activated).
- 4) In coordination with the WCC and the MSDH, the MEMA will assist the MSDH to:
 - a) Assure that information distributed through the SMARTT system will reach all healthcare and healthcare-related entities throughout Mississippi.

- b) Assure that the Wireless Communication Commission (WCC) obtains information received from State Medical Asset Resource Tracking Tool (SMARTT) regarding the current status of the recent incident as well as communication needs that have been identified at the local healthcare entity level.

D. Mississippi Department of Human Services

- 1) Coordinate with the Mississippi State Department of Health (MSDH) to determine the potential impact of various community mitigation strategies on at risk populations and provide recommendations to the MSDH on steps to facilitate the implementation of community mitigation strategies for at risk populations
- 2) Develop plans to ensure continuity of operations for essential services to include mental health, substance abuse and congregate living services in the event of Pandemic Influenza (PI).

E. Mississippi Department of Mental Health

Coordinate efforts with the MSDH to provide basic human mental health needs during and following a pandemic.

F. Mississippi Hospital Association

Provide advocacy and consultation between the MSDH and individual hospitals and healthcare systems.

G. Mississippi Hospitals

- 1) Engage in regional planning for the purposes of regional triage in response to a PI.
- 2) Develop plans to monitor and report exposure and health status of staff and patients.
- 3) Provide the MSDH with projections of resource needs, including antiviral regimens, personal protective equipment, ventilators (if available) and other medical support supplies. Utilize FluAid and FluSurge or similar programs to determine projections, if accessible.
- 4) Review institution plans for PI and communicate with partners on regional plans, if applicable.

H. Mississippi Healthcare Organizations

- 1) Engage in regional planning for the purposes of regional triage in response to a PI.
- 2) Develop plans to monitor and report exposure and health status of staff and patients.
- 3) Provide the MSDH with projections of resource needs, including antiviral regimens, personal protective equipment, ventilators (if available) and other medical support supplies. Utilize FluAid and FluSurge or similar programs to determine projections, if accessible.
- 4) Review institution plans for PI and communicate with partners on regional plans, if applicable.

I. Mississippi State Board for Community and Junior Colleges

- 1) In coordination with the MSDH, assist with selecting Mississippi Community Colleges to be used as sites for Regional State Medical Needs Shelters and as alternate care sites for PI.

- 2) In coordination with the Mississippi State Department of Health (MSDH), assist with maintaining appropriate Memorandums of Agreement with the Mississippi Community Colleges that have been selected as sites for state medical needs shelters and as alternate care sites for pandemic influenza (PI) (see Attachment A Section II.M.a).

J. Mississippi State Board of Medical Licensure

- 1) Ensure the ongoing licensure and credentialing of physicians and other practitioners in Mississippi.
- 2) Assist in recruitment of physician and other practitioners for pre-placement into Mississippi Responder Management System (MRMS).
- 3) Assist with credentialing and verification of physicians and other practitioners enrolled in MRMS.

K. University of Mississippi Medical Center

Support the MSDH in developing plans and systems to support healthcare resources situational awareness.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) Maintain reliable and interoperable communications available to hospitals and healthcare organizations.
- 2) Activate MRMS personnel as necessary.
- 3) In coordination with the Wireless Communication Commission (WCC) and the Mississippi Emergency Management Agency, the MSDH will:
 - a) Disseminate information distributed through the State Medical Asset Resources Bed Tracking Tool (SMARTT) system to all hospitals and healthcare organizations.
 - b) Assure that the WCC receives information from SMARTT regarding the current status of the current incident as well as ongoing communication needs that have been identified at the local healthcare level.
- 4) Partner with the Mississippi Department of Human Services to provide community mitigation strategies to hospitals and healthcare organizations to address the needs and concerns of the at risk populations.
- 5) Provide hospitals and other healthcare organizations with updated case definitions, procedures for screening, infection control, laboratory testing and recommended use of antiviral regimens as necessary and consistent with most current Centers for Disease Control and Prevention's Infection Control Guidance documents, and disseminate.
- 6) Activate and maintain responsibility for operations of predetermined alternate care sites as necessary.

B. Mississippi Board of Nursing

- 1) Assist with ongoing credentialing and verification of nurses enrolled in MRMS.
- 2) Provide guidance to the MSDH in placement of nurses activated through MRMS during a pandemic.

C. Mississippi Department of Human Services

- 1) Coordinate with the Mississippi State Department of Health (MSDH) to facilitate the implementation of community mitigation strategies for Pandemic Influenza (PI) for at risk populations.
- 2) Ensure continuity of operations for essential services to include mental health, substance abuse and congregate living services during a pandemic.

D. Mississippi Department of Mental Health

Coordinate efforts to provide basic human mental health needs during a pandemic.

E. Mississippi Department of Rehabilitation Services

Serve as a resource for ensuring the healthcare of handicapped and disabled populations.

F. Mississippi Emergency Management Agency

In coordination with the MSDH, Mississippi Department of Public Safety, and the Wireless Communication Commission, where possible will ensure the availability of reliable and interoperable communications to hospitals and healthcare organizations during a PI event as delineated in Section II. O of this Annex.

G. Mississippi Hospital Association

Provide advocacy and consultation between the MSDH and individual hospitals and healthcare systems during a pandemic.

H. Mississippi Hospitals

- 1) Provide the MSDH with updated information on anticipated medical support material needs.
- 2) Activate institution plans for PI which includes implementing activities to limit spread of disease to staff, patients and visitors as defined by the most current recommendations from the MSDH.
- 3) Increase capacity, supplement staff and provide supplies and equipment to respond to pandemic.
- 4) Report PI cases or fatalities as requested by the MSDH.
- 5) Report atypical cases, breakthrough infections while on prophylaxis or any other abnormal cases throughout the duration of the pandemic as requested by the MSDH.

I. Mississippi Healthcare Organizations

- 1) Provide the MSDH with updated information on anticipated medical support material needs.
- 2) Activate institution plans for PI which includes implementing activities to limit spread of disease to staff, patients and visitors as defined by the most current recommendations from the MSDH.
- 3) Increase capacity, supplement staff and provide supplies and equipment to respond to pandemic.
- 4) Report PI cases or fatalities as requested by the MSDH.
- 5) Report atypical cases, breakthrough infections while on prophylaxis or any other abnormal cases throughout the duration of the pandemic as requested by the MSDH.

- J. Mississippi State Board for Community and Junior Colleges
In coordination with the Mississippi State Department of Health (MSDH), facilitate activation of predetermined Mississippi Community Colleges to be utilized as alternate care sites as necessary. Full activation guidance is delineated in Attachment A Section II.M.a of this Annex.
- K. Mississippi State Board of Medical Licensure
 - 1) Assist with ongoing credentialing and verification of physicians and other practitioners enrolled in Mississippi Responder Management System (MRMS).
 - 2) Provide guidance to the MSDH in placement of physicians and other practitioners activated through MRMS during a pandemic.
- L. University of Mississippi Medical Center
Support the MSDH through the coordination of medical resources and situational awareness.

3. Post-Pandemic Recovery Tasks and Responsibilities

- A. Mississippi State Department of Health
 - 1) Assist hospitals and other healthcare organizations in identifying appropriate medical supply and equipment resources to replenish medical supplies and equipment used during a Pandemic Influenza (PI).
 - 2) Assist hospitals and other healthcare organizations to identify additional federal health related funding options to assist with losses sustained during PI.
 - 3) Fulfill after-action report/best practices/lessons learned reporting requirements.
- B. Mississippi Board of Nursing
Fulfill after-action report/best practices/lessons learned reporting requirements.
- C. Mississippi Department of Human Services
 - 1) Fulfill after-action report/best practices/lessons learned reporting requirements.
 - 2) Return essential services, including mental health, substance abuse and congregate living services to normal operations following a PI.
- D. Mississippi Department of Mental Health
 - 1) Fulfill after-action report/best practices/lessons learned reporting requirements.
 - 2) Coordinate efforts to provide basic human mental health needs following a pandemic.
- E. Mississippi Emergency Management Agency
 - 1) Fulfill after-action report/best practices/lessons learned reporting requirements.
 - 2) Assist hospitals and other healthcare organizations to identify potential Federal funding options to assist with replenishment of non-medical supplies utilized during a pandemic.
- F. Mississippi Hospital Association
Fulfill after-action report/best practices/lessons learned reporting requirements.

- G. Mississippi Hospitals
Fulfill after-action report/best practices/lessons learned reporting requirements.
- H. Mississippi Healthcare Organizations
Fulfill after-action report/best practices/lessons learned reporting requirements.
- I. Mississippi State Board of Medical Licensure
Fulfill after-action report/best practices/lessons learned reporting requirements..

4. Supporting Capabilities, Programs and Policies

- A. Attachments
Attachment A Section II.M.a: Expanding Healthcare Services to Alternate Care Sites
- B. State plans and procedures (statewide, multi-agency)
Mississippi Comprehensive Emergency Management Plan
- C. Agency/department materials (Agency or department-specific)
Mississippi State Department of Health (MSDH):
 - a) Alternate Care Facility Activation Plan
 - b) MSDH Concept of Operations Plan
 - c) State Medical Asset Tracking Tool
 - d) Victim Identification Program Software Protocol
 - e) Mississippi Responder Management System
- D. Mississippi law (statutory and regulatory references)
None submitted
- E. Memorandum of understanding and agreements
Memoranda of agreements are in place with the MSDH and Community Colleges for use as medical needs shelters and alternate care sites.
- F. Federal and external laws, plans, guidance and reports
 - 1) Centers for Disease Control and Prevention Infection Control Guidance Documents.
 - 2) University of Mississippi Medical Center (UMMC) Emergency Operations Plan available from UMMC.

Section II.

N. Manage Mass Fatalities

Coordinating Emergency Support Function (ESF)

ESF 8 Public Health and Medical Services

Primary Agency

Mississippi State Department of Health (MSDH)

Supporting Agencies and Organizations

Mississippi Coroners Association

Mississippi Dental Association

Mississippi Department of Public Safety

Mississippi Funeral Directors Association (MFDA)

Mississippi Funeral Directors and Morticians Association (MFDMA)

Mississippi Hospital Association (MHA)

Mississippi Emergency Management Agency

Mississippi State Board of Funeral Service

Mississippi State Medical Examiner's Office (MSME) (Department of Public Safety)

University of Mississippi Medical Center and Other Hospitals

A Pandemic Influenza (PI) is projected to have a global impact on morbidity and mortality. The 1918 Spanish PI claimed the lives of 50-100 million people world-wide. During this same period, estimates place the death toll in the United States at 675,000. Planning assumptions for a severe pandemic from the Centers for Disease Control and Prevention estimate that a severe modern day pandemic of a novel influenza strain could result in over 1 million deaths (in addition to those from other causes) in the United States with over 15,000 in Mississippi. The capacity of all morgues in the state of Mississippi could be exceeded in a short time. Funeral businesses in the state would not be able to meet this demand even if they were able to remain fully operational. A PI incident that produces mass fatalities will place extraordinary demands (including religious, cultural and emotional burdens) on local jurisdictions and the families of victims. The timely, safe and respectful disposition of the deceased is an essential component of an effective response. Accurate, sensitive and timely public relations are crucial to this effort.

The purpose of this section is to establish a comprehensive framework for the management of mass fatality response and recovery activities related to a PI event. It provides the structure and mechanisms for the coordination of state support to county and tribal coroner and medical examiners and for exercising direct authorities and responsibilities as enacted by Mississippi law. This section assists in the important mission of minimizing the health and psychological damage associated with mass fatalities in a severe pandemic event.

A key resource referenced throughout this document is the Mississippi Mortuary Response Team (MMRT), which is coordinated by an advisory committee. The MMRT Advisory Committee and team includes, but are not necessarily limited to, representatives from: the Mississippi Coroners Association, MSME, MFDA, MFDMA, MHA and the MSDH.

Communications at the state level will be managed consistent with Section II.O of this Annex. The local county coroner and medical examiners have full authority over any public released fatality media inquiries and statements and are expected to work closely with state-level communications coordination structures. Local coroners will also be responsible for establishing family assistance centers to support the provision of information to families.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi State Department of Health (MSDH)

- 1) Work with the Mississippi Mortuary Response Team (MMRT) to update and maintain the local Mortuary Response Fatality System.
- 2) Identify trained and credentialed volunteers to assure appropriate skills, training and licensure status.
- 3) Receive questions and requests for information and/or recommendations from state and local agencies, the public and special interest groups concerning the risks of infection from animals and potentially contaminated environments to humans.
- 4) Maintain capability to effectively perform all aspects of fatality management including scene documentation, complete collection and recovery of the death victim's personal effects and items of evidence, decontamination of remains and personal effects.
- 5) Work with the Mississippi Department of Mental Health (DMH) and the Mississippi Emergency Management Agency to develop accurate and appropriate community education, public service announcements and other key messages that include notification of an expectation of death at home.
- 6) Coordinate communications with healthcare organizations and other stakeholders consistent.
- 7) Develop a computerized, web-based death registry system

B. Mississippi Emergency Management Agency

- 1) Collaborate with Tribal Health Organizations and Tribal leaders on mass fatality planning.
- 2) Collaborate with the DMH to develop accurate and appropriate community education, public service announcements and other key messages that include notification of an expectation of death at home.

C. Mississippi Hospital Association

Assist hospitals with planning and training for developing hospital mass fatality management Annexes to be included to the Emergency Operations Plans.

D. University of Mississippi Medical Center and Other Hospitals

- 1) Develop mass fatality management plans for pandemic influenza.
- 2) Identify resources to support regional fatality identification and management operations.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi State Department of Health (MSDH)

- 1) Activate and coordinate mortuary services, assistance and equipment.
- 2) Coordinate mental health support for emergency responders and other professionals involved in mortuary response and recovery effort.
- 3) Provide assistance to the Mississippi Mortuary Response Team (MMRT) Operations, and report information requested by the Mississippi Emergency Management Agency and the Office of the Governor with the specific approval of the local coroner and medical examiner.
- 4) Facilitate the identification of victims in emergency mortuary services in coordination with the county coroner and medical examiner.
- 5) Coordinate the provision of available fatality management supplies to local authorities.
- 6) Communicate recommendations for infection control and prevention as new information becomes available.
- 7) Coordinate MMRT deployment and the MSDH Mass Fatality Task Force.
- 8) Operate one fatality management support trailer with suitable tow vehicle and have a portable mortuary cooling system in each of the three MMRT regions.
- 9) Provide mass fatality surge capacity enhancement to Mississippi hospitals.
- 10) Provide technical support to damaged local mortuary facilities or cemeteries.
- 11) Establish the official death count for the state for each operational period.

B. Mississippi Dental Association

Assist the local coroner and medical examiner by providing forensic dental assistance in identifying deceased persons.

C. Mississippi Department of Public Safety

- 1) Provide personnel as requested to serve on the Emergency Support Function (ESF) 8 State Mortuary Operations Response Team.
- 2) Allocate appropriate assets to assist with the following:
 - a) Assist in missing persons and human remains identification via the Mississippi Bureau of Investigation.
 - b) Provide security support via the Mississippi Highway Patrol.
 - c) Provide forensic identification support via the Mississippi Crime Lab and the Mississippi State Medical Examiner.
 - d) Provide search and recovery support via the Mississippi Bureau of Investigations Missing Persons Task Force.

D. Mississippi Emergency Management Agency

- 1) After receiving a request for mortuary assistance and/or upon the proclamation of a State of Emergency by the Governor, notify the MSDH ESF 8.
- 2) Seek Federal assistance when available state resources are overwhelmed in fulfilling existing mortuary needs as requested by ESF 8.
- 3) Coordinate resources to assist local government in the care and handling of the deceased.

E. Mississippi Funeral Directors Association

- 1) Support Mobile MMRT response operations as needed.

- 2) Provide volunteers to support response operations through the Mississippi Responder Management System (MRMS) as needed.

F. Mississippi Funeral Directors and Morticians Association

- 1) Support Mississippi Mortuary Response Team (MMRT) response operations as needed.
- 2) Provide volunteers to support response operations through the MRMS system as needed.

G. Mississippi Hospital Association

Provide assistance to hospitals to ensure activation and execution of their Mass Fatality Management Annex.

H. Mississippi State Board of Funeral Service

- 1) In coordination with the Mississippi State Department of Health, support the MRMS system to accept and credential volunteers activated to support funeral service operations.
- 2) Re-activate inactive licensees as necessary.
- 3) Provide temporary licensing of trainees and students to assist with mortuary services.

I. Mississippi State Office of the Medical Examiners

- 1) Track deceased human remains using the Victim Identification Program computer software and the Radio Frequency Identification System.
- 2) Assure that all deaths which affect the public interest are properly investigated and reported in the prescribed time frame and manner so as to protect the decedent, as mandated in the Mississippi Code subsection 41-61-63.
- 3) Operate a mass fatality field forensic response trailer that is capable of performing autopsies in the field if needed.

J. University of Mississippi Medical Center and Other Hospitals

- 1) Activate mass fatality management plans including facility Family Assistance Centers and mechanisms for supporting patients and their families.
- 2) Coordinate with Emergency Support Function (ESF) 8 and the MSDH to support state fatality identification and management as appropriate.

3. Post-Pandemic Recovery Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) Deactivate fatality management emergency plans and MMRT.
- 2) Evaluate overall success of response activities with assistance from partner agencies, and submit this data for inclusion in an After-Action Report (AAR).
- 3) Revise ESF 8 Fatality Management Annex as required.
- 4) With assistance from partner agencies, evaluate the overall success of response activities, and submit this data for an AAR.
- 5) Determine what measures can be taken to improve the availability of mortuary supplies and equipment.
- 6) Reassess the ability to improve the deployment of mortuary support human and other needed resources.

- 7) Assess the initiation of the Family Assistance Center along with the management of deceased human remains with special attention to ante- and post-mortem information and personal effects.

B. University of Mississippi Medical Center and Other Hospitals

- 1) Deactivate mass fatality emergency plans.
- 2) Ensure the re-supply of facility fatality management supplies.
- 3) Deactivate mass-fatality management plans as appropriate.

4. Supporting Capabilities, Programs and Policies

A. Attachments

None submitted

B. State plans and procedures (statewide, multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan
 - a) Emergency Support Function (ESF) 1, Transportation, Annex
 - b) ESF 8, Public Health and Medical Services, Annex
 - c) ESF 13, Public Safety and Security, Annex

C. Agency/department materials (agency or department-specific)

- 1) Mississippi State Department of Health
 - a) Fatality Management Annex
 - b) MSDH Concept of Operations Plan
 - c) Death Registry System
 - d) Fatality Management Annex Mississippi Mortuary Response
 - e) Mississippi Mortuary Response Team
 - f) Victim Identification Program Software Protocol
 - g) Mississippi Responder Management System
 - h) Mississippi Mass Casualty Conference
 - i) 2nd Annual Mass Fatality Conference

D. Mississippi law (statutory and regulatory references)

None submitted

E. Memorandum of understanding and agreements

None submitted

F. Federal and external laws, plans, guidance and reports

None submitted

Section II.

O. Ensure Communication Capability during each Phase of a Pandemic

Coordinating Emergency Support Function (ESF)

ESF 2 Communications Response Annex (for communication infrastructure)

ESF 15 External Affairs (for information coordination)

Primary Agency

Mississippi Emergency Management Agency (MEMA)

Mississippi State Department of Health (MSDH)

Supporting Agencies and Organizations

All State Agencies and Organizations

Mississippi Department of Agriculture and Commerce

Mississippi Department of Information Technology Services

Mississippi Public Broadcasting

Communication among stakeholders and the public during a pandemic influenza (PI) response is a critical function that is relevant in supporting all aspects of the response. This section seeks to build upon the structures that already exist within the individual agencies and organizations as well as those outlined in the state's Comprehensive Emergency Management Plan and to add the specific elements that are relevant to their implementation during PI.

Upon recognition of a health emergency, the MSDH will notify the MEMA and the Mississippi Governor's Office. A call down list internal to the MSDH will be activated. A call down list of other agencies will be activated by the MEMA. If necessary, the MSDH Health Alert Network (HAN) and Mississippi Responder Management System (MRMS) will also be utilized. The MSDH's HAN and MRMS includes all Mississippi media and over 6,000 hospitals, physicians and first emergency responders.

During a PI, all information will be cleared by the MSDH Director of Communications and the State Health Officer or designee prior to public release.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi Emergency Management Agency

- 1) Maintain updated lists of media contacts.
- 2) Maintain the ESF 15 Annex and supporting documentation and resources.
- 3) Support the communication of relevant PI updates through Situation Reports and through the Emergency Coordinating Officer structure.
- 4) Develop and maintain plans to coordinate the management of two-way communications systems with the Mississippi Department of Information Technology Services, the Wireless Communication Commission and the

Mississippi Department of Public Safety as well as end-user agencies and organizations consistent with the Emergency Support Function (ESF) 2 Annex in the Comprehensive Emergency Management Plan (CEMP).

B. Mississippi State Department of Health (MSDH)

- 1) Maintain access to Public Health Information Network (PHIN) compliant communication systems.
- 2) Maintain updated lists of media contacts.
- 3) Develop and maintain public information template materials on Pandemic Influenza (PI).
- 4) Develop and maintain public information materials on disease mitigation strategies including prophylaxis, treatment and community mitigation strategies.
- 5) Develop multi-lingual versions of public information templates.
- 6) Develop strategies to populations with access and functional needs are reached with public information.
- 7) Maintain contact information for at-risk populations' service delivery and coordinating organizations.
- 8) Author and distribute information about the MSDH events and emergency preparation information to identified stakeholders.
- 9) Provide relevant pandemic information into daily situation reports through the Emergency Coordinating Officer structure coordinated by the Mississippi Emergency Management Agency (MEMA).

C. Mississippi Department of Agriculture and Commerce

Maintain plans to communicate essential agriculture and nutrition assistance information to stakeholders during a pandemic.

D. Mississippi Department of Information Technology Services

Develop and maintain plans to ensure sufficient functionality and capacity of technology based information systems.

E. Mississippi Public Broadcasting

Assist and support the development and maintenance of plans to support public information strategies.

F. All Agencies and Organizations

- 1) Maintain internal and external emergency risk communication plans.
- 2) Monitor MEMA Situation Reports daily for information indicating a potential need for a heightened state of preparedness.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi Emergency Management Agency

- 1) Coordinate the functionality of two-way communications systems with the Mississippi Department of Information Technology Services, Wireless Communication Commission and Mississippi Department of Public Safety as well as end-user agencies and organizations consistent with the ESF 2 Annex in the CEMP.

- 2) Establish a Joint Information Center (JIC) for the coordination of public information (if needed).
- 3) Coordinate public information dissemination via Emergency Support Function (ESF) 15 and the JIC as outlined in the Comprehensive Emergency Management Plan.

B. Mississippi State Department of Health (MSDH)

- 1) Monitor guidance from the Centers for Disease Control and Prevention, World Health Organization and other health organizations to ensure that communication contains the most up-to-date information.
- 2) Identify appropriate methods for disseminating information to the public and stakeholders. Methods may include the following in multiple languages:
 - a) E-mail
 - b) Fax
 - c) Health Alert Network
 - d) Brochures
 - e) Public service announcements
 - f) Press releases
- 3) Ensure the use of Public Health Information Network compliant systems when necessary.
- 4) Identify appropriate subject matter experts to address questions from the media and stakeholders.
- 5) Establish a 24/7 hotline (if necessary) in multiple languages to respond to questions from the public and professional groups.
- 6) Serve as the lead agency for coordinating public information. Execute strategies to reach At-Risk Populations and populations that traditional public information strategies may not reach.
- 7) Serve as the lead agency for the release of public information.
 - a) Maintain an information center at the MSDH, and integrate with the JIC, if activated.
 - b) Ensure the State Health Officer (SHO) or designee serves as lead spokesperson for public information.
 - c) Approve the release of public information through the existing communications structure with final approval to be provided by the SHO or designee.
- 8) Authorize dissemination of pandemic influenza information to internal stakeholders and cooperating Federal agencies through the ESF 15 structure.
- 9) In coordination with the Mississippi Department of Transportation, provide information to support infection control on transportation systems.
- 10) Issue transportation travel advisories including:
 - a) Advisories discouraging non-essential travel.
 - b) Information on how to appropriately reduce disease exposure and transmission on transportation systems.
 - c) Providing guidance to transportation agencies and companies on the latest pandemic information to display to passengers on transportation systems.
 - d) Information on when the potential pandemic wave is over and infection control strategies can be scaled back as well as the potential to reinstate these strategies in the event of a subsequent wave of illness.
- 11) Serve as the lead agency in the ESF 15 structure (if activated).
- 12) Prior to a declared state of Emergency, coordinate targeted briefings with state agencies and stakeholders as needed.

- a) Request briefings with state agencies and stakeholders.
 - b) Respond to requests for targeted briefings with state agencies and stakeholders.
 - c) Request coordination assistance from the Mississippi Emergency Management Agency (MEMA) as needed.
- 13) Provide situational updates through the MEMA Situational Reports and emergency coordinating officers.
 - 14) Update the public information hotline, and brief the staff on recent news and information to be shared with the public.
 - 15) Develop press releases, amending pre-prepared templates and other risk communication materials and coordinating their approval and release.
 - 16) Insert pre-prepared pandemic influenza and emergency preparedness pages to the agency website, and continually update information.
 - 17) Coordinate with Community Health Information Officers (Central Office, Regional and County staff) to distribute health risk information by means other than the media to the community (e.g., flyers, community meetings).
 - 18) Operate a public information hotline.
 - 19) Ensure hotline staff is briefed regularly on recent news and information to be shared with the public.
- C. Mississippi Department of Agriculture and Commerce
Communicate essential agriculture and nutrition assistance information to stakeholders during a pandemic.
- D. Mississippi Department of Information Technology Services
1) Ensure sufficient functionality and capacity of information technology based communications systems.
2) Ensure information technology resources are procured and allocated to support response operations.
- E. Mississippi Public Broadcasting
Support the delivery of public information as requested.
- F. All Agencies and Organizations
1) Coordinate public information activities through the Joint Information Center (JIC) at MEMA (if activated).
2) Communicate updated information to internal staff according to existing policies and procedures.

3. Pandemic Recovery Tasks and Responsibilities

- A. Mississippi Emergency Management Agency
Coordinate the deactivation of the JIC and Emergency Support Function (ESF) 2 and ESF 15.
- B. Mississippi State Department of Health
1) Continue to serve as the lead agency for the coordination and release of public information.
2) Continue to coordinate the sharing of information among stakeholders.

- 3) Continue all response activities identified above until deemed no longer necessary.
 - 4) Communicate with the public about the lifting of community disease mitigation measures. Communicate the potential for subsequent waves of illness and the need to re-institute control measures if necessary.
 - 5) In coordination with the Mississippi Department of Transportation, communicate information when the potential pandemic wave is over and the ability to scale back infection control strategies as well as the potential to reinstate these strategies in the event of a subsequent wave of illness.
 - 6) Provide guidance to other agencies and organizations on staff returning to work.
- C. Mississippi Department of Agriculture and Commerce
Communicate essential agriculture and nutrition assistance information to stakeholders during the recovery from a pandemic.
- D. Mississippi Department of Information Technology Services
Coordinate the reallocation of information technology resources to day-to-day use.
- E. Mississippi Public Broadcasting
Support recovery communications and transition to normal operations.
- F. All Agencies and Organizations
Communicate after-action reviews, and communicate updated information to internal staff according to existing policies and procedures.

4. Supporting Capabilities, Programs and Policies

- A. Attachments
Attachment A Section II.O.a: Steering Committee and Workgroup Membership Lists / Draft PI Stakeholder List.
- B. State plans and procedures (statewide, multi-agency)
- 1) Mississippi Comprehensive Emergency Management Plan.
 - a) Emergency Support Function (ESF) 2, Communications Annex.
 - b) ESF 15, External Affairs Annex.
 - 2) State of Mississippi Technology Infrastructure and Architecture Plan.
- C. Agency/department materials (agency or department-specific)
- 1) Mississippi Emergency Management Agency Contact List.
 - 2) Mississippi State Department of Health (MSDH).
 - a) Contact lists.
 - b) Media contact list.
 - c) Pandemic Influenza communications material.
 - d) Risk Communications Plan.
 - i. Culturally appropriate material.
 - ii. Contact lists of additional subject matter experts outside the MSDH.
 - iii. Developing/disseminating information to the general public.
 - e) At-risk population contact list.
 - f) Sample weekly update from Pandemic H1N1.
 - g) Operational Plan for Two Way Communication.

- D. Mississippi law (statutory and regulatory references)
Mississippi Executive Order No. 1022
- E. Memorandum of understanding and agreements
None submitted
- F. Federal and external laws, plans, guidance and reports
None submitted

Section II.

P. Mitigate the Impact of a Pandemic Influenza on Workers in the State

Coordinating Emergency Support Function (ESF)

ESF 8 Public Health and Medical Services

Primary Agency

Mississippi State Department of Health

Supporting Agencies and Organizations

Mississippi Governor's Office
Mississippi Attorney General's Office
Mississippi Board of Nursing
Mississippi Board of Pharmacy
Mississippi Board of Trustees of State Institutions of Higher Learning
Mississippi Commission for Volunteer Service
Mississippi Department of Agriculture and Commerce
Mississippi Department of Banking and Consumer Finance
Mississippi Department of Employment Security
Mississippi Department of Human Services
Mississippi Department of Information Technology Services
Mississippi Department of Mental Health
Mississippi Department of Public Safety - Office of Homeland Security
Mississippi Development Authority
Mississippi Division of Medicaid
Mississippi Economic Council
Mississippi Emergency Management Agency
Mississippi Insurance Department
Mississippi Manufacturer's Association
Mississippi Public Broadcasting
Mississippi Public Service Commission
Mississippi State Board of Community and Junior Colleges
Mississippi State Board of Medical Licensure
Mississippi State University Extension Service
Mississippi MS Dept. of Revenue
Mississippi Workers Compensation Commission
University of Mississippi Medical Center and other state hospitals

Mitigating the impacts of a Pandemic Influenza on workers throughout the state of Mississippi requires action and support from agencies throughout state government. Each agency and department that engages the private sector and other aspects of Mississippi communities and commerce are expected to evaluate how they can share pandemic prevention and preparedness information with their constituents and how they can assist them in responding to protect worker health and safety during a pandemic event.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi State Department of Health (MSDH)

- 1) Gather information regarding programs available to assist workers impacted by Pandemic Influenza (PI), including unemployed.
- 2) Coordinate pandemic planning, including evaluation of likely economic impact to families related to work absenteeism and interruption and potential disruption to all employers, including businesses and governmental agencies.
- 3) Compile information from other state agencies regarding worker assistance programs and policies, and include information provided to the public and to employers through various means.
- 4) Serve as a resource throughout the state for information and education on PI, non-pharmaceutical interventions and vaccination guidance.

B. Mississippi Governor's Office

Engage cabinet officials and state agencies in reviewing state programs that may be used to assist workers throughout the state in a pandemic.

C. Mississippi Attorney General's Office

Provide support through agency counsel to review state programs and laws that may be useful in assisting workers in a pandemic. Make recommendations to respective agencies and to the Attorney General where laws or programs need to be revised to provide appropriate assistance to workers in a pandemic.

D. Mississippi Board of Nursing

Consistent with the MSDH guidance and statements, reinforce disease prevention information to licensees and other constituents.

E. Mississippi Board of Pharmacy

Consistent with the MSDH guidance and statements, reinforce disease prevention information to licensees and other constituents.

F. Mississippi Board of Trustees of State Institutions of Higher Learning

Coordinate with the MSDH to provide information and education to the public and to employers about disease prevention in the workplace and about programs available to assist employers and workers in a pandemic.

G. Mississippi Commission for Volunteer Service

- 1) Review volunteer service programs to determine how PI may increase need for volunteer coordination, particularly as related to public outreach and public health activities.
- 2) Provide mechanisms to coordinate volunteer services in a pandemic.

H. Mississippi Department of Agriculture and Commerce

- 1) Disseminate information regarding workplace disease prevention and assistance available for workers to regulated entities and other constituents throughout the state.
- 2) Discuss with agency constituents pandemic plans and workforce issues and unemployment assistance related to PI.

- I. Mississippi Department of Banking and Consumer Finance
Communicate with banking and consumer finance regulated entities in order to facilitate uninterrupted operations.

- J. Mississippi Department of Employment Security
 - 1) Evaluate state and Federal programs that may be available to assist state residents, particularly unemployed individuals, in a pandemic, such as family and medical leave laws, National Emergency Grants, Disaster Unemployment Assistance and unemployment insurance, including eligibility and program triggers. Provide updated resource list to the Mississippi State Department of Health (MSDH) for inclusion in information to the public.
 - 2) Recommend to the Office of the Governor any revisions to employment security programs that may be needed to protect and support workers in a pandemic.
 - 3) Evaluate means of communicating and coordinating with employers regarding available workforce in a pandemic.
 - 4) Determine impact of a pandemic on state capabilities to provide assistance program services or benefits (see also Section II.A).

- K. Mississippi Department of Human Services
 - 1) Evaluate state and Federal assistance programs that may be available through the MSDH to assist state residents, particularly unemployed individuals, in a pandemic, including eligibility and triggers for programs. Provide updated resource list to the MSDH for inclusion in information to the public.
 - 2) Determine if eligibility criteria for assistance programs need to be adjusted to be responsive to the needs of workers in a pandemic. If revisions are needed, determine requirements for effectuating revisions (e.g., rule change needed).
 - 3) Determine the impact of a pandemic on state capabilities to provide assistance program services or benefits (see also Section II.A).

- L. Mississippi Department of Mental Health
 - 1) Evaluate availability of social and psychological support needs and programs available for workers and students in the state.
 - 2) Maintain and provide to the MSDH a current list of programs available throughout the state that are available, including those of community and non-profit organizations, to support psychological and social needs of workers and students impacted in a pandemic influenza event.

- M. Mississippi Department of Information Technology Services
Work with other state agencies to identify capabilities and increased capacity that may be needed to administer worker assistance programs in a pandemic, including potential need for remote operations, telephone capabilities and application processing.

- N. Mississippi Department of Public Safety - Office of Homeland Security
Disseminate information regarding workplace disease prevention and assistance available for workers in critical infrastructure entities and other constituents throughout the state.

O. Mississippi Development Authority (MDA)

- 1) Review and identify programs that may provide assistance or support in a pandemic, including training, workforce coordination and continuity planning.
- 2) Disseminate pandemic awareness and continuity planning information to the MDA constituents.

P. Mississippi Division of Medicaid

- 1) Evaluate Medicaid and related health insurance programs that may be available to assist state residents, particularly unemployed individuals, in a pandemic. Communicate information on program eligibility, flexibilities available and modifications needed to respond to a pandemic.
- 2) Determine the impact of a pandemic on state capabilities to provide program services or benefits (see also Section II.A)

Q. Mississippi Economic Council

- 1) Disseminate pandemic awareness and continuity planning information to Mississippi Economic Council members and constituents.
- 2) Evaluate potential member and constituent information and workforce needs in a pandemic, and communicate issues to appropriate state agency partners.

R. Mississippi Emergency Management Agency

Provide information and guidance on business continuity planning to employers throughout the state.

S. Mississippi Insurance Department

Evaluate the healthcare insurance market and regulatory structure in Mississippi to identify potential issues that may arise in a pandemic and to evaluate if requirements can and should be adjusted to accommodate workers' needs in a pandemic.

T. Mississippi Manufacturers Association

- 1) Disseminate pandemic awareness and continuity planning information to Mississippi Manufacturers Association members and constituents.
- 2) Evaluate potential member and constituent information and workforce needs in a pandemic, and communicate issues to appropriate state agency partners.

U. Mississippi Public Broadcasting

Coordinate with the Mississippi State Department of Health to provide information to the public about disease prevention in the workplace and about programs available to assist employers and workers in a pandemic.

V. Mississippi Public Service Commission

Disseminate information regarding workplace disease prevention and assistance available for workers to regulated utilities and other constituents throughout the state.

- W. Mississippi State Board of Community and Junior Colleges
Coordinate with the Mississippi State Department of Health (MSDH) to provide information and education to the public and to employers about disease prevention in the workplace and about programs available to assist employers and workers in a pandemic.
- X. Mississippi State Board of Medical Licensure
Consistent with the MSDH guidance and statements, reinforce disease prevention information to licensees and other constituents.
- Y. Mississippi State University Extension Service
Coordinate with the MSDH to provide information and education to the public and to employers about disease prevention in the workplace and about programs available to assist employers and workers in a pandemic.
- Z. Mississippi Department of Revenue
Determine potential need and authorities for flexibility or adjustments in tax filing and tax collection deadlines in a pandemic. Pursue law or regulation modifications, if needed, for revisions to authorities.
- AA. Mississippi Workers Compensation Commission
 1. Determine applicability of workers compensation benefits and related programs in a pandemic, and provide information for dissemination to employers and workers throughout state.
 - 2) Determine need and authorities for modified or flexible eligibility criteria for assistance and support programs to be responsive to the needs of workers in a pandemic.
- BB. University of MS Medical Center and other State Hospitals
 - 1) Coordinate with the MSDH to provide information and education to the public and to employers about disease prevention in the workplace and about programs available to assist employers and workers in a pandemic.
 - 2) Serve as a resource in their respective areas for information, training and education on Pandemic Influenza (PI) and social distancing.

2. Pandemic Response Tasks and Responsibilities

- A. Mississippi State Department of Health
 - 1) Implement the communications with stakeholders consistent with Section II.O of this Annex.
 - 2) Release disease prevention and response information to employers throughout the state and to the public through Emergency Support Function 15, via or in consultation with the MSDH Public Information Officer. When possible, a recognized spokesperson from the public health and medical community delivers relevant community messages.
 - 3) Through public health offices, each will serve as a resource for information and education on PI, social distancing, and disinfection procedures.

B. Mississippi Office of the Governor

Implement emergency authorities as needed to provide assistance to workers throughout state in a pandemic event.

C. Mississippi Board of Nursing

- 1) Consistent with the Mississippi State Department of Health (MSDH) guidance and Emergency Support Function (ESF) 15 statements, disseminate updated Pandemic Influenza (PI) response and disease prevention information to licensees and other constituents.
- 2) Provide information to licensees regarding programs available to assist workers impacted by PI.

D. Mississippi Board of Pharmacy

- 1) Consistent with the MSDH guidance and ESF 15 statements, disseminate updated PI response and disease prevention information to licensees and other constituents.
- 2) Provide information to licensees regarding programs available to assist workers impacted by PI.

E. Mississippi Commission for Volunteer Service

Provide to the Mississippi Emergency Management Agency information about volunteers available to perform public health and support roles in support of pandemic response.

F. Mississippi Department of Employment Security

- 1) Implement programs to assist workers, including unemployment benefits, National Emergency Grants, Disaster Unemployment Assistance, and placement services.
- 2) Provide information to employers about available workers in a pandemic.

G. Mississippi Department of Human Services

- 1) Implement modified or flexible eligibility criteria if available and needed for assistance and support programs to be responsive to the needs of workers in a pandemic.
- 2) Provide information about availability of state and Federal programs that can assist state residents, particularly unemployed individuals, in a pandemic, such as food stamps and other assistance programs.
- 3) Provide for continuity of assistance programs during a pandemic.

H. Mississippi Department of Information Technology Services

- 1) Provide for and support increased information technology capacity needs for eligibility determination, processing and administration of assistance programs in a pandemic.
- 2) Support ongoing and updated electronic dissemination of information regarding pandemic status, disease prevention and vaccination programs and availability.

I. Mississippi Department of Public Safety - Office of Homeland Security

Consistent with the MSDH guidance and ESF 15 statements, disseminate updated PI response and disease prevention information to critical infrastructure sites and employees.

J. Mississippi Development Authority

- 1) Consistent with the Mississippi State Department of Health (MSDH) guidance and Emergency Support Function (ESF) 15 statements, disseminate updated Pandemic Influenza (PI) response and disease prevention information to members and constituents throughout the state.
- 2) Update state agency partners regarding employer, worker and constituent needs related to pandemic impacts.

K. Mississippi Division of Medicaid

- 1) Continue state operation and administration of Medicaid and related programs to assist state residents, particularly unemployed individuals, in a pandemic.
- 2) Implement eligibility flexibilities, if available and needed, for Medicaid and healthcare assistance coverage in a pandemic.

L. Mississippi Economic Council

- 1) Consistent with the MSDH guidance and ESF 15 statements, disseminate updated PI response and disease prevention information to members and constituents throughout the state.
- 2) Update state agency partners regarding employer, worker and constituent trends and needs related to pandemic impacts.

M. Mississippi Emergency Management Agency

Support and coordinate, through ESF 15, provision of information to workers and employers on current pandemic status, disease prevention and assistance programs available to workers and unemployed workers.

N. Mississippi Institutions of Higher Learning

Consistent with the MSDH guidance and ESF 15 statements, disseminate updated PI response and disease prevention information to workers and employers in their respective communities.

O. Mississippi Insurance Department

- 1) Provide information to the MSDH and to the public regarding health insurance consumer rights and complaint mechanisms.
- 2) Review health insurance performance and complaint trends associated with potential increased claims associated with pandemic.

P. Mississippi Manufacturers Association

Consistent with the MSDH guidance and ESF 15 statements, disseminate updated PI response and disease prevention information to members and constituents throughout the state.

Q. Mississippi Public Broadcasting

Disseminate updated PI response and disease prevention information from the MSDH and ESF 15 to the public.

R. Mississippi State Board of Community and Junior Colleges

Consistent with the MSDH guidance and ESF 15 statements, disseminate updated PI response and disease prevention information to workers and employers in their respective communities.

S. Mississippi State Board of Medical Licensure

- 1) Consistent with the Mississippi State Department of Health (MSDH) guidance and Emergency Support Function (ESF) 15 statements, disseminate updated Pandemic Influenza (PI) response and disease prevention information to licensees and other constituents.
- 2) Provide information to licensees regarding programs available to assist workers impacted by PI.

T. Mississippi Department of Revenue

Implement provisions for modified tax filings and tax collections, as needed.

U. Mississippi Workers Compensation Commission

- 1) Consistent with the MSDH guidance and ESF 15 statements, disseminate updated PI response and disease prevention information to workers and employers.
- 2) Disseminate information regarding applicability of and eligibility for workers compensation benefits in a pandemic.
- 3) Implement modified or flexible processing procedures and/or eligibility criteria if available and needed for assistance and support programs to be responsive to the needs of workers in a pandemic.

V. University of Mississippi Medical Center and other state hospitals

Serve as a resource in their respective areas for information and education on PI, social distancing and disinfection procedures.

3. Post-Pandemic Recovery Tasks and Responsibilities

A. Mississippi State Department of Health

Coordinate evaluation of PI impacts and corrective actions for improvement of procedures and programs for protection of workers in the state in future pandemic incidents.

B. Mississippi Governor's Office

Evaluate performance of State-administered worker assistance and support programs in pandemic event, and establish actions and responsibilities to prepare for next pandemic wave.

C. Mississippi Department of Employment Security

Evaluate impacts and deficiencies of employment compensation and related programs in assisting workers in the state, and recommend improvement in preparation for next pandemic wave.

D. Mississippi Department of Human Services

Evaluate impacts and deficiencies of assistance and related programs in assisting workers in the state, and recommend improvements in preparation for the next pandemic wave.

- E. Mississippi Department of Information Technology Services
Evaluate information technology resource performance in supporting agencies and programs providing services to workers in the state in a pandemic.
- F. Mississippi Economic Council
Evaluate with constituents the impact of pandemic on employers and workforce in the state, and report to state agency partners, including recommendations for assistance program improvements.
- G. Mississippi Emergency Management Agency
Support evaluation of pandemic influenza impacts and corrective actions for improvement of procedures and programs for protection of workers in the state in future pandemic incidents.
- H. Mississippi Manufacturers Association
Evaluate with constituents the impact of pandemic on employers and workforce in the state, and report to state agency partners, including recommendations for assistance program improvements.

4. Supporting Capabilities, Programs and Policies

- A. Attachments
None submitted
- B. State plans and procedures (statewide, multi-agency)
 - 1) Mississippi Comprehensive Emergency Management Plan
 - a) Emergency Support Function (ESF) 8, Public Health and Medical Services, Annex
 - b) ESF 14, Long-Term Recovery and Mitigation, Annex
 - c) ESF 15, External Communications, Annex
 - 2) Mississippi Critical Infrastructure Program
- C. Agency/department materials (agency or department-specific)
None submitted
- D. Mississippi law (statutory and regulatory references)
Rules of the Mississippi Workers Compensation Commission
- E. Memorandum of understanding and agreements
None submitted
- F. Federal and other laws, plans, guidance and reports
Family and Medical Leave Act, 29 U.S.C. Sections 2601-2654

Section II.

Q. Understand Official Communication Mechanisms for Foreign Missions, International Organizations and their Members in the U.S.

Coordinating Emergency Support Function (ESF)

ESF 5 Emergency Management

Primary Agency

Mississippi Emergency Management Agency
Mississippi Office of the Governor

Supporting Agencies and Organizations

Mississippi Band of Choctaw Indians
Mississippi Board of Trustees of State Institution of Higher Learning
Mississippi Department of Human Services
Mississippi State Department of Health

The purpose of this section is to provide an understanding of the communication protocols for Foreign Missions and International Organizations in the state of Mississippi. The official communication protocol is the responsibility of the United States Department of State. This is explained in Attachment A Section II.Q.a. The Attachment A Section II.Q.b is the Formal Accord between the Executive Branches of the Mississippi Band of Choctaw Indians and the state of Mississippi. Additionally, this Annex will also identify the responsible organization and party who is charged with the distribution of the public message to these organizations regarding pandemic influenza.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi Emergency Management Agency

- 1) Lead Agency for ESF 15, External Affairs.
- 2) Provide protective action and safety recommendations.
- 3) Ensure the development and maintenance of a comprehensive training and exercise program.

B. Mississippi Office of the Governor

- 1) The U.S. Department of Health and Human Services (HHS) Office of Intergovernmental Affairs will send guidance to the Governors' health policy advisors and other key state, local and tribal officials, as well as national organizations representing governors, state legislators and state and local health officials, and tribal leaders.
- 2) Maintain communications with Federal Departments of State and HHS to keep current on information being passed to foreign missions and tribal leaders from Federal agencies.

C. Mississippi Band of Choctaw Indians (Refer to Attachment A Section II.Q.b)

D. Mississippi State Department of Health (MSDH)

- 1) Conduct impact assessments for Pandemic Influenza (PI).
- 2) Lead state agency for technical response.
- 3) Manage information needed to support PI operations that includes incident management plan and development of response and recovery strategies.
- 4) Authorize dissemination of PI information to external media, internal stakeholders, cooperating state, federal agencies, federal missions and international organizations located in the state.
- 5) Provide emergency preparedness information to the general public, foreign missions and international organizations regarding PI protective measures, preparedness steps and supplies.
- 6) Mississippi has established guidelines for the sharing of information and the provision of guidance between the state and foreign missions and international organizations during emergencies, including a PI. This is coordinated by the Division Director with the MSDH Office of Communications.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi Emergency Management Agency

- 1) Lead Agency for Emergency Support Function-15: External Affairs.
- 2) Coordinate state and local assets to assist state and local officials in operations required for a PI response.
- 3) Coordinate public information dissemination via the Joint Information Center.
- 4) Provide for overall coordination of state and federal emergency response activities.
- 5) Make protective action and safety recommendations.
- 6) Activate the State Emergency Operations Center.
- 7) Assist the MSDH as requested in the allocation and use of resources.
- 8) Request Federal assistance, if needed.
- 9) Monitor and evaluate entire incident.
- 10) Coordinate and provide state telecommunications support to state and local pandemic response elements.

B. Mississippi Governor's Office

- 1) Continue to maintain communications with the Department of State and the U.S. Department of Health and Human Services (HHS) to keep current on information being passed to foreign missions and tribal leaders from Federal agencies.
- 2) Maintain liaison with HHS Office of Intergovernmental Affairs.

C. Mississippi Band of Choctaw Indians (Refer to Attachment A Section II.Q.b)

D. Mississippi Board of Trustees of State Institution of Higher Learning

- Provide multilingual support if available.

E. Mississippi State Department of Health (MSDH)

- 1) Conduct impact assessments for Pandemic Influenza (PI).
- 2) Serve as the lead state agency for technical response.
- 3) Manage information needed to support PI operations that includes an incident management plan and development of response and recovery strategies.
- 4) Authorize dissemination of PI information to external media, internal stakeholders, cooperating state and federal agencies, federal missions and international organizations located in the state.
- 5) Coordinate plans and actions with Mississippi Emergency Management Agency (MEMA) and agencies having similar tasks and responsibilities.

F. Mississippi Department of Human Services

- 1) Coordinate efforts to provide basic human needs following PI.
- 2) Coordinate plans and actions with MEMA and agencies having similar tasks and responsibilities.

3. Post-Pandemic Recovery Tasks and Responsibilities

A. Mississippi Emergency Management Agency

- 1) The lead agency for coordination of state agencies and departments for PI lessons learned and after-action reports.
- 2) Reconstitute supplies expended during the PI and prepare for another wave.

B. Mississippi Governor's Office

- 1) Continue to maintain communications with Department of State and the U.S. Department of Health and Human Services (HHS) to keep current on information being passed to foreign missions and tribal leaders from Federal agencies.
- 2) Maintain liaison with HHS Office of Intergovernmental Affairs.

C. Mississippi Band of Choctaw Indians (*Refer to Attachment A Section II.Q.b*)

D. Mississippi State Department of Health

- 1) Provide lessons learned input to the MEMA.
- 2) Reconstitute supplies expended during the PI and prepare for another wave.
- 3) Continue to disseminate PI information to external media, internal stakeholders, cooperating state agencies, Federal agencies, Federal missions and international organizations located in the state.

4. Supporting Capabilities, Programs and Policies

A. Attachments

- 1) Attachment A Section II.Q.a: Communication Protocol
- 2) Attachment A Section II.Q.b: Official Accord

B. State plans and procedures (statewide, multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan
 - a) Emergency Support Function (ESF) 8, Public Health and Medical Services, Annex
 - b) ESF 15, External Communications, Annex

C. Agency and department materials (agency or department-specific)

None submitted

D. Mississippi law (statutory and regulatory references)

None submitted

E. Memorandum of understanding and agreements

None submitted

F. Federal and other laws, plans, guidance and reports

Federal Guidance to Assist States in Improving State-Level Pandemic Influenza Operating Plans

Section II.

R/S. Integrate Emergency Medical Services, 9-1-1 and Public Safety Answering Points into Pandemic Preparedness

Coordinating Emergency Support Function (ESF)

ESF 8 Public Health and Medical Services; Emergency Medical Services (EMS) Operations

Primary Agency

Mississippi State Department of Health (MSDH)

Supporting Agencies and Organizations

Mississippi Emergency Management Agency

Mississippi Department of Transportation

Mississippi Department of Public Safety

Mississippi Wireless Communication Commission

This section provides guidance on integrating Emergency Medical Services (EMS), 9-1-1, and public safety and security services into a comprehensive effort to prepare for, respond to, and recover from Pandemic Influenza (PI). The MSDH has adopted the United States Department of Transportation's EMS Pandemic Influenza Guidelines, and Preparing for Pandemic Influenza: Recommendations for Protocol Development for 9-1-1 Personnel and Public Safety Answering Points (PSAP). EMS, 9-1-1, and PSAP services play a pivotal role in the identification, preliminary treatment, and induction of patients into the healthcare system. As the front line for healthcare provision, these support services will play a critical role in successfully responding to a PI event.

A statewide board oversees the PSAP system in Mississippi; however, operationally, it is decentralized throughout the state. Key lines of communication were determined and integrated into the tasks in this sub-section, including the Mississippi Joint Information Center and the relationship between PSAPs and EMS. As a result of the close linkage between EMS and the PSAPs in Mississippi, operational objectives R and S were combined. This leads to some additional responsibility of the EMS system to provide and disseminate information to PSAPs. The assumption of the planning team is that creating a stronger linkage between EMS and the PSAPs in the information dissemination portion of response operations, the intent of the Centers for Disease Control and Prevention (CDC) guidance will be met by ultimately reducing the net drain on EMS resources through improved information coordination at the point of contact with the public, leading to less transports and unnecessary deployment of EMS assets in the field. It is the opinion of the Mississippi PI Steering Committee that this meets the intent of national guidance to the extent that is reasonable with the current and immediately modifiable operating structures of the state of Mississippi.

This section addresses a myriad of issues related to EMS, 9-1-1, and the PSAP services during a PI event to ensure full integration in preparation, response and recovery efforts related to a PI event. This includes seventeen (17) specified tasks articulated by the CDC as critical enablers to effective EMS and 9-1-1 responses, as well as, fourteen (14) specified tasks identified by the CDC as critical enablers for effective PSAP response during a pandemic.

1. Prevention and Preparedness Task and Responsibilities

A. Mississippi State Department of Health (MSDH)

- 1) In coordination with the Mississippi Emergency Management Agency (MEMA), Mississippi Department of Public Safety (MDPS), and the Wireless Communication Commission (WCC), review the Integrated Communications Section II.O of this Annex to ensure that reliable and interoperable communications will be available to Emergency Medical Services (EMS), 9-1-1 services, public safety, public health, and healthcare organizations during a Pandemic Influenza (PI) event.
- 2) In coordination with the WCC and the MEMA, the MSDH will:
 - a) Assure that information given through the State Medical Asset Resource Tracking Tool (SMARTT) system will reach all healthcare and healthcare-related entities throughout Mississippi.
 - b) Assure that the WCC is provided information received from the SMARTT regarding the current status of the current incident as well as communication needs that have been identified at the local healthcare entity level.
- 3) In coordination with the MEMA, review state EMS operational logistics and personnel requirements to ensure that EMS equipment, supplies, and personnel are robust, redundant, and provide for flexible response to a PI event.
- 4) In coordination with the Mississippi Department of Transportation (MDOT), MEMA, and MDPS review the MDOT Comprehensive Emergency Transportation Response Plan to ensure freedom of movement planning requirements for a PI event are adequately addressed.
- 5) In coordination with the MEMA and the MDPS, ensure adequate tools and training are provided to comply with after-action report and lessons learned requirements.
- 6) Ensure that the Mississippi Responder Management System program adequately addresses surge personnel requirements for EMS in response to a PI.
- 7) In coordination with the MEMA and the MDPS, ensure that the Disaster Reservist program adequately addresses surge personnel requirements for EMS, 9-1-1, and Public Safety Answering Points (PSAP) in response to a PI.
- 8) Ensure that the critical incident stress management program, supported by the Mississippi Crisis Response Network, has adequate resources to support the mental health needs of EMS workers and their families during a PI event.
- 9) Ensure that the EMS Medical Director reviews EMS PI planning and mitigation initiatives to ensure they will provide adequate emergency medical response capability during a PI event.
- 10) In coordination with the MEMA, review the PI treatment and protocol dissemination and training directive to ensure that it remains current and meets distribution requirements.
- 11) Ensure the state has defined a process for providing just-in-time training for EMS agencies, EMS providers, and EMS medical directors.
- 12) In coordination with the MEMA and the MDPS, ensure that a statewide program of pre-pandemic training and exercise effectively prepares EMS, 9-1-1, and PSAP personnel for their roles in preparing for, mitigating and responding to PI.
- 13) Ensure the ongoing participation of EMS in disease surveillance activities.

B. Mississippi Emergency Management Agency (MEMA)

- 1) In accordance with the Comprehensive Emergency Management Plan (CEMP), establish the standards and policies for plan development that will integrate coordinated EMS response statewide (CEMP Section IV pg. 14).
- 2) In coordination with the Mississippi State Department of Health (MSDH), the Mississippi Department of Public Safety (MDPS), and the Wireless Communication Commission (WCC); review the Integrated Communications Plan in Section II.O of this Annex to ensure that reliable and interoperable communications will be available to Emergency Medical Services (EMS), 9-1-1 services, public safety, public health, and healthcare organizations during a Pandemic Influenza (PI) event.
- 3) In accordance with the CEMP, identify the requirements of the state and the political subdivisions thereof for resources of all kinds required in the event of an emergency.
- 4) In coordination with the MSDH, review state EMS operational logistics and staffing requirements to ensure that EMS equipment, supplies, and personnel are robust, redundant, and provide for flexible response to a PI event.
- 5) In coordination with the WCC and the MSDH, MEMA will assist the MSDH to:
 - a) Assure that information given through the State Medical Asset Resource Tracking Tool (SMARTT) system will reach all healthcare and healthcare-related entities throughout Mississippi.
 - b) Assure that the WCC is providing information received from SMARTT regarding the current status of the current incident as well as communication needs that have been identified at the local healthcare entity level.
- 6) In coordination with the Mississippi Department of Transportation, the MSDH, and the MDPS, review the Comprehensive Emergency Transportation Response Plan to ensure freedom of movement planning requirements for a PI event are adequately addressed.
- 7) In coordination with the MSDH and the MDPS, ensure adequate tools and training are provided to comply with After Action Reports and Lessons Learned Requirements as delineated in Section I of this Annex for EMS, 9-1-1, and Public Service Answering Points (PSAP) services.
- 8) In coordination with the MSDH and the MDPS, ensure that the Disaster Reservists Program adequately addresses surge personnel requirements for EMS, 9-1-1, and PSAP in response to a PI.
- 9) In coordination with the MSDH and the MDPS, ensure that a statewide program of pre-pandemic training and exercise effectively prepares EMS, 9-1-1, and PSAP personnel for their role in preparing for, mitigating and responding to PI.

C. Mississippi Wireless Communication Commission

- 1) In accordance with the CEMP and Section 25-53-171, Mississippi Code of 1972, ensure critical personnel have effective communications services available in emergency situations (CEMP Section III.A.).
- 2) In coordination with the MEMA and the MSDH, the WCC will assist the MSDH to:
 - a) Ensure that information given through the SMARTT system will reach all healthcare and healthcare-related entities throughout Mississippi.
 - b) Ensure that the WCC is provided with information received from SMARTT regarding the current status of the current incident as well as communication needs that have been identified at the local healthcare entity level.

- 3) In coordination with the Mississippi Emergency Management Agency (MEMA), the Mississippi Department of Public Safety (MDPS), and the Mississippi State department of Health (MSDH), review the Integrated Communications Section II. O of this Annex to ensure that reliable and interoperable communications will be available to Emergency Management Services (EMS), 9-1-1 services, public safety, public health, and healthcare organizations during a Pandemic Influenza (PI) event.

D. Mississippi Department of Transportation (MDOT)

In coordination with the MSDH, the MEMA and the MDPS review the Comprehensive Emergency Transportation Response Plan (CETRP) to ensure freedom of movement planning requirements for a PI event are adequately addressed.

E. Mississippi Department of Public Safety

- 1) Maintain a comprehensive list, including contact information, of statewide Public Safety Answering Points (PSAP) and 9-1-1 services.
- 2) In coordination with the MSDH and the MEMA, ensure that a statewide program of pre-pandemic training and exercise effectively prepares EMS, 9-1-1, and PSAP personnel for their role in preparing for, mitigating and responding to PI.
- 3) In coordination with the MEMA, the Wireless Communication Commission, and the MSDH, review the Integrated Communications Section II.O of this Annex to ensure that reliable and interoperable communications will be available to EMS, 9-1-1 services, Public Safety, Public Health, and Healthcare organizations during a PI event.
- 4) In coordination with the MSDH, the MEMA and the MDOT, review the CETRP to ensure freedom of movement planning requirements for a PI event is adequately addressed.
- 5) In coordination with the MEMA and the MSDH, ensure adequate tools and training are provided to comply with After Action Report and Lessons Learned Requirements delineated in Section I of this Annex.
- 6) In coordination with the MSDH and the MEMA, ensure that the Disaster Reservists Program adequately addresses surge personnel requirements for EMS, 9-1-1 services, and PSAP in response to a PI.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) Support execution of the MSDH Tactical Communications Plan Support Annex.
- 2) Activate Mississippi Responder Management System personnel as necessary.
- 3) Ensure utilization of State Medical Asset Resource Tracking Tool.
- 4) In coordination with the MDPS and the MEMA, support the MDOT in the execution of the CETRP, as required.
- 5) Fulfill reporting requirements delineated in CETRP, and in the best practices and lessons learned program promulgated in Section I of this Annex.
- 6) Distribute EMS pre-hospital standard of care treatment, triage protocols, and provide appropriate just-in-time training as required.
- 7) Utilize the critical incident stress management program, supported by the Mississippi Crisis Response Network as necessary to support the mental health

needs of Emergency Medical Services (EMS) workers and their families during a Pandemic Influenza (PI) event.

- 8) Ensure that EMS personnel comply with existing protocols relating to personal protective equipment, and quarantine related to mitigating the spread of infectious disease.
- 9) Operate the public information PI Call Center. Ensure that support staff briefing material is current and that the staff is regularly briefed on recent news and information that is to be shared with the public.
- 10) Ensure that the Mississippi Department of Public Safety (MDPS) and the Mississippi Emergency Management Agency (MEMA) are notified when the PI Call Center is activated, and informed of the means by which it can be contacted.
- 11) Ensure mechanisms are in place to distribute up-to-date protocols, procedures and just-in-time training.
- 12) In coordination with the MEMA and the MDPS, ensure community mitigation protocols are applied across the EMS, 9-1-1 services, and Public Safety Answering Points (PSAP) service provider population. This includes ensuring prioritization for vaccination (when available) and providing effective education and training for non-pharmaceutical mitigation strategies.
- 13) In coordination with the MEMA and the MDPS, activate Disaster Reservist Program personnel as necessary.

B. Mississippi Emergency Management Agency

- 1) Support execution of Integrated Communications Plan.
- 2) In coordination with the Mississippi State Department of Health (MSDH) and the MDPS, activate Disaster Reservist Program personnel as necessary.
- 3) In coordination with the MSDH, ensure utilization of the State Medical Asset Resource Tracking Tool.
- 4) In coordination with the MDPS, support the Mississippi Department of Transportation in the execution of the Comprehensive Emergency Transportation Response Plan (CETRP), as required.
- 5) Fulfill reporting requirements delineated in the Comprehensive Emergency Management Plan (CEMP) and in the Best Practices and Lessons Learned Program promulgated in Section I of this Annex
- 6) In coordination with the MSDH and the MDPS, ensure community mitigation protocols established in Section II. I of this Annex are applied across the EMS, 9-1-1, and PSAP service provider population. This includes ensuring prioritization for vaccination (when available) and providing effective education and training for non-pharmaceutical mitigation strategies.

C. Mississippi Department of Transportation

- 1) Execute the CETRP in coordination with the MDPS to ensure freedom of movement for EMS, 9-1-1, and PSAP personnel, as required.
- 2) Fulfill reporting requirements delineated in the CEMP and in the Best Practices and Lessons Learned Program promulgated in Section I of this Annex.

D. Mississippi Wireless Communication Commission

Support Integrated Communications Plan delineated in Annex O.

E. Mississippi Department of Public Safety

- 1) In coordination with the Mississippi State Department of Health (MSDH) and the Mississippi Emergency Management Agency (MEMA), support the Mississippi Department of Transportation in the execution of the Comprehensive Emergency Transportation Response Plan, as required.
- 2) Fulfill reporting requirements delineated in the Comprehensive Emergency Management Plan (CEMP) and in the Best Practices and Lessons Learned Program promulgated in Section I of this Annex.
- 3) In coordination with the MSDH and the MEMA, activate Disaster Reservist Program personnel as necessary.
- 4) In coordination with the MSDH and the MEMA, ensure community mitigation protocols established in Section II. I of this Annex are applied across the EMS, 9-1-1, and Public Service Answering Points (PSAP) service provider population. This includes ensuring prioritization for vaccination (when available) and providing effective education and training for non-pharmaceutical mitigation strategies.
- 5) Upon notification of activation of the Pandemic Influenza (PI) Call Center, or the provision of updated pandemic information or status by the MSDH, ensure that contact information for the Call Center and guidelines for providing that information to callers is disseminated to all 9-1-1 and PSAP services via the National Crime Information Center and the Mississippi Justice Information Center.

3. Post-Pandemic Recovery Tasks and Responsibilities

A. Mississippi State Department of Health

- 1) Fulfill after-action report/best practices/lessons learned reporting requirements delineated in Section I.
- 2) Continue the Critical Incident Stress Management Program, supported by the Mississippi Crisis Response Network, as necessary to support the mental health needs of Emergency Management Services (EMS) workers and their families during a PI event.
- 3) With assistance from partner agencies, evaluate overall response activities and submit this data for inclusion in an After Action Report (AAR).

B. Mississippi Emergency Management Agency

Fulfill after-action report, best practices and lessons learned reporting requirements.

C. Mississippi Department of Transportation

Fulfill after-action report, best practices and lessons learned reporting requirements.

D. Mississippi Wireless Communication Commission

Fulfill after-action report, best practices and lessons learned reporting requirements.

- E. Mississippi Department of Public Safety
Fulfill after-action report, best practices and lessons learned reporting requirements.

4. Supporting Capabilities, Programs and Policies

- A. Attachments
None submitted
- B. State plans and procedures (statewide, multi-agency)
Mississippi Comprehensive Emergency Management Plan
- C. Agency and department materials (agency or department-specific)
Mississippi Department of Transportation, Comprehensive Emergency Transportation Response Plan
- D. Mississippi law (statutory and regulatory references)
 - 1) §25-53-171, Mississippi Code of 1972, Wireless Communication Commission
 - 2) §33-15-1, et seq., Mississippi Code of 1972, Emergency Management Law
- E. Memorandum of understanding and agreements
Mississippi State Mutual Aid Compact
- F. Federal and other laws, plans, guidance and reports
None submitted

Section II.

T. Protect Citizens: Operating Readiness

Coordinating Emergency Support Function (ESF)

ESF 8 Public Health and Medical Services

Primary Agency

Mississippi State Department of Health (MSDH)

Supporting Agencies and Organizations

Mississippi Department of Public Safety (MDPS) – Office of Homeland Security
Mississippi Emergency Management Agency (MEMA)

In ensuring that this Annex is able to effectively support pandemic influenza preparedness, response and recovery activities, there is a need to test elements of the planning through exercises as well as real-world events.

The MSDH is the lead agency for Pandemic Influenza (PI) preparedness. The MDPS's Office of Homeland Security and the MEMA also have responsibilities for maintaining multi-year exercise programs that should include elements of testing PI operational readiness.

The table below outlines elements of this Annex that have been tested through exercises for real-world events, as well as the impact it had on pandemic plans and protocols.

Operating Objective	Tested? (Yes/No)	What was tested and why?	How did result improve the Operating Plan?
Ensuring continuity of operations of state agencies and continuity of state government.	Yes	Tested Jan 2018 with the Office of Emergency Planning and Response.	
Telework plans (Test for capability of people, processes, and technology. Ensure teleworkers have access to vital records, databases and other files, consistent with encryption protocols.).	No		

Operating Objective	Tested? (Yes/No)	What was tested and why?	How did result improve the Operating Plan?
Communications plan and communications mechanisms	Yes	All state agencies do communications call-down drills at least on a quarterly basis.	Information used to update the statewide communications plan.
Public Health Continuity of Operations Plan	No		Plan updated 2016.
Food Supply System	No		
Uniform military services	Yes	Mississippi National Guard participated in 2014 Pandemic Influenza (PI) Tabletop Exercise.	Enhanced coordination between National Guard and Public Health in PI planning.
Agriculture	Yes	Mississippi Department of Agriculture (MDAH) participated in 2014 PI Tabletop Exercise.	Enhanced coordination between MDAH and Public Health in PI planning.

Operating Objective	Tested? (Yes/No)	What was tested and why?	How did result improve the Operating Plan?
Transportation	Yes	Receipt, Staging and Storage (RSS) transportation was exercised during a Feb 2013 exercise for distribution of Medical Countermeasures (MCM).	The Mississippi State Department of Health (MSDH) uses operational warehouses for RSS sites. The exercise revealed that RSS completes 750 statewide shipments during a normal 24-hour business day. This allowed the MSDH to update plans for distribution of MCM to incorporate more drop sites per county.
Ensure surveillance and laboratory capability during each phase of a Pandemic.	Yes	MSDH and representatives from local healthcare facilities participated in 2014 Pandemic Influenza (PI) Tabletop Exercise.	Enhanced coordination between local healthcare facilities and Public Health in PI planning.
Assist with controls at United States ports of entry.	No		
Implement Community Mitigation Interventions.	Yes	Multiple State agencies and organizations participate in annual At-Risk workgroup meetings, Mississippi Healthcare Coalition Trainings, and the Public Health Emergency Preparedness Senior Advisory Committee Conference.	

Operating Objective	Tested? (Yes/No)	What was tested and why?	How did result improve the Operating Plan?
Enhance state plans to enable community mitigation through student dismissal and school closure.	Yes	24 Tabletop exercises conducted in Mississippi during PHEP CA budget period 7 which included questions regarding social distancing, authority to dismiss and/or closed schools, and issues as a consequence of school closures.	Local planning sparked within schools. Governor determined as having authority to close schools statewide. State Health Officer (SHO) and Regional Health Officers (RHOs) can close schools to protect health. Continuing education and feeding programs explored.
Acquire and distribute medical countermeasures.	Yes	Distribution of medical countermeasure full scale exercise conducted Feb 2013, which included public health staff and Receipt, Staging and Storage (RSS) staff. TDap was acquired and administered after tornadoes in Louisville (2014) and Hattiesburg (2017).	After Action Report and Improvement Plan.
Ensure Mass Vaccination Capability during each phase of a Pandemic.	Yes	TDap was acquired and administered after tornadoes in Louisville (2014) and Hattiesburg (2017).	

Operating Objective	Tested? (Yes/No)	What was tested and why?	How did result improve the Operating Plan?
Provide healthcare	Yes	Information about infection control and antivirals, facemasks, and respirators was communicated to hospitals as part of the Distribution of Medical Countermeasures exercise February 2013.	Allowed coordination with hospital planning.
Manage Mass Fatalities	Yes	The Mississippi Mortuary Response Team (MMRT) Full Scale Exercise completed in 2014. Three Regional MMRT tabletops have been conducted annually from Budget Period 3 to Budget Period 5.	Strengthened hospital plans and coordination between the Mississippi State Department of Health and hospitals in Pandemic Influenza (PI) planning.
Ensure Communication Capability during each phase of a pandemic.	Yes	All state agencies do communications call-down drills on a quarterly basis.	Information used to update the statewide communications plan.
Mitigate the impact of a PI on workers in the state.	No		
Understand official communication mechanisms for foreign missions, international organizations, and their members in the United States.	No		
Integrate Emergency Management Services and 9-1-1 into Pandemic Preparedness.	No		
Integrate Public Safety Answering Points into Pandemic Preparedness.	No		
Public Safety and Law Enforcement.	Yes	Security of Receipt, Staging and Storage exercised during Distribution of Medical Countermeasures exercise, February 2013.	Coordination of security for transportation routes. Staff required for securing warehouse site.

Operating Objective	Tested? (Yes/No)	What was tested and why?	How did result improve the Operating Plan?
Define Critical Infrastructure and Key Resources (CIKR) Protection, Planning and Preparedness Roles and Responsibilities.	No		
Build Public-Private Partnerships and Support Networks.	No		
Implement the National Infrastructure Protection Plan Risk Management Framework for a Pandemic.	No		
Bolster CIKR information sharing and protection initiatives.	No		
Leverage emergency preparedness activities for CIKR protection, planning and preparedness.	No		
Integrate Federal and State CIKR Protection, planning and preparedness activities.	No		
Allocate scarce resources	Yes	Crisis Standards of Care Exercise conducted in Budget Period 4.	Strengthened hospital plans and coordination between the Mississippi State Department of Health and hospitals in Pandemic Influenza planning.

Supporting Capabilities, Programs and Policies

A. Attachments

None submitted

B. State plans and procedures (statewide, multi-agency)

None submitted

C. Agency/department materials (agency or department-specific)

- 1) Mississippi State Department of Health
 - a) Multi-Year Exercise Plan
 - b) After Action Reports (AAR)
- 2) Mississippi Emergency Management Agency
 - a) Multi-Year Exercise Plan
 - b) AAR
- 3) Mississippi Department of Public Safety – Office of Homeland Security
 - a) Multi-Year Exercise Plan
 - b) AAR

D. Mississippi law (statutory and regulatory references)

None submitted

E. Memorandum of understanding and agreements

None submitted

F. Federal and other laws, plans, guidance and reports

None submitted

Section II.

U. Public Safety and Law Enforcement

Coordinating Emergency Support Function (ESF)

ESF 13 Public Safety and Security

Primary Agency

Mississippi Department of Public Safety (MDPS)

Supporting Agencies and Organizations

Mississippi Attorney General's Office
Mississippi Department of Corrections
Mississippi Department of Marine Resources
Mississippi Department of Transportation
Mississippi Department of Wildlife, Fisheries, and Parks
Mississippi Military Department
Mississippi State Department of Health (MSDH)
Mississippi State Supreme Court
Office of State Auditor

This section provides guidance on integrating public safety and law enforcement into a comprehensive effort to prepare for, respond to, and recover from Pandemic Influenza (PI). As the lead for maintaining social order, particularly in times of duress, public safety and law enforcement services will play a critical role in successfully responding to a PI event.

The purpose of this Annex is to ensure that public safety and law enforcement services are fully integrated into preparedness, response, and recovery efforts related to a PI event.

This Section addresses issues related to public safety and law enforcement services during a PI event. This includes specified tasks articulated by the Centers for Disease Control and Prevention as critical enablers to effective public safety and law enforcement response during a pandemic.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi Attorney General's Office

In coordination with the MDPS and the MSDH, ensure that current statutes meet requirements related to respective legal authorities relative to what may be needed during a PI.

B. Mississippi Department of Public Safety

- 1) Identify the need for ESF 13 support and analyze potential factors that affect resources and actions needed, such as mapping, modeling, and forecasting for

crowd size, impact of weather, and other conditions regarding security that are related to responding to a Pandemic Influenza (PI) event.

- 2) Coordinate with the Mississippi Military Department; the Mississippi Department of Wildlife, Fisheries, and Parks (MDWFP); the Mississippi Department of Corrections; the Attorney General's Office; the Mississippi State Supreme Court; Mississippi Department of Marine Resources; County Sheriffs; and Municipal Police Departments to identify potential personnel resource pools, as well as likely personnel shortfalls relating to the provision of public safety and security resulting from a PI event, and the means by which these personnel will be sourced.
- 3) Coordinate with the Mississippi State Department of Health (MSDH) and the Mississippi Attorney General's office to ensure that current statutes meet requirements related to respective legal authorities and relative to what may be needed during a PI.
- 4) Coordinate with the MSDH to provide adequate education and training materials to prepare public safety and security personnel for their roles in preparing for, mitigating and responding to PI event.
- 5) Ensure that PI education and training adequately prepares cognizant personnel to request Federal assistance if needed to ensure public safety and security.

C. Mississippi State Department of Health (MSDH)

- 1) Coordinate with the Mississippi Department of Public Safety (MDPS) and the Mississippi Attorney General's office to ensure that current statutes meet requirements related to respective legal authorities and relative to what may be needed during a PI.
- 2) Ensure that adequate education and training materials are available to the MDPS to prepare public safety and security personnel for their roles in preparing for, mitigating and responding to a PI.

D. Mississippi State Supreme Court

Coordinate with the MDPS to ensure adequate personnel assets are available to support the classified continuity of operations plan for the criminal justice system during a pandemic.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi Department of Public Safety

- 1) Coordinate with the Mississippi Military Department; the MDWFP; the Mississippi Department of Corrections; the Mississippi Department of Marine Resources; the County Sheriffs; and the Municipal Police Departments to ensure adequate law enforcement personnel are available to meet public safety and security needs statewide during a pandemic, as required.
- 2) In accordance with Emergency Support Function-13 provisions in the Comprehensive Emergency Management Plan, request augmentation by authorized law enforcement personnel from appropriate departments and agencies, as required.

- B. Mississippi Military Department
Provide the Mississippi Department of Public Safety (MDPS) with personnel to meet law enforcement requirements for public safety and security, as required.
- C. Mississippi Department of Corrections
Coordinate with the MDPS to ensure law enforcement personnel requirements are met for public safety and security, as required.
- D. Mississippi Department of Transportation
Coordinate with the MDPS to ensure law enforcement personnel requirements are met for public safety and security, as required.
- E. Mississippi Department of Marine Resources
Coordinate with the MDPS to ensure law enforcement personnel requirements are met for public safety and security, as required.
- F. Mississippi Department of Wildlife, Fisheries, and Parks
Coordinate with the MDPS to ensure law enforcement personnel requirements for public safety and security, as required.
- G. Mississippi State Supreme Court
Coordinate with the MDPS to ensure law enforcement personnel requirements are met for public safety and security, as required.
- H. Office of State Auditor
Coordinate with the MDPS to ensure law enforcement personnel requirements are met for public safety and security, as required.

3. Post-Pandemic Recovery Tasks and Responsibilities

Mississippi Department of Public Safety

- 1) Redeploy augmenting law enforcement personnel to appropriate departments and agencies, as required.
- 2) Fulfill After Action Report, Best Practices and Lessons Learned reporting requirements delineated in Section I of this plan.

4. Supporting Capabilities Programs and Policies

A. Attachments

None submitted

B. State plans and procedures (statewide, multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan
- 2) Mississippi State Mutual Aid Compact

C. Agency/department materials (agency or department-specific)

- 1) Mississippi Department of Corrections Pandemic Influenza Plan
- 2) Mississippi Supreme Court Classified Continuity of Operations Plan (Restricted)

D. Mississippi law (statutory and regulatory references)

§33-15-1, et seq., Mississippi Code of 1972, Emergency Management Law

E. Memorandum of understanding and agreements

None submitted

F. Federal and other laws, plans, guidance and reports

None submitted

Section II.

V. Define Critical Infrastructure and Key Resources (CIKR) Protection, Planning & Preparedness Roles & Responsibilities

Coordinating Emergency Support Function (ESF)

ESF 5 Emergency Management

Primary Agency

Mississippi Emergency Management Agency

Mississippi Department of Public Safety – Office of Homeland Security

Supporting Agencies and Organizations

Mississippi Attorney General's Office

Mississippi Department of Banking and Consumer Finance

Mississippi Department of Environmental Quality

Mississippi Department of Transportation

Mississippi Legislature Joint Committee on Performance Evaluation Expenditure Review

Mississippi Public Broadcasting

Mississippi State Department of Health

Given their unique capabilities and individual risk landscapes, CIKR sectors each face different protection challenges. The effort to ensure that the CIKR sector organizations and industries are informed prepared and integrated into a unified and coordinated emergency management program requires in part, a clear assignment and understanding of roles and responsibilities of government at all levels. In addition, government regulation and oversight requirements that may potentially affect CIKR sector operations during a pandemic will be reviewed and addressed. Draft Emergency Executive Orders and/or Proclamations are maintained by the independent state agencies and/or organizations that have jurisdictions and legal authorities to grant exceptions and or waivers that might be needed to support the critical needs infrastructures in a pandemic or other disaster event. This section identifies various assignments relevant to supporting CIKR sector pandemic influenza protection, planning, preparedness and response activities.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi Emergency management Agency

- 1) Establish policies and standards for the development of emergency management plans, procedures, and programs by local and inter-jurisdictional entities for integrating into and coordinating with the statewide plan and programs.
- 2) Maintain liaison and cooperate with emergency management agencies and organizations of other states, the Federal government, local governments and the private sector in implementing programs for disaster mitigation prevention, preparedness, response, and recovery.

- 3) Provide emergency planning assistance to state agencies and local governments to include the Mississippi Band of Choctaw Indians, as well as regional and national emergency planning initiatives.
- 4) Establish and maintain a system for the management and coordination of emergency response and recovery operations, employing the Incident Command System as described in the National Incident Management System.
- 5) Facilitate interaction with non-governmental organizations to include corporations, international aid and assistance.
- 6) Conduct an assessment of laws and agency regulations that might impede or delay responding to a health emergency.

B. Mississippi Department of Public Safety - Office of Homeland Security

- 1) Liaison to 17 Critical Infrastructure and Key Resources (CIKR) sectors, preparedness activities include but not limited to:
 - a) Provide suggestions for protective measures.
 - b) Facilitate planning, training and exercise opportunities for CIKR sectors.
 - c) Establish and maintain the Homeland Security Information Network (HSIN) on behalf of the state. The HSIN is the primary means of a state CIKR communications link for all-hazard information (including Pandemic Influenza).
 - d) Establish an ongoing exchange of information between the state of Mississippi and CIKR sectors to support situational awareness.

C. Mississippi Attorney General's Office

Act as counsel to state agencies regarding the legal aspects of emergency activities.

D. Mississippi Department of Banking and Consumer Finance

- 1) Ensure external communications will work toward promoting public confidence in the financial services sector through issuance of press releases to the public.
- 2) Ensure expectations as well as regulatory relief issues for financial institutions are communicated jointly with Federal agencies.
- 3) Evaluate regulatory options and develop regulations to be implemented for mortgage, commercial and/or consumer lending in disaster-affected areas.

E. Mississippi Department of Environmental Quality

- 1) Administer oil and gas regulations for pollution control.
- 2) Review regulations on a regular basis and implement changes as necessary to support response and recovery operations for hazardous materials.

F. Mississippi Department of Transportation

Provide inspection and enforcement of state laws and requirements for hazardous materials shipments at designated weigh stations on highway systems.

G. Mississippi Legislature Joint Committee on Performance Evaluation and Expenditure Review

- 1) Conduct an assessment of state government regulations and oversight requirements affecting public-private CIKR business continuity operations.

- 2) Identify for consideration, temporary adjustments and waivers to mitigate any negative impacts of regulations on Critical Infrastructure and Key Resources (CIKR) continuity of operations.

H. Mississippi Public Broadcasting

- 1) Provide emergency public information, training and education using available broadcasting resources.
- 2) Augment communications emergency support functions including notification and warning.
- 3) Provide communications support to facilitate the dissemination of public information.
- 4) Coordinate with Mississippi Department of Human Services (MDHS) and local officials on the messages released to the public to ensure that communications are consistent and accurate.
- 5) Coordinate with the Mississippi Office of Homeland Security and local officials on the messages released to the public to ensure that communications are consistent and accurate.

I. Mississippi State Department of Health (MSDH)

- 1) Maintain relationships and cooperate with emergency management agencies and organizations of local jurisdictions and with other states, the Federal government and the private sector in implementing programs for disaster mitigation and prevention, preparedness, response, and recovery.
- 2) The Emergency Coordinating Officer (ECO) from the MSDH will solicit plan development and/or revision through the State ECO quarterly meeting. All state designated ECOs should coordinate plan development. The MSDH will retain emergency planners to facilitate solicited plans that support public health functions as delineated by the training and exercise integration, training operations, U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, Assistant Secretary for Preparedness and Response, and other federal agencies providing homeland security assistance.
- 3) Coordinate and release all Pandemic Influenza (PI) related information to the public.
- 4) Perform epidemiological and laboratory surveillance relative to PI under Emergency Support Function 8, Public Health and Medical Services.
- 5) Assist local, and public health and medical authorities with epidemic surveillance and coordination.
- 6) Build partnerships among healthcare and public health officials, community leaders, CIKR sectors and emergency response workers.
- 7) Identify and engage public health, state and local governmental agencies, CIKR sector, nongovernmental agencies, Mississippi tribes, faith-based communities, and other community stakeholders in non-pharmaceutical interventions preparedness planning and containment exercises.
- 8) Spearhead planning activities with the workplace and business sectors to:
 - a) Identify plans and guidance for canceling large public gatherings.
 - b) Develop guidance for distancing persons at the worksite.
 - c) Develop guidance to help local employers plan for increased absenteeism.
 - d) Develop plan to identify sick individuals in the workplace and provide guidance regarding isolation and quarantine.

- 9) Coordinate planning for the request and distribution of vaccines and medical countermeasures for PI, including antiviral medications, through the recommendations of the state epidemiologist.
- 10) Develop a plan to educate stakeholders throughout the community (e.g., representatives from all levels of educational facilities, childcare and nursing home facilities, Critical Infrastructure and Key Resources (CIKR) sector businesses, and faith-based organizations).
- 11) Implement Risk Communications Plan and link public information functions with Federal and local counterparts in preparedness mode.
- 12) The Mississippi State Department of Health (MSDH) Office of Communications and the Office of Epidemiology will review Pandemic Influenza (PI) public information templates annually, and as deemed appropriate, to ensure inclusion of the most recent information and recommendations.
- 13) Designate line and staff responsibilities, pre-approved message maps, comprehensive statewide media listings and contact information, comprehensive database of community organizations, and extensive listing of volunteer public information officers to assist in the dissemination of information.
- 14) Develop a strategy to activate the hotline and website to respond to pandemic inquiries, and to ensure that systems are in place to deal with anticipated public information surge capacities.
- 15) The Emergency Support Function (ESF) 8 Public Information/Emergency Communications Officer will coordinate with Federal partners, neighboring states and the Mississippi Band of Choctaw Indians on the content and distribution of public information releases.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi Emergency Management Agency

- 1) Coordinate public information dissemination via the Joint Information Center (JIC).
- 2) Coordinate all Non-Stafford Act response and recovery activities.
- 3) Coordinate the JIC emergency public information messages.
- 4) Coordinate with the Office of the Governor to implement as appropriate any temporary regulatory adjustments or waivers affecting CIKR continuity of operations consistent with Governor's emergency powers (State Code 33-15-11).

B. Mississippi Department of Public Safety - Office of Homeland Security

Provide for information exchange between the local, state, Federal and tribal government and the CIKR sector organizations and industries through the Homeland Security Information Network (HSIN).

C. Mississippi State Department of Health

- 1) Once PI virus activity is detected in Mississippi, ensure that active surveillance is implemented and information is provided to treating physicians, public health planners, and governmental leaders throughout the state by all available electronic means (e.g., MSDH website, Health Alert Network).
- 2) Ensure information is also provided to the public through the media. In addition, information relevant to CIKR sector entities is channeled through the Mississippi HSIN and the Mississippi Office of Homeland Security

- 3) Upon activation, provide a liaison to the State Emergency Operations Center (SEOC). Once the SEOC is activated, the Emergency Support Function (ESF) 8 Incident Command will prepare an Incident Action Plan (IAP) and situation reports for key decision-makers. Updated IAPs will be disseminated.
- 4) Key partners and Critical Infrastructure and Key Resources (CIKR) sectors will be notified of the current threat and a recommendation will be made to activate their facility's Pandemic Influenza (PI) response plan. Notification will include recommendations for the enhancement of security at facilities.
- 5) The ESF 8 Public Information Officer (PIO)/Emergency Communications Officer will initiate communication with local and national counterparts as directed by the Incident Commander.
- 6) The ESF 8 PIO/ Emergency Communications Officer will interface with the appropriate counterparts at the national level.
- 7) Ensure the Health Alert Network (HAN), the Homeland Security Information Network (HSIN), and the Mississippi State Department of Health (MSDH) website are utilized to make this information widely available to all personnel with decision-making responsibilities in the PI response as well as all CIKR sectors.
- 8) Utilize the MSDH website, the HAN, the HSIN, telephone, e-mail, blast fax, and media releases to communicate real-time information to all levels of the MSDH leadership down to the county level, to the Office of Vital Statistics, to county medical examiners and coroners, to hospitals with assistance from the Mississippi Hospital Association, and to state-level leadership including the Mississippi Emergency Management Agency (MEMA), the Mississippi Office of Homeland Security, and the Office of the Governor.
- 9) Through the MSDH HAN, press releases and media advisories can be blast faxed throughout the state. The HAN includes all Mississippi media and over 6,000 hospitals, physicians and emergency first responders. With the help of the MSDH print shop, additional copies of informational pieces can be produced at the rate of 300 pieces minute or 300,000 pieces per 24-hours.
- 10) The Director of Communications will work with the MEMA, the Governor's Office, the MSDH responders, the Office of Epidemiology, the Office of Health Protection and the regional health officers in order to coordinate messages.
- 11) Authorize the dissemination of PI information to external media, internal stakeholders, and cooperating state and federal agencies.

3. Post-Pandemic Recovery Tasks and Responsibilities

A. Mississippi Department of Public Safety - Office of Homeland Security

- 1) Capture and evaluate the impacts of pandemic on CIKR sector organizations and industries.
- 2) Identify opportunities for revisions to policies, procedures and technology needed to improve continuity and safety of CIKR sectors in the future.

B. Mississippi State Department of Health

- 1) Prepare for a second wave.
- 2) Inventory antivirals and medical countermeasure supplies.
- 3) With assistance from partner agencies, evaluate overall response activities and submit this data for inclusion in an after-action report.

4. Supporting Capabilities, Programs and Policies

A. Attachments

None submitted

B. State plans and procedures (statewide, multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan (CEMP)
 - a) CEMP Letter of Agreement
 - b) CEMP Support and Incident Annexes
- 2) Mississippi Critical Infrastructure Protection Program

C. Agency and department materials (agency or department-specific)

None submitted

D. Mississippi law (statutory and regulatory references)

None submitted

E. Memorandum of understanding and agreements

None submitted

F. Federal and other laws, plans, guidance and reports

Critical Infrastructure and Key Resources sector emergency operations plans
(Restricted)

Section II.

W. Build Public-Private Partnerships and Support Networks

Coordinating Emergency Support Function (ESF)

ESF 5 Emergency Management

Primary Agency

Mississippi Department of Public Safety – Office of Homeland Security

Supporting Agencies and Organizations

Mississippi Emergency Management Agency

Mississippi State Department of Health

The Mississippi Critical Infrastructure Protection Plan (MCIPP) is designed utilizing the U.S. Department of Homeland Security National Infrastructure Protection Plan (NIPP) as the model to address infrastructure protection within the borders of Mississippi to provide protection and resiliency in an all-hazards environment.

Achieving these goals requires the state to meet a series of objectives set forth by the NIPP and adopted into the MCIPP. These objectives are information sharing, building partnerships with federal, state, local, tribal and private sector partners, implementing long-term risk management programs, and further development of rapid response and recovery programs.

The MCIPP is designed to work in conjunction with the Mississippi Comprehensive Emergency Management Plan (CEMP) and other agency plans that affect Critical Infrastructure and Key Resources (CIKR) sectors. The MCIPP will identify, prioritize, and assess the vulnerabilities of CIKR in this state and develop effective strategies for strengthening their security and protection.

This subsection is based on policies and procedures contained in the CEMP, the MCIPP, the NIPP and the National Response Framework. The National Incident Management System provides a framework that establishes the mechanisms to, among other things:

- Improve coordination and integration of public and private partners.
- Maximize efficient use of resources needed to protect and restore the state's CIKR sectors.
- Improve incident communications and awareness between the public and private sectors.
- Ensure protected communications and information sharing processes among CIKR sectors and federal, state, local and tribal governments.
- Facilitate Federal emergency support to state, local, and tribal governments.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi Department of Public Safety - Office of Homeland Security

- 1) Designate a liaison to 17 Critical Infrastructure and Key Resources (CIKR) sectors for all emergency management program activities to include Pandemic Influenza (PI) preparedness, response and recovery.
- 2) Establish a critical infrastructure workgroup within Mississippi comprised of state, Federal, tribal, local and private sector stakeholders to aid in the task of CIKR protection against all hazards.
- 3) Identify, prioritize, and assess all CIKR delivered essential resources.
- 4) Identify, prioritize and assess the vulnerabilities of CIKR sectors and develop effective strategies for strengthening their security and protection.
- 5) Identify unique geographical issues, including trans-border concerns, as well as critical interdependencies within and across sectors and jurisdictions within those geographical boundaries.
- 6) Facilitate planning, training and exercise opportunities for CIKR sectors.
- 7) Establish and maintain the Homeland Security Information Network (HSIN) on behalf of the state. HSIN is the primary means of state CIKR communications for all-hazards information (including PI).
- 8) Serve as the focal point for information sharing, intelligence analysis and CIKR database systems.
- 9) Establish an ongoing exchange of information between the state of Mississippi and CIKR sectors to support situational awareness.
- 10) Identify and assist in addressing cross-sector dependencies and interdependencies that may affect CIKR functionality, performance and recovery.

B. Mississippi Emergency Management Agency

- 1) Maintain liaison and cooperate with emergency management agencies and organizations of other states, the federal government, local governments and the private and CIKR sectors in implementing programs for disaster mitigation, prevention, preparedness, response, and recovery.
- 2) Provide emergency planning assistance to state agencies, private sector and local governments to include the Mississippi Band of Choctaw Indians, as well as regional and national emergency planning initiatives.
- 3) Provide an extensive array of training opportunities for state and local emergency managers, public officials, and members of volunteer relief organizations, CIKR sectors and professionals in related fields.
- 4) Establish and maintain a system for the management and coordination of emergency response and recovery operations, employing the Incident Command System as described in the National Incident Management System.

C. Mississippi State Department of Health

- 1) Position emergency response coordinators in each region, with the direct responsibility of strengthening ties with the community and helping integrate public health into local emergency response efforts.
- 2) Build partnerships among healthcare and public health officials, community leaders, CIKR sectors and emergency response workers.
- 3) Identify and engage public health, state and local governmental agencies, CIKR sectors, non-governmental agencies, Mississippi tribes, faith-based communities,

and other community stakeholders in non-pharmaceutical interventions preparedness planning and containment exercises.

- 4) Spearhead planning activities with the workplace and business sectors to identify plans and guidance for canceling large gatherings, guidance for distancing persons at the worksite, identifying sick individuals in the workplace and assisting employers in planning for increased absenteeism.
- 5) Coordinate planning for the request and distribution of vaccines and medical countermeasures for Pandemic Influenza (PI), including antiviral medications through the recommendations of the State Epidemiologist.
- 6) Develop a strategy to educate stakeholders throughout the community (e.g., representatives from all levels of educational facilities, childcare and nursing home facilities, Critical Infrastructure and Key Resources (CIKR) sector and faith-based organizations).
- 7) Implement the Mississippi State Department of Health (MSDH) Risk Communication Plans and link public information functions with federal and local counterparts in preparedness mode.
- 8) Develop a strategy to activate the hotline and website to respond to pandemic inquiries, and assure that systems are in place to deal with anticipated public information surge capacities.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi Department of Public Safety (MDPS) – Office of Homeland Security

- 1) Provide for information exchange between the Federal, state, local and tribal government and the CIKR sector organizations and industries through the Homeland Security Information Network (HSIN).
- 2) Collect, maintain and update information and data on CIKR functionality and performance as well as cross-sector dependencies affecting CIKR sectors.
- 3) Coordinate with Mississippi Emergency Management Agency and applicable Emergency Support Functions (ESF) to ensure appropriate and timely allocation of limited government and private sector support to mitigate CIKR vulnerabilities and consequences.

B. Mississippi Emergency Management Agency

- 1) Coordinate public information dissemination via the Joint Information Center.
- 2) Establish and maintain a damage assessment, collection and reporting system.
- 3) Coordinate with MDPS – Office of Homeland Security and applicable ESF to ensure appropriate and timely allocation of limited government and private sector support to mitigate CIKR vulnerabilities and consequences.

C. Mississippi State Department of Health

- 1) Once PI virus activity is detected in the state, ensure that active surveillance is implemented and information is provided to treating physicians, public health planners, and governmental leaders throughout the state by all available electronic means (e.g., MSDH website, Health Alert Network).
- 2) Ensure that information is provided to the public through the media. In addition, ensure information relevant to CIKR sector entities is channeled through the HSIN and the Mississippi Office of Homeland Security.

- 3) Upon activation, provide liaison to the State Emergency Operations Center (SEOC). Once the SEOC is activated, the Emergency Support Function (ESF) 8 Incident Command will prepare Incident Action Plans (IAP) and situation reports for key decision-makers. Updated IAPs will be disseminated.
- 4) Key partners and Critical Infrastructure and Key Resources (CIKR) sectors will be notified of current threat and recommendation will be made to activate their facility's PI response plan. Notification will include recommendations for the enhancement of security at facilities.
- 5) The ESF 8 Public Information Officer (PIO)/Emergency Communications Officer will initiate communication with local and national counterparts as directed by the Incident Commander.
- 6) The ESF 8 PIO/Emergency Communications Officer will interface with appropriate counterparts at the national level.
- 7) In addition to these mechanisms, the Health Alert Network (HAN), the Homeland Security Information Network (HSIN) and the Mississippi State Department of Health (MSDH) website will be used to make this information widely available to all personnel with decision-making responsibilities in the PI response as well as all Critical Infrastructure and Key Resources sectors.
- 8) Utilize the MSDH website, the HAN, the HSIN, telephone, e-mail, blast fax, and media releases to communicate real-time information to all levels of the MSDH leadership down to the county level, to the Office of Vital Statistics, to county medical examiners and coroners, to hospitals with assistance from the Mississippi Hospital Association, and to state-level leadership including the Mississippi Emergency Management Agency (MEMA), the Mississippi Office of Homeland Security, and the Office of the Governor.
- 9) The MSDH Director of Communications will work with the MEMA, the Governor's Office, the MSDH responders, the Office of Epidemiology, the Office of Health Protection and regional health officers to coordinate messages.
- 10) Authorize dissemination of pandemic influenza information to external media, internal stakeholders, and cooperating state and Federal agencies.

3. Post Pandemic Recovery Tasks and Responsibilities

A. Mississippi Department of Public Safety - Office of Homeland Security

- 1) Capture and evaluate the impacts of pandemic on CIKR sector organizations and industries.
- 2) Identify opportunities for revisions to policies, procedures and technology needed to improve continuity and safety of CIKR sectors in the future.

B. Mississippi Emergency Management Agency

Provide assistance to citizens, local governments, non-profit associations, state agencies and businesses to help aid in recovery from disasters.

C. Mississippi State Department of Health

- 1) Prepare for successive waves.
- 2) Inventory antivirals and medical countermeasure supplies.
- 3) Evaluate overall success of administration and response activities, with assistance from partner agencies and submit this data for inclusion in an after-action report.

4. Supporting Capabilities, Programs and Policies

A. Attachments

None submitted

B. State plans and procedures (statewide, multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan (CEMP)
- 2) Mississippi Critical Infrastructure Protection Program

C. Agency and department materials (agency or department-specific)

None submitted

D. Mississippi law (statutory and regulatory references)

None submitted

E. Memorandum of understanding and agreements

None submitted

F. Federal and other laws, plans, guidance and reports

- 1) Critical Infrastructure and Key Resources (CIKR) sector emergency operations plans (Restricted)
- 2) Mississippi County Comprehensive Emergency Management Plans and Support and Incident Annexes (available from individual counties)

Section II.

X. Implement the National Infrastructure Protection Plan (NIPP) Risk Management Framework for a Pandemic

Coordinating Emergency Support Function

ESF 13 Public Safety and Security

Primary Agency

Mississippi Department of Public Safety – Office of Homeland Security

Supporting Agencies and Organizations

Mississippi Emergency Management Agency
Mississippi State Department of Health

The Mississippi Critical Infrastructure Protection Plan (MCIPP) is designed utilizing the U.S. Department of Homeland Security, National Infrastructure Protection Plan (NIPP) as the model to address infrastructure protection within the borders of Mississippi to provide protection and resiliency in an all-hazards environment.

Achieving these goals requires the state to meet a series of objectives set forth by the NIPP and adopted into the MCIPP. These objectives are information sharing; building partnerships with Federal, state, local, tribal and private sector partners; implementing long term risk management programs; and further development of rapid response and recovery programs.

The MCIPP will identify, prioritize, and assess the vulnerabilities of Critical Infrastructure and Key Resources (CIKR) sectors in this state and develop effective strategies for strengthening their security and protection. Identifying CIKR assets in Mississippi is carried out through the Mississippi Infrastructure Workgroup, state and federal inventory list, and is then categorized by sector. Among this information, the inventory is then categorized into assets, systems, networks and functions.

The Mississippi Department of Public Safety - Office of Homeland Security has established multi-agency, multi-disciplinary critical infrastructure protection committees and provided them with the U.S. Department of Homeland Security (DHS) Automated Critical Asset Management System (ACAMS) training to coordinate the identification and vulnerability assessments of the infrastructure and assets in their jurisdictions. They have named critical infrastructure assessment coordinators who are responsible for reviewing the assessments and prioritizing the infrastructures based on Federal criteria in terms of continuity of operations, the impact of hazardous materials, and the potential for loss of human life. Based on the infrastructure prioritization, the assessment coordinators, along with local partners, may provide DHS-approved, sector-specific common vulnerabilities reports. In addition, the assessment coordinators, along with local partners, may present verbal options for consideration for possible security enhancements at prioritized locations. The vulnerability assessments, along with security enhancement options, are submitted to the ACAMS system for review and comparison with national risk and threat-based intelligence and funding recommendations to implement enhancement projects.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi Department of Public Safety - Office of Homeland Security

- 1) Designate a liaison to 17 Critical Infrastructure and Key Resources (CIKR) sectors for all emergency management program activities to include Pandemic Influenza (PI) preparedness, response and recovery.
- 2) Establish a critical infrastructure workgroup within Mississippi comprised of state, Federal, tribal, local and private sector stakeholders to aid in the task of CIKR protection against all hazards.
- 3) Identify, prioritize, and assess all CIKR delivered essential resources.
- 4) Identify, prioritize and assess the vulnerabilities of CIKR sectors, and develop effective strategies for strengthening their security and protection.
- 5) Facilitate planning, training, and exercise opportunities for CIKR sectors.
- 6) Establish and maintain the Homeland Security Information Network (HSIN) on behalf of the state. HSIN is the primary means of state CIKR communications for all-hazards information (including PI).
- 7) Serve as the focal point for information sharing, intelligence analysis and CIKR database systems.
- 8) Establish an ongoing exchange of information between the state of Mississippi and CIKR sectors to support situational awareness.
- 9) Identify and assist in addressing cross-sector dependencies and interdependencies that may affect CIKR functionality, performance and recovery.

B. Mississippi Emergency Management Agency

- 1) Maintain liaison and cooperate with emergency management agencies and organizations of other states, the Federal government, local governments and the private and CIKR sectors in implementing programs for disaster mitigation, prevention, preparedness, response, and recovery.
- 2) Provide emergency planning assistance to state agencies, private sector and local governments to include the Mississippi Band of Choctaw Indians, as well as regional and national emergency planning initiatives.
- 3) Provide an extensive array of training opportunities for state and local emergency managers, public officials, members of volunteer relief organizations, and CIKR sectors and professionals in related fields.
- 4) Establish and maintain a system for the management and coordination of emergency response and recovery operations, employing the Incident Command System as described in the National Incident Management System.

C. Mississippi State Department of Health

- 1) Position emergency response coordinators in each region, with the direct responsibility of strengthening ties with the community and helping integrate public health into local emergency response efforts.
- 2) Build partnerships among healthcare and public health officials, community leaders, Critical Infrastructure and Key Resources (CIKR) sectors and emergency response workers.
- 3) Identify and engage public health, state and local governmental agencies, CIKR sector, nongovernmental agencies, Mississippi Band of Choctaw Indians, faith-based communities, and other community stakeholders in non-pharmaceutical interventions preparedness planning and containment exercises.

- 4) Spearhead planning activities with the workplace and business sectors to identify plans and guidance for canceling large gatherings, guidance for distancing persons at the worksite, identifying sick individuals in the workplace and assisting employers in planning for increased absenteeism.
- 5) Coordinate planning for the request and distribution of vaccines and medical countermeasures for pandemic influenza, including antiviral medications through the recommendations of the State Epidemiologist.
- 6) Develop a strategy to educate stakeholders throughout the community (e.g., representatives from all levels of educational facilities, childcare and nursing home facilities, CIKR sectors, and faith-based organizations).
- 7) Review biennially the Plan for Receiving, Distributing, and Dispensing Strategic National Stockpile Assets utilizing the MSDH internal document routing procedures.
- 8) Encourage private and CIKR sector industries and organizations to procure medical and non-medical countermeasures in accordance with federal guidance.
- 9) Review national recommendations for priority groups for antivirals and develop state-specific modifications or refinements for target groups.
- 10) Develop specific definitions for target groups for antivirals, identifying occupational categories and sub-categories, as needed, within each broad target and estimating the size of relevant target groups.
- 11) Maintain stockpiles of medical supplies and medications.
- 12) Prepare plans and procedures for state-wide distribution of medical and non-medical supplies utilizing internal and external resources.
- 13) Conduct training for public health staff and partners involved in distributing and administering antivirals and ensure redundancy of knowledge and responsibility for pandemic activities.
- 14) Coordinate distribution plan with neighboring states and the Mississippi Band of Choctaw Indians Tribal Government.
- 15) Implement the MSDH Risk Communications Plan and link public information functions with Federal and local counterparts in preparedness mode.
- 16) Develop a strategy to activate the hotline and website to respond to pandemic inquiries, and assure that systems are in place to deal with anticipated public information surge capacities.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi Department of Public Safety – Office of Homeland Security

- 1) Provide for information exchange between the Federal, state, local and tribal government and the Critical Infrastructure and Key Resources (CIKR) sector organizations and industries through the Homeland Security Information Network (HSIN).
- 2) Collect, maintain and update information and data on CIKR functionality and performance as well as cross-sector dependencies affecting CIKR sectors.
- 3) Coordinate with Mississippi Emergency Management Agency (MEMA) and applicable Emergency Support Functions (ESF) to ensure appropriate and timely allocation of limited government and private sector support to mitigate CIKR vulnerabilities and consequences.

B. Mississippi Emergency Management Agency

- 1) Coordinate public information dissemination via the Joint Information Center.
- 2) Establish and maintain a damage assessment, collection and reporting system.

C. Coordinate with the Mississippi Department of Human Services (MDHS) and applicable ESF to ensure appropriate and timely allocation of limited government and private sector support to mitigate CIKR vulnerabilities and consequences.

D. Mississippi State Department of Health

- 1) Once Pandemic Influenza (PI) virus activity is detected in the state, ensure that active surveillance is implemented and information is provided to treating physicians, public health planners, and governmental leaders throughout the state by all available electronic means (e.g., MSDH website, the Health Alert Network (HAN)).
- 2) Ensure that information is provided to the public through the media. In addition, information relevant to Critical Infrastructure and Key Resources (CIKR) sector entities is channeled through the Mississippi Homeland Security Information Network (HSIN) and the Mississippi Office of Homeland Security.
- 3) Upon activation, provide a liaison to the State Emergency Operations Center (SEOC). Once the SEOC is activated, the Emergency Support Function (ESF) 8 Incident Command will prepare Incident Action Plans (IAPs) and situation reports for key decision-makers. Updated IAPs will be disseminated on a regular basis.
- 4) Ensure that key partners and CIKR sectors are notified of the current threat and recommendations that are to be made to activate their facility's PI response plan. Ensure notification also includes recommendations for the enhancement of security at facilities.
- 5) The ESF 8 Public Information Officer (PIO)/Emergency Communications Officer will initiate communication with local and national counterparts as directed by the Incident Commander.
- 6) The ESF 8 PIO/Emergency Communications Officer will interface with appropriate counterparts at the national level.
- 7) In addition to these mechanisms, ensure the HAN, the HSIN and the MSDH websites are used to make this information widely available to all personnel with decision-making responsibilities in the PI response as well as all the CIKR sectors.
- 8) Utilize the MSDH website, the HAN, the HSIN, telephone, e-mail, blast fax, and media releases to communicate real-time information to all levels of the MSDH leadership down to the county level, to the Office of Vital Statistics, to county medical examiners and coroners, to hospitals with assistance from the Mississippi Hospital Association, and to state-level leadership including the Mississippi Emergency Management Agency (MEMA), the Mississippi Office of Homeland Security, and the Office of the Governor.
- 9) The MSDH Director of Communications will work with the MEMA, the Governor's Office, and the MSDH responders, Office of Epidemiology, the Office of Health Protection and regional health officers to coordinate messages.
- 10) Authorize dissemination of Pandemic Influenza (PI) information to external media, internal stakeholders, and cooperating state and Federal agencies.
- 11) Provide leadership in directing, coordinating, and integrating the overall state efforts to provide health, medical, public health, mortuary victim identification, personnel, supplies, equipment and some social services assistance to the affected area.

- 12) Evaluate the incident with its partner organizations and make recommendations to its partner organizations and appropriate public health and medical authorities regarding the need for quarantine, shelter-in-place, or isolation to prevent the spread of disease.
- 13) Provide the most up-to-date information to the medical community and other stakeholders regarding antivirals, facemasks, respirators and ventilators.
- 14) Provide the foundation for all warehouse activities for distribution of medical countermeasures, including receiving, storing, staging and distribution.
- 15) Upon recommendation by the Centers for Disease Control and Prevention for deployment of antivirals and other medical countermeasures to the states, the Mississippi State Department of Health (MSDH) will fully activate the Plan for Receiving, Distributing, and Dispensing Strategic National Stockpile (SNS) Assets.
- 16) Process orders for distribution of medical countermeasures; manage federally received medical countermeasures supply inventory.
- 17) Manage the flow of medical commodities, medical personnel and equipment to meet the needs and requirements of a PI response.
- 18) Continue full activation of the MSDH Plan for Receiving, Distributing, and Dispensing SNS Assets, as appropriate for receiving antivirals and other medical countermeasures from the SNS.

3. Post Pandemic Recovery Tasks and Responsibilities

A. Mississippi Department of Public Safety - Office of Homeland Security

- 1) Capture and evaluate the impacts of pandemic on Critical Infrastructure and Key Resources (CIKR) sector organizations and industries.
- 2) Identify opportunities for revisions to policies, procedures and technology needed to improve continuity and safety of CIKR sectors in the future.

B. Mississippi Emergency Management Agency

Provide assistance to citizens, local governments, non-profit associations, state agencies and businesses to help aid in recovery efforts.

C. Mississippi State Department of Health

- 1) Prepare for a second wave.
- 2) Inventory antivirals and medical countermeasure supplies.
- 3) With assistance from partner agencies, evaluate overall success of administration and response activities and submit this data for inclusion in an after action report.

4. Supporting Capabilities, Programs and Policies

A. Attachments

None submitted

B. State plans and procedures (statewide, multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan (CEMP)
CEMP Support Annexes
- 2) Mississippi Critical Infrastructure Protection Program

- C. Agency/department materials (agency or department-specific)
Mississippi State Department of Health Plan for Receiving, Distributing, and Dispensing Strategic National Stockpile Assets
- D. Mississippi law (statutory and regulatory references)
None submitted
- E. Memorandum of understanding and agreements
None submitted
- F. Federal and other laws, plans, guidance and reports
 - 1) Critical Infrastructure and Key Resources sector emergency operations plans (Restricted)
 - 2) Mississippi County Comprehensive Emergency Management Plans and Support and Incident Annexes (available from individual counties)
 - 3) U.S. Department of Health and Human Services Guidance on Allocating and Targeting Pandemic Influenza Vaccine and the U.S. Department of Homeland Security Guidance

Section II.

Y. Bolster Critical Infrastructure and Key Resources (CIKR) Information Sharing and Protection Initiatives

Coordinating Emergency Support Function (ESF)

ESF 5 Emergency Management

Primary Agency

Mississippi Department of Public Safety – Office of Homeland Security

Supporting Agencies and Organizations

Mississippi Emergency Management Agency

Mississippi State Department of Health

The Mississippi Critical Infrastructure Protection Plan (MCIPP) is designed utilizing the U.S. Department of Homeland Security National Infrastructure Protection Plan (NIPP) as the model to address infrastructure protection within the borders of Mississippi to provide protection and resiliency in an all-hazards environment.

Achieving these goals requires the state to meet a series of objectives set forth by the NIPP and adopted into the MCIPP. These objectives are information sharing; building partnerships with Federal, state, local, tribal and private sector partners; implementing long term risk management programs; and further development of rapid response and recovery programs.

In response to the Federal mandate, the state of Mississippi developed a Critical Infrastructure Protection workgroup that aided in the development of this Annex. The workgroup and the MCIPP were designed to work in conjunction with the state's Comprehensive Emergency Management Plan (CEMP) and other agency plans that affect Critical Infrastructure and Key Resource (CIKR) sectors. The MCIPP will identify, prioritize, and assess the vulnerabilities of CIKR in this state and develop effective strategies for strengthening their security and protection. The Mississippi CEMP applies to all state departments and agencies that may be requested to provide assistance or conduct operations in actual incidences. These incidences require a coordinated response by an appropriate combination of Federal, state, local, tribal, private sector and non-governmental entities. The CEMP and the MSDH ESF 8 Concept of Operations Plan for Public Health and Medical Emergencies provide an organizational structure to allow emergency medical services personnel and healthcare facilities to work together in a collaborative way and to provide assistance in situations where local resources are overwhelmed.

This subsection is based on policies and procedures contained in the CEMP, the MCIPP, the NIPP and the National Response Framework. The National Incident Management System provides a framework that establishes the mechanisms to, among other things:

- Improve coordination and integration of public and private partners.
- Maximize efficient use of resources needed to protect and restore the state's CIKR sectors.

- Improve incident communications and awareness between the public and private sectors; ensure protected communications and information sharing processes among Critical Infrastructure and Key Resource (CIKR) sectors and federal, state, local and tribal governments.
- Facilitate federal emergency support to state, local, and tribal government.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi Department of Public Safety - Office of Homeland Security

- 1) Designate liaison to 17 CIKR sectors for all emergency management program activities to include Pandemic Influenza (PI) preparedness, response and recovery
- 2) Establish a critical infrastructure workgroup within Mississippi comprised of state, Federal, tribal, local and private sector stakeholders to aid in the task of CIKR protection against all hazards.
- 3) Provide suggestions for protective measures.
- 4) Facilitate planning, training and exercise opportunities for CIKR sectors.
- 5) Establish and maintain the Homeland Security Information Network (HSIN) on behalf of the state. HSIN is the primary means of state/CIKR communications for all-hazards information (including PI).
- 6) Serve as the focal point for information sharing, intelligence analysis and CIKR database systems.
- 7) Establish an ongoing exchange of information between the state of Mississippi and CIKR sectors to support situational awareness.
- 8) Identify and assist in addressing cross-sector dependencies and interdependencies that may affect CIKR functionality, performance and recovery.

B. Mississippi Emergency Management Agency

- 1) Establish policies and standards for the development of emergency management plans, procedures, and programs by local and inter-jurisdictional entities for integrating into and coordinating with the statewide plan and programs.
- 2) Maintain liaison and cooperate with emergency management agencies and organizations of other states, the Federal government and the private and CIKR sectors in implementing programs for disaster mitigation, prevention, preparedness, response, and recovery.
- 3) Provide emergency planning assistance to state agencies and local governments to include the Mississippi Band of Choctaw Indians, as well as regional and national emergency planning initiatives.
- 4) Provide an extensive array of training opportunities for state and local emergency managers, public officials, members of volunteer relief organizations and professionals in related fields.
- 5) Oversee required local jurisdiction exercise activities that simulate emergency management operations for specifically stated purposes.
- 6) Establish and maintain a system for the management and coordination of emergency response and recovery operations, employing the Incident Command System as described in the National Incident Management System.

C. Mississippi State Department of Health (MSDH)

- 1) Position emergency response coordinators in each region, with the direct responsibility of strengthening ties with the community and helping integrate public health into local emergency response efforts.
- 2) Coordinate the release of any and all Pandemic Influenza (PI) related information to the public.
- 3) Build partnerships among healthcare and public health officials, community leaders, Critical Infrastructure and Key Resources (CIKR) sectors and emergency response workers.
- 4) Identify and engage public health, state and local governmental agencies, CIKR sector, nongovernmental agencies, Mississippi Band of Choctaw Indians, faith-based communities, and other community stakeholders in non-pharmaceutical interventions preparedness planning and containment exercises.
- 5) Spearhead planning activities with the workplace and business sectors to identify plans and guidance for canceling large gatherings, guidance for distancing persons at the worksite, identifying sick individuals in the workplace and assisting employers in planning for increased absenteeism.
- 6) Coordinate planning for the request and distribution of vaccines and medical countermeasures for PI, including antiviral medications through the recommendations of the State Epidemiologist. Develop a plan to educate stakeholders throughout the community (e.g., representatives from all levels of educational facilities, childcare and nursing home facilities, CIKR sector, and faith-based organizations).
- 7) Implement the MSDH Risk Communications plan and link public information functions with Federal and local counterparts in preparedness mode.
- 8) The MSDH Office of Communications and the Office of Epidemiology will review PI Public information templates annually, and as deemed appropriate, to ensure inclusion of most recent information and recommendations.
- 9) Designate line and staff responsibilities, pre-approved message maps, comprehensive state-wide media listings and contact information, comprehensive database of community organizations, and extensive listing of volunteer public information officers to assist in the dissemination of information.
- 10) Develop a strategy to activate the hotline and website to respond to pandemic inquiries, and ensure that systems are in place to deal with anticipated public information surge capacities.
- 11) The Emergency Support Function 8 Public Information Officer/Emergency Communications Officer will coordinate with Federal partners, neighboring states and the Mississippi Band of Choctaw Indians' tribal government on the content and distribution of public information releases.

2. Pandemic Response Tasks and Responsibilities**A. Mississippi Department of Public Safety – Office of Homeland Security**

- 1) Provide for information exchange between the Federal, state, local and tribal government and the CIKR sector organizations and industries through the Homeland Security Information Network.
- 2) Collect, maintain and update information and data on CIKR functionality and performance as well as cross-sector dependencies affecting CIKR sectors.

- 3) Establish and maintain a Critical Infrastructure and Key Resources (CIKR) damage assessment, collection and reporting system.

B. Mississippi Emergency Management Agency (MEMA)

Coordinate public information dissemination via the Joint Information Center.

C. Mississippi State Department of Health (MSDH)

- 1) Once Pandemic Influenza (PI) virus activity is detected in the state, ensure that active surveillance is implemented and information is provided to treating physicians, public health planners, and governmental leaders throughout the state by all available electronic means (e.g., the MSDH website, the Health Alert Network (HAN)).
- 2) Ensure that information is provided to the public through the media. In addition, information relevant to CIKR sector entities is channeled through the Mississippi Homeland Security Information Network (HSIN) and the Mississippi Office of Homeland Security.
- 3) Upon activation, provide a liaison to the State Emergency Operations Center (SEOC). Once the SEOC is activated, the Emergency Support Function (ESF) 8 Incident Command will prepare Incident Action Plans (IAPs) and situation reports for key decision-makers. Updated IAPs will be disseminated.
- 4) Ensure that key partners and CIKR sectors are notified of the current threat and the recommendation to activate their facility's PI response plan. Ensure notification also includes recommendations for the enhancement of security at facilities.
- 5) The ESF 8 Public Information Officer (PIO)/Emergency Communications Officer (ECO) will initiate communication with local and national counterparts as directed by the Incident Commander.
- 6) The ESF 8 PIO/E will interface with appropriate counterparts at the national level.
- 7) In addition to these mechanisms, ensure the HAN, HSIN and the MSDH website are used to make this information widely available to all personnel with decision-making responsibilities in the PI response as well as all CIKR sectors.
- 8) Utilize the MSDH website, HAN, HSIN, telephone, e-mail, blast fax, and media releases to communicate real-time information to all levels of the leadership, to the county level, the Office of Vital Statistics, county medical examiners/coroners, hospitals with assistance from the Mississippi Hospital Association and to state-level leadership including the MEMA, the Mississippi Office of Homeland Security, and the Office of the Governor.
- 9) The MSDH Director of Communications will work with MEMA, the Governor's Office, and the MSDH first responders, Office of Epidemiology, the Office of Health Protection and regional Health Officers to coordinate messages.
Authorize dissemination of PI information to external media, internal stakeholders, and cooperating state and Federal agencies.

3. Post Pandemic Recovery Tasks and Responsibilities

A. Mississippi Department of Public Safety - Office of Homeland Security

- 1) Capture and evaluate the impacts of pandemic on CIKR sector organizations and industries.

- 2) Identify opportunities for revisions to policies, procedures and technology needed to improve continuity and safety of Critical Infrastructure and Key Resources (CIKR) sectors in the future.

B. Mississippi Emergency Management Agency

Provide assistance to citizens, local governments, non-profit associations, state agencies and businesses to help aid in recovery from disasters.

C. Mississippi State Department of Health

- 1) Prepare for a second wave.
- 2) Inventory antivirals and medical countermeasure supplies.
- 3) With assistance from partner agencies, evaluate overall success of administration and response activities and submit this data for inclusion in an After Action Report.

4. Supporting Capabilities, Programs and Policies

A. Attachments

None submitted

B. State plans and procedures (statewide, multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan (CEMP)
CEMP Support Annexes
- 2) Mississippi Critical Infrastructure Protection Program

C. Agency and department materials (agency or department-specific)

None submitted

D. Mississippi law (statutory and regulatory references)

None submitted

E. Memorandum of understanding and agreements

None submitted

F. Federal and other laws, plans, guidance and reports

- 1) CIKR sector emergency operations plans (Restricted).
- 2) Mississippi CEMP and Support Incident Annexes (available from individual counties).

Section II.

Z. Leverage Emergency Preparedness Activities for Critical Infrastructure and Key Resources Protection, Planning & Preparedness

Coordinating Emergency Support Function (ESF)

ESF 5 Emergency Management

Primary Agency

Mississippi Emergency Management Agency

Supporting Agencies and Organizations

Mississippi Board of Pharmacy

Mississippi Department of Finance and Administration

Mississippi Department of Public Safety – Office of Homeland Security

Mississippi Military Department

Mississippi Public Service Commission

Mississippi State Department of Health (MSDH)

The state of Mississippi, and many owners and operators of Critical Infrastructure and Key Resources (CIKR) sector organizations and industries, first responder organizations and local emergency management programs have developed strategies, policies, plans and procedures designed to prevent, mitigate, prepare, respond and recover from a wide array of natural and human caused incidents. The everyday public-private coordination structures, information-sharing networks, and risk management frameworks used in state infrastructure protection work in conjunction with and in support of other state and local plans in an all-hazard context. These formalized efforts are widely accepted, implemented and practiced across the state. The Mississippi Pandemic Influenza (PI) Incident Annex framework recognizes and incorporates many of those efforts in this Annex and throughout the plan. The activities and processes described in this subsection apply to the state of Mississippi as a whole with provision for application to CIKR sectors and other targeted groups as appropriate.

The Mississippi Comprehensive Emergency Management Plan and the MSDH ESF 8 Concept of Operations Plan for Public Health and Medical Emergencies provides an organizational structure to allow emergency medical services personnel and healthcare facilities to work together in a collaborative way and to provide assistance in situations where local resources are overwhelmed.

The following subsection describes preparedness, response and recovery roles, responsibilities and activities of state departments and agencies relevant to PI that will be leveraged in support of CIKR sector organizations and industries.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi Emergency Management Agency

- 1) Establish policies and standards for the development of emergency management plans, procedures, and programs by local and inter-jurisdictional entities for integrating into and coordinating with the statewide plan and programs.
- 2) Maintain liaison and cooperate with emergency management agencies and organizations of other states, the Federal government and the private sector in implementing programs for disaster mitigation/ prevention, preparedness, response, and recovery.
- 3) Provide emergency planning assistance to state agencies and local governments to include the Mississippi Band of Choctaw Indians, as well as regional and national emergency planning initiatives.
- 4) Establish and maintain a system for the management and coordination of emergency response and recovery operations, employing the Incident Command System as described in the National Incident Management System.
- 5) Emergency Support Function 7 will assist the Mississippi State Department of Health (MSDH) with procurement and pre-disaster contracts procedures as required by the MSDH Logistics Section.

B. Mississippi Department of Public Safety - Office of Homeland Security

- 1) Designate liaison to 17 Critical Infrastructure and Key Resources (CIKR) sectors for all emergency management program activities to include Pandemic Influenza (PI) preparedness, response and recovery.
- 2) Provide suggestions for protective measures.
- 3) Facilitate planning, training and exercise opportunities for CIKR sectors.
- 4) Establish and maintain the Homeland Security Information Network (HSIN) on behalf of the state. HSIN is the primary means of State/CIKR communications for all-hazards information (including PI).
- 5) Establish an ongoing exchange of information between the state of Mississippi and CIKR sectors to support situational awareness.

C. Mississippi State Department of Health

- 1) Provide information on any public health statements or precautions.
- 2) Position emergency response coordinators in each region, with the direct responsibility of strengthening ties with the community and helping integrate public health into local emergency response efforts
- 3) Assist local public health and medical authorities with epidemic surveillance and coordination.
- 4) Incorporate the Mississippi Board of Animal Health plans into the MSDH plans, particularly PI plans.
- 5) Review biennially the Plan for Receiving, Distributing and Dispensing Strategic National Assets utilizing the MSDH internal document.
- 6) Encourage private and CIKR sector industries and organizations to procure medical and non-medical countermeasures in accordance with federal guidance.
- 7) Review national recommendations for priority groups for antivirals and develop state-specific modifications or refinements for target groups.
- 8) Develop specific definitions for target groups for antivirals, identifying occupational categories and sub-categories, as needed, within each broad target and estimating the size of relevant target groups.

- 9) Maintain stockpiles of medical and non-medical supplies.
- 10) Prepare plans and procedures for statewide distribution of medical and non-medical supplies utilizing internal and external resources.
- 11) Conduct training for public health staff and partners involved in distributing and administering antivirals and ensure redundancy of knowledge and responsibility for pandemic activities.
- 12) Coordinate distribution plan with neighboring states and Mississippi Band of Choctaw Indians.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi Emergency Management Agency (MEMA)

- 1) Requirements include supporting and facilitating multi-agency and multi-jurisdictional planning and coordination for operations. This includes alert and notification, deployment and staffing of the Multi-Agency Coordination Team and other emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, requests for federal assistance, resource acquisition and management, worker safety and health, facilities management, financial management, and other support as required. Identify the requirements of the state and the political subdivisions thereof for resources of all kinds required in the event of an emergency; plan for the procurement of such supplies, medicines, materials, manpower, and equipment to fulfill those requirements; and employ the property, services, and resources within the state as may be required.
- 2) Recommend and draft executive orders, proclamations, regulations, and agreements deemed necessary or appropriate to cope with emergency management needs including assisting in the procurement of resources to respond to disasters and emergencies.
- 3) Manage the flow of non-medical commodities and goods, along with other resources to help meet the needs and requirements of a disaster response.
- 4) Coordinate resource allocation and tasking through Emergency Support Function 5 using the MEMA mission assignment process and other procedures outlined in the Comprehensive Emergency Management Plan and applicable Standard Operating Guides. The Logistics branch coordinates with other state agencies on purchasing and procurement of supplies and helps secure pre-disaster contracts.
- 5) Administer and direct federal and state disaster assistance programs.
- 6) Assume primary responsibility for the coordination and release of any and all disaster and emergency-related information to the public.

B. Mississippi Board of Pharmacy

- 1) Provide licensed and registered personnel and emergency medication and pharmaceutical resources.
- 2) Assist with health and medical care of the affected population.

C. Mississippi Department of Finance and Administration

- 1) Coordinate the appropriation of financial and supplemental resources.
- 2) Provide for procurement through emergency purchases and contract.

D. Mississippi Military Department

Assist in non-medical commodity distribution

E. Mississippi Public Service Commission

Assist the Department of Finance and Administration and Mississippi Emergency Management Plan in the management of resources.

F. Mississippi State Department of Health (MSDH)

- 1) Coordinate overall public health and medical emergency response efforts across all state departments and agencies.
- 2) Provide leadership in directing, coordinating, and integrating the overall state efforts to provide health, medical, public health, mortuary/victim identification, personnel, supplies, equipment and some social services assistance to the affected area.
- 3) Evaluate the incident with its partner organizations and make recommendations to the appropriate public health and medical authorities regarding the need for quarantine, shelter-in-place, or isolation to prevent the spread of disease.
- 4) Provide the most up-to-date information to the medical community and other stakeholders regarding antivirals, facemasks, respirators and ventilators.
- 5) Provide the foundation for all warehouse activities for distribution of medical countermeasures, including receiving, storing, staging and distribution of materiel.
- 6) Activate the plan for Receiving, Distributing, and Dispensing Strategic National Stockpile as recommended by the Centers for Disease Control and Prevention for deployment of antivirals and other medical countermeasures to the states.
- 7) Process orders for distribution of medical countermeasures; manage federally received medical countermeasures supply inventory.
- 8) Manage the flow of medical commodities, medical personnel and equipment to meet the needs and requirements of a Pandemic Influenza (PI) response.
- 9) Continue full activation of the the MSDH Plan for Receiving, Distributing, and Dispensing SNS Assets, as appropriate for receiving antivirals and other medical countermeasures from the SNS.

3. Post-Pandemic Recovery Tasks and Responsibilities

A. Mississippi Department of Public Safety - Office of Homeland Security

- 1) Capture and evaluate the impact of PI on Critical Infrastructure and Key Resources sector organization and industries in accordance with the National Infrastructure Protection Plan.
- 2) Identify opportunities for revisions to policies, procedures and technology needed to improve continuity and safety of Critical Infrastructure and Key Resources (CIKR) sectors in the future.

B. Mississippi State Department of Health (MSDH)

- 1) Prepare for a second wave.
- 2) Inventory antivirals and medical countermeasure supplies.
- 3) With assistance from partner agencies, evaluate overall success of antiviral drug administration and response activities and submit this data for inclusion in an after-action report.

4. Supporting Capabilities, Programs and Policies

A. Attachments

None submitted

B. State plans and procedures (statewide, multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan (CEMP)
- 2) Mississippi Critical Infrastructure Protection Program

C. Agency/department materials (agency or department-specific)

- 1) Mississippi State Health Plan
- 2) MSDH
 - a) Regional/County Health Administration
 - b) Plan for Receiving, Distributing, and Dispensing Strategic National Stockpile Assets
 - c) Public Health Field Services

D. Mississippi law (statutory and regulatory references)

None submitted

E. Memorandum of understanding and agreements

None submitted

F. Federal and other laws, plans, guidance and reports

- 1) CIKR sector emergency operations plans (Restricted)
- 2) Mississippi CEMP and Support and Incident Annexes (available from individual counties)
- 3) U.S. Department of Health and Human Services and U.S. Department of Homeland Security Guidance on Allocating and Targeting Pandemic Influenza Vaccine

Section II.

AA. Integrate Federal, State, Local, Tribal and Territorial Government with Public- and Private- Sector Critical Infrastructure and Key Resources Protection, Planning, Preparedness, Response and Recovery Activities

Coordinating Emergency Support Function (ESF)

ESF 5 Emergency Management

Primary Agency

Mississippi Emergency Management Agency

Supporting Agencies and Organizations

Mississippi Department of Public Safety – Office of Homeland Security

Mississippi State Department of Health (MSDH)

The National Response Framework (NRF) aligns the range of Federal incident management and emergency response plans into an effective and efficient structure. Together the NRF and the National Incident Management System (NIMS) integrate the capabilities and resources of various governmental jurisdictions, incident management and emergency response disciplines, nongovernmental organizations, and the private sector into a cohesive, coordinated, and seamless national framework for domestic incident management. Specifically, the NIMS provides a nationwide template enabling Federal, state, local and tribal governments and private sector and nongovernmental organizations to partner and work together efficiently to prevent, prepare for, respond to, and recover from domestic incidents, including pandemics. The Mississippi Comprehensive Emergency Management Plan (CEMP) applies to all state departments and agencies that may be requested to provide assistance or conduct operations in actual incidences. These incidences require a coordinated response by an appropriate combination of local, state, Federal, tribal, private sector and non-governmental entities. The CEMP and the MSDH ESF 8 Concept of Operations Plan for Public Health and Medical Emergencies Plan provides an organizational structure to allow emergency medical services personnel and healthcare facilities to work together in a collaborative way and to provide assistance in situations where local resources are overwhelmed.

This subsection is based on policies and procedures contained in the CEMP, the Mississippi Critical Infrastructure Protection Plan, the National Infrastructure Protection Plan and the NRF. The NIMS provides a framework that establishes the mechanisms to, among other things:

- Improve coordination and integration of public and private partners.
- Maximize efficient use of resources needed to protect and restore the state's Critical Infrastructure and Key Resource sectors.
- Improve incident communications and awareness between the public and private sectors.
- Facilitate Federal emergency support to local, state and tribal governments.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi Emergency Management Agency

- 1) Establish policies and standards for the development of emergency management plans, procedures, and programs by local and inter-jurisdictional entities for integrating into and coordinating with the state-wide plan and programs.
- 2) Maintain liaison and cooperate with emergency management agencies and organizations of other states, the Federal government, local government and the private and Critical Infrastructure and Key Results (CIKR) sectors in implementing programs for disaster mitigation, prevention, preparedness, response, and recovery.
- 3) Provide emergency planning assistance to state agencies and local governments to include the Mississippi Band of Choctaw Indians, as well as regional and national emergency planning initiatives.
- 4) Provide an extensive array of training opportunities for local and state emergency managers, public officials, members of volunteer relief organizations and professionals in related fields.
- 5) Oversee required local jurisdiction exercise activities that simulate emergency management operations for specifically stated purposes.
- 6) Establish and maintain a system for the management and coordination of emergency response and recovery operations, employing the Incident Command System as described in the National Incident Management System.

B. Mississippi Department of Public Safety - Office of Homeland Security

- 1) Designate liaison to 17 CIKR sectors for all emergency management program activities to include Pandemic Influenza (PI) preparedness, response and recovery.
- 2) Provide suggestions for protective measures.
- 3) Facilitate planning, training and exercise opportunities for CIKR sectors.
- 4) Establish and maintain the Homeland Security Information Network (HSIN) on behalf of the state. HSIN is the primary means of State/CIKR communications for all-hazards information (including PI).
- 5) Establish an ongoing exchange of information between the state of Mississippi and CIKR sectors to support situational awareness.

C. Mississippi State Department of Health

- 1) Position emergency response coordinators in each region, with the direct responsibility of strengthening ties with the community and helping integrate public health into local emergency response efforts.
- 2) Serve as the lead agency for the Mississippi PI Steering Committee. (As set forth in Executive Order dated July 29, 2009, the Steering Committee is a forum to solicit input regarding PI emergency preparedness and response plans and their implementation. As such, the Steering Committee shall be the venue through which emergency preparedness plans are vetted).

2. Pandemic Response Tasks and Responsibilities

A. Mississippi Emergency Management Agency (MEMA)

- 1) Coordinate public information dissemination via the Joint Information Center.
- 2) Establish and maintain a damage assessment, collection and reporting system.

B. Mississippi Department of Public Safety – Office of Homeland Security

Provide for information exchange between the local, state, Federal and tribal government and the Critical Infrastructure and Key Resources (CIKR) sector organizations and industries through the Homeland Security Information Network (HSIN).

C. Mississippi State Department of Health (MSDH)

- 1) Once Pandemic Influenza (PI) virus activity is detected in the state, active surveillance will be implemented and information will be provided to treating physicians, public health planners, and governmental leaders throughout the state to maximize the effectiveness of the response by all available electronic means (e.g., the MSDH website, the Health Alert Network (HAN). Information will also be provided to the public through the media. In addition, surveillance information relevant to sector entities will be channeled through the Mississippi HSIN and the Mississippi Office of Homeland Security.
- 2) Upon activation, provide a liaison to the State Emergency Operations Center (SEOC). Once the SEOC is activated, the Emergency Support Function (ESF) 8 Incident Command will prepare Incident Action Plans (IAP) and situation reports for key decision-makers. Updated IAPs will be disseminated.
- 3) Key partners and CIKR sectors will be notified of the current threat and the recommendation will be made to activate their facility's PI response plan. Notification will also include recommendations for the enhancement of security at facilities.
- 4) The ESF 8 Public Information Officer (PIO)/Emergency Communications Officer will initiate communication with local and national counterparts as directed by the Incident Commander.
- 5) The ESF 8 PIO/Emergency Communications Officer will interface with appropriate counterparts at the national level.
- 6) Utilize the HAN, the HSIN and the MSDH website to make information widely available to all personnel with decision-making responsibilities in the PI response as well as all sectors.
- 7) Utilize the MSDH website, the HAN, the HSIN, telephone, e-mail, blast fax, and media releases to communicate real-time information to all levels of the MSDH leadership down to the county level, to the Office of Vital Statistics, to county medical examiners and coroners, to hospitals with assistance from the Mississippi Hospital Association, and to state-level leadership including the MEMA, the Mississippi Office of Homeland Security, and the Office of the Governor.
- 8) Authorize dissemination of PI information to external media, internal stakeholders, and cooperating state and federal agencies.

3. Post-Pandemic Recovery Tasks and Responsibilities

A. Mississippi Emergency Management Agency

Provide assistance to citizens, local governments, non-profit associations, state agencies and businesses to help aid in recovery from disasters.

B. Mississippi Department of Public Safety - Office of Homeland Security

- 1) Capture and evaluate the impacts of pandemic on Critical Infrastructure and Key Resources (CIKR) sector organizations and industries in accordance with the National Infrastructure Protection Plan.
- 2) Identify opportunities for revisions to policies, procedures and technology needed to improve continuity and safety of CIKR sectors in the future.

C. Mississippi State Department of Health

- 1) Prepare for a second wave.
- 2) Inventory antivirals and medical countermeasure supplies.
- 3) With assistance from partner agencies, will evaluate overall success of administration and response activities and submit this data for inclusion in an after action report.

4. Supporting Capabilities, Programs and Policies

A. Attachments

None submitted

B. State plans and procedures (statewide, multi-agency)

- 1) Mississippi Comprehensive Emergency Management Plan (CEMP)
 - a) Mississippi CEMP Letter of Agreement
 - b) Mississippi CEMP Support and Incident Annexes
- 2) Mississippi Critical Infrastructure Protection Program

C. Agency/department materials (agency or department-specific)

None submitted

D. Mississippi law (statutory and regulatory references)

None submitted

E. Memorandum of understanding and agreements

None submitted

F. Federal and other laws, plans, guidance and reports

- 1) CIKR sector emergency operations plans (Restricted)
- 2) Mississippi CEMP and Support Incident Annexes (available from individual counties)

Section II.

BB. Allocate Scarce Resources

Coordinating Emergency Support Function (ESF)

ESF 5 Emergency Management

Primary Agency

Mississippi Emergency Management Agency

Supporting Agencies and Organizations

Mississippi Governor's Office

Mississippi Board of Pharmacy

Mississippi Department of Finance and Administration

Mississippi Department of Public Safety – Office of Homeland Security

Mississippi Military Department

Mississippi Public Service Commission

Mississippi State Department of Health

The state of Mississippi and many owners and operators of Critical Infrastructure and Key Resources (CIKR) sector organizations and industries, first responder organizations and local emergency management programs have developed strategies, policies, plans and procedures designed to prevent, mitigate, prepare, respond and recover from a wide array of natural and human caused incidents. The everyday public-private coordination structures, information-sharing networks, and risk management frameworks used in state infrastructure protection work in conjunction with and in support of other state and local plans in an all-hazard context. These formalized efforts are widely accepted, implemented and practiced across the state. The activities and processes described in this subsection apply to the state of Mississippi as a whole with provision for application to CIKR sectors and other targeted groups as appropriate.

The state of Mississippi's Comprehensive Emergency Management Plan (CEMP) is an all-discipline, all-hazards plan that establishes a single, comprehensive framework to enable all levels of government in partnership with other stakeholders to effectively prepare for, respond to and recover from emergencies and disasters. The CEMP applies to all state departments and agencies that may be requested to provide assistance or conduct operations in actual incidences. These incidences require a coordinated response by an appropriate combination of Federal, state, local, tribal, private sector and non-governmental entities.

The Logistics Management Annex to the CEMP provides the overarching framework through which coordinated and expedient logistics operations will be conducted in support of CEMP implementation.

The Mississippi Critical Infrastructure Protection Plan (MCIPP) is designed utilizing the U.S. Department of Homeland Security National Infrastructure Protection Plan as the model to address Infrastructure Protection within the borders of Mississippi to provide protection and resiliency in an all-hazards environment. The MCIPP will identify, prioritize, and assess the vulnerabilities of CIKR in the state, and develop effective strategies for strengthening their

security and protection. Identifying Critical Infrastructure and Key Resources (CIKR) assets in Mississippi is carried out through the Mississippi Infrastructure Workgroup.

This subsection is based on policies and procedures established within these three documents and serves as an Incident Annex to the Comprehensive Emergency Management Agency (CEMP). Security for the activities identified in this section is addressed in Section II.U. Public Safety and Law Enforcement, of this Annex as well as Emergency Support Function (ESF) 13 of the CEMP.

The following describes preparedness, response and recovery roles, responsibilities and activities of state departments and agencies relevant to Pandemic Influenza (PI) and will be leveraged in support of CIKR sector organizations and industries.

1. Prevention and Preparedness Tasks and Responsibilities

A. Mississippi Emergency Management Agency (MEMA)

- 1) Establish policies and standards for the development of emergency management plans, procedures, and programs by local and inter-jurisdictional entities for integrating into and coordinating with the statewide plan and programs.
- 2) Maintain liaison and cooperate with emergency management agencies and organizations of other states, the Federal government and the private sector in implementing programs for disaster mitigation, prevention, preparedness, response, and recovery.
- 3) Establish and maintain a system for the management and coordination of emergency response and recovery operations, employing the Incident Command System (ICS) as described in the National Incident Management System.
- 4) ESF 7 will assist the Mississippi State Department of Health (MSDH) with procurement and pre-disaster contracts procedures as required by the MSDH Logistics Section.
- 5) Establish pre-negotiated contracts for specific non-medical items (shelf-stable meals, bottle water, ice, fuel and base camps)
- 6) Logistics Section conducts preparedness and training activities with WebEOC and develops commodity management program for support agency personnel and MEMA reservists.
- 7) Establish Memorandum of Understanding with local, state and Federal agencies to support operational readiness.
- 8) Maintain a logistics warehouse for the storage of water, meals, cots and tarps to meet an initial need during a disaster.
- 9) Obtain information from counties and tribal governments on County Staging Area and Point of Distribution sites for receiving non-medical commodities (e.g., shelf-stable meals, water, ice and tarps).
- 10) Review anticipated needs and logistics requirements for various hazard types and possible quantities needed to support requirements.
- 11) Identify resources including state-owned supplies, equipment and services to meet anticipated requirements.
- 12) Establish and communicate logistics policies, procedures and plans.
- 13) Coordinate with Federal Emergency Management Agency Region IV.

B. Mississippi Department of Finance and Administration

- 1) Maintain vendor relationships and standby contracts with vendors to support operational requirements.
- 2) Maintain a qualified providers list of vendors with supplies and services offered.
- 3) Assist state agencies in procedures for pre-negotiating, establishing and maintaining key contracts with vendors who supply critical resources and essential services for the state and supporting agreements for local government officials who purchase from those agreements.

C. Mississippi Department of Public Safety - Office of Homeland Security

- 1) Designate liaison to 17 Critical Infrastructure and Key Resources (CIKR) sectors for all emergency management program activities to include Pandemic Influenza (PI) preparedness, response and recovery.
- 2) Provide suggestions for protective measures.
- 3) Develop planning, training and exercise opportunities for CIKR sectors.
- 4) Establish and maintain the Homeland Security Information Network (HSIN) on behalf of the state. HSIN is the primary means of state CIKR communications for all-hazards information (including PI).
- 5) Establish an ongoing exchange of information between the state of Mississippi and CIKR sectors to support situational awareness.
- 6) Assess the extent to which CIKR owners and operators in the state have pre-negotiated, established, and maintained contracts with vendors who supply critical resources and essential services for all essential CIKR within the state.
- 7) Prioritize mission critical personnel and essential public and private sector CIKR organizations and businesses in the state for resource stockpile support vital to sustaining CIKR operations.
- 8) Advise and inform CIKR businesses and organizations within the state to pre-negotiate, establish, and maintain key contracts with vendors who supply their critical resources and essential services.
- 9) Identify public- and private-sector organizations and businesses that play central roles in essential CIKR sectors.

D. Mississippi State Department of Health (MSDH)

- 1) Provide information on any public health statements or precautions.
- 2) Position emergency response coordinators in each region with the direct responsibility of strengthening ties with the community and helping integrate public health into local emergency response efforts.
- 3) Conduct epidemic surveillance in coordination with local and tribal authorities.
- 4) Incorporate the Mississippi Board of Animal Health plans into the MSDH plans, particularly PI plans.
- 5) Review biennially the Plan for Receiving, Distributing, and Dispensing Strategic National Stockpile Assets utilizing the MSDH internal document routing procedures.
- 6) Encourage private and CIKR sector industries and organizations to procure medical and non-medical countermeasures in accordance with federal guidance.
- 7) Review national recommendations for priority groups for antivirals and develop state-specific modifications or refinements for target groups.
- 8) Develop definitions for target groups for antivirals, identifying occupational categories and sub-categories, as needed, within each broad target and estimating the size of relevant target groups.

- 9) Maintain stockpiles of medical and non-medical supplies.
- 10) Prepare plans and procedures for state-wide distribution of medical and non-medical supplies utilizing internal and external resources.
- 11) Conduct training for public health staff and partners involved in distributing and administering antivirals and ensure redundancy of knowledge and responsibility for pandemic activities.
- 12) Coordinate distribution plan with neighboring states and Mississippi Band of Choctaw Indians tribal government.

2. Pandemic Response Tasks and Responsibilities

A. Mississippi Emergency Management Agency (MEMA)

- 1) Support and facilitate multi-agency and multi-jurisdictional planning and coordination for operations. This includes alert and notification, deployment and staffing of the Multi-Agency Coordination Team and other emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, requests for Federal assistance, resource acquisition and management, worker safety and health, facilities management, financial management, and other support as required.
- 2) Recommend and draft executive orders, proclamations, regulations, and agreements deemed necessary or appropriate to cope with emergency management needs including assisting in the procurement of resources to respond to disasters and emergencies.
- 3) Manage the flow of non-medical commodities and goods along with other resources during the response to a disaster to help meet the needs and requirements of a disaster response.
- 4) Establish and maintain a damage assessment, collection and reporting system.
- 5) Coordinate public information dissemination via the Joint Information Center.
- 6) Coordinate State Mutual Aid Compact and Emergency Management Assistance Compact requests from state and local governments.
- 7) Coordinate and direct Federal assistance resources.
- 8) Coordinate resource allocation and tasking through Emergency Support Function 5 using the MEMA mission assignment process and other procedures outlined in the Mississippi Comprehensive Emergency Management Plan Base Plan and applicable Standard Operating Guides.
- 9) Upon activation, the Logistics Section will be staffed by directed agencies and reservists to perform required logistical functions to meet response needs.
- 10) Upon activation, the logistics section will locate goods and services as required to support requests for assistance approved by duty mission assignment operations officer.
- 11) Administer and direct Federal and state disaster assistance programs.
- 12) Assume primary responsibility for the coordination and release of any and all disaster and emergency-related information to the public.

B. Mississippi Governor's Office

In accordance with MS Code 33-15, section 2, b. (16), MS Code 33-15-11 "control, restrict and regulate by rationing, freezing, use of quotas, prohibitions on shipments, price fixing, allocation or other means, the use, sale or distribution of food, feed, fuel, clothing and other commodities, materials, goods or services."

C. Mississippi Board of Pharmacy

- 1) Assist in recruitment of pharmacists and licensed pharmacy technicians.
- 2) Assist in identifying sources of emergency medication and pharmaceutical resources.
- 3) Review and authenticate facility and professional licenses for in-state use of volunteers.

D. Mississippi Department of Finance and Administration

- 1) Coordinate the appropriation of financial and supplemental resources.
- 2) Provide for procurement through emergency purchases and contracts.

E. Mississippi Military Department

- 1) Assist as directed in commodity transportation/distribution
- 2) Be prepared to provide ground and air transport of supplies, equipment and personnel in support of the Logistics Section and Emergency Support Function 7.
- 3) Be prepared to manage and operate a second state staging area in support of distribution of commodities and equipment based on event requirements.

F. Mississippi Public Service Commission

Assist the Department of Finance and Administration and Mississippi Emergency Management Agency in the management of resources.

G. Mississippi State Department of Health (MSDH)

- 1) Coordinate overall public health and medical emergency response efforts across all state departments and agencies.
- 2) Provide leadership in directing, coordinating, and integrating the overall state efforts to provide health, medical, public health, mortuary/victim identification, personnel, supplies, equipment and some social services assistance to the affected area.
- 3) Provide up-to-date information to the medical community and other stakeholders to include Critical Infrastructure Key Resources sectors regarding antivirals, facemasks, respirators and ventilators.
- 4) Provide the foundation for all warehouse activities for distribution of medical countermeasures, including receiving, storing, staging and distribution.
- 5) Upon recommendation by the Centers for Disease Control and Prevention for deployment of antivirals and other medical countermeasures to the states will fully activate the MSDH Plan for Receiving, Distributing, and Dispensing Strategic National Stockpile Assets.
- 6) Process orders for distribution of medical countermeasures; manage federally received medical countermeasures supply inventory.
- 7) Manage the flow of medical commodities, medical personnel and equipment to meet the needs and requirements of a pandemic influenza response.

H. Mississippi Department of Transportation

- 1) Assist and provide the Logistics Section with routes for movement of commodities and supplies to affected counties staging areas.
- 2) Assist the Logistics Section with coordination and planning transportation.

3. Post-Pandemic Recovery Tasks and Responsibilities

- A. Mississippi Emergency Management Agency
Administer and direct federal and state disaster assistance programs.
- B. Mississippi Department of Public Safety - Office of Homeland Security
 - 1) Capture and evaluate the impacts of a pandemic on Critical Infrastructure and Key Resources (CIKR) sector organizations and industries.
 - 2) Identify opportunities for revisions to policies, procedures and technology needed to improve continuity and safety of CIKR sectors in the future.
- C. Mississippi State Department of Health (MSDH)
 - 1) Prepare for a second wave.
 - 2) Inventory medical and non-medical countermeasure supplies.
 - 3) With assistance from partner agencies, will evaluate overall success of medical and non-medical response activities and submit this data for inclusion in an after-action report.

4. Supporting Capabilities, Programs and Policies

- A. Attachments
None submitted
- B. State plans and procedures (statewide, multi-agency)
 - 1) Mississippi Comprehensive Emergency Management Plan (CEMP)
 - 2) Mississippi Critical Infrastructure Protection Program
- C. Agency/department materials (agency or department-specific)
 - 1) Mississippi State Health Plan
 - 2) MSDH
 - a) Regional/County Health Administration
 - b) Plan for Receiving, Distributing, and Dispensing Strategic National Stockpile Assets
 - c) Public Health Field Services
- D. Mississippi law (statutory and regulatory references)
None submitted
- E. Memorandum of understanding and agreements
None submitted
- F. Federal and other laws, plans, guidance and reports
 - 1) CIKR sector emergency operations plans (Restricted).
 - 2) Mississippi County CEMPs and Support Incident Annexes (available from individual counties).
 - 3) U.S. Department of Health and Human Services and U.S. Department of Homeland Security Guidance on Allocating and Targeting Pandemic Influenza Vaccines.

Section III: Administration and Logistics

Plan Development and Maintenance

The Mississippi Pandemic Influenza Incident Annex is developed as an Annex to the Mississippi Comprehensive Emergency Management Plan (CEMP) under the authority conveyed by the Governor. The Mississippi State Department of Health is charged with keeping the plan up to date.

Administrative and logistics functions and assignments are set forth in the CEMP. The CEMP describes the state of Mississippi's approach to response and recovery activities related to emergencies and major disasters and establishes policies and procedures by which the state shall coordinate local, state, tribal and federal response to disasters that affect Mississippi. It also utilizes the Emergency Support Function (ESF) concept to marshal and apply state resources and describes the responsibilities of state agencies in executing effective response and recovery operations.

The CEMP Plan establishes fundamental policies and assumptions for statewide emergency management, outlines the state's vulnerabilities to potential hazards, establishes a comprehensive emergency management concept of operations, and outlines Federal, state and local relationships and responsibilities. The CEMP Plan includes planning assumptions, roles and responsibilities, a concept of operations and incident management actions which incorporate National Incident Management System principles. Overarching administrative and logistics functions are thoroughly identified within the CEMP Plan.

The second section of the CEMP contains guidance for ESFs. It identifies the specific activities required to support each numbered function and specifies the agencies and organizations that are responsible for performing those activities. The ESFs defined within the CEMP further identify and delineate administrative and logistics functions. Detailed procedures to support each ESF have been developed by the primary ESF and support agencies in the form of Interagency Coordination Procedures, Standard Operating Procedures, and Standard Operating Guides.

The third section of the CEMP contains the Support Annexes that describe the framework through which state, local, and tribal entities, volunteer and non-governmental organizations coordinate and execute the common functional processes and administrative requirements necessary for efficient and effective incident management.

The fourth and concluding section of the CEMP contains Incident Annexes, which deal with specific catastrophic and unique hazards. These Annexes address special considerations and priorities generated by particular hazards affecting the state and the corresponding actions required to cope with them.

Adherence to standard administrative procedures is critical to ensure that resources to support response and recovery activities are accurately tracked and accounted for. Standard administrative practices also support proper accounting in order to obtain any reimbursement provided through disaster assistance programs.

Emergency response agencies must develop and integrate administrative procedures into their plans. It is essential that all management officials follow the administrative practices required by state law and the administrative practices of their agencies.

Standard Operating Procedures (SOP)

The Mississippi Pandemic Influenza (PI) Incident Annex is intended to be used in conjunction with city, county, operational area and state agency plans and associated SOP. Where supporting plans are inconsistent with the general principles described in the Mississippi PI Incident Annex, the state plan will supersede supporting plans.

Section IV: Plan Maintenance and Documentation

A. Plan Maintenance

The Mississippi Pandemic Influenza (PI) Incident Annex will be reviewed at a minimum of every two years (per the mandated review cycle of the Comprehensive Emergency Management Plan). In the interim period, a review may be initiated due to a significant change in the planning guidance and assumptions, as well as changes in the anticipated resources available to support a pandemic response. Requests for interim revisions should be made to the Mississippi State Department of Health (MSDH), which will coordinate with the Mississippi PI Preparedness and Response Planning Steering Committee to determine the need for and the scope of any modifications, to the Annex.

The MSDH has selected the Living Disaster Recovery Planning System software (SunGard Availability Services, LP) to serve as the centralized, online repository for collecting, preserving, updating and disseminating the Mississippi PI Preparedness and Response Annex and its associated references. The electronic repository structure allows electronic updating of the Annex by multiple contributors from their home locations. It also will save planners, reviewers and emergency responders' time and energy in information retrieval. The electronic repository documents will be reviewed annually and revised as necessary.

B. Contributing Agencies and Organizations

The following are the contributing agencies and organizations to the Mississippi PI Incident Annex:

- Mississippi Association of Independent Schools
- Mississippi Band of the Choctaw Indians
- Mississippi Board of Animal Health
- Mississippi Board of Nursing
- Mississippi Board of Pharmacy
- Mississippi Board of Trustees of State Institutions of Higher Learning
- Mississippi State Board for Community and Junior Colleges
- Mississippi Commission for Volunteer Service
- Mississippi Clinical Laboratories
- Mississippi Coroners Association
- Mississippi Dental Association
- Mississippi Department of Archives and History
- Mississippi Department of Agriculture and Commerce
- Mississippi Department of Banking and Consumer Finance

- Mississippi Department of Corrections
- Mississippi Department of Education
- Mississippi Department of Employment Security
- Mississippi Department of Environmental Quality
- Mississippi Department of Finance and Administration
- Mississippi Department of Human Services
- Mississippi Department of Information Technology Services
- Mississippi Department of Insurance
- Mississippi Department of Marine Resources
- Mississippi Department of Mental Health
- Mississippi Department of Public Safety
- Mississippi Department of Rehabilitation Services
- Mississippi Department of Revenue
- Mississippi Department of Transportation
- Mississippi Department of Wildlife, Fisheries and Parks
- Mississippi Development Authority
- Mississippi Division of Medicaid
- Mississippi Economic Council
- Mississippi Emergency Management Agency
- Mississippi Forestry Commission
- Mississippi Funeral Directors Association
- Mississippi Funeral Directors and Morticians Association
- Mississippi Governor's Office
- Mississippi Healthcare Organizations
- Mississippi Hospitals
- Mississippi Hospital Association
- Mississippi Manufacturers Association
- Mississippi Medical Examiner's Office
- Mississippi Military Department
- Mississippi Office of the Attorney General
- Mississippi Office of the State Auditor

- Mississippi Office of Homeland Security (Department of Public Safety)
- Mississippi Oil and Gas Board
- Mississippi Port Authority
- Mississippi Public Broadcasting
- Mississippi Public Service Commission
- Mississippi State Board of Funeral Services
- Mississippi State Board of Medical Licensure
- Mississippi State Department of Health
- Mississippi State Supreme Court
- Mississippi State University Extension Service
- Mississippi Trucking Association
- University of Mississippi Medical Center
- Mississippi Veterinary Research and Diagnostic Laboratory
- Mississippi Voluntary Organizations Active in Disasters
- Mississippi Wing Civil Air Patrol
- Mississippi Wireless Communication Commission
- Mississippi Worker's Compensation Commission

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Section V: Authorities and References

A. Legal Authorities

The Plan is formatted in a manner that is consistent with the Federal Comprehensive Planning Guide 101, Federal Guidance to Assist States in Improving State Level Pandemic Influenza (PI) Operating Plans, the National Response Framework and the Mississippi Comprehensive Emergency Management Plan.

The Mississippi PI Incident Annex is developed in accordance with existing Federal and state statutes including:

- Mississippi Code Ann. Section 41-3-5 - The State Health Officer has authority for direction and control of resources to respond to a public health emergency.
- Mississippi Code Ann. Section 41-23-5 - The Mississippi State Department of Health has the authority to investigate and control the causes of epidemic, infectious and other disease affecting the public health including the authority to establish, maintain, and enforce isolation and quarantine and in, pursuance thereof, to exercise such physical control over property and individuals as the department may find necessary for the protection of public health.
- The fully promulgated state of Mississippi Comprehensive Emergency Management Plan - This Plan provides the organizational structure for emergency and disaster response at the local and State level, and coordination with the Federal level.

B. References

Section removed for review and evaluation.

C. Glossary of Acronyms

<u>Acronym</u>	<u>Definition</u>
AAR	After-Action Report
ACAMS	Automated Critical Asset Management System
AOI	Area of Interest
ASPR	Assistant Secretary for Preparedness and Response
CAP	Corrective Action Plan
CDC	Centers for Disease Control and Prevention
CEMP	Comprehensive Emergency Management Plan
CETRP	Comprehensive Emergency Transportation Response Plan
CIKR	Critical Infrastructure and Key Resources
CONOPS	Concept of Operations
COG	Continuity of Government
COOP	Continuity of Operations Plan
CRA	Countermeasures and Response Administration
DMH	Department of Mental Health
DOD	United States Department of Defense
DOS	United States Department of State
DHS	United States Department of Homeland Security
ECO	Emergency Coordinating Officer
EMS	Emergency Medical Service
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operation Center
ESAR-VHP	Emergency System for the Advanced Registration of Volunteer Health Professionals
ESF	Emergency Support Function
FAC	Family Assistance Center
FEMA	Federal Emergency Management Agency
FMLA	Family and Medical Leave Act
FMS	Financial Management System
HSEEP	Homeland Security Exercise and Evaluation Program
HAN	Health Alert Network
HHS	Health and Human Services
HSIN	Homeland Security Information Network
IAP	Incident Action Plan
ICS	Incident Command System
IEP	Individualized Education Plan
IND	Investigational New Drug
IS	Information System
ITS	Mississippi Department of Information Technology Services
JIC	Joint Information Center
LEA	Local Education Authorities

<u>Acronym</u>	<u>Definition</u>
MACT	Multi-Agency Coordination Team
MBAH	Mississippi Board of Animal Health
MCC	Mississippi Community Colleges
MCIPP	Mississippi Critical Infrastructure Protection Plan
MCM	Medical Countermeasures
MDAC	Mississippi Department of Agriculture and Commerce
MDE	Mississippi Department of Education
MDHS	Mississippi Department of Human Services
MDOT	Mississippi Department of Transportation
MDPS	Mississippi Department of Public Safety
MDWFP	Mississippi Department of Wildlife, Fisheries, and Parks
MEMA	Mississippi Emergency Management Agency
MFDA	Mississippi Funeral Directors Association
MFDMA	Mississippi Funeral Director and Mortician Association
MHA	Mississippi Hospital Association
MIIX	Mississippi Immunization and Information Exchange
MMRS	Mississippi Medical Response System
MMRT	Mobile Mortuary Response Team
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPHL	Mississippi Public Health Laboratory
MRMS	Mississippi Responder Management System
MS	Mississippi
MSDH	Mississippi State Department of Health
MSME	Mississippi State Office of the Medical Examiner
NCIC	National Crime Information Center
NGB	National Guard Bureau
NIMS	National Incident Management System
NIPP	National Infrastructure Protection Plan
NRF	National Response Framework
OEPR	Office of Emergency Planning and Response
OHS	Office of Homeland Security
OFM	Office of Foreign Mission
OSHA	United States Occupational Safety and Health Administration
PHIN	Public Health Information Network
PI	Pandemic Influenza
PI-VPR	Pandemic Influenza Vaccine Preparedness and Response
PIO	Public Information Officer
PPE	Personal Protective Equipment
PSAP	Public Safety Answering Points
RSS	Receiving, Staging, and Storage
SEOC	State Emergency Operations Center
SHO	State Health Officer
SMAC	State Mutual Aid Compact

<u>Acronym</u>	<u>Definition</u>
SMARTT	State Asset Resource Tracking Tool
SNS	Strategic National Stockpile (CDC)
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
TAG	The Adjutant General
RTO	Recovery Time Objectives
USDA	United States Department of Agriculture
USDOT	United States Department of Transportation
USG	United States Government
VAERS	Vaccine Adverse Events Reporting System
WCC	Wireless Communication Commission
WHO	World Health Organization

Section VI: Attachments

Attachment A Section II A.a: Essential Government Functions in a Pandemic

Attachment A Section II A.b: Human Resources (HR) Policies in a Pandemic

Attachment A Section II E.a: Available Mississippi Assets

Attachment A Section II F.a: Essential Transportation Functions

Attachment A Section II F.b: Operating Sub-Objectives

Attachment A Section II G.a: Monitoring Community Impact of Influenza-Related Illness

Attachment A Section II J.a: Steps for School Closure and Re-Opening

Attachment A Section II M.a: Expanding Healthcare Services to Alternate Care Sites

Attachment A Section II O.a: Steering Committee PI Stakeholder List

Attachment A Section II Q.a: Communication Protocol

Attachment A Section II Q.b: Official Accord

Attachment B: Steering Committee and Workgroup Membership

Attachment C: Emergency Support Function Coordination Guide

Attachment D: Incident Command System Charts

Attachment E: Emergency Telework in the Event of Pandemic Influenza

Attachment A Section II A.a: Essential Government Functions in a Pandemic

To supplement their continuity of operations plans on file with the Mississippi Emergency Management Agency, state agencies examined the particular impacts of a pandemic on their essential functions. The following agency specific “Essential Government Functions in a Pandemic” worksheets were updated in November - December 2017 by agency personnel, at the request of the Mississippi Pandemic Influenza Steering Committee.

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American Red Cross						Donna Weise 404 858-7079 – donna.weise@redcross.org				
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operating Procedures Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ⁶	11. Protective measures for personnel in use and/or needed
Educate the public		Disaster Specialist		No	Increase	Yes	Yes-either	Yes	Low	
Provide emergency food and supplies		Disaster Specialist Logistics/Mass Care		No	Increase	Yes	Yes; Supply drop-off PODs		Medium	Designated sites for delivery or distribution
Ensure a safe, adequate and available blood supply		Red Cross Blood Services (Bio Med)		Yes – Licensed and/or certified staff within Blood Services	Increase	Yes	No		Medium	
Support mass inoculation		Health Services		Yes	Increase	Yes	No		Medium	PPE for staff providing distribution site
Support anti-viral drug distribution sites.		Health Services		Yes	Increase	Yes	No		Medium	PPE for staff providing distribution site
Provide housing and feeding support to members of the general public stranded on the highway when travel		Disaster Specialist Logistics/Mass Care		No	Increase	Yes	No		High	PPE needed for staff interacting with persons identified with symptoms

Mississippi Pandemic Influenza Incident Annex

American Red Cross						Donna Weise 404 858-7079 – donna.weise@redcross.org				
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operating Procedures Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ⁶	11. Protective measures for personnel in use and/or needed
restrictions are imposed, in hotels, airports, and train stations.										
Provide training and other expertise to local government related to opening and operating congregate facilities.		Disaster Specialist Health Services Logistics/Mass Care		No	Increase	Yes	Yes-webinar	Yes	Low	
Facilitate local government access to vendors for food, water and other supplies by providing referrals.		Disaster Specialist Logistics/Mass Care		No	Increase	Yes	Yes-either	Yes	Low	

Department of Agriculture and Commerce										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state them	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Consumer Protection Division Retail foods (non-cooked) i.e. grocery stores	5 Days	10 Inspectors, 2 Supervisors, 1 Admin Assistant, 1 Division Director	Inspectors, Supervisors, Division Directors	No	Would decrease normal activity but complaint response would increase.	Yes	No, requires physical inspections and information gathered; transferred by phone and email.	No, Inspection is a hands-on task.	Medium	Require employees to wear surgical masks and use hand sanitizer to help reduce exposure.
Petroleum Products Division Retail motor fuel	5 Days	10 Inspectors, 2 Supervisors, 1 Admin Assistant, 1 Division Director	Inspectors, Supervisors, Division Directors	No	Would decrease normal activity but complaint response would increase.	Yes	No, requires physical inspections and information gathered transferred by phone and email.	No, Inspection is a hands-on task.	Medium	Require employees to wear surgical masks and use hand sanitizer to help reduce exposure.
Weights & Measures Division Scales use in commerce	5 Days	14 Inspectors, 2 Supervisors, 1 Admin Assistant, Division Director	Inspectors, Supervisors, Division Directors	No	Would decrease normal activity but complaint response would increase.	Yes	No, requires physical inspections and information gathered transferred by phone and email.	No, Inspection is a hands-on task.	Medium	Require employees to wear surgical masks and use hand sanitizer to help reduce exposure.
Meat Inspection Division	0 Days	33 Inspectors, 4 Supervisors, 2 Division Directors, 1 Admin Assistant, Bureau Director	Inspector, Supervisor, Division Director	Yes, inspectors must be trained by USDA to meet USDA standards.	Same	Yes	No, requires physical inspections and information gathered transferred by phone and email.	No, inspection is a hands-on task.	Medium	Require employees to wear surgical masks and use hand sanitizer to help reduce exposure.

Mississippi Pandemic Influenza Incident Annex

Contact: Gene Robertson 601-359-1102

Department of Agriculture and Commerce										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state them	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Agriculture Theft	Depends on case load	9 Investigators, 1 Admin Assistant, Bureau Director	Investigator, Bureau Director	Yes, investigators are trained at State Law Enforcement School.	Same	Yes	No, requires physically going to the potential crime scene.	No, investigation is a hands-on task.	Low	Require employees to wear surgical masks and use hand sanitizer to help reduce exposure.
Accounting/ Payroll/ Purchasing	0 Days	Payroll Director, Purchasing Director, Accounting Director, 2 Accounting Auditors, Purchasing Agent, Bureau Director	Payroll Director, Purchasing Director, Accounting Director, Bureau Director	No	Increase	Yes	No/Yes	Yes	Low	When reporting to the office, require employees to wear surgical masks and use hand sanitizer to help reduce exposure.
Administration	5 Days	Commissioner, Deputy Commissioner, 3 Attorneys, 2 Administrative Assistants, 3 Special Project Coordinators	Commissioner, Deputy Commissioner, Bureau Director	No	Same	No	Yes	Yes	Low	When reporting to the office, require employees to wear surgical masks and use hand sanitizer to help reduce exposure.

Department of Agriculture and Commerce										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state them	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Information Management Division	0 Days	2 Lead System Administrators, 1 Senior Programmer, 1 Senior Assistant Administrator 1 Global Information Systems Operator, 1 Systems Administrator 1 Senior Network Specialist, 1 Bureau Director	Senior Network Specialist Lead Systems Administrator Bureau Director	Yes; Microsoft Data base, security administration and project management	Increase	Yes	No/Yes	Yes	Low	When reporting to the office, require employees to wear surgical masks and use hand sanitizer to help reduce exposure.
BPI (Market Place Inspection, Pest Control Operators Inspection & Animal Poisoning)	5 Days	19 inspectors, State Entomologist Bureau Director	Inspectors State, Entomologist Bureau Director	Yes, EPA Training	Same	Yes	No, requires physical inspections. Information gathered to be transferred by phone and email.	No, Investigation and inspections are hands-on task.	Low	Require employees to wear surgical masks and use hand sanitizer to help reduce exposure.

Mississippi Board of Animal Health										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
Surveillance of poultry for influenza and follow up response	Immediate	6 Foreign Animal Disease Diagnostician (FADD)	Six additional	Yes, FADD trained	Increase	Yes	No	No	High	PPE
Coordination with Medical Development Advisory Committee (MDAC) and other support agencies	Immediate	Emergency Operations Center	8 cross-trained	Yes, Incident Command System and Web EOC	Increase	Yes	Yes	Yes	Low	None

Department of Archives and History										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Curatorial Services	Week	Archaeologists, Archivists, Historians, Branch Director (DIR), Division (DIV) Directors	See Below*	Specialized training	Decrease	Yes	No	N/A	Low	N/A
Regulatory Services	Week	Archaeologists, Archivists, Branch DIR., DIV. DIR., Historians, Preservation Specialist	See Below*	Specialized training	Decrease	Yes	Perhaps on a limited basis	No	Medium; contact with public	None
Access to Department holdings	Week	Archaeologists, Archivists, Branch DIR., DIV. DIR., Historians, Preservation Specialist	See Below*	Specialized training	Decrease	Yes	No	N/A	Medium to high; patrons and visitors entering the facility	None
Preservation of historical materials and sites	Week	Archaeologists, Archivists, Historians, Preservation Specialist	See Below*	Specialized training	Decrease	Yes	Perhaps on a limited basis	No	Medium; interaction with the public and patrons	None

Department of Archives and History										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Education	Month	Archaeologists, Archivists, Branch DIR., DIV. DIR., Historians, Preservation Specialist	See Below*	Specialized training	Decrease	Yes	No, or on a very limited basis	No	Medium to High; contact with public, school groups, community groups	None
Development	Six months	Archaeologists, Archivists, Historians, Preservation Specialist	See Below*	No	Decrease	Yes	No	N/A	Low to Medium; limited interaction	None

*Broadly defined essential functions encompass all departmental program areas - back up is provided within each division by program responsibility.

Office of the State Auditor										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Answering emergency procedures inquiries	3 Days	Four full-time personnel	Yes (3)	Must be very experienced	Increase	No	Yes, with computer access and cell phone	Partial	Low	Employees can be isolated
Administrative Payroll, Purchasing, and Human Resource (HR) Director (DIR), Office of Information Technology (OIT)	48 hours	Payroll DIR., Purchasing DIR., HR DIR., OIT DIR.	Crossed trained to back up each other No OIT backup	Yes, state accounting and Human Resources systems.	Increase	Yes	Yes, with computer access and cell phone	Partial	Low	Employees can be isolated
Law Enforcement – Public Safety support to Department of Public Safety or other agencies as requested by Governor	As needed	Investigators	30	Yes, Law enforcement certified training.	Increase	Yes	No	No	High	Personal Protective Equipment

Office of the Attorney General										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Advise state agencies on legal issues	Immediate	Special Assistant, Attorney General	100+ all cross trained	Law license	Increase	No	Yes	Yes	Low	No
Represent state in court proceedings	3 day	Special Assistant, Attorney General	100+ all cross trained	Law license	No change	No	No	No	Low	No

Mississippi Department of Banking and Consumer Finance									Contact: Theresa Brady - 601-359-1031	
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use &/or needed
Monitor Institutions	1-2 days	33 Bank Examiners	Charlotte Corley, John Miller, Traci McCain	Yes, training as examiner	Increase	Yes	Telework and alternate location	Yes	Low	Resources as needed
Respond to Inquiries and Provide Community Reassurance	1-2 days	7 Administrative Assistants	Charlotte Corley, John Miller, Traci McCain	Yes, industry knowledge	Increase	Yes	Telework and alternate location	Yes	Low	Resources as needed
Respond to Complaints	1-2 days	7 Administrative Assistants	Charlotte Corley, John Miller, Traci McCain	Yes, industry knowledge	Increase	Yes	Telework and alternate location	Yes	Low	Resources as needed
Personnel/Administration	1-2 days	1 Human Resources (HR)	Melissa Frazier, Theresa Brady, Richard Rogers	Yes, HR and Statewide Payroll and Human Resource System	Increase	Yes	Telework and alternate location	Yes	Low	Resources as needed
Information Technology Systems (ITs) - mainframe and remote access	1-2 days	1 ITS Division	ITS or Mississippi Medical Response System Personnel	Yes, IT and STATE NETWORK	Increase	Yes	Telework and Alternate location	Yes	Low	Resources as needed

Mississippi Department of Banking and Consumer Finance										Contact: Theresa Brady - 601-359-1031
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Processing Applications and Enforcement Actions	1-2 days	40 Bank Examiners and Administrators	Charlotte Corley, John Miller, Traci McCain	Yes, industry knowledge	Increase	Yes	Telework and Alternate location	Yes	Low	Resources as needed
Financial Industry Supervision Decisions	1-2 days	1 Commissioner	Theresa Brady, Charlotte Corley, Traci McCain	Yes, training as examiner	Increase	Yes	Telework and Alternate location	Yes	Low	Resources as needed
Problem Institution Oversight	1-2 days	1 Commissioner	Theresa Brady, Charlotte Corley, Traci McCain	Yes, training as examiner	Increase	Yes	Telework and Alternate location	Yes	Low	Resources as needed
Report Review	1-2 days	33 Bank Examiners	Charlotte Corley, John Miller, Traci McCain	Yes, training as examiner	Increase	Yes	Telework and Alternate location	Yes	Low	Resources as needed
Correspondence	1-2 days	7 Administrative Assistants	Charlotte Corley, John Miller, Traci McCain	Yes, industry knowledge	Increase	Yes	Telework and Alternate location	Yes	Low	Resources as needed

Mississippi Department of Banking and Consumer Finance								Contact: Theresa Brady - 601-359-1031		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Oversight for Large and Complex Banks	1-2 days	1 Commissioner	Theresa Brady, Charlotte Corley, Traci McCain	Yes, training as examiner	Increase	Yes	Telework and Alternate location	Yes	Low	Resources as needed
Analysis and Monitoring of Key Statewide Risks	1-2 days	1 Commissioner	Theresa Brady, Charlotte Corley, Traci McCain	Yes, training as examiner	Increase	Yes	Telework and Alternate location	Yes	Low	Resources as needed
Point of Contact for Financial Institutions	1-2 days	1 Commissioner	Theresa Brady, Charlotte Corley, Traci McCain	Yes, training as examiner	Increase	Yes	Telework and Alternate location	Yes	Low	Resources as needed
Examination Scheduling for Problem Institutions	1-2 days	3 Directors	John Miller, Rhoshunda Kelly, Perry Anne Thimmes	Yes, training as examiner	Increase	Yes	Telework and Alternate location	Yes	Low	Resources as needed
Conducting Examinations or Off-site Monitoring of Problem Institutions	1-2 days	33 Bank Examiners	Charlotte Corley, Taft Webb, Traci McCain	Yes, training as examiner	Increase	Yes	Telework and Alternate location	Yes	Low	Resources as needed

Mississippi Wing Civil Air Patrol											
1.	2.	3.		4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)		Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
ESF 1 Provide limited transportation missions for search, rescue, and tactical support.	12 Hrs.	POS	#	Yes all functions	N/A	May increase need for transport of medical supplies	Yes; CAPR 60-1, CAPR 60-3, CAP-MEMA MOU	Most functions Yes, either Aircrew and Ground team functions No	Yes	Risk varies by individual volunteer from Very Hi to Low.	Not needed, sufficient depth of qualified personnel in each position
		IC	1		Y (CAP Qual)						
		OSC	0-1		Y (CAP Qual)						
		PSC	0-1		Y (CAP Qual)						
		AOBD	0-1		Y (CAP Qual)						
		GBD	0-1		Y (CAP Qual)						
		CUL	0-1		Y (CAP Qual)						
		MR0	0-2		Y (CAP Qual)						
		MP	1/AC		Y (CAP Qual) + FAA License						
		MO	1/AC		Y (CAP Qual)						
		UDF/ GTM	2/ veh		Y (CAP Qual)						
		Aircraft	9		N/A						
		Vehicles	9		N/A						
ESF 1 Assist in aerial damage assessment as needed.	12 Hrs.	POS	#	Yes all functions	N/A	No	Yes CAPR 60-1, CAPR 60-3, CAP-MEMA MOU	Most functions Yes, either Aircrew functions No	Yes	Risk varies by individual volunteer from Very Hi to Low	Not needed, sufficient depth of qualified personnel in each position
		IC	1		Y (CAP Qual)						
		OSC	0-1		Y (CAP Qual)						
		PSC	0-1		Y (CAP Qual)						
		AOBD	0-1		Y (CAP Qual)						
		CUL	0-1		Y (CAP Qual)						
		MR0	0-2		Y (CAP Qual)						
		MP	1/AC		Y (CAP Qual) + FAA License						
		MO	1/AC		Y (CAP Qual)						

Mississippi Wing Civil Air Patrol											
1.	2.	3.		4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)		Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
		Aircraft	9		N/A						
ESF 2 Provide air and ground communication support, as required.	12 Hrs.	POS	#	Yes all functions	N/A	Neither	Yes; CAPR 60-1, CAPR 60-3, CAP-MEMA MOU	Most functions Yes, either Aircrew and Ground team /Comm. functions No	Yes	Risk varies by individual volunteer from Very Hi to Low.	Not needed, sufficient depth of qualified personnel in each position
		IC	1								
		OSC	0-1								
		PSC	0-1								
		AOBD	0-1								
		GBD	0-1								
		CUL	0-1								
		MR0	1/radio								
		MP	1/AC								
		MO	1/AC								
		UDF/ GTM	2/veh								
		Aircraft	9								
		Vehicles	9								
		Airborne/portable repeaters	2								
Portable HF	5										
Portable VHF	>100 with volunteers										
ESF 2 Provide backup communications systems as available.	12 Hrs.	As noted above		As noted above	As noted above	As noted above	As noted above	As noted above	As noted above	As noted above	

Mississippi Wing Civil Air Patrol													
1.	2.	3.		4.		5.	6.	7.	8.	9.	10.	11.	
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)		Three backup personnel cross-trained to continue function		Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed	
ESF 5 Support the development of an SOP in conjunction with the primary and supporting agencies.	12 Hrs.	POS		#	N/A	N/A	Yes	Yes; CAPR 60-1, CAPR 60-3, CAP-MEMA MOU	Yes, either	Yes	Risk varies by individual volunteer from Very Hi to Low.	Not needed, sufficient depth of qualified personnel in each position	
		Wing Commander		1	Yes – Nat'l command structure	Yes -Regional Appointment							
		IC		1	Yes	Y (CAP Qual)							
ESF 5 Provide information based on pre- and post-disaster aerial reconnaissance and photography.	12 Hrs.	POS	#	Yes all functions		N/A	No	Yes; CAPR 60-1, CAPR 60-3, CAP-MEMA MOU	Most functions Yes, either Aircrew functions No	Yes	Risk varies by individual volunteer from Very Hi to Low.	Not needed, sufficient depth of qualified personnel in each position	
		IC	1			Y (CAP Qual)							
		OSC	0-1			Y (CAP Qual)							
		PSC	0-1			Y (CAP Qual)							
		AOBD	0-1			Y (CAP Qual)							
		CUL	0-1			Y (CAP Qual)							
		MR0	0-2			Y (CAP Qual)							
		MP	1/AC			Y (CAP Qual) + FAA License							
		MO	1/AC			Y (CAP Qual)							
Aircraft	9	N/A											
ESF 5 Provide personnel for analysis in emergency action planning.	12 Hrs.	#		Yes all functions		N/A	No	Yes CAPR 60-1, CAPR 60-3, CAP-MEMA MOU	Yes, either	Yes	Risk varies by individual volunteer from Very Hi to Low.	Not needed, sufficient depth of qualified personnel in each position	
		POS											
		IC	1			Y (CAP Qual)							
		PSC	1-2	Y (CAP Qual)									

Mississippi Wing Civil Air Patrol											
1.	2.	3.		4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)		Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
ESF 9 Provide air support during rescue operations.	4 Hrs.	POS	#	Yes all functions	N/A	No	Yes CAPR 60-1, CAPR 60-3, CAP-MEMA MOU	Most functions Yes, either Aircrew functions No	Yes	Risk varies by individual volunteer from Very Hi to Low.	Not needed, sufficient depth of qualified personnel in each position
		IC	1		Y (CAP Qual)						
		OSC	0-1		Y (CAP Qual)						
		PSC	0-1		Y (CAP Qual)						
		AOBD	0-1		Y (CAP Qual)						
		CUL	0-1		Y (CAP Qual)						
		MR0	0-2		Y (CAP Qual)						
		MP	1/AC		Y (CAP Qual) + FAA License						
		MO	1/AC		Y (CAP Qual)						
Aircraft	9	N/A									
ESF 9 Provide additional personnel and equipment for SAR.	12 Hrs.	POS	#	Yes all functions	N/A	No	Yes CAPR 60-1, CAPR 60-3, CAP-MEMA MOU	Most functions Yes, either Aircrew, Ground Team, & Comm. functions No	Yes	Risk varies by individual volunteer from Very Hi to Low.	Not needed, sufficient depth of qualified personnel in each position
		IC	1		Y (CAP Qual)						
		OSC	0-1		Y (CAP Qual)						
		PSC	0-1		Y (CAP Qual)						
		AOBD	0-1		Y (CAP Qual)						
		GBD	0-1		Y (CAP Qual)						
		CUL	0-1		Y (CAP Qual)						
		MR0	0-2		Y (CAP Qual)						
		MP	1/AC		Y (CAP Qual) + FAA License						
		MO	1/AC		Y (CAP Qual)						
		UDF	2/ veh		Y (CAP Qual)						
		GTL	1/ GT		Y (CAP Qual)						
		GTM	3/GT		Y (CAP Qual)						
Aircraft	9	N/A									

Mississippi Wing Civil Air Patrol											
1.	2.	3.		4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)		Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
		Vehicles	9		N/A						

Table of Civil Air Wing Position Abbreviations

Position Abbreviation	Position
IC	CAP Incident Commander
OSC	CAP Operations Section Chief
PSC	CAP Planning Section Chief
AOBD	CAP Air Operations Branch Director
GBD	CAP Ground Branch Director
CUL	CAP Communications Unit Leader
MRO	CAP Mission Radio Operator
MP	CAP Mission Pilot
MO	CAP Mission Observer
GTL	CAP Ground Team Leader
GTM	CAP Ground Team Member
UDF	CAP Urban Direction Finding Team Member

Mississippi Community College Board										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
MCCB Overall Leadership	12 hours	Executive Director	3 positions - Deputy Executive Director, Deputy Executive Director, Associate Executive Director	No, PhD preferred	Neutral	No	Telework	Yes	Low to Medium	None needed but available
Media Relations	12 hours	Director of Communications	1 position	No	Yes	No	Telework	Yes	Low to Medium	None needed but available
Finance and Administration	12 hours	Deputy Exec Director	1 position	No	Neutral	Yes	70% Telework	Yes	Low	None needed but available
Accounting	12 hours	Director or Accounting	2 positions	No	Neutral	Yes	80% Telework	Yes	Low	None needed but available
Human Resources	12 hours	Personnel Manager	1 position	No	Yes	Yes	No	No	Low	None needed but available

Mississippi Community College Board										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Information Technology (IT) Support	12 hours	Asst Executive Director of Technology	2 positions	No	Yes	No	Telework	Yes	Low	None needed but available
Legal Council	48 hours	Board Attorney provided by Attorney General's office, part time	N/A	Law Degree	Neutral	No	75% Telework	Yes	Low	None needed but available
Virtual College	24 hours	Asst Executive Director of E-Learning	1 position	No	Increase	No	Telework	Yes	Low	None needed but available

Department of Corrections								Contact: E.L. Sparkman 601-359-5610		
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use and/or needed
Public Safety	0	Commissioner	Deputies	Master's degree, years of correctional experience and knowledge	Increase	No	Telework	Yes	Low	Masks (N95) Gloves
Prisoner Custody	0	Superintendent Mississippi (MS) State Penitentiary with 950 correctional security staff Superintendent Central MS Correctional Facility with 508 correctional security staff Superintendent South MS Correctional Institute with 321 correctional security staff	3 Wardens 3 Wardens 3 Wardens	Bachelor's degree Years of correctional experience and knowledge	Increase	Available in hard copies and electronic to include emergency manuals and post orders	No No No		Low	Masks (N95) Gloves
Prisoner Care	0	Deputy Commissioners		Master's degree	Increase		Telework or alternate location	Yes	Low	Masks (N95) Gloves

Department of Corrections										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
Prisoner Control		Director of Offender Services	Yes (3)	No	Increase	No	Telework or alternate location	Yes	Medium	Masks (N95) Gloves
Prisoner Control		Director of Records	Yes (3)	No	Increase	Yes	Telework or alternate location	Yes	Medium	Masks (N95) Gloves
Prisoner Control		Manager of Information Systems (MIS) Director	Yes (3)	No	Increase		No	Yes	Medium	Masks (N95) Gloves

Department of Education										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
1 .Provide on-going communication to both internal and external constituencies.	0	State Superintendent	1. Deputy Superintendent, Instructional Enhancement and Internal Operations 2. Deputy Superintendent, School Improvement Oversight and Recovery 3. Deputy Superintendent, Educational Accountability	No	Increase	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Deputy Superintendent, Instructional Enhancement and Internal Operations	1. Director, Office of Business Services 2. Director, Office of Student Assessment 3. Director Office of Special Education	No	Increase	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures

Department of Education										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
	0	Deputy Superintendent, School Improvement, Oversight, and Recovery	1. Director, Conservatorship 2. Director, Office of Drop-out Prevention 3. Director, Office of School Improvement/School Recovery	No	Increase	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Deputy Superintendent, Educational Accountability	1. Director, School Financial Services 2. Director, Office of Accreditation 3. Bureau Director	No	Increase	No	Telework.	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Deputy Superintendent, Quality Professionals and Special Schools	1. Director, Office of Educator Licensure 2. Director, Teacher Center 3. Division Director	No	Increase	No	Telework.	Yes, technology is available to support telework.	Low	Routine personal protective measures

Department of Education										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
	0	Special Assistant to the State Superintendent	1. Director, Communications and Legislative Services 2. Director, Communications 3. Bureau Director	No	Increase	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Communications and Legislative Services	1. Director of Communications 2. Special Assistant to the State Superintendent 3. Bureau Director	No	Increase	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Office of Human Resources	1. Division Director 2. Personnel Officer 3. Personnel Officer	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Budget and Planning	1. School Finance Officer 2. Budget Officer, Senior 3. Budget Officer	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures

Department of Education										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
	0	Director, Office of Special Education	1. Director, Data and Fiscal Management 2. Bureau Director 3. Division Director	No	Increase	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Office of Student Assessment	1. Office Manager 2. Division Director 3. Division Director	No	Increase	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Business Services	1. Director, Office of Accounting 2. Director, Office of Procurement 3. Deputy Superintendent, Instructional Enhancement and Internal Operations	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures

Department of Education										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
	0	Director, Office of Accounting	1. Director of Payments and Property 2. Purchasing Supervisor 3. Payroll Director 4. Accounts Receivable Director 5. Branch Director-Mail Room	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Office of Procurement	1. Education Specialist 2. Projects Officer IV 3. Projects Officer IV	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Office of Healthy School	1. Director, Office of Child Nutrition 2. Director, School Health Programs 3. Director, Health Services	No	Same	No	Telework.	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Office of Accreditation	1. Division Director 2. Division Director 3. Division Director	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures

Department of Education										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
	0	Director, Office of Accreditation	1. Division Director 2. Division Director 3. Division Director	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Office of School Financial Services	1. Director, School Finance 2. School Finance Officer 3. School Finance Officer	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Management Information Services	1. Director, Reporting and Statistics 2. Director, Network Infrastructure 3. Applications System Manager	No	Increase	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Office of Safe and Orderly Schools	1. Director, Division of Pupil Transportation 2. Director, Junior Reserve Officer Training Corps (JROTC) 3. Division Director	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Attorney General (AG) Representative	1. Alternate AG Representative 2. Alternate AG Representative 3. Alternate AG Representative	Yes. Licensed Lawyer.	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures

Department of Education										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
2. Ensure continuity of education related specifically to: a. Health and safety, including child nutrition. b. Services for students with disabilities. c. Student assessment and accountability.	0	Director, Office of Healthy School	1. Director, Office of Child Nutrition 2. Director, School Health Programs 3. Director, Health Services	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Office of Safe and Orderly Schools	1. Director, Division of Pupil Transportation 2. Director, Junior Reserve Officer Training Corps (JROTC) 3. Division Director	No	Same	No	Telework	Yes, technology is available to support telework.	Low.	Routine personal protective measures.
	0	Director, Office of Special Education	1. Director, Data and Fiscal Management 2. Bureau Director 3. Division Director	No	Increase	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures

Department of Education										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
	0	Director, Office of Student Assessment	1. Office Manager 2. Division Director 3. Division Director	No	Increase	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Office of Accreditation	1. Division Director 2. Division Director 3. Division Director	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
3. Maintain internal and external business services related specifically to: a. Accounting b. School district finance c. Procurement procedures	0	Director, Budget and Planning	1. School Finance Officer 2. Budget Officer, Senior 3. Budget Officer	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Business Services	1. Director, Office of Accounting 2. Director, Office of Procurement 3. Deputy Superintendent, Instructional Enhancement and Internal Operations	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures.

Department of Education										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
	0	Director, Office of Accounting	1. Director of Payments and Property 2. Purchasing Supervisor 3. Payroll Director 4. Accounts Receivable Director 5. Branch Director-Mail Room	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures.
	0	Director, Office of Procurement	1. Education Specialist 2. Projects Officer IV 3. Projects Officer IV	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures.
	0	Director, Office of School Financial Services	1. Director, School Finance 2. School Finance Officer 3. School Finance Officer	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Office of Healthy School	1. Director, Office of Child Nutrition 2. Director, School Health Programs 3. Director, Health Services	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures

Department of Education										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
	0	Director, Management Information Services	1. Director, Reporting and Statistics 2. Director, Network Infrastructure 3. Applications System Manager	No	Increase	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
4. Provide technological and informational support related specifically to: a. Information technology services b. Research and statistics	0	Director, Management Information Services	1. Director, Reporting and Statistics 2. Director, Network Infrastructure 3. Applications System Manager	No	Increase	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures
	0	Director, Office of Accreditation	1. Division Director 2. Division Director 3. Division Director	No	Same	No	Telework	Yes, technology is available to support telework.	Low	Routine personal protective measures

Mississippi Department of Employment Security							Contact: Kathryn Stokes 601-321-6526			
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ⁷	11. Protective measures for personnel in use &/or needed
Mainframe batch processing and forms processing	24 hours	3 system operators	No	Yes, needs to know how to operate computer console, forms processing machines and other peripheral devices.	No change	Yes	Yes	Yes	Low	Social distancing and hand sanitizing.
Mainframe online applications	72 hours	2	No	Yes, COBOL, Easytrieve Plus, CICS and M04 programming language experience. Mainframe operating system experience.	No change	Yes	Yes	Yes	Low	Social distancing and hand sanitizing.
Portal and Insider Management	24 hours	2	Yes	Yes. Need Admin rights and knowledge of SharePoint and Umbraco.	Increase	No	Yes.	Yes	Medium	Social distancing and hand sanitizing.

Mississippi Pandemic Influenza Incident Annex

Mississippi Department of Employment Security							Contact: Kathryn Stokes 601-321-6526			
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ⁷	11. Protective measures for personnel in use &/or needed
Network Security	24 hours	2	2 are cross-trained	Need Admin Rights	No change	Yes	Yes	Yes	Low	Social distancing and hand sanitizing.
Windows Infrastructure	24 hours	2	2 back-up	Need Admin Rights	No change	Yes	Yes	Yes	Low	Social distancing and hand sanitizing.
Red Hat/Linux Infrastructure	24 hours	3	No	Need Admin Rights	No change	No	Yes	Yes	Low	Social distancing and hand sanitizing.
Network Connectivity	24 hours	2	4 back-up	Need Admin Rights	No change	In Progress	Yes	Yes	Low	Social distancing and hand sanitizing.
Email	24 ours	2	2 back-up	Need Admin Rights	Increase	In Progress	Yes	Yes	Low	Social distancing and hand sanitizing.
MITS	72 hours	2	2 back-up	Need Admin Rights	No change	In Progress	Yes	Yes	Low	Social distancing and hand sanitizing.
Telecommunication	24 hours	2	2 back-up	Need Admin Rights	Increase	In Progress	Yes	Yes	Low	Social distancing and hand sanitizing.
Data storage/backup	24 hours	1	3 back-up	Need Admin Rights	No change	In Progress	Yes	Yes	Low	Social distancing and hand sanitizing.

Mississippi Pandemic Influenza Incident Annex

Mississippi Department of Employment Security							Contact: Kathryn Stokes 601-321-6526			
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ⁷	11. Protective measures for personnel in use &/or needed
Tech Support	24 hours	2	3 back-up	Need Admin Rights	Increase	In Progress	Yes	Yes	Low	Social distancing and hand sanitizing.
Mainframe support	72 hours	1	No	Need Admin Rights	No change	In Progress	Yes	Yes	Low	Social distancing and hand sanitizing.
Support ACCESS MS Application	24 hours	1 lead programmer 1 DBA	Yes	Yes	May Increase	Yes	Yes	Yes	Low	Social distancing and hand sanitizing.
Run ACCESS MS Batches	24 hours	3	No	Java	May Increase	Yes	Yes	Yes	Low	Social distancing and hand sanitizing.
Keep ACCESS MS Up	24 hours	2 DBAs	TBD	DB2	May Increase	Yes	Yes	Yes	Low	Social distancing and hand sanitizing.
		Programmer Analyst II	TBD	Eclipse, XML, SQL, J2EE, OOAD						Social distancing and hand sanitizing.
		11 Contractors	TBD	Jreport Workflow, DLAP						Social distancing and hand sanitizing.
				Struts Hibernate JackRabbit						Social distancing and hand sanitizing.

Mississippi Pandemic Influenza Incident Annex

Mississippi Department of Employment Security							Contact: Kathryn Stokes 601-321-6526			
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ⁷	11. Protective measures for personnel in use &/or needed
Call Center	24 hours	50	Yes	No	Increase	Yes	Yes	Yes	Medium	Social distancing/hand sanitizing
UI Claims Process	24 hours	61 30 call center staff 30 benefits staff 1 collections staff	Yes	No	Increase	Yes	Yes- alternate location	Yes- alternate location	Medium	Social distancing/hand sanitizing
UI Claim Resolutions	24 hours	57 46 benefits staff 10 audit & compliance staff 1 collections staff	Yes	No	Increase	Yes	Yes-all alternate location Some-remotely	Yes-all alternate location Some-remotely	Medium	Social distancing/hand sanitizing
UI Hearings	24 hours	19 ALJs 5 Support Staff	Yes	Yes. Knowledge of Mississippi statutes regarding UI claims.	Increase	Yes	Remote Yes-ALJs Alternate site Yes- Support Staff	Remote Yes-ALJs Alternate site Yes- Support Staff	Low	Social distancing and hand sanitizing.
Appeals	24 hours	19 ALJs 5 Support Staff	Yes	Yes. Knowledge of Mississippi statutes regarding UI claims.	Increase	Yes	Remote Yes-ALJs Alternate site Yes- Support Staff	Remote Yes-ALJs Alternate site Yes- Support Staff	Low	Social distancing and hand sanitizing.

Mississippi Pandemic Influenza Incident Annex

Mississippi Department of Employment Security							Contact: Kathryn Stokes 601-321-6526			
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ⁷	11. Protective measures for personnel in use &/or needed
Payroll	1 week	2 Accountant/Auditor	2	No	No Change	Yes	Yes	Yes	Low	Social distancing and hand sanitizing.
Cash Draw Down	24 hours	2 Accountant/Auditor	Yes	No	Increase	Yes	Yes	Yes	Low	Social distancing and hand sanitizing.
Mail Room Functions to mail out batch forms	24-48 hours	3	TBD	No	TBD	TBD	No	NO	Low	Social distancing and hand sanitizing.
OESS Functions	12-24 hours	2	No	Need Admin rights	May decrease	Yes	Yes	Yes	Low	Social distancing and hand sanitizing.
Assist customers with Job Search and training.	48-72 hours	211	Yes	No	Increase	Yes	Yes	Yes	High	Social distancing and hand sanitizing.
Assist employers with job postings and candidate searches.	48-72 hours	211	Yes	No	Increase	Yes	Yes	Yes	High	Social distancing and hand sanitizing.
Communication	12-24 hours	3 Communications Staff 1 Print Shop Operator	1	No	Increase	Yes	Yes (except Print Shop Operator)	Yes (except Print Shop Operator)	Low	Social distancing and hand sanitizing.

Department of Environmental Quality										Contact: Terri Torrence 601-961-5012 or Cody Fisher 601.961.5065
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/ function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use &/or needed
Providing leadership, guidance, and direction to the various environmental programs within the department	<24 hours	Executive Director – 1 Env Engineer Admin Sr – 1 Deputy Administrator – 2 Office Director II – 1 System Info Off, Chief – 1 System Manager III – 1 Staff Officer III – 1 Public Information Officer - 1	None	Professional Engineer Information Technical HR Specialist	Increase	No	IT – No	Yes, marginally	Medium	Social distancing, personal hygiene, and infection prevention strategies

Mississippi Pandemic Influenza Incident Annex

Contact: Terri Torrence 601-961-5012 or
Cody Fisher 601.961.5065

Department of Environmental Quality

1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use &/or needed
Administrative Services (Accounting, Budgeting, Human Resources, Payroll, Purchasing & Contracting, Information Technology, Building Management & Property Control, Legal Guidance, and Business Services)	IT – <24 hours Rest – 48 hours	Database Admin – 2 Lead System Admin – 3 Bus Sys Analyst I - 1 Sr System Admin - 1 General Coun - 1 Envir Admin Administrator II - 1 Personnel Ofc V - 1 Acct/Aud Bureau Dir – 1 Acct/Aud Division Dir - 3 Acct/Aud Profession I - 1 Office Dir I - 1 Division Dir II – 1 Division Dir I - 2 Branch Dir – 1 Property Ofc IV - 2 Fac Maint Repair II – 1 Support Tech Sr – 1		Information Tech Legal Degree	Increase	No	No	No - Not able to connect to systems outside our services	Medium	Social distancing, personal hygiene, and infection prevention strategies

Mississippi Pandemic Influenza Incident Annex

Contact: Terri Torrence 601-961-5012 or
Cody Fisher 601.961.5065

Department of Environmental Quality

1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use &/or needed
Emergency Response	0 hours	Envir Administrator III – 1 Envir Scientist IV – 3 EEIT – 1	All crossed trained	Natl Incident Mgmt System Certification Osha 40-hr	Neither	Yes	No	No – Field Work, requires them to be out of the office	Medium	PPE, Social distancing, personal hygiene, and infection prevention strategies
Environmental Compliance and Enforcement	72 hours	Envir Engineer Admin – 1 Envir Engineer IV – 9 Envir Administrator II – 2 Geologist IV – 1 Attorney Senior – 1	All crossed trained	Engineering Degree	Increase	Yes	Some field work required, some work via laptop may be possible	For 72 hour period	Medium	PPE, Social distancing, personal hygiene, and infection prevention strategies
Permitting of environmental programs	1 week	Envir Engineer Admin – 1 Envir Engineer IV – 10 Envir Administrator II - 1	All crossed trained	Engineering Degree	Increase	Yes	Yes, to some extent	Yes, to some extent	Medium	Social distancing, personal hygiene, and infection prevention strategies

Department of Environmental Quality

1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use &/or needed
Monitoring of environmental programs	None	1 Office Director (DIR) II, 1 Environmental (ENV) Administrator (ADMIN) III, 3 ENV ADMIN II, 6 ENV ADMIN I, 3 ENV ADMIN IV	All crossed trained	Technical Expertise	Yes, Increase	Yes	No	N/A	High	Yes

Mississippi Pandemic Influenza Incident Annex

Contact: Terri Torrence 601-961-5012 or
Cody Fisher 601.961.5065

Department of Environmental Quality

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Providing Financial and Technical Assistance	1 to 2 days	1 Environmental (ENV) Engineer (ENG) Administrator (ADMIN), 3 ENV ENG IV, 4 ENV ENG III, 2 ENV ADMIN III, 1 ENV ADMIN II 1 ENV ADMIN I, 1 Special Projects Officer (SPO) IV, 1 ENV Scientist I, 1 Staff Officer I	All crossed trained	Engineering Degree Technical Expertise	Increase	Yes	Yes	Yes	Medium	Yes
Regulate State Water Quantity Resources	None	1 Staff Officer III, 2 Geologist IV, 1 Geologist Administrator, Environmental Engineer IV, Environmental Engineer II	All crossed trained	Technical Expertise	Neither	Yes	No	N/A	High	Yes

Mississippi Pandemic Influenza Incident Annex

Contact: Terri Torrence 601-961-5012 or
Cody Fisher 601.961.5065

Department of Environmental Quality

1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use &/or needed
Geological Mapping	None	2 Geologist Administrators	Yes	Technical Expertise	Yes, Mississippi Department of Environmental Quality (MDEQ) serves as the primary Geographic Information System (GIS) mapping source for the state.	Yes	No	N/A	Low	Yes
Licensing Programs (Lead, Asbestos, Water Well Driller)	None	Environmental Administrator II, Licensing Officer	Yes	Technical Expertise	Neither	Yes	No	NA	Medium	Yes

Department of Finance and Administration								Contact: Kent Adams 601-668-7944		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
Coordinate with Governor, State Health Officer, MEMA, agency directors, and other officials to facilitate execution of any emergency powers delegated by the Governor.	<24 hours	Executive Director	Succession Deputy Directors as indicated on DFA PI Plan (5)	No	Increase	Yes	Yes	Yes	Low	None
Maintain awareness of the state's fiscal position, ensure sufficient revenue to meet expenditures, work with Bond Commission to approve special funding, and keep Governor's office updated on the situation.	<24 hours	Executive Director Succession Deputy Directors as indicated on DFA PI Plan(5)	Succession Deputy Directors as indicated on DFA PI Plan (5)	No	Increase	Yes	Yes	Yes	Low	None

Department of Finance and Administration								Contact: Kent Adams 601-668-7944		
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Activate DFA emergency procedures as directed.	<24 hours	Executive Director	Succession Deputy Directors as indicated on DFA PI Plan (5)	No	Increase	Yes	Yes	Yes	Low	None
Maintain and support a centralized automated human resource and payroll system (SPAHRs).	<24	MMRS Director and Staff	Various functions accomplished by different staff. PI Plan has 3-5 levels of backup noted	Yes, Technical Programming skills, functional knowledge of application, appropriate security access to perform the technical and functional tasks.	Same	Yes	Yes	Yes	Low	None

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Maintain and support the central accounting system (MAGIC)	<24 Hours	MMRS Director and Staff	Various functions accomplished by different staff. PI Plan has 3-5 levels of backup noted	Yes, Technical Programming skills, functional knowledge of application, appropriate security access to perform the technical and functional tasks.	Same	Yes	Yes	Yes	Low	None
Maintain data security and access to MMRS network resources.	<24 Hours	MMRS Application Infrastructure Staff	Various functions accomplished by different staff. PI Plan has 3-5 levels of backup noted	Yes, system administrator access to network and knowledge of MMRS infrastructure.	Same	Yes	Telework for most tasks.	Yes		

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Maintain MMRS website.	<24 Hours	MMRS Application Infrastructure Staff	Various functions accomplished by different staff. PI Plan has 3-5 levels of backup noted	Yes, knowledge of TeamSite and appropriate security access to perform tasks.	Same	Yes	Telework	Yes		
Print warrants.	<24 Hours	Office of Information Technology	Currently three individuals trained. Cross training in progress	Yes, functional knowledge of printer hardware and operation	Same	Yes	No		Low	None
Manage building access and badge control with Capitol Police.	<24 Hours	Office of Information Technology	Currently three individuals trained. Cross training in progress	Yes, system administrator access to network and knowledge ACS infrastructure	Increase	Yes	No		Low	None

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Maintain data security and access to network resources.	<48 Hours	Office of Information Technology	ITS Director/Staff	Yes, Technical Skills, Knowledge of Networking, working knowledge cyber security	Increase	No	Yes	Yes	Low	None
Maintain DFA email and website systems.	<24 Hours	Office of Information Technology	Currently three individuals trained. Cross training in progress	Yes, Technical Skills, Knowledge of Networking, working knowledge cyber security	Increase	No	Yes	Yes	Low	None

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Maintain computers, blackberry Enterprise server, servers, network and provide data backup.	<24 Hours	Office of Information Technology	Various staff perform specific duties with back up of up to three individuals. Cross training needed	Yes, Technical Skills, Knowledge of Networking, working knowledge cyber security	Increase	No	No		Low	None
Provide technical support to Governor's Office and support press conference center.	<24 Hours	Office of Information Technology	Currently three individuals trained. Cross training in progress	Yes, Working knowledge of networking, and web broadcasting	Increase	No	No		Low	None

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Ensure all state agencies and institutions have sufficient expenditure authority in their allotment periods and major object expenditure categories.	<24 Hours	Office of Budget and Fund Management	Five staff analyst trained	No	Increase	Yes	Yes	No	Low	None
Provide assistance to local units of government to ensure that they have sufficient cash to cover post pandemic payments and obligations.	<24 Hours	Office of Budget and Fund Management	One back up staff	No	Increase	Yes	Yes	No	Low	None

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Maintaining all Human Resource functions for DFA including payroll, staffing, and leave and benefits issues.	<24 Hours	Office of Human Resources Director	One staff back up	No	Increase	No	Yes	Yes	Low	None
Control of building access and security for Capitol Complex builds to promote social distancing and daily accessibility for essential staff.	Immediate	Capitol Police Chief and Officers	Chief, Assistant Chief, Lieutenants, Sergeants and Officers. Provide sufficient back up	Licensed Law Enforcement Officers	Increase	No	No		Medium	Gloves, eye protection and masks may be required for some activities.
Communications Dispatch.	Immediate	Capitol Police Dispatch	Dispatch Officers are backup up by uniform officers	Dispatch Training Required	No	Yes	No		Low	None

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Maintain the safety and security of staff and visitors in Capitol Complex; respond to emergency calls, and disturbances.	Immediate	Capitol Police Chief and Officers	All Certified Police Officers – severe PI may cause shortage	Licensed Law Enforcement	Increase	Yes	No		Medium	Gloves, eye protection and masks may be required for some activities
Process payroll, accounts receivable and payable and travel for DFA and District Attorney and staff.	<48 Hours	Office of Budget and Accounting Director and staff	Various functions accomplished by different staff. PI Plan has 3-5 levels of backup noted	No	No	Yes	Some functions	Yes, but limited	Low	None
Process court assessment received from city and chancery clerks.	<24 Hours	Office of Budget and Accounting Director and staff	Various functions accomplished by different staff. PI Plan has 3-5 levels of backup noted	NO	No	Yes	Some functions	No	Low	None

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Assist agencies with emergency purchasing questions and assist with accessibility to suppliers for necessary commodities and equipment.	<48 Hours	Office of Purchase, Travel and Fleet Mgt Director and Staff	PI Plan list three back up staff to handle functions	No	No	Yes	Yes	Yes	Low	None
Manage and maintain the building of the Capitol Complex and other state building under DFA, providing maintenance, and custodial.	Immediate	Capitol Facilities Director Facilities Director Custodial Director	Key positions are staff by assistants. May be a shortage of workers due to withdrawal of inmate support on custodial	No, except for some specific maintenance specialty requirements	Increase	No	No		Medium	Gloves, eye protection and masks may be required for some activities.
Real Property Management and leasing of Capitol Complex property.	7 days	Capitol Facilities Accountant Auditor	Capitol Facilities Director and two other staff as back up	No	No		Yes	No	Low	None

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Process liability claims against the state.	< 72 Hours	Tort Claims Staff	Limited back up	No	No	Yes	Yes	Yes	Low	None
Provide loss control and risk management services.	<24 Hours	Tort Claims Staff	Limited back up	No	No	Yes	Yes	Yes	Low	None
Maintain property insurance on state property.	< 1 Week	Tort Claims Staff	Limited back up	No	No	Yes	Yes	Yes	Low	None
Facilitate hand mail service to state agencies in the Jackson and surrounding area.	<24 Hours	Business Services Mail Clerks	Limited number of employees, but procedures to provide services with fewer people and to accomplish social distancing	No	No	Yes	No		Low	None

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Maintain the State's Health Insurance Plan including payments to vendors and services to Plan participants.	<48 Hours	Office of Insurance	Various functions accomplished by different staff. PI Plan has 3-5 levels of backup noted	No	Increase	Yes	Some functions	Some functions	Low	None
Verify, approve, and fund Workers Compensations claims.	<48 Hours	Office of Insurance	Various functions accomplished by different staff. PI Plan has 1-2 levels of backup noted	No	Increase	Yes	Yes	No	Low	None
Verify and process all death claims and forward to Life vendor.	<48 Hours	Office of Insurance	Staff back up of 2	No	Increase	Yes	Yes	No	Low	None

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Receive, process, and approve expenses related to purchase orders, payment vouchers, payrolls, and journal entries for all state agencies.	<24 Hours	Office of Fiscal Management	Various functions accomplished by different staff. PI Plan has 3-5 levels of backup noted	No	No	Yes	Yes	No	Low	None
Issue, reissue, and void payroll and vender warrants. Balances expenditures and funds availability with the Office of the State Treasurer.	<24 Hours	Office of Fiscal Management	Various functions accomplished by different staff. PI Plan has 3-5 levels of backup noted	No	No	Yes	Yes	No	Low	None

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Provide revenue and expenditure oversight and assistance to agencies, auditors, legislators and the public.	<24 Hours	Office of Fiscal Management	Various functions accomplished by different staff. PI Plan has 3-5 levels of backup noted	No	No	Yes	Yes	No	Low	None
File quarterly tax returns, issue W-2s, 1099s, and other tax forms.	Depends on time of year	Office of Financial Reporting	Various functions accomplished by different staff. PI Plan has 3-4 levels of backup noted	No	No	Yes	Yes	No	Low	None
Maintain state aircraft and provide air transportation as directed.	Suspended in severe pandemic	Air Transport			Decrease	Yes	No		High	Suspend operations

Department of Finance and Administration								Contact: Kent Adams 601-668-7944		
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Coordinate with Governor, State Health Officer, MEMA, agency directors, and other officials to facilitate execution of any emergency powers delegated by the Governor.	<24 hours	Executive Director	Succession Deputy Directors as indicated on DFA PI Plan (5)	No	Increase	Yes	Yes	Yes	Low	None

Mississippi Forestry Commission										Contact: Dennis Dauterive 662-417-7495
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
Wildfire Protection	4 Hours	220 Forest Rangers 56 Forest Technicians 55 Foresters	These positions are spread out across the state. We would shift personnel around the state to cover a wildfire threat.	Personnel need to be Firefighter Type 2 qualified and have experience on tractor/plow unit.	Decrease	No	Resources can be moved around the state.	Yes	Low	No special measures needed. Normal personnel hygiene procedures should suffice.
Forest Management	2 weeks	76 Foresters	These positions are spread out across the state and not at one location.	Yes, registered Forester in Mississippi	Decrease	No	Yes, some of the work can be done by either telework or alternate location.	Yes	Low	No special measures needed.
Public Information	1 week	5 Public Outreach Foresters 1 Manager Forest Protection and Information	These are currently the only positions trained for this function.	Yes, experience in Public Outreach	Increase	No	Can be performed via telework.	Yes	Low	No special measures needed.
Human Resources	1 week	Human Resources Director Administrative Assistant IV	These are the only positions trained for this function.	Yes, secure access state accounting and human resource systems.	Increase	Yes	Yes, via telework providing all systems are working properly	Yes	Low	No special measures needed

Mississippi Forestry Commission										Contact: Dennis Dauterive 662-417-7495
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
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Payroll	1 week	Chief Fiscal Officer District Administrative Assistant	District personnel are only partially trained in agency procedures.	Yes, state accounting systems and agency databases	Increase	Yes	Yes, via telework providing all systems are working properly	Yes	Low	No special measures needed
Accounting	48 hours	Accounting Audit III Chief Fiscal Officer	Accounting and Finance Director	Yes, secure access state accounting and human resource systems.	Increase	Yes	Yes, via telework if all systems are working properly	Yes	Low	No special measures needed
Purchasing	48 hours	Branch Director Purchasing Agent III Administrative Assistant VI	Accounting and Finance Director	Yes, secure access state accounting system.	Increase	Yes	Yes, via telework if all systems are working properly	Yes	Low	No special measures needed
Information Technology (IT) Functions, maintain operations for agency	24 hours	Systems Manager II	Yes (3)	Yes, hardware and software specific needs	No change	Yes	Yes, in some situations	Yes	Low	No special measures needed

Mississippi Funeral Directors Association /Mississippi Funeral Directors and Morticians Association										Contact: Bill Chandler 601-942-5623 Greg Owens 601-238-2270
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Activation and response to Mobile Mortuary Response Team (MMRT)	In response to coroner	Members of MMRT	Disaster Mortuary Operational Response Team (DMORT) (Federal)	Yes, trained in MMRT	Increase	Yes	No	No	Very High	Personal Protection Equipment (PPE)
Respond to ongoing needs from members and public	<6 hours	Directors and staff	Staff	No	Increase	No	Yes	Yes	Low	None

Mississippi State Department of Health										
1	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
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Public Health Regions maintain command and control of clinics and Women, Infants and Children (WIC) warehouses	12-24 hours	Public Health Regions	Yes	Yes for some; Registered Nurse (RN) and Medical Doctor (MD) medical license	decrease	Yes	No	No	High	Yes
Public Health Regions' functions during a response to widespread events. (ESF 8 support)	Less than 12 hrs.	Public Health Regions	Yes	Yes for some; RN and MD medical license	increase	Yes	Yes	Yes	Medium	Yes
Public Health Regions daily activities for clinics, WIC distribution, home health and environmental	12-24 hrs.	Public Health Regions	Yes	Yes for some; RN and MD medical license	decrease	Yes	No	No	High	Yes
Emergency Medical Services-24 hour Support Emergency Management Services (EMS) Communication										

⁸ See exposure risk guidance following worksheet.

Mississippi State Department of Health										
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Radiological Health; Radiological Emergency Response	24 hours	3 -6 Radiological Emergency Response Team personnel	None	Yes – prior health physicist training and equipment training	No effect	Yes	No	No	Low	Radiation Protection Equipment already in place.
Environmental Health; analyze water, issue boil water notices, and water sampling	2-5 days	Operators, regional engineers, Compliance staff and lab personnel	Yes	Yes, certified operator, trained Mississippi State Department of Health (MSDH) staff, certified lab	Increase	Yes	Alternate locations, or by telework	Yes	Medium	Not Needed
Environmental Health; Food protection	< 12 Hours	Food Program Specialist; PH Regions	Yes	No	No change	Continuity of Operations Plan (COOP)	Alternative locations	Yes	Medium	Immunizations may be needed for staff
Field Operations; consultation to field staff	< 12 Hours	Director, Nurses, Administrative staff, Operations management analyst principal		Registered nurses require Mississippi licensure	Increase	COOP	Yes, with computer and/or phone work can be accomplished from alternate locations	Yes, laptop computers with wireless capability and agency or	Medium	Available indicated

Mississippi State Department of Health										
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								personal cell phones.		
Field Services; direct support to communicable disease control when Public Health intervention is indicated.	< 12 Hours	Director, Nurses, Administrative staff, 7 Operations management analyst principal		Registered nurses require Mississippi medical license	Increase	Continuity of Operations Plan (COOP)	Yes, with computer and/or phone work can be accomplished from alternate locations.	Yes, staff has laptop computers with wireless capability and agency or personal cell phones.	Medium	Available indicated
Health Informatics; Network Administration	12-24 hours	Information Technology (IT) personnel	2	Yes, IT specific	Increase	Building now	Yes	Yes	Low	Yes
HI-Phone system HI-Technical Support HI-database management HI-Application/campus Security	24-48 hours	IT personnel	2	Yes, IT specific	Increase	Building now	Yes	Yes	Low	Yes
Health Services; Emergency Women, Infants and Children (WIC) Services	12-24 hours	Nutritionist, Nurse, Clinic Clerk and Food Center Clerk	Yes	Yes, a Registered Dietitian and a Registered Nurse	Decrease	Yes	Yes, alternate location	Yes, alternate location	Medium	Yes

Mississippi State Department of Health										
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Health Services; Newborn Health Screening	<24 hours	Nurses and Social Workers	Yes	Nurses, Social workers; certifications	No	No change	Yes	Yes	Low-Medium	Yes
Human Resources (HR), employee register and payroll	48 hours	Assistant HR Director	Yes (2)	No	No change	Yes	Alternate location	Yes, identified not tested	Low	Immunization is required.
HR-Employee Benefits	48 hours	Director of Employee Benefits and Services	Yes (3)	No	No change	Yes	Alternate location	Yes, identified not tested	Low	Immunization is required.
Communications; Press Conferences, Media Briefings, Public Information, Web Site, Communications; Media Calls	24 hours	Assistant HR Director	Yes (3)	No	No change	Yes	Alternate location	Yes, identified not tested	Low	Immunization is required.
Emergency Preparedness; Coordinate External Public Health Declarations	48 hours	Personnel Officer V, Contract Administrations	Yes (3)	No	No change	Yes	Alternate location	Yes, identified not tested	Low	Immunization is required.
Emergency Preparedness Response (EPR); Oversee emergency response and incident command	48 hours	Personnel Officer V, Leave and Payroll	Yes (3)	No	Increase	Yes	Alternate location	Yes, identified not tested	Low	Immunization is required.

Mississippi State Department of Health										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ⁸	Protective measures for personnel in use and/or needed
Emergency Preparedness Response (EPR); Coordinate medical surge	96 hours	Personnel Tech, Records	Yes (3)	No	No change	No	No	No	For Low	In use. Immunizations required
EPR; Distribute large volume of pharmaceuticals	<12	Yes	Yes	No	Increase	Yes	Yes	Yes	For response teams-very high; support staff-medium to low	In use
Liaison with Mississippi Emergency Management Agency (MEMA) and other state agencies	<12	Yes	Yes	No	Increase	Yes	Yes	Yes	For response teams-very high; support staff-medium to low	In use
Office of Epidemiologist	12 – 24 hours	11 Permanent Central Office (CO) employees	Yes	Yes, Registered Nurse (RN) and Medical Doctor (MD)	Increase	Yes	Yes, Both	Yes	For response teams-very high; support staff-medium to low	N/A

Mississippi Pandemic Influenza Incident Annex

Contact: Jim Craig 601-576-7680 Wayne Vaughn 601-933-6864

Mississippi State Department of Health										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ⁸	Protective measures for personnel in use and/or needed
Epidemiology (EPI), Consultation services to regions	12 – 24 hours	4 CO nurses	Yes	Yes – MD and RN	Increase	Yes	Yes, Both	Yes	For response teams-very high; support staff-medium to low	N/A
EPI-Maintain Support for diagnostic testing Tuberculosis (TB)/Sexually Transmitted Disease (STD)/ Human Immunodeficiency Virus (HIV)	24 – 48 hours	7 nurses (4 State EPI, 2 CO EPI, 1 Tuberculosis)	Yes	Yes, MD and RN	Remain at baseline	Yes	Yes, Both	Yes	For response teams-very high; support staff-medium to low	N/A
Epidemiology (EPI), Records Management	24 – 48 Hours	2 Epidemiologists		No	Increase		Yes - Both	Yes	Low	N/A
EPI-Vaccine Administration	12 – 24 Hours	8 Central Office (CO) Epidemiology (EPI) and Immunizations Registered Nurses	Yes	Yes, Registered Nurse (RN)	Increase	Yes	No	No, Requires human to human contact	For response teams-very high; support staff-medium to low	In use

Mississippi Pandemic Influenza Incident Annex

Mississippi State Department of Health Contact: Jim Craig 601-576-7680 Wayne Vaughn 601-933-6864

1	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ⁸	Protective measures for personnel in use and/or needed
EPI -Crossroads Clinic	48	34	Yes	Yes, MD and RN	Remain at baseline	Yes	No	No, Requires human to human contact	For response teams-very high; support staff-medium to low	In use
EPI -Quarantine and Isolation	< 12 Hours	3 State Health Officer, State Epidemiologist & Regional Health Officer	Yes	Yes, Medical Doctor (MD)	Increase	Yes	No	No, Requires human to human contact	Very High	In Use
EPI -Disease surveillance; Investigation, control and prevention	12 -24 Hours	7 State Epidemiologist, CO Nurses Regional Epidemiology (EPI) Nurse and Epidemiologists	Yes	No	Increase	Yes	No	No, Requires human to human contact	For response teams-very high; support staff-medium to low	In use
EPI-Treatment Delivery	12 -24 Hours	Regional Nurse	Yes	Yes, Registered Nurse (RN)	Increase	Yes	No	No, Requires human to human contact	For response teams-very high; support staff-medium to low	In use

Mississippi State Department of Health										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ⁸	Protective measures for personnel in use and/or needed
Office of State Health Officer-CON Approval/ Extension										
State Health Officer (SHO) Strategic National Stockpile (SNS) request for deployment										
SHO-Public Distribution of Potassium Iodine (KI)										
SHO-Petition Gov. for Emergency Declaration										
Mississippi Public Health Laboratory (PHL) - Bioterrorism (BT)/ Pandemic Flu (PF) event response Public Health Laboratory (PHL)-infectious disease surveillance										
PHL-Testing water for total Coliform/E. Coli										

Mississippi State Department of Health										
1	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ⁸	Protective measures for personnel in use and/or needed
PHL-Testing raw milk										
PHL-Testing finished milk products										
PHL-Determine nitrate levels in drinking water										
Public Health Pharmacy-Bioterrorism (BT)/Disaster Response	<12 hours	Director of Pharmacy	Yes (3)	No, pharmacist preference	Increase	No	No	No	Low	No
PHP-Processing prescriptions	<12 hours	Staff pharmacists	All 8 staff pharmacists	Licensed as a pharmacist within MS	Decrease	Yes	No	No	Low	No
PHP-Clinic supplies to county health departments	<12 hours	Pharmacist	Yes (4)	No	Decrease	Yes	No	No	Low	No

Department of Human Services, Division of Child Support Enforcement								Contact: 601-359-4861		
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use &/or needed
Receipt & Distribute Child Support Payments	24 hours	19 out of 516	yes	Yes – METSS Trained	increase	yes	yes	yes	Low	none
Appear in Court to receive an Order	One week	45 out of 516	yes	Yes – must be a licensed attorney	decrease	yes	no	no	Low	none
Interview clients and open a Child Support Case	Two weeks	421 out of 516	yes	Yes – METSS Trained	decrease	yes	yes	yes	Medium	Masks are available for staff

Department of Human Services, Field Operations								Contact: Cathy Sykes 601 359-4888		
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use &/or needed
Supplemental Nutrition Assistance Program (SNAP) Eligibility. Formerly Food Stamp Program.	24 to 48 hours	84 County Directors 99 Supervisors 493 Eligibility Workers 156 Case Managers	7 Regional Directors 21 Regional Program Specialists 11 Training Unit	Must be a State Service Employee to complete benefit determination.	Increase	Yes	Both telework and alternate location as needed	Yes	Medium	Protective Mask Hand Sanitizer, etc.
Temporary Assistance for Needy Families (TANF) Eligibility	24 to 48 hours	84 County Directors 99 Supervisors 493 Eligibility Workers 156 Case Managers	7 Regional Directors 21 Regional Program Specialists 11 Training Unit	Must be a State Service Employee to complete benefit determination.	Increase	Yes	Both telework and alternate location as needed	Yes	Medium	Protective Mask Hand Sanitizer, etc.
Supportive Services	24 to 48 hours	84 County Directors 99 Supervisors 493 Eligibility Workers 156 Case Managers	7 Regional Directors 21 Regional Program Specialists 11 Training Unit	Must be a State Service Employee to complete benefit determination.	Increase	Yes	Both telework and alternate location as needed	Yes	Medium	Protective Mask Hand Sanitizer, etc.

Department of Human Services, Division of Family and Child Services								Contact: Mike Gallarno 601-359-4361		
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use and/or needed
1. Conducts intake interviews and refers for public assistance, family and children services, and related services.	Essential, no stoppage	Department of Human Services (DHS) Advanced Family Protection Specialist (FPS) Senior, Family Protection Worker (FPW) I & II* - Total 546	1.Area Social Work Supervisor	Yes; Licensed Social Worker and/or Bachelor of Science (BS) degree in social work or related field	Likely to increase	Yes, job description	Yes, at home or alternate office	Yes, laptops and TV for web seminars	Medium	In use-hand washing; need face masks
2. Conducts route and special investigations			2. Regional Director							
3. Supervises homes for foster children			3. Bureau Directors							
4. Makes referrals to other community/ agency resources for clients as necessary										

Department of Human Services, Division of Family and Child Services							Contact: Mike Gallarno 601-359-4361			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
5. Immediately investigates all reports of neglect, abuse or exploitation of children and initiates services as needed.										

*FPS=Family Protection Specialist; FPW=Family Protection Worker

Mississippi Department of Information Technology Services										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
Coordinate with Governor, State Health Officer, MEMA, agency directors, and other officials to facilitate execution of any emergency powers delegated by the Governor	< 24 hours	Executive Director	Chief Administrative Officer, ITS Crisis Response Team Coordinators as indicated in ITS DR BCP	No	Increase	Yes	Yes	Yes	Low	None
Activate ITS emergency procedures as directed	< 24 hours	Executive Director	Chief Administrative Officer, ITS Crisis Response Team Coordinators as indicated in ITS DR BCP	No	Increase	Yes	Yes	Yes	Low	None

Mississippi Department of Information Technology Services

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
Provide access to technology procurement EPLs and respond to customer requests for information	< 48 hours	ISS Division Director, AG Attorney, Procurement Specialist, Business Administrator, Team Leaders (2), Contract Administrators (2), Business Analysts (3), Procurement Project Managers (8)	ISS Division Director, Technology Procurement Specialist, EPL/Procurement Team Leader	No	Increase	Yes	Yes	Yes	Low	None

Mississippi Department of Information Technology Services										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
Provide access to technology procurement EPLs and respond to customer requests for information	< 48 hours	ISS Division Director, AG Attorney, Procurement Specialist, Business Administrator, Team Leaders (2), Contract Administrators (2), Business Analysts (3), Procurement Project Managers (8)	ISS Division Director, Technology Procurement Specialist, EPL/Procurement Team Leader	No	Increase	Yes	Yes	Yes	Low	None
Provide application development support for customers requiring urgent enhancements to existing systems and new systems to respond to pandemic	< 48 hours	ISS Division Director, Development Team Leader, Application Developers (14)	ISS Division Director, Application Development Team Leader, Application Development Analyst	No	Increase	Yes	Yes	Yes	Low	None
Provide agency accounting support	< 7 days	Internal Services Staff Member	Internal Services Staff	No	Same	Yes	Yes	Yes	Low	None

Mississippi Department of Information Technology Services										
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Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
Perform payroll functions	Next pay period due date	Internal Services Staff Member	Internal Services Staff	No	Same	Yes	Yes	Yes	Low	None
Perform internal purchasing functions	< 24 hours	Internal Services Staff Member	Internal Services Staff	No	Increase	Yes	Yes	Yes	Low	None
Maintain and support Firewall for Internet and network access	Immediately	Security Division Staff	WAN Engineers (3)	No	Same	Some	Yes	Yes	Low	None
Maintain and support VPNs for remote network access	Immediately	Security Division Staff	WAN Engineers (3)	No	Increase	Some	Yes	Yes	Low	None
Maintain and Support Statewide data network (remote circuits)	< 24 hours	Telecom Services Staff	Network Operations Center Staff	No	Same	Yes	Yes	Yes	Low	None
Maintain and support Capitol Complex data network (StateNet & MRN)	Immediately	Telecom Services Staff	WAN Engineers (3)	No	Same	Yes	Yes	Yes	Low	None
Maintain and support Capitol Complex Physical Plant	< 6 hours	Telecom Services Staff	Technicians (4)	No	Same	No	No	No, required to be onsite	Low	None

Mississippi Department of Information Technology Services										
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Maintain and support State Data Center Network	Immediately	Telecom Services Staff	Network Engineers (3)	No	Same	Yes	Depends on type of work to be performed	Yes	Low	None
Maintain and support State Internet Access	< 4 Hours	Telecom Services Staff	Network Engineers (3)	No	Same	Yes	Yes	Yes	Low	None
Maintain and support Capitol Complex Voice Network	< 4 hours	Telecom Services Staff	Network Engineers (5)	No	Same	Yes	Depends on type of work to be performed	Yes	Low	None
Maintain and support Statewide voice communications network (remote office lines)	< 24 hours	Telecom Services Staff	Network Operations Center Staff	No	Same	Yes	Yes	Yes	Low	None
Maintain and support local & long distance calling capabilities	< 24 hours	Telecom Services Staff	Network Operations Center Staff	No	Same	Yes	Yes	Yes	Low	None
Maintain and support other essential services (DNS, Mail Relay, IP address space, etc.)	< 4 hours	Telecom Services Staff	Network Engineers (3)	No	Same	Yes	Yes	Yes	Low	None
Perform vendor network bill management functions	< 7 days	Telecom Services Staff	Telecom Services Staff	No	Same	Yes	Yes	Yes	Low	None

Mississippi Department of Information Technology Services										
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Perform agency network bill management functions	< 7 days	Telecom Services Staff	Telecom Services Staff	No	Same	Yes	Yes	Yes	Low	None
Process Telecommunications service order requests	< 48 hours	Telecom Services Customer Service Representatives	Telecom Services Customer Service Representatives	No	Same	Yes	Yes	Yes	Low	None
Maintain and support Erate program for state	< 48 hours, depending on time of year	Federal Programs Coordinator	Strategic Services Director	No	Decrease	Yes	Yes	Yes	Low	None
Maintain and support MS.gov and ITS website content	< 24 hours	Strategic Communications Manager	Strategic Communications Analyst/MSI Analyst (2)	No	Increase	No	Yes	Yes	Low	None
Maintain and support ITS Disaster Response and Business Continuity Plan	< 24 hours	Strategic Programs Coordinator	Strategic Services Director, Strategic Programs Coordinator	No	Increase	Yes	Yes	Yes	Low	None
Maintain and support GIS program coordination for State Clearinghouse	< 24 hours	Strategic Programs Coordinator	Strategic Services Director, Open Systems Manager, Contract Support Project Manager	No	Increase	No	Yes	Yes	Low	None

Mississippi Department of Information Technology Services										
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Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
Maintain and support ITS emergency coordination	Immediately	ITS Emergency Coordinators (3)	Floor Emergency Coordinators (6)	No	Increase	Yes	No	No, required to be onsite	Low	None
Maintain and support Enterprise Infrastructure (mainframes, tape systems, storage devices, and databases)	< 2 hours	Data Services Staff: Managers (3), Team members (12)	Data Services staff member for each service type (1)	No	Same	Yes	Yes	Yes	Low	None
Maintain and support Open System Infrastructure (servers, tape systems, storage devices, and databases)	< 2 hours	Data Services Staff: Managers (2), Team members (3)	Data Services staff member for each service type (1)	No	Same	Yes	Yes	Yes	Low	None
Maintain and support E-mail system which includes filtering and relays	< 2 hours	Data Services Staff: Managers (1), Team members (3)	Data Services staff member for each service type (1)	No	Same	Yes	Yes	Yes	Low	None
Perform Disaster Recovery (warm site and operation backup site) as determined necessary	< 2 hours	Data Services Staff: Managers (1), Team members (2)	Data Services staff member for each service type (1)	No	Same	Yes	Yes	Yes	Low	None

Mississippi Department of Information Technology Services										
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Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
Perform agency data center management functions	< 7 days	Data Services Staff	Data Services Staff	No	Same	Yes	Yes	Yes	Low	None
Maintain and support GIS servers and applications	< 4 hours	Contract support team members (2)	Data Services staff member for each service type (1)	No	Same	Yes	Yes	Yes	Low	None
Maintain and support ITS Service Center (ITIL Helpdesk)	< 30 minutes	Data Services Staff: Managers (1), Team members (2)	Data Services staff member for each service type (1)	No	Same	Yes	Yes	Yes	Low	None

Institutions of Higher Learning								Contact: Bob Neal 601-432-6243		
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use and/or needed
Institutions of Higher Learning (IHL) Overall Leadership	12 hrs.	(1) Commissioner of Higher Education	3	No	Same	No	Telework	Yes	Low	None needed
IHL Leadership Administrative Support	12 hrs.	(2) Administrative Assistants	2	No	Same	No	Telework	Yes	Low	None needed
Media Relations	12 hrs.	(1) Director of Media Relations	2	No	Increase	Yes	Telework	Yes	Low	None needed
Finance and Administration	12 hrs.	(1) Deputy Commissioner for Finance and Administration	3	No	Same	Yes	Telework	Yes	Low	None needed
Budget	12 hrs.	(1) Director of Budget	3	No	Same	Yes	Telework	Yes	Low	None needed
Accounting and Financial Analysis	12 hrs.	(2) Director of University Financial Analysis Senior Financial Analyst	2	No	Same	Yes	Telework	Yes	Low	None needed
Human Resources	12 hrs.	(1) Human Resources Administrator	1	No	Same	Yes	Telework	Yes	Low	None needed
Student / Academic Affairs	12 Hrs.	(1) Associate Commissioner of Academic and Student Affairs	3	No	Increase	Yes	Telework	Yes	Low	None needed

Institutions of Higher Learning								Contact: Bob Neal 601-432-6243		
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use and/or needed
Student Financial Aid	12 hrs.	(1)Director of Student Financial Aid	2	No	Same	Yes	Telework	Yes	Low	None needed
Risk Management	12 hrs.	(1)Director of Risk Management	2	No	Same	Partial	No	Tasks must be conducted on-site	Low	None needed
IT Support	12 hrs.	(1)Director of IT	2	No	Same	No	No	Tasks must be conducted on-site	Low	None needed
Real Estate and Facilities	12 hrs.	(1)Assistant Commissioner of Real Estate and Facilities	2	No	Same	No	No	Tasks must be conducted on-site	Low	None needed
Legal Counsel	12 hrs.	(1)Assistant Commissioner for Legal Affairs	3	Licensed Attorney	Same	No	Telework	Yes	Low	None needed
Internal Audit	12 hrs.	(1)Director of Internal Audit	2	No	Same	Yes	Telework	Yes	Low	None needed
Facilities Management	12 hrs.	(1)Superintendent of Building and Grounds	3	No	Same	No	No	Tasks must be conducted on-site	Low	None needed

Mississippi Pandemic Influenza Incident Annex

Contacts: Ricky Davis 601-359-1061
 Larry Barr 601-359-1081
 Fire Academy Bobby Wicker 601-932-2444

Department of Insurance State Fire Marshal's Office and State Fire Academy

1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use and/or needed
Fire Investigation	24 hours if death involved; 7 days otherwise	12 Law Enforcement Investigators	All deputies can back up each other	Yes. Law Enforcement Training 1033 Fire Investigations	No change	Yes	Deputies work in home field offices	Yes	Medium	Personal Protection Equipment (PPE), Personal Hygiene and vaccine.
Recording of fire cases	45 days	1 Administrative Assistant	Yes	Yes, computer skills	No	Yes	No	No, no access to database	Low	PPE, Personal Hygiene and vaccine.
Fire code enforcement	24 hours emergency need, 7 day otherwise	Law Enforcement Fire Inspectors	Yes	Yes, Law Enforcement and Inspector 1031	No change	yes	Yes, home field office	Yes	Medium	PPE, Personal Hygiene and vaccine
Manufactured Housing/Building Inspection	3 days	9 Law Enforcement Inspectors	Yes	Yes, Law enforcement Training Inspector 1031	No	Yes	Yes home field offices	Yes	Medium	PPE, Personal Hygiene and vaccine.
Licensing Manufactured Housing	14 days	4 Administrative Assistants	Yes	Yes, computer skills	No	Yes	No	No, no access to database	Low	Personal Protection Equipment (PPE), Personal Hygiene and vaccine.

Mississippi Pandemic Influenza Incident Annex

Contacts: Ricky Davis 601-359-1061
 Larry Barr 601-359-1081
 Fire Academy Bobby Wicker 601-932-2444

Department of Insurance State Fire Marshal's Office and State Fire Academy

1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use and/or needed
LC GAS INSPECTION	24 hours	9 Inspectors	Yes	Yes Specialized Knowledge of LC Gas	No	Yes	Yes - Inspectors work from Home Offices	Yes	Medium	PPE, Personal Hygiene and vaccine.
LC GAS PERMITS	14 days	1 Administrative Assistant	Yes	Yes – computer skills	No	Yes	No	No – no access to database	Low	PPE, Personal Hygiene and vaccine.
Fire services development Emergency Support Function (ESF) - 4 Coordination	ECO stand up	ECO	Yes	Yes – Incident Command Structure (ICS)	Increase	Yes	Limited	Limited	Medium	PPE, Personal Hygiene and vaccine.
Mississippi Insurance Department – Consumer Services Division								Contact: Consumer Services Director 601-359-2130		
Assist Consumers with requests for information and dispute intervention with companies.	24 Hours	Consumer Services Division; 4 Customer Service Support (CSS), 2 CSS Supervisors	Yes	None	Neither N/A	Yes	Yes, limited telephone but full access to computer technology and SIRCON and Agency electronic records.	Yes, via remote intranet and web access.	Low	No, N/A

Contacts: Ricky Davis 601-359-1061
 Larry Barr 601-359-1081
 Fire Academy Bobby Wicker 601-932-2444

Department of Insurance State Fire Marshal's Office and State Fire Academy

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Training of Fire Personnel/First Responders (As local departments are decimated by Pandemic, replacement personnel will need to be trained as First Responders)	2 days	1 Executive Director, 4 Fire Academy (FA) Instructor or Chief, 4 FA Instructor Advanced, 12 FA Senior Instructors, 8 FA Instructor, 2 Admin. Assist. IV, 1 SPO III, 1 FA Master Mechanic Instructor, 1 FA Equipment Technician	Retired Instructor Contractor Greg Collins Retired Instructor Contractor Robert Parker Instructor Contractor Tom Lariviere	National Fire Protection Association (NFPA) 1001 Basic Firefighter NFPA 1041 Instructor	Increase	Yes	Yes	Yes	Low	Personal Protective Equipment Respiratory Protection Flu Vaccine

Mississippi Pandemic Influenza Incident Annex

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Department of Insurance State Fire Marshal's Office and State Fire Academy

1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use and/or needed
Firefighting (If activated, this team is available to fight fire when local departments have been decimated by pandemic)	2 days	1 Executive Director, 4 Fire Academy (FA) Instructor or Chief, 4 FA Instructor Advanced, 12 FA Senior Instructors, 8 FA Instructor, 1 SPO III, 1 FA Master Mechanic Instructor, 1 FA Equipment Technician	Retired Instructor Contractor, Greg Collins; Retired Instructor Contractor, Robert Parker; Instructor Contractor, Tom Lariviere	National Fire Protection Association (NFPA) 1001 Basic Firefighter	Increase	Yes	No	No	Low	Personal Protective Equipment Respiratory Protection Flu Vaccine
Oil & Hazardous Materials Response (If activated, this team is available to respond to Oil and Hazardous Material accident or release sights if local response teams have been decimated by pandemic.)	2 days	1 Executive Director, 4 FA Instructor Chief, 4 FA Instructor Advanced, 12 FA Senior Instructor, 8 FA Instructor	Retired Instructor Contractor, Greg Collins; Retired Instructor Contractor, Robert Parker; Instructor Contractor, Tom Lariviere	National Fire Protection Association (NFPA) 472 Hazmat	Increase	Yes	No	No	Low	Personal Protective Equipment Respiratory Protection Flu Vaccine

Mississippi Pandemic Influenza Incident Annex

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Department of Insurance State Fire Marshal's Office and State Fire Academy

1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use and/or needed
Search & Rescue (If activated, this team is available and equipped to go door to door searching for victims of a pandemic)	2 days	1 Executive Director, 4 Fire Academy (FA) Instructor or Chief, 4 FA Instructor Advanced, 12 FA Senior Instructors, 8 FA Instructor, 1 FA Master Mechanic Instructor, 1 FA Equipment Technician	Retired Instructor Contractor, Greg Collins; Retired Instructor Contractor, Robert Parker; Instructor Contractor, Tom Lariviere	National Fire Protection Association (NFPA) 1001 Basic Firefighter NFPA 1006 Rescue	Increase	Yes	No	No	Low	Personal Protective Equipment Respiratory Protection Flu Vaccine
Mississippi Insurance Department – Information Technology Division								Contact: IT Director 601-359-9219		
Provide technological support to all divisions and maintain network and data integrity.	24 Hours	Information Technology Division (7 staff members)	Yes	None	Neither N/A	Yes	Yes, full access to all systems and applications pending internet availability	Yes, via internet connectivity, VPN, Citrix and web systems	Low	No – N/A

Department of Marine Resources										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operations Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ⁹	Protective measures for personnel in use and/or needed
DIRECTOR'S OFFICE:										
Administer the Mississippi Department of Marine Resources (MDMR) Functions at the Executive Level	1 Day	Executive Director, Chief of Staff, HR Director, 3 Staff Officers, and 2 Special Assistant Attorney Generals – Total 8	Executive Assistant, Public Affairs Officer, Personnel Officer	Degreed professionals and licensed attorneys	Increase	Yes	Yes, All	Yes	Medium	None
MARINE FISHERIES OFFICE:										
Shellfish Bureau, Water Quality Sampling	1 week	2 Marine Fisheries Technicians and/or Biologists	Yes, at least 3 backup personnel cross-trained	Yes, Sampling Protocol Training, Boat Operation	Decrease if any effect	Yes	No	N/A	Low	None in use
Shellfish Bureau, Oyster Check Station Operation	1 week	Marine Fisheries Technicians and/or Biologists (3)	Yes, at least 3 backup personnel cross-trained	Yes, Sampling Protocol Training	Decrease if any effect	Yes	No	N/A	Medium	Hand sanitizer, masks could be used
Shellfish Bureau, Oyster Reef Sampling	1 week	3 Marine Fisheries Technicians and/or Biologists	Yes, at least 3 backup personnel cross-trained	Yes, Sampling Protocol Training, Boat Operation	Decrease if any effect	No	No	N/A	Low	None in use

⁹ See exposure risk guidance following worksheet.

Department of Marine Resources										Contacts: Patrick Levine at 228-860-1853 OR Christy Royals 228-523-4163
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operations Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ⁹	Protective measures for personnel in use and/or needed
Shellfish Bureau, Weather Monitoring	1 week	1 Shellfish Supervisor	No, only 1 backup personnel cross-trained	Yes, Supervisory Training	Decrease, if any effect	Yes	Yes	Yes	Low	None in use
Artificial Reef Bureau, Monitoring Reef Materials(Grant Obligations)	1 month	Marine Fisheries Technicians and/or Biologists	Yes, at least 3 backup personnel cross-trained	Yes, Boat Operation	Decrease if any effect	No	No	N/A	Low	None in use
Seafood Technology Bureau, Regulatory Inspection of Seafood Processing Plants	3 months	1 Bureau Director 2 Seafood Office	Yes, at least 3 backup personnel cross-trained and certified	Yes, Bachelor's Degree in a Scientific field, Hazardous Analysis Critical Control Point (HACCP) Trained and Standardized Seafood Officer Certification	Decrease, if any effect	Yes	No, regular quarterly inspection visits and follow up are required by regulation.	N/A	Medium	Hand sanitizer, gloves, masks could be used
Shrimp and Crab Bureau, Shrimp Sampling/Setting Shrimp Season Opening	1 week	3 Marine Fisheries Technicians and/or Biologists	Yes, at least 3 backup personnel cross-trained	Yes, Sampling Protocol Training, Boat Operation	Decrease, if any effect	Yes	No	N/A	Low	None in use

Department of Marine Resources										Contacts: Patrick Levine at 228-860-1853 OR Christy Royals 228-523-4163
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operations Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ⁹	Protective measures for personnel in use and/or needed
Shrimp and Crab Bureau, Real Time Hydrological Monitoring	1 month	2 Marine Fisheries Technicians and/or Biologists	Yes, at least 3 backup personnel cross-trained	Yes, Boat Operation	Decrease, if any effect	Yes	No	N/A	Low	None in use
Finfish Bureau, Finfish Monitoring	1 week	4 Marine Fisheries Technicians and/or Biologists	Yes, at least 3 backup personnel cross-trained	Yes, Fish Identification Training, Boat Operation	Decrease, if any effect	Yes	No	N/A	Medium	Hand sanitizer, masks could be used
Finfish Bureau, Cooperative Statistics Program	3 weeks	2 Marine Fisheries Technicians and/or Biologists	No	Yes, Confidentiality Officer Credential	Decrease, if any effect	Yes	No	N/A	Medium	Hand sanitizer, masks could be used
<u>BUSINESS OFFICE:</u>										
Purchasing	Duration of epidemic	2 Purchasing Agents	Yes	No	Decrease	Yes	Yes Alternate Location	Yes	Low	No
Payroll	Duration of epidemic	Chief Fiscal Officer	No, 1 only	No	No change	Yes	Yes Alternate Location	Yes	Low	No
Information Technology, trouble shooting	Duration of epidemic	2 Information Technology (IT) Staff	Yes	No	Decrease	Yes	Yes Alternate Location	Yes	Low	No
License Sales	Duration of epidemic	License Agent	Yes	No	Decrease	Yes	Yes Alternate Location	Yes	Medium	No

Contacts: Patrick Levine at 228-860-1853 OR Christy Royals 228-523-4163

Department of Marine Resources										
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MARINE PATROL OFFICE:										
Dispatch	Duration	5	Yes, all dispatch	Yes, Minimum Standards Requirements	Increase	No	Yes, Alternate Location	Yes	Medium	Yes, mask, gloves, sanitizer
Marine Patrol Officer	Duration	31	Yes, they would back up each other	Minimum Standards Law Enforcement Certificate	Increase	No, officers have such a wide variety of functions that Standard Operating Procedures (SOPs) is unworkable	No, officer must be on scene	No, officer must be on scene	High	Yes, mask, gloves, sanitizer

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Department of Marine Resources										
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Marine Patrol Management	Duration	7	Yes, they would back up each other	Minimum Standards Law Enforcement Certificate	Increase	No, officers have such a wide variety of functions that Standard Operating Procedures (SOPs) is unworkable	No, officer must be on scene.	No, officer must be on scene.	High	Yes; mask, gloves, sanitizer
<u>COASTAL ECOLOGY OFFICE:</u>										
Issuance of permits in accordance with MS Code § 49-27-37	4 weeks	6 Permitters 1 Bureau Director 2 Administrative Personnel	None	Yes. Bachelor's Degree in a scientific field	Decrease if any effect	Yes	Yes, either telework or alternate location	Not entirely. We would require remote access to the Department of Marine Resources (DMR) network and to the Permitting database and possibly several laptop computer.	Low	None in place

Contacts: Patrick Levine at 228-860-1853 OR Christy Royals 228-523-4163

Department of Marine Resources										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
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Issuance of General Permits in accordance with Memorandum of Understanding (MOU) with Mobile District Corps of Engineers and Mississippi Department of Environmental Quality	2 weeks	6 Permitters 1 Bureau Director 2 Administrative Personnel	None	Yes. Bachelor's Degree in a scientific field	Decrease if any effect	Yes	Yes, either telework or alternate location	Not entirely. We would require remote access to the DMR network and to the Permitting database and possibly several laptop computers.	Low	None in place
Issuance of Coastal Zone Consistency in accordance with 15 CFR Part 930		6 Permitters 1 Bureau Director 2 Administrative Personnel	None	Yes. Bachelor's Degree in a scientific field	Decrease if any effect	Yes	Yes, either telework or alternate location	Not entirely. We would require remote access to the Department of Marine Resources (DMR) network and to the Permitting database and possibly several laptop computers.	Low	None in place

Department of Marine Resources										Contacts: Patrick Levine at 228-860-1853 OR Christy Royals 228-523-4163
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Trail maintenance (public safety)	4 weeks	3 Coastal Resource Management Specialists 1 Bureau Director	None	Yes. Chainsaw training	No change	No	Yes. Alternate location	Yes, though would still need access to purchase supplies through the Business Office	Low	Personal Protection Equipment (PPE) ; chainsaw chaps, gloves, face shield, hearing protection, leather boots, first aid kit
Invasive species monitoring and treatment (public health and economy)	3 weeks	3 Coastal Resource Management Specialists 2 Contract workers 1 Bureau Director	None	Yes. Pesticide applicator training; Bachelor of Science (B.S) in biological sciences	No change	No	Yes. Alternate location	Yes, though would still need access to purchase supplies through the Business Office	Low	PPE-type suits, NANI-OSH respirators, face shield, chemical resistant gloves, rubber boots, life jackets, first aid kit
Habitat Restoration (economy)	Variable, could be as little as a few weeks to as much as a year	3 Coastal Resource Management Specialists 1-Bureau Director and variable number of contractors	None	Yes. Prescribed fire training; Wetland restoration training; B.S. in biological sciences	No change	No	Yes. Alternate location	Yes, though would still need access to purchase supplies and issue contracts through the Business Office	Low	PPE-life jackets, Nomex suits, fire boots, fire gloves, first aid kit, rubber boots, leather gloves

Division of Medicaid								Contact: Medgar Austin 601-359-9501		
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use and/or needed
Process and pay Medicaid claims submitted by Healthcare providers.	24 hours	Affiliated Computer Services (ACS), Medicaid's Fiscal Agent Contractor	This item is covered in contractors disaster plan	No	Increase	Yes	Can be performed at alternate location	Yes	Low	Needed
Enroll qualified individuals requesting Medicaid.	24 hours	Approximately 400 Medicaid employees statewide	Sufficient trained personnel exist to provide backup for this function	No	Increase	Yes	Can be performed at alternate location	Yes	Very High	Needed
Provide non-emergency transportation services for Medicaid beneficiaries receiving life sustaining medical treatments.	24 hours	Logisticare, Medicaid's transportation contractor	This item is covered in contractors disaster plan	No	Increase	Yes	Dispatch of vehicles can be performed via telework and at alternate location	Yes	Very High	Needed
Provide authorization services for drugs and services that require prior authorization.	48 hours	HSM and HID, Medicaid's services and pharmacy prior authorization contractors	This item is covered in contractors disaster plan	No	Increase	Yes	can be performed via telework and at alternate location	Yes	Low	Needed

Division of Medicaid								Contact: Medgar Austin 601-359-9501		
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use and/or needed
Resolve provider and beneficiary issues.	24 hours	Medicaid's Health Services and Affiliated Computer Services' (ACS'), customer services departments	Sufficient trained personnel exist to provide backup for this function	No	Increase	No	can be performed via telework and at alternate location	Yes	Low	Needed
Provide manpower to work at general population shelters throughout the state.	12 hours	As determined by Mississippi Emergency Management Agency (MEMA) and Department of Human Services	Sufficient trained personnel exist to provide backup for this function	No	No change	No	can be performed via telework and at alternate location	Yes	Very High	Needed
Enroll new healthcare providers wishing to provide services to Medicaid beneficiaries.	48 hours	Medicaid and ACS's provider enrollment departments	Sufficient trained personnel exist to provide backup for this function	No	Increase	Yes	can be performed at alternate location	Yes	Low	Needed

Medical Examiner's Office										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
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Establish communication with the Mississippi State Department of Health (MSDH) and Coroners	<24 hours	Medical Examiner	Yes (6)	Yes – MD	Increase	Yes	Yes	Yes via telephone	Low	No
Set up family assistance center	<24 hours	Medical Examiner	Yes (2)	No	Increase	Yes	No	No	Medium, High	PPE, immunizations
Identify victims referred to Office by coroners	<24 hours	3 Medical Examiner	No	MD	Increase	Yes	No	No	Very High	PPE, immunizations
Establish cause and manner of death	<24 hours	3 Medical Examiner	No	MD	Increase	Yes	No	No	Very High	PPE, immunizations
Release victims to funeral home or other storage	<24 hours	9 Support staff	Crossed trained	No	Increase	Yes	No	No	Medium	PPE

Department of Mental Health										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
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Manage requests for grant funds and other admin. tasks w/ recovery	2 weeks	Administration Bureau Chief	Central Office Finance Staff	No	possible increase	Yes	Yes	Yes	Low	none
Manage Payroll, Execute Grants, Pay Dept. Bills, Travel Reimb., manage dept. finances	1 week	Accounting Division Director	Division of Accounting Staff	No	possible increase	Yes	Yes	Yes	Low	none
Assess information technology infrastructure and communications	As Soon As Possible (ASAP)	Chief Information Officer	Information Technology (IT) Staff	No	possible increase	Yes	Yes	Yes	Low	none
Manage Computer Access, Assist with program development for Central Office	ASAP	Information Systems Division Director	IT Staff	No	Increase	Yes	Yes	Yes	Low	none
Approve Cash Requests for Field Service Providers	1 week	Audits and Grants Management Division Director	Audit Division Staff	No	Increase	Yes	Yes	Yes	Low	none
Coordinate needs of providers of Intellectual and Developmental Disabilities (IDD) Services	1 day	Bureau Chief of Intellectual and Developmental Disabilities (IDD)	Bureau of IDD Staff	No	Increase	Yes	Yes	Yes	Low	none

Department of Mental Health										
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Continue recertification and assessment of community programs	1 week	Division of Certification Director	Division of Certification Staff	No	no change	Yes	Yes	Yes	Low	none
Coordinate needs of providers of Mental Health Services	2 days	Bureau Chief of Community Services	Community Services Division Staff	No	slight increase	Yes	Yes	Yes	Low	none
Maintain funding for adult community programs in Mississippi (MS)	1 week	Bureau Chief of Community Services	Community Services Division Staff	No	none	Yes	Yes	Yes	Low	none
Maintain funding for children's community programs in MS	1 week	Children and Youth Services Division Director	Children and Youth Division Staff	No	possible slight increase	Yes	Yes	Yes	Low	none
Coordinate Alzheimer's services through Department of Mental Health (DMH) helpline	1 day	Alzheimer's Disease and other Dementia Division Director	Alzheimer's Division Staff	No	none	Yes	Yes	Yes	Low	none
Maintain information and referral	2 days	Office of Consumer Supports Director (OCS)	OCS Staff	No	Possible increase	Yes	Yes	Yes	Low	none

Department of Mental Health										
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Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
Maintain ability to hire new employees, maintain employee leave, and act as liaison with Department of Mental Health (DMH) and Special Pathogens Branch (SPB).	1 day	Human Resources (HR) Director	HR Staff	No	Possible increase	Yes	Yes	Yes	Low	none
Assess needs of Bureau's and Division's fiscal and programmatic functions. Ensure continuation of payroll and business function for DMH. Delegate and/or assign appropriate duties and tasks for continuation of all community programs as necessary.	Immediate	Executive Director	Disaster Team Members	No	Increase	Yes	Yes	Yes	Low	none
Provide legal advice to Bureaus and Divisions.	2 days	Staff Attorney	Additional Legal Staff	Yes, Juris doctor (JD)	slight increase	Yes	Yes	Yes	Low	none

Department of Mental Health										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/No; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
Maintain Department of Mental Health (DMH) helpline and suicide prevention line.	immediate	Office of Consumer Supports (OCS) Director	OCS Staff	No	increase	Yes	Yes	Yes	Low	none
Maintain communication and coordinate response efforts form DMH Central Office for the state Mental Health facilities	immediate	Disaster Preparedness and Response Division Director	Disaster Team Members	No	Increase	Yes	Yes	Yes	Low	none
Relay information to the public through the media, website, and other Public Information Officer (PIO).	immediate	Public Information (PI) Division Director	PI Staff	No	Increase	Yes	Yes	Yes	Low	none
Act as liaison to DMH Facilities. Provide clinical support services to facilities if necessary	2 days	DMH Deputy Director and Director of Division of Mental Health	DMH Facility Staff	No	Increase	Yes	Yes	Yes	Low	none
Maintain contact and relay information both to and from Alcohol and Drug (A&D) facilities.	3 days	Bureau Chief of Services	A&D Staff	No	possible increase	Yes	Yes	Yes	Low	none

Military Department								Contact: LTC Jody Smith 601-313-6313		
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use and/or needed
Maintenance of Information Technology (IT) systems at State Head Quarters (HQ)	24 hrs.	20 IT Specialists	Yes, tasked to subordinate units for IT specialists	Yes, must have attended Microsoft IT Mgr Course	Increase	Yes	Both. IT systems can be accessed via Virtual Private Network (VPN) or from Continuity of Operations Plan (COOP) site at Camp Shelby.	Yes	Low	Social Distancing SOP
Maintenance of Statewide Payroll and Human Resource System (SPAHRs) payroll system	36 hours	3 payroll personnel	Yes, additional taskings to State Resource personnel. A total of 10 personnel identified.	No	Increase	Yes	Limited telework. Can be performed at any state agency.	Yes. Two COOP sites identified.	Low	No
Emergency Power	Immediate	2 personnel	Yes, operational personnel designated for emergency power	No	Increase	Yes	No	No	Low	No

Military Department								Contact: LTC Jody Smith 601-313-6313		
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use and/or needed
Aerial Operations	Immediate	25	Yes, over 100 available pilots	Yes, flight school	Increase	Yes	No	N/A	Medium	Yes
Security Operations	Immediate	200	Yes, over 1000 Soldiers avail	No	Increase	Yes	No	N/A	Medium	Yes
Point of Dispensing (POD) Operations	Immediate	500	Yes, over 1,500 Soldiers avail	No	Increase	Yes	No	N/A	Medium	Yes
Transportation Support	Immediate	100	Yes, over 200 Soldiers Avail	No	Increase	Yes	No	N/a	Medium	Yes
Communications Support	Immediate	30	Yes	No	Increase	Yes	No	Yes	Low	Yes
Maintenance of all Logistics and Federal Information Technology (IT) Systems	24 hours	45	Yes, two directorates tasked with providing back-up personnel	No	Increase	Yes	No	Yes	Low	Yes

Mississippi Development Authority					Jennifer Sledge 601-359-2981					
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ¹⁰	11. Protective measures for personnel in use &/or needed
Public Information Officer support for the Governor's Office	Available 24/7	Marketing & Communications Director	Public Relations Manager & staff of 3	IS 100, 200, 700, ICS 300, 400	Increase	Yes	State EOC or WebEOC	Yes	Medium	None
Public Information Officer support for MEMA	Available 24/7	Marketing & Communications Director	Public Relations Manager & staff of 3	IS 100, 200, 700, ICS 300, 400	Increase	Yes	State EOC or WebEOC	Yes	Medium	None
Administration of Federal Disaster Recovery funds for Hurricane Katrina recovery	2 days	Chief Operating Officer and Communications Director	Staff of 14	Knowledge of HUD regulations	No change	Yes	Yes	Yes	Medium	None
Administration of Community Services division's Federal and state funds	2 days	Federal funds, Bureau Managers; State funds, Bureau Managers	Staff of 26	Knowledge of HUD regs & state regulations	No change	Yes	Remote access to network files	Yes	Low	None
Administration of Financial Resources division loans and grants	2 days	Division director and staff	Staff of 7	Legislative knowledge & tax laws	No change	Yes	Yes	Yes	Low	None

¹⁰ See exposure risk guidance following worksheet.

Mississippi Development Authority					Jennifer Sledge 601-359-2981					
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ¹⁰	11. Protective measures for personnel in use &/or needed
Administration of Global division projects, including services to prospects, clients and communities	2 days	Division director and project managers	Staff of 22	Knowledge of existing projects	No change	Yes	Yes	Yes	Medium	None
Administration of Human Resources responsibilities to employees	2 days	All HR staff	Staff of 6	Workers comp laws, leave processing	Increase	Yes	Yes	Yes	Low	None
Maintenance of Information Technology capabilities	Available 24/7	All IT staff	Staff of 13	Knowledge of MDA network & applications	Increase	Yes	Yes	Yes	Low	None
Motor pool transportation, mail processing and ITS connectivity	2 days	Division director and staff	Staff of 5	Knowledge of MDA procedures	No change	Yes	No	Motor pool and mail at Woolfolk Building only	Low	None
Travel/Tourist Assistance to Mississippi travelers and project support for film office	2 days	13 Welcome Centers and Film Office	Welcome Centers staff of 55; Film Office staff of 4	No	Decrease	Yes	Welcome Centers, no; film office, yes	Welcome Centers, no; film office, yes	Medium	None

Mississippi Hospital Association										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
Provide assistance to hospitals to ensure activation and execution of their mass fatality management Annex.	24 hours	1.-Director Hospital Preparedness Program	Yes. Admin- Assistant, Project Coord-Special Project Assistant	Program Work Experience/knowledge	Increase	Hospital Emergency Operations Plan (EOP) Mass Fatality Management Plans	Yes; can be performed via telework or alternate location.	Yes, yet dependent upon utility power for communications resources.	Low	Social distancing, personal hygiene, and infection prevention strategies
Develop treatment center specific plans for receiving medical countermeasures.	24 hours	1.-Director Hospital Preparedness Program	Yes. Admin- Assistant, Project Coord-Special Project Assistant	Program Work Experience/knowledge	Increase	Mississippi State Department of Health (MSDH), Centers for Disease Control and Prevention (CDC), Strategic National Stockpile (SNS) plan	Yes; could be performed via telework or alternate location	Yes, yet dependent upon utility power for communications resources	Low	Social distancing, personal hygiene, and infection prevention strategies
Identify strategies to cope with patient surge.	24 hours	1.-Director Hospital Preparedness Program	Yes. Admin- Assistant, Project Coord-Special Project Assistant	Program Work Experience/knowledge	Increase	In Progress	Yes; could be performed via telework or alternate location	Yes, yet dependent upon utility power for communications resources	Low	Social distancing, personal hygiene, and infection prevention strategies

Mississippi Hospital Association										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
Report estimated number of patients hospitals can treat for pandemic influenza.	24 hours	1.-Director Hospital Preparedness Program	Yes. Admin-Assistant, Project Coord-, Special Project Assistant	Program Work Experience/knowledge	Increase	State Medical Asset Resources Tracking Tool (SMARTT) system	Yes; could be performed via telework or alternate location	Yes, yet dependent upon utility power for communications resources	Low	Social distancing, personal hygiene, and infection prevention strategies
Determine locations at each center for delivery of medical countermeasures and identify 24/7/365 Point of Contact (POC) for receiving materiel.	24 hours	1.-Director Hospital Preparedness Program	Yes. Admin-Assistant, Project Coord-, Special Project Assistant	Program Work Experience/knowledge	Increase	Mississippi State Department of Health (MSDH), Centers for Disease Control and Prevention (CDC), Strategic National Stockpile (SNS) plan	Yes; could be performed via telework or alternate location	Yes, yet dependent upon utility power for communications resources	Low	Social distancing, personal hygiene, and infection prevention strategies
Insure means of off-loading materiel, document transfer of custody and proper storage and inventory of materiel.	24 hours	1.-Director Hospital Preparedness Program	Yes. Admin-Assistant, Project Coord-, Special Project Assistant	Program Work Experience/knowledge	Increase	MSDH, CDC, SNS Plan	Yes; could be performed via telework or alternate location	Yes, yet dependent upon utility power for communications resources	Low	Social distancing, personal hygiene, and infection prevention strategies

Mississippi Hospital Association										
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Provide a Treatment Center Coordinator/ representative to the State Emergency Operations Center (SEOC) for the SNS Technical Advisory Unit.	24 hours	1.-Director Hospital Preparedness Program	Yes. Admin-Assistant, Project Coord-, Special Project Assistant	Program Work Experience/knowledge	Increase	Mississippi State Department of Health (MSDH), Centers for Disease Control and Prevention (CDC), Strategic National Stockpile (SNS) plan	Yes; could be performed via telework or alternate location	Yes, yet dependent upon utility power for communications resources	Low	Social distancing, personal hygiene, and infection prevention strategies
Follow all recommendations from CDC as communicated by the MSDH.	24 hours	1.-Director Hospital Preparedness Program	Yes. Admin-Assistant, Project Coord-, Special Project Assistant	Program Work Experience/knowledge	Increase	MSDH, CDC, SNS Plan	Yes; could be performed via telework or alternate location	Yes, yet dependent upon utility power for communications resources	Low	Social distancing, personal hygiene, and infection prevention strategies
Coordinate hospital preparedness for receiving medical countermeasures.	24 hours	1.-Director Hospital Preparedness Program	Yes. Admin-Assistant, Project Coord-, Special Project Assistant	Program Work Experience/knowledge	Increase	MSDH, CDC, SNS plan	Yes; could be performed via telework or alternate location	Yes, yet dependent upon utility power for communications resources	Low	Social distancing, personal hygiene, and infection prevention strategies

Mississippi Hospital Association										
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Utilize medical countermeasures received by the state for treatment of ill persons.	24 hours	1.-Director Hospital Preparedness Program	Yes. Admin-Assistant, Project Coord-, Special Project Assistant	Program Work Experience/knowledge	Increase	The MS State Department of Health (MSDH), Centers for Disease Control and Prevention (CDC), Strategic National Stockpile (SNS) plan	Yes; could be performed via telework or alternate location	Yes, yet dependent upon utility power for communications resources	Low	Social distancing, personal hygiene, and infection prevention strategies
Provide case-count, epidemiological intelligence and inventory information to the Treatment Center Coordinator within the SMD Technical Advisor Unit of the SEOC.	24 hours	1.-Director Hospital Preparedness Program	Yes. Admin-Assistant, Project Coord-, Special Project Assistant	Program Work Experience/knowledge	Increase	MSDH, CDC, SNS plan	Yes; could be performed via telework or alternate location	Yes, yet dependent upon utility power for communications resources	Low	Social distancing, personal hygiene, and infection prevention strategies
Provide Advocacy and consultation between the MSDH and individual hospitals and healthcare systems.	24 hours	1.-Director Hospital Preparedness Program	Yes. Admin-Assistant, Project Coord-, Special Project Assistant	Program Work Experience/knowledge	Increase	In Progress	Yes; could be performed via telework or alternate location	Yes, yet dependent upon utility power for communications resources	Low	Social distancing, personal hygiene, and infection prevention strategies

Mississippi Hospital Association										
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Essential Function	Recovery Time Objective (RTO)	Normally performed by: (position(s) and number of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	Standard Operational Procedures (SOPs) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use and/or needed
Fulfill After Action Report/Best Practices/Lessons Learned reporting requirements.	24 hours	1.-Director Hospital Preparedness Program	Yes. Admin-Assistant, Project Coord-, Special Project Assistant	Program Work Experience/knowledge; National Incident Management System (NIMS), Incident Command System (ICS) training	Increase	NIMS, ICS, Homeland Security Exercise and Evaluation Program (HSEEP) requirements	Yes; could be performed via telework or alternate location	Yes, yet dependent upon utility power for communications resources	Low	Social distancing, personal hygiene, and infection prevention strategies

Mississippi Emergency Management Agency								Contact: John Cox 601-933-6716		
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use &/or needed
Incident Command and Control	Immediate	1 Executive Director, 1 Chief of Staff, 1 Deputy Director, 1 Senior Attorney, 1 Executive Assistant	3 Office Directors	Yes - security clearance/access to all operating systems.	Increase	Yes	Alternate location and/or telework	Yes	High	Protective masks, hand sanitizer
Information Technology (IT) Connectivity	1 - 2 Hours	1 Lead Systems Administrator 1 Sr. Systems Administrator	1 Contract Worker	Yes - security clearance/access to all operating systems.	Increase	Yes	Alternate location and/or telework	Yes	High	Protective masks, hand sanitizer
Statewide Communications /State Warning Point	Immediate	1 Communications Bureau Director 1 Communications Supervisor 6 Emergency Tele - Communicators (ETC) II, 2 ETC I	(Rotational staff schedule provides continuous function 24/7)	Yes - security clearance/access to all communications systems, ability to compose and deliver concise and accurate written and verbal reports.	Increase	Standard Operating Guideline (SOG) in lieu of Standard Operating Procedure (SOP)	Alternate location – MACT Trailer x2 Mississippi Department of Public Safety/Mississippi Highway Patrol	Yes	Medium	Hand sanitizer Clorox wipes

Mississippi Emergency Management Agency								Contact: John Cox 601-933-6716		
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use &/or needed
Personnel & Property Accountability, Procurement and Payroll	Immediate	1 Office Director (DIR), 1 Human Resources Director, 1 Payroll and Travel DIR, 1 Accounting and Finance DIR, 1 Facilities/Fleet Manager (MGR), 1 Assistant Facilities MGR, 1 Purchasing and Accounts Payable Chief, 1 Receptionist	(More than 3 cross trained personnel) 1 Personnel Officer V, 1 Special Projects Officer IV, 1 Property Officer 1 Maintenance, 1 Purchasing Chief, 1 Receptionist	Yes - Statewide Automated Accounting Systems (SAAS), Statewide Payroll and Human Resource System (SPAHRS) and Webprocure proficient; security clearance/access to financial/personnel/procurement/ travel systems.	Increase	Yes	Alternate location and/or telework	Yes	Medium	Hand sanitizer

Mississippi Emergency Management Agency								Contact: John Cox 601-933-6716		
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use &/or needed
State Emergency Operations Center Functions	Immediate	Response Chief - 1 EM I - 6 Logistics Chief - 1 Bureau Director - 1 Area Coordinator - 9	Field Services Bureau Director-1 Communications Bureau Director-1 EM I - 1 Deputy Logistics Chief - 1 GIS Staff Officer-1	Yes - WebEOC proficient; ability to collect, evaluate and respond to information from the ESF leads within the SEOC and from Area Coordinators and local Emergency Managers.	Increase	Yes	No	N/A	High	Protective masks, hand sanitizer
Crisis Communication/ External Affairs	Immediate	External Affairs Chief - 1 Public Information Officer - 2	Governor's Office - 3 MEMA Executive Staff Officer-1	Yes - Ability to communicate (oral and written) effectively and accurately with external entities and the public; understanding of media outlets and personalities.	Increase	SOG in lieu of SOP	Alternate location and/or telework	Yes	High	Protective masks, hand sanitizer

Mississippi Pandemic Influenza Incident Annex

Mississippi Emergency Management Agency								Contact: John Cox 601-933-6716		
1. Essential Function	2. Recovery Time Objective (RTO)	3. Normally performed by: (position(s) and number of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/No; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. Standard Operational Procedures (SOPs) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use &/or needed
Situational Awareness	Immediate	Preparedness Chief - 1 Planning Section Chief - 1 EM I - 3 Training Section Chief - 1 GIS Coordinator - 1	Planning Section Chief-3 EM I - 3	Yes - WebEOC proficient; ability to collect, evaluate and disseminate information from the ESF leads within the SEOC, field teams, and through WebEOC; ability to support the incident through special projects, logs, Virtual Situation Room and Executive Summaries	Increase	Yes	Alternate location and/or telework	Yes	High	Protective masks, hand sanitizer
MACT Functions	12 hrs.	7 to 20 +	Yes	Yes	Increase	Yes	Yes - All	Yes	High	No
Maintaining EOC building during activation.	12 Hours	Office of Support Services personnel A-Shift -3 B-Shift - 2	Office of Support Services personnel A-Shift -1 B-Shift - 1	No	Increase	Yes, in Draft form	No. These personnel have to be in the building	No. These personnel have to be in the building	Medium	No. Antibiotics will be disbursed per the MDOH plan

Oil and Gas Board								Contact:		
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use &/or needed
Technical – Field Inspectors	Week	Field Inspector/ 7 positions normally perform this function across the state	Other Field Inspectors/ Supervisor O&G Board/Chief Engineer/UIC Coordinator	No	Decrease	O&G Board Statewide Rules	Verbal approvals can be given for certain work, but other work must be witnessed in the field	Certain work can be accomplished by telephone through verbal approvals	Medium/Job requires being outdoors daily with contact with general public	None
Senior Technical Staff	Week	O&G Supervisor – 1 Chief Engineer - 1 UIC Coordinator - 1	Senior Technical Staff back each other except for certain functions that are reserved for the Supervisor. Junior Technical Staff (2) can manage many functions.	Yes Engineering or Geology degrees and certifications	Decrease	O&G Board Statewide Rules	Verbal approvals can be given for certain work by telephone or email	Telephone/cell phone is available for public to contact staff	Low	None
Junior Technical Staff	Week	Environmental Administrator II – 2	Senior Technical Staff (3) can assume functions performed by Junior Technical Staff.	No	Decrease	Oil and Gas (O&G) Board Statewide Rules	Verbal approvals can be given for certain work by telephone or email	Certain work can be accomplished by telephone through verbal approvals	Low	None

Oil and Gas Board								Contact:		
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use &/or needed
Non-Technical Personnel providing Administration of Docket File Room and Production Sections	Week	Docket Administrator – 1 Administrative Assistant III - 9	Docket Administrator can be backed up by the Section Assistant. Senior/Jr Technical Staff and other Admin III from other Sections.	No	Decrease	Verbal Directions	No	No – Sections require actual physical access to data within sections that is being scanned but not available through the internet	Low – Minimal contact with public on walk-in basis only	None
IT Dept.	2 days	System administrators: Lead – 1 Senior – 2	ITS or would contractor with private sector	Yes Certain IT education or certification in current software/hardware	Neither	Equipment manuals and in-house training	Yes – for hosting internet and some in – house software programs	Yes – if budget and hardware are increased	Low	None
Accounting/HR	Week	Fin/Pers. Director – 1 Accountant Aud. – 2 Purchasing Clerk – 1	HR/Fin. Staff or private sector contractor	No	Increase for HR duties	Department of Finance and Administration (DFA) on-line procedures and in-house instructions	Yes with proper Statewide Automated Accounting System (SAAS) identifications	No secure link to SAAS system	Low	None

Office of State Aid Road Construction					Jim Maher 601-500-2388					
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ¹¹	11. Protective measures for personnel in use &/or needed
Coordinate with governor, DFA, MDOT, County Boards of Supervisors, County Engineers and OSARC Department Supervisors.	24 hours	Executive Director & Executive Assistant (2)	John Harper Jim Maher Brandi Stuart	No	Increase	Yes	Yes	Yes	Low/ Limited Interaction	None
Facilitate building access through MDOT and handle staffing issues.	24 hours	Administrative Services Director (1)	Carey Webb Marie Allbritton John Harper	No	Increase	Yes	Yes	Yes	Low/ Limited Interaction	None
Maintain Website, Computer Access, Email, Electronic Records and Data Security.	24 hours	Information Technology (3)	Jim Maher Robert Jenkins Alan Sang	Yes, technical skills, knowledge of networking, and working knowledge of cyber security.	Increase	Yes	Yes	Yes	Low/ Limited Interaction	None
Facilitate the processing of Payroll, Leave Benefit Issues, Accounts Payable and Receivable, Purchasing,	24 hours	Accounting Department (6)	Brandi Stuart Stephany Brown Heather Thomas	No	Same	Yes	Yes	Yes	Low/ Limited Interaction	None

Office of State Aid Road Construction					Jim Maher 601-500-2388					
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ¹¹	11. Protective measures for personnel in use &/or needed
Fleet and Assets.										
Review and approve project estimates for payment and approve contract documents.	1 week	Contracts Department (3)	John Bond Deryl Brown Sandy Mohr	No	Decrease	Yes	No	No	Low/ Limited Interaction	None
Maintain communication with counties regarding construction projects.	24 hours	District Engineers (8)	Carey Webb All are cross trained to back up each other	Yes. Must be a licensed P.E.	Increase	Yes	Yes	Yes	Medium	None
Maintains in house files and insure proper mail delivery.	1 week	Records Division (2)	Chetena Wiley Tiffany McGee Stephany Brown	No	Same	Yes	No	No	Medium	None
Maintain communication with Federal Agencies, Counties and Bridge Consultants (Bridge information only)	24 hours	Bridge Division (8)	David Barrett Johnny Neal Fred Hollis	No	Same	Yes	Yes	Yes	Low/ Limited Interaction	None

Board of Pharmacy										
										Contact: Frank Gammill 601-605-5388
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High	11. Protective measures for personnel in use &/or needed
Licensing Permitting registration	2 weeks	2 personnel	Office Manager over licensing	No	Same	Yes	Theoretically	Would require logistical coordination of confidential info from office to off site, as well as technology purchases and upgrades	Low	Vaccine
Inspections routine	1 month	Compliance Agents, Sr: 4 positions	Executive Director, Compliance Officers: 3 total	Yes: RPh	Decrease	Yes	No	No	High	Possibly needed (vaccine, masks, gloves)
Investigations	ASAP	Compliance Agents, Sr; Compliance Officers: 6 total	Executive Director, Compliance Agents, Sr, and Compliance Officers	Yes: RPh	Same	Yes	No	No	High	Possibly needed (vaccine, masks, gloves)

Board of Pharmacy										Contact: Frank Gammill 601-605-5388
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	SOP(s) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Licensing, Temporary (Emergency)	ASAP	Compliance Officer s		Yes: RPh	Increase	Yes	Theoretically	Would require logistical coordination of confidential info from office to off site, as well as technology purchases and upgrades	Low	Vaccine

Department of Public Safety										Contact: Delaine Stacy 601-420-6342
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	SOP(s) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Patrol/ops	Immediate	Troopers 550	Yes	Yes, LEO	Increase	Partial	No	No	Very High	No but needed
Dispatch	Immediate	Dispatchers 45	No	Yes BETST	Increase High	Yes	Yes	No	High	No but needed
Comms	Immediate	3 techs	No	No	Increase	No	Yes Alternate location	No	Very High	No but needed
Driver License	72 hours	40 DL clerks	No	No	Same	No	Partial	No	Very High	No but needed
Admin services	72 hours	40	No	Yes few positions	Increase	No	Yes	No	High	No but needed
MBI/ivest	12 hours	35	No	Yes	Increase	No	No	No	High	No but needed

Department of Rehabilitation Services										Contact: Bobby Wicker 601-853-5345
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	SOP(s) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Crisis Management Declares any emergency and activates the M-CERP. Directs response & recovery Teams.	Immediate	Executive Director	Yes (3)	No	Increase	Yes	Yes. Both	Yes	Low	Yes
Continuity Agency Operations	<48 hours	HRD Director	Yes (2)	No	Increase	Yes	Yes	Yes	Low	Yes
Communication	<24 hours	Communications Director	Yes (2)	No	Increase	Yes	Yes	Yes	Low	Yes
Evacuation	<24 hours	Chief of Staff	Yes (2)	No	Increase	Yes	Yes	Yes	Low	Yes
Liaison	As needed	Communications Director	Yes (2)	No	Increase	Yes	Yes	Yes	Low	Yes
Resources	48 hours	Chief of Staff	Yes (3)	No	Increase	Yes	Yes	Yes	Low	Yes

Department of Rehabilitation Services										Contact: Bobby Wicker 601-853-5345
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	SOP(s) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Restoration	48 hours	IT Director	Yes (3)	No	Increase	Yes	No	Must be performed on-site	High	Yes
Special Response	48 hours	Emergency Management Officer	Yes (3)	No	Increase	Yes	No	Must be performed on-site	Very High	Yes

Mississippi Department of Revenue										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	SOP(s) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ¹²	Protective measures for personnel in use &/or needed
Admin Services Processing – Making sure money is deposited as fast as possible	2 days	20 – DP – Data Entry Operator	Everyone backs up each other	No	Same	No	No	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies
Admin Services Accounting/Payroll- Collected money deposited as fast as possible	2 days	TC – Tax Accountant	Everyone backs up each other	No	Same	No	Yes	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies
Admin Services Sales Tax- City Diversion and General Fund collections	3 days	TC – Tax Accountant	Everyone backs up each other	No	Same	No	Yes	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies
Admin Services Income Tax-GF Collections And Refunds	7 days	TC – Tax Accountant	Everyone backs up each other	No	Same	No	Yes	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies

Mississippi Department of Revenue										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	SOP(s) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ¹²	Protective measures for personnel in use &/or needed
Admin Services Petroleum Tax – MDOT Collections	7 days	TC – Tax Accountant	Everyone backs up each other	No	Same	No	Yes	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies
Admin Services Motor Vehicle Licensing- County support and diversions	2 days	TC – Tax Accountant	Everyone backs up each other	No	Same	No	Yes	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies
Admin Services Title- GF Collections	2 days	DP- Data Entry Operator TC – Tax Accountant	Everyone backs up each other	No	Same	No	No	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies
Admin Services Miscellaneous Tax- GF Collections and City/County Diversions	2 days	TC – Tax Accountant	Everyone backs up each other	No	Same	No	No	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies

Mississippi Department of Revenue										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	SOP(s) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ¹²	Protective measures for personnel in use &/or needed
Admin Services Alcohol Beverage Control- GF Collections & Wine/Spirits Shipments	2 days	TC – Tax Accountant	Everyone backs up each other	No	Same	No	No	No, work must occur in the warehouse	Medium	Hand sanitizers, surgical masks, related sanitary supplies
Human Resources New Hire- Just in Time training	3 days	Personnel Officer IV	3 other HR staff members crossed trained	No	Same	Yes	No	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies
Human Resources Employee Terminations	14 days	Personnel Officer IV	3 other HR staff members crossed trained	No	Same	Yes	No	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies
ABC Enforcement Background investigations on new businesses	14 days	22 ABC Agents	Agents in other areas of state would be temporarily re-assigned	Yes Law Enforcement	Same	Yes	No	No, Agent must go to location where permit will be issued	Medium	Vaccine, surgical masks, sanitary supplies
ABC Enforcement Service of Commission Orders	1 day	22 ABC Agents	Agents in other areas of state would be temporarily re-assigned	Yes Law Enforcement	Same	Yes	No	No, Agent must go to location to serve order	Medium	Vaccine, surgical masks, sanitary supplies

Mississippi Department of Revenue										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	SOP(s) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ¹²	Protective measures for personnel in use &/or needed
ABC Enforcement Agent's M.E.M.A. ESF 13 status (could be activated by Governor)	1 day	22 ABC Agents	Available agents would respond	Yes Law Enforcement	Same	Yes	No	No, Agent must be present at location	Medium	Vaccine, surgical masks, sanitary supplies, food water, hotel
ABC Enforcement Public Safety	1 day	22 ABC Agents	Agents in other parts of the state would have to respond to geographic location	Yes Law Enforcement	Same	Yes	No	No, Agent must be present at location	Medium	Vaccine, surgical masks, sanitary supplies
ABC Enforcement Review ABC permit applications and administer issuance of permits	7 days	Permit personnel	None	No	Same	Yes	No	Yes	Medium	Surgical masks, sanitary supplies
OIT – Ensure network connectivity	2 days	4 - Systems Administrators	2 system managers	Microsoft Server, LAN knowledge	Same	Yes	Yes	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies

Mississippi Department of Revenue										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	SOP(s) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ¹²	Protective measures for personnel in use &/or needed
OIT – Ensure EC Deposit	2 days	1 Programmer Analyst	1 Systems Administrator or 1 Programmer Analyst	No	Same	Yes	Yes	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies
OIT – Technical support for DRDC deposit	2 days	1 Programmer Analyst 1 Lead Systems Administrator	1 Systems Administrator or 1 Programmer Analyst	SQL	Same	Yes	Yes	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies
OIT – Ensure DRDC environment is operational	2 days	4 – Programmer Analyst	1 Systems Administrator or 1 Programmer Analyst	SQL	Same	Yes	Yes	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies
OIT – Ensure essential tax applications are operational (MARS)	2 days	4 – Programmer Analyst	4 – Programmer Analyst	COBOL, CICS, Java, VB, NET	Same	Yes	Yes	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies
OIT – Ensure Web Services are operational	2 days	4 – Programmer Analyst	1 Systems Administrator or 1 Programmer Analyst	No	Same	Yes	Yes	Yes	Medium	Hand sanitizers, surgical masks, related

Mississippi Department of Revenue										
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Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	SOP(s) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ¹²	Protective measures for personnel in use &/or needed
										sanitary supplies
OIT – Ensure telephone system is operational	2 days	1 administrative assistant	2 System Administrators	No	Same	Yes	Yes	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies
OIT – Ensure title network is operational	2 days	1 – Programmer Analyst	1 Lead Programmer Analyst 1 Programmer Analyst	COBOL, CICS	Same	Yes	Yes	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies
Executive – Administrative Support	1 day	Associate Commissioner	Yes (2)	No	Increase	No	Partial	Partial	Medium	Hand sanitizers, surgical masks, sanitary supplies
Executive – Decision Making	1 day	Commissioner	Yes (5)	No	Increase	No	Partial	Yes	Medium	Hand sanitizers, surgical masks, related sanitary supplies

Mississippi Department of Revenue										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
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Executive-Communications	1 day	Director of Communications	Yes (5)	No	Increase	No	Partial	Partial Yes	Medium	Hand Sanitizer and tissues
Executive – Review Board Hearing	30 days	Office Director – Review Board	Yes (2)	No	Same	No	Partial	Partial	Medium	Hand sanitizers, surgical masks, related sanitary supplies
Revenue-Process Returns	2 Days	17 Tax Processors 38 Tax Revenue Analysts 6 Tax Auditors	Everyone backs up each other	No	Same	No	Partial	Partial	Medium	Hand Sanitizers' surgical masks, related sanitary supplies
Revenue-Business Authorization – Permits processing	1 Day	Tax Processors Tax Revenue Analysts	Everyone backs up each other	No	Same	No	Partial	Partial	Medium	Hand Sanitizers' surgical masks, related sanitary supplies
Revenue-Diversions, Check-offs, & Refunds	2 Days	Tax Revenue Analysts	Everyone backs up each other	No	Same	No	Partial	Partial	Medium	Hand Sanitizers' surgical masks, sanitary supplies

Contact: Jeffrey Bynam 601-923-7477 & Kathy Waterbury 601-923-7406

Mississippi Department of Revenue										
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	SOP(s) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ¹²	Protective measures for personnel in use &/or needed
Revenue-Register	3 Days	3 Tax Processors 6 Tax Revenue Analysts	Everyone backs up each other	No	Same	No	Partial	Yes	Medium	Hand Sanitizers' surgical masks, sanitary supplies

The MS Department of Revenue has 7 District Offices across the state that can perform the majority of agency's function if needed.

Mississippi State Personnel Board						Contact: Shawn McGregor				
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High¹³	11. Protective measures for personnel in use &/or needed
Internal accounting functions such as payroll, purchasing, travel, contract worker payroll	12 hours or next business day	Administrative Services (1)	Administrative Services Staff (3)	knowledge of and access to accounting software and procedures	increase	yes	yes - alternate location and telework if internet connectivity	yes	low	Hand sanitizers, social distancing
Communications	12 hours or next business day	Communications Director (1)	Database Administrator; Deputy Director	knowledge of MSPB website CMS	increase	no	yes - alternate location and telework if access to Internet and MSPB server	yes	low	Hand sanitizers, social distancing
SPAHRs transactions	12 hours or next business day	HCCP Consultants (13)	HCCP Consultants (13)	knowledge of SPHARS software and procedures	increase	yes	yes - alternate location if access to SPAHRs	yes	medium	Hand sanitizers, social distancing
NEOGOV transactions	12 hours or next business day	Career Counseling Center (1)	Career Counseling Center (3)	knowledge of NEOGOV software and procedures	increase	yes	yes - alternate location if access to NEOGOV	yes	high	Hand sanitizers, social distancing

Mississippi State Personnel Board						Contact: Shawn McGregor				
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	SOP(s) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High ¹³	Protective measures for personnel in use &/or needed
Web based training	12 hours or next business day	Office of Workforce Development (1)	Office of Workforce Development (3)	Knowledge of Audacity webcast software; training certifications	need for HRCP training may increase; MSPB may serve as a resource for other agencies	no	yes - telework and alternate location	yes	high	Hand sanitizers, social distancing
Network administration and connectivity	12 hours or next business day	Office of Information Technology (1)	Office of Information Technology (3)	IT credentials as designated by OIT, MMRS, and ITS	increase	yes	yes - alternate location and telework if internet connectivity	yes	low	Hand sanitizers, social distancing
Personal service contract approval	12 hours or next business day	PSCRB Staff (6)	PSCRB Staff (6)	knowledge of and access to State accounting software	increase	yes	yes - alternate location and telework if internet connectivity	yes	low	Hand sanitizers, social distancing

Mississippi State Personnel Board						Contact: Shawn McGregor				
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
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Employee appeals processes	12 hours or next business day	EAB Staff (1)	EAB Staff (2); Chief of Staff	no	increase	yes	yes - alternate location and telework if internet connectivity	yes	medium	Hand sanitizers, social distancing

Mississippi Department of Transportation										
										Contact: Bob Chapman 601-359-7122
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	SOP(s) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
INFORMATION SYSTEMS	24 hours	80	YES	YES – SECURITY CLEARANCE	INCREASE	YES	ALTERNATE	YES	LOW	NO
FINANCIAL MANAGEMENT	72 hours	50	YES	NO	INCREASE	YES	ALTERNATE	YES	LOW	NO
CONTRACT ADMINISTRATION	72 hours	20	YES	NO	SAME	YES	ALTERNATE	YES	LOW	NO
PROCUREMENT	48 hours	11	YES	NO	INCREASE	YES	ALTERNATE	YES	LOW	NO
FACILITY & RECORDS MANAGEMENT	72 hours	35	YES	NO	INCREASE	YES	ALTERNATE	YES	LOW	NO
ENFORCEMENT (20 per District & 10 in Jackson)	48 hours	130	YES	YES – SWORN OFFICER	INCREASE	YES	ALTERNATE	YES	LOW	NO
DISTRICT MAINTENANCE (6 Districts @ 50 per District)	48 hours	300	YES	NO	INCREASE	YES	ALTERNATE	YES	LOW	NO

Mississippi Veterans Affairs Board					Randy Reeves 601-576-4850					
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ¹⁴	11. Protective measures for personnel in use &/or needed
Claims Division: Provide free advice and guidance to Veterans and dependents regarding VA claims, casework, hearings appeals, and discharge upgrades.	3 days	Director of Claims Division and 6 Veteran Service Officers	Director of Claims, Outreach Coordinator and Veteran Service Officer	Yes, Accreditation through Veteran Service Organizations	Same	No	Yes	No	Medium	No
Nursing Home Division: Provide 24 hour skilled nursing home care for 600 eligible Veterans and spouses.	0 days	Administrative staff, Nurses, Direct Care Workers	Administrator, Director of Nurses, Assistant Administrator	Yes, licenses and certifications	Increase	Yes	No	No	High	Protective masks and gowns
SAA Division: Approves new programs of education and training at universities, community colleges, votech schools, on the job training programs, etc. for GI Bill education eligibility.	5 days	SAA Director and Veteran Service Officer	SAA Director and Veteran Service Officer	No	Same	Yes	No	No	Medium	No

Mississippi Veterans Affairs Board					Randy Reeves 601-576-4850					
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ¹⁴	11. Protective measures for personnel in use &/or needed
Cemetery Division: Provides burial for eligible Veterans and dependents in the Mississippi Veterans Memorial Cemetery.	3 days	Cemetery Director, Cemetery Representative and maintenance staff.	Cemetery Director, Cemetery Representative and Physical Plant Director	No	Increase	Yes	No	No	High	No
Administration	1 day	Executive Director, Division Directors and support staff	Executive Director, Director of Operations, Accounting and Finance Director	No	Same	Yes	Yes	Yes	Low	No

Mississippi Department of Wildlife, Fisheries and Parks					Scottie Jones					
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High¹⁵	11. Protective measures for personnel in use &/or needed
Executive Coordinate with Governor, State Health Officer, Mississippi Emergency Management Agency, agency directors, and other officials to facilitate execution of any emergency powers delegated by the Governor.	<24 hours	Executive Director	Deputy Director (4) Directors	No	increase	yes	yes	yes	low	Just routine personal protection as the general public practices for the flu season.
Law Enforcement	immediate	202 officers	All officers are trained to continue function in the need of an absence	Yes/Leo	increase	Yes	No	NO	Very High	No but needed

Mississippi Department of Wildlife, Fisheries and Parks					Scottie Jones					
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ¹⁵	11. Protective measures for personnel in use &/or needed
Wildlife Bureau (WMAs)	5 to 7 days	3 coordinators, 5 wma biologists, 3 supervisors, 29 wma managers	Coordinator , wma biologist, wma manager	no	decrease	yes	no	no	medium	Just routine personal protection as the general public practices for the flu season.
Fisheries Bureau (State Lakes)	10 days	State Lake Manager (17 positions & 20 personnel)	State Lake Supervisor State Lake Coordinator Regional Biologists	No	Decrease	Yes	No	No	High	Just routine personal protection as the general public practices for the flu season.
NMFH Visitor Education Center	10 days	3 positions and 3 personnel	Hatchery Manager Hatchery Coordinator Regional Biologists	No	Decrease	Yes	No	No	High	Just routine personal protection as the general public practices for the flu season.

Mississippi Department of Wildlife, Fisheries and Parks					Scottie Jones					
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ¹⁵	11. Protective measures for personnel in use &/or needed
Parks (25 State Parks)	Immediate	Approximately 115 park employees	Only at 12 State parks Park Administrators Park Managers Assist Managers/ Rangers.	Yes, Knowledge of Parks and Recreation	Decrease	Yes	Some functions can be performed at alternate location	Some. Computer & telephone based operations can be conducted at alternate locations	High	Just routine personal protection as the general public practices for the flu season.
Communications (Dispatch)	Cannot go without this service	At least one dispatcher required for each shift. This is a 24x7x365 operation.	All dispatchers are cross-trained.	1 month training required to work without supervision.	Increase	Yes	Yes	Yes	Medium	Just routine personal protection as the general public practices for the flu season.
Support Services	Minimum of 24 hrs	Accounts Payable/Purchasing Supervisor (1) Support Personnel Assigned (8) Revenue/Reporting Supervisor (1)	Accounts Payable/Purchasing Yes Revenue & Reporting Yes Asset Management	No	Same	yes	yes	yes	Low	Just routine personal protection as the general public practices for the flu season.

Mississippi Department of Wildlife, Fisheries and Parks					Scottie Jones					
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ¹⁵	11. Protective measures for personnel in use &/or needed
		Support Personnel Assigned (4) Asset Management Supervisor (1) Support Personnel assigned (4)	s Ye							
Operation of the MDWFP - Museum of Natural Science	1 month	Museum Director & Museum Assistant Director	Education Coordinator , Heritage Coordinator , Research Coordinator	No	Decrease	No	No	No	Low	Just routine personal protection as the general public practices for the flu season.
LICENSE Processing Boat registrations; Hunting/fishing licenses	Between 2-5 days	13 employees (Responsible of customer service calls also)	Everyone in the department is crossed trained.	No	decrease	Yes	We currently have a total of 450 agents statewide responsible for selling hunt/fish licenses and the renewal of boats. Walmart, Academy Sports, Bass	Yes	Very High	Hand sanitizer Wipes Lysol Gloves Mask

Mississippi Department of Wildlife, Fisheries and Parks					Scottie Jones					
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ¹⁵	11. Protective measures for personnel in use &/or needed
							Pro. Etc. We also have an internet portal, mobile application and a toll free 1800 number to purchase a hunt/fish license or renew a boat.			
Human Resources	<24 hours	Director (1) Assistants (8)	Yes, each position can be filled by another assistant.	No	increase	yes	yes	yes	low	Just routine personal protection as the general public practices for the flu season.
Information Technology (IT)	1 Week	Managers (2) Network Adms (2) Developers (2) Operations (1)	Senior Business Systems Analyst Program Analyst II Projects Officer IV	Must meet State Personnel Board requirements for the position title.	Same	Yes	Very limited Network Adm services can be performed remotely.	Yes	Medium	Just routine personal protection as the general public practices for the flu season.
Operation of Regional Offices	<24 hours	LE Major (1) LE Captain (1)	Yes, Positions can be filled by	NO	same	yes	yes	yes	high	No

Mississippi Department of Wildlife, Fisheries and Parks					Scottie Jones					
1. Essential Function	2. Recovery time objective (RTO)	3. Normally performed by: (position(s) & # of personnel)	4. Three backup personnel cross-trained to continue function	5. Special credentials needed to perform? Yes/no; if yes, please state	6. Is pandemic event likely to increase or decrease need for service/function?	7. SOP(s) Available?	8. Can be performed via telework or alternate location? (specify which)	9. Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	10. Exposure risk to novel influenza: Low, Medium, High, Very High ¹⁵	11. Protective measures for personnel in use &/or needed
		LE Supervisor (1) LE officer (1) Admin Assistant (1)	another LE Captain, Supervisor, or Officer							

Wireless Communication Commission										Contact: Lana Nicks 601-359-5126
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
Essential Function	Recovery time objective (RTO)	Normally performed by: (position(s) & # of personnel)	Three backup personnel cross-trained to continue function	Special credentials needed to perform? Yes/no; if yes, please state	Is pandemic event likely to increase or decrease need for service/function?	SOP(s) Available?	Can be performed via telework or alternate location? (specify which)	Are resources available to conduct the function via telework or alternate location? (if no, identify gaps)	Exposure risk to novel influenza: Low, Medium, High, Very High	Protective measures for personnel in use &/or needed
Deployment of Communications Equipment	Immediate	Systems Technician (3)	**3	Yes-System Key Access & Training Required	Increase	Yes-Updates Ongoing	No	No-Closed Network	High	Hand Sanitizer; Masks
Manage Emergency Communications	Immediate	Systems Technician (3)	**2	Yes-Training Required	Increase	Yes-Not Written	Yes-ICS205	Yes	Medium	Hand Sanitizer; Masks
Network Management	Immediate	Systems Technician (1)	**2	Yes-Motorola Training Required	Increase	Yes	Yes-@ Master Sites	Yes	Medium	Hand Sanitizer; Masks
Site Maintenance	Immediate	Systems Technician (3)	**5	Yes-ID and Site Access	No Affect	Yes	No	No	High	Hand Sanitizer; Masks
Deployment of Site(s) on Wheels (MSOW/SOWS)	*6-12 Hours	Systems Technician (3)	**2	Yes-Training and Site Access	No Affect	Yes	No	No	High	Hand Sanitizer; Masks

*Depends on distance to location

**Other agency/vendor/sub-contractor staff as available

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Attachment A Section II A.b: Human Resources (HR) Policies in a Pandemic

Policy/program	Pandemic Issue	Current law & policy references <i>SPB = State Personnel Board Policy and Procedures Manual, 2008</i>
Sick leave	Employees must use personal or compensatory leave for first day before sick leave. Should this also be applicable in pandemic?	<p>SPB 7.22 Leave “Employees, including part-time employees, shall be granted leave as provided in §25-3-91, et. seq., §25-9-125, §33-1-19, and §33-1-21, Mississippi Code of 1972, Annotated, as amended. No other kind of leave may be granted.”</p> <p>“...Employees are encouraged to use earned personal leave. Personal leave may be used for vacations and personal business as authorized by the appointing authority and shall be used for illnesses of the employee requiring absences of one (1) day or less. Accrued personal or compensatory leave shall be used for the first day of an employee's illness requiring his/her absence of more than one (1) day.”</p>
Sick & personal leave	Need for leave to care for ill family members	<p>Medical leave can be used, if employee has leave available, to care for ill family members.</p> <p>SPB 7.22.3 Major Medical Leave “...Major medical leave may be used for the illness or injury of an employee or member of the employee's immediate family as defined in § 25-3-95, Mississippi Code of 1972, Annotated, as amended, only after the employee has used one (1) day of accrued personal or compensatory leave for each absence due to illness or leave without pay if the employee has no accrued personal or compensatory leave.”</p> <p>“...Accrued personal or compensatory leave may also be used for an illness in the employee's immediate family as defined in § 25-3-95, Mississippi Code of 1972, Annotated, as amended.”</p> <p>A. Exhaustion of Major Medical Leave An employee is entitled to use all accrued major medical leave for recuperation from illness. In cases of illness or disability exhausting available major medical leave, the employee may be allowed to charge the excess days against accumulated personal leave or compensatory time earned by the employee. If all major medical and personal leave have been exhausted and the employee is eligible to receive and has received donated leave, the donated leave may be used. If all accumulated major medical leave, personal leave, and compensatory time have been used, employees are subject to a pro-rata deduction from their salaries for the length of time or number of days in excess of accumulated leave.”</p> <p>See eligibility for donated leave below (only for catastrophic illness).</p>

Policy/program	Pandemic Issue	Current law & policy references <i>SPB = State Personnel Board Policy and Procedures Manual, 2008</i>
Leave not available & leave pool	Leave policy when no leave is available (leave pool used only in case of catastrophic event/illness?)	<p>Influenza is not considered a catastrophic illness under state policy, and so catastrophic leave pool is not applicable.</p> <p>SPB 7.22.4 Donated Leave for Catastrophic Injury or Illness</p> <p>“...Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries are not catastrophic.”</p> <p>...F. Beginning March 25, 2003, the maximum period that an employee may use donated leave without resuming work at his/her place of employment is ninety (90) days, which commences on the first day that the recipient employee uses donated leave.”</p>
Well essential employee	<p>Can employee who performs essential function take personal leave (can agency deny) if he/she is well but does not want to come to work for fear of exposure?</p> <p>If no personal leave available, can employee take sick leave or Leave Without Pay?</p> <p>Can agency terminate employment if essential employee refuses to come to work?</p>	<p>Personal leave is subject to the approval of the agency/department.</p> <p>SPB 7.22.2 Personal Leave</p> <p>“Personal leave shall be administered as provided in § 25-3-93 and 25-3-97, Mississippi Code of 1972, Annotated, as amended.” ... “Employees are encouraged to use earned personal leave. Personal leave may be used for vacations and personal business as authorized by the appointing authority and shall be used for illnesses of the employee requiring absences of one (1) day or less.”</p> <p>...” The time for taking personal leave, except when such leave is taken due to an illness, shall be determined by the appointing authority of the agency in which such employees are employed.”</p> <p>Leave of absence without pay also is subject to approval by the agency/department. SPB 7.22.7.</p> <p>Failure to report to work at the times designated by the agency/department is a violation of the Standards of Employee Conduct. SPB 7.40.1.</p> <p>Under SPB 9.10.B, failure to report for work and subordination are Group Two offenses, which can be “disciplined by written reprimand and/or suspension without pay not to exceed five (5) working days. Two (2) Group Two reprimands within a one (1) year period may result in demotion or dismissal.”</p>

Policy/program	Pandemic Issue	Current law & policy references <i>SPB = State Personnel Board Policy and Procedures Manual, 2008</i>
Family Medical Leave Act of 1993 (FMLA)	Can FMLA be used in pandemic? Is there consistency across agencies on how administered?	<p>It is possible that the Family and Medical Leave Act of 1993 is applicable in a pandemic but on a case-by-case basis - only if the influenza creates a serious health condition. The FMLA defines a “serious health condition” as “an illness, injury, impairment, or physical or medical condition” that involves either “inpatient care in a hospital, hospice, or residential medical care facility; or ... continuing treatment by a health care provider.” 29 U.S.C. §2611(11). If other FMLA eligibility requirements are met (see below), an employee who develops a serious medical condition as a result of influenza may qualify for FMLA coverage. It is unlikely that most otherwise healthy employees who get sick with influenza will meet the “serious health condition” standard. The same standard applies with regard to application of FMLA to care for ill family members.</p> <p>See SPB 7.91.3(J) for state definition specifics (e.g., for serious health condition, must be sick three consecutive days and see medical professional, as defined, two or more times, or continuing treatment, for the condition). Certification by a qualified medical professional is required.</p> <p>The FMLA allows for up to 12 workweeks of leave in cases in which it is applicable; however, it does not guarantee that it will be paid leave. An employer can require the employee to use vacation or sick leave for the leave; if the employee does not have leave, then employee is likely granted unpaid leave.</p> <p>SPB 7.91.4 Eligibility An eligible employee is one who has been employed by the state for at least a total of twelve (12) months, and has worked for at least 1,250 hours over the prior twelve (12) months.</p> <p>SPB 7.91.5 Entitlement FMLA entitles eligible State employees to take up to twelve (12) weeks of unpaid, job-protected leave during any twelve (12) month period for any one or more of the following family and medical reasons: ...</p> <p>C. To care for an immediate family member with a serious health condition;</p> <p>D. Because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his/her job.</p>

Policy/program	Pandemic Issue	Current law & policy references SPB = <i>State Personnel Board Policy and Procedures Manual, 2008</i>
		SPB 7.91.12 Maintenance of Benefits... B. Health Insurance An agency is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken, and on the same terms as if the employee had continued work. See other SPB 7.91 subsections for other FMLA details.
Administrative leave	Policy is:	SPB 7.22.6 Administrative Leave “In accordance with § 25-3-92 (2), Mississippi Code of 1972, Annotated” “B. The Governor or the appointing authority may grant administrative leave with pay to state employees on a local or statewide basis in the event of extreme weather conditions or in the event of a manmade, technological, or natural disaster or emergency.” ~~ “C. The appointing authority may grant administrative leave with pay to any employee who is a certified disaster service volunteer of the American Red Cross who participates in specialized disaster relief services for the American Red Cross in this state and in states contiguous to this state when the American Red Cross requests the employee's participation. Administrative leave granted under this paragraph shall not exceed twenty (20) days in any twelve (12) month period. An employee on leave under this paragraph shall not be deemed an employee of the state for the purposes of workers' compensation or for purposes of claims against the state allowed under § 25-3-92, Mississippi Code of 1972, Annotated, as amended. As used in this paragraph, the term "disaster" includes disasters designated at Level II and above in the American Red Cross national regulations and procedures. <i>Possible action needed: Clarification via legislative amendment or Attorney General opinion may be beneficial to specify that a declared pandemic is considered an emergency under §25-3-92. No reference to Level II disaster was found in American Red Cross materials available at www.redcross.org, so the reference in subparagraph C. is likely out of date and of limited value.</i>

Policy/program	Pandemic Issue	Current law & policy references <i>SPB = State Personnel Board Policy and Procedures Manual, 2008</i>
Leave & insurance	If employee has exhausted leave time and is out, does this impact insurance coverage?	<p>Health insurance benefits are addressed in the State Employee and Teacher Health Plan, available from the Office of Insurance in the Department of Finance and Administration.</p> <p>If an employee is no longer receiving pay from his employer and has been approved for a leave of absence without pay, health insurance coverage can be extended for up to 12 months for both the employee and his/her covered dependents. If an employee is placed on involuntary furlough without pay, coverage can be continued until the employee returns from furlough to full-time employment. In these instances, the employee should contact his/her agency/department's Human Resources office for details. State Employee and Teacher Health Plan, p. 56.</p> <p>SPB Policy # 7.20 Benefits</p> <p>Except for rulemaking authority in the area of leave, the State Personnel Board does not have the authority to make rules regarding the administration of benefits for state employees. Citations of Mississippi Code of 1972, Annotated, as amended, are provided to help users find the applicable laws.</p>
Doctor's note	Agencies require a doctor's note if illness/out of work exceeds 32 hours.	<p>SPB 7.22.3 Major Medical Leave</p> <p>"....For each absence due to illness of thirty-two (32) consecutive working hours (combined personal leave and major medical leave) major medical leave shall be authorized only when certified by their attending physician."</p> <p><i>Possible action needed: Modification of policy requiring doctor's note in a declared pandemic (broadening to allow certification by other qualified healthcare professional or waived altogether), or clarification that certification can be provided by fax or other remote means.</i></p>

Policy/program	Pandemic Issue	Current law & policy references <i>SPB = State Personnel Board Policy and Procedures Manual, 2008</i>
Non-pharmaceutical interventions	Can the state tell workers they have to stay home? What leave policies then apply?	<p>Yes. See Administrative Leave above.</p> <p>SPB 7.22.7.A Leave of Absence <i>(in addition to other leave policies)</i></p> <p>§ 25-3-93 (2), Mississippi Code of 1972, Annotated, as amended, provides that an employee may, upon written application to and in the discretion of the appointing authority, obtain a leave of absence without pay not to exceed twelve (12) months, without forfeiting previously accumulated continuous service.</p> <p>The State Employee Handbook, p. 34, states, "Leave without pay is employee leave taken in the absence of paid leave. Leave without pay must be authorized by the appointing authority. When a state government employee is on leave without pay, it is the employee's responsibility to pay the employee and employer portion, if any, of all insurance premiums the employee wishes to continue. In order to continue insurance coverage while out on leave without pay, the employee should contact his/her human resources director.</p>
Flu-like symptoms	Is there a state policy for when to report/not report to work regarding flu-like symptoms?	No current state policy. Guidance is provided to state agencies by the Mississippi State Department of Health and Centers for Disease Control and Prevention based on influenza strain.
Leave /telework combination	Telework when the person still shows symptoms and knows he is ill but can work at his home: what is the interaction of both with regard to leave usage and cessation of taking leave?	<p>Telework and leave allocation are at the discretion of the employing agency/department.</p> <p>SPB 7.21.2 Employee Work Schedules</p> <p>"...The appointing authority may develop modified work schedules providing for flextime or compressed work schedules." Flextime" is a schedule that offers employees a choice, within limits, to vary their arrival and departure times from work. A "compressed work schedule" allows an employee to complete the forty (40) hour workweek requirements in less than the usual five (5) workdays a week."</p>

Policy/program	Pandemic Issue	Current law & policy references SPB = <i>State Personnel Board Policy and Procedures Manual, 2008</i>
Return to work	Doctor's note needed/sufficient?	<p>Doctor's note not needed to return to work. Employees are to follow the Mississippi State Department of Health and Centers for Disease Control and Prevention guidance. Doctor's note/certification is required for documenting sick leave.</p> <p>SPB 7.22.3 Major Medical Leave</p> <p>Major medical leave may be used for the illness or injury of an employee or member of the employee's immediate family as defined in § 25-3-95, Mississippi Code of 1972, Annotated, as amended, only after the employee has used one (1) day of accrued personal or compensatory leave for each absence due to illness or leave without pay if the employee has no accrued personal or compensatory leave. Mississippi Code of 1972, Annotated, as amended, For each absence due to illness of thirty-two (32) consecutive working hours (combined personal leave and major medical leave) major medical leave shall be authorized only when certified by their attending physician.</p>
Retired & contract employees	Flexibility in activating retired or contract employees. Current policy is:	<p>Emergency appointments can be made under SPB 5.0.11. An emergency appointment is defined as the employment of an individual for a specified period of time to perform tasks which directly or indirectly involve the continuing care and protection of life or property. Emergency appointments are valid for 60 days.</p> <p>An executive head of an agency may enter into an expedited emergency contract to procure services required in an emergency. Section 3-206, Personal Service Contract Procurement Regulations, promulgated by the Personal Service Contract Review Board.</p> <p>Contracts of \$100,000 or more for professional services by agencies under the authority of the Personal Service Contract Review Board must be approved in accordance with regulations of the Personal Service Contract Review Board and §25-9.120(3), Mississippi Code of 1972, Annotated.</p> <p>Public Employees Retirement System participation and coverage is provided to employees in positions requiring employees to work and receive compensation for not less than 20 hours per week OR not less than 80 hours per month. Participation is restricted to employees whose wages are subject to payroll taxes and are reported on IRS Form W-2. (<i>See PERS Policy and Procedures</i>)</p>

Policy/program	Pandemic Issue	Current law & policy references <i>SPB = State Personnel Board Policy and Procedures Manual, 2008</i>
Transfer/ reassignment	What are policies regarding transfer/temporary reassignment of employees to another agency? Who pays employee?	<p>A state agency under the authority of the State Personnel Board can enter into a contract with another state agency. Personal and Professional Service Contract Procedures Memorandum, April 2004.</p> <p>SPB 6.13.8 Swap or Transfer of Positions with Legislative Authority</p> <p>Interagency swap requires legislative authorization</p>
Flexible schedules & Telework	Flex schedule & telework policies are agency-specific.	<p>SPB 7.21.2 Employee Work Schedules</p> <p>§25-1-98, Mississippi Code of 1972, Annotated, as amended, requires all state offices to be open and staffed for the normal conduct of business from 8:00am until 5:00pm, Monday through Friday.... The appointing authority may develop modified work schedules providing for flextime or compressed work schedules. "Flextime" is a schedule that offers employees a choice, within limits, to vary their arrival and departure times from work. A "compressed work schedule" allows an employee to complete the forty (40) hour workweek requirements in less than the usual five (5) workdays a week.</p>
Tracking personnel time	Provisions for tracking/billing telework time, overtime and compensation time	<p>Tracking employee time is the responsible of the agency/department.</p> <p>SPB 7.40.1 Attendance</p> <p>All employees shall report to and leave work at the times designated by the appointing authority. Planned lost time shall be arranged with the supervisor in advance and unexpected lost time shall be reported as promptly as possible to the supervisor at the beginning of the employee's scheduled work period.</p>
Pay for non- work?	Provisions for paying employees asked to stay home as a non-pharmaceutical intervention	<p>No current state policy other than administrative leave policy noted above. "The Governor or the appointing authority may grant administrative leave with pay to state employees on a local or statewide basis in the event of extreme weather conditions or in the event of a manmade, technological, or natural disaster or emergency." §25-3-92 (2), Mississippi Code of 1972, Annotated.</p> <p>Possible action needed: A policy statement that agency/department use of administrative leave is supported and will be used to further critical state continuity and social distancing efforts in a pandemic. Such a policy statement could be referenced by agencies if/when employees not granted administrative leave with pay object that grant of administrative leave to others is unfair.</p>

SPB Policy Manual references applicable laws regarding HR. Modifying/Changing/Relaxing some of these items would require legislative action.

ALWP = Authorized Leave with Pay

ALWOP = Authorized Leave without Pay

LOA = Leave of Absence

Attachment A Section II E.a: Available Mississippi Assets

EQUIPMENT STATUS		ARNG	ANG	AVAIL
UH 72A		4		4
CH-47		5		3
AH-64		8		4
UH-60		10		8
UH-1		4		3
OH-58A/C		2		2
OH-58D		0		0
C-17			8	3
KC-135			8	2
C-12		1		1
C-23		1		1
RC-26			1	1
HMMWV's		609		609

Generators		310		310
Forklifts		12		12
Fuelers		56		56
2.5 Tons		265		265

PERSONNEL STATUS	ARNG	ANG	AVAIL
ASSIGNED	9,987	2,603	12,590
DEPLOYED	3,957	405	4,362
TOTALS = AVAILABLE	6,030	2,198	8,228
Domestic Response Available (x .70)	4,221	1,539	5,760

47th CIVIL SUPPORT TEAM					
Location	PAX	Vehicles			
Flowood, MS	22	8			

112th MILITARY POLICE			
MOS/TYPE	ASSIGNED	MOSQ	AVAILABLE/FMC
31B	348	219	114
ASV	12		11
HMMWV's	90		83

Annex P of Mississippi Department of Transportation's (MDOT) Comprehensive Emergency Transportation Response Plan, contains the State's Emergency Assistance Directory and contact information with local, adjoining state, regional, and Federal jurisdictions.

Attachment A Section II E.b: OPLAN 09-003 (Pandemic Influenza)

Electronic Copy 001 of 001 Copy
Joint Force Headquarters
Mississippi National Guard
Jackson, MS 39296
01 October 2016

References:

Time Zone Used Throughout the OPORD: SIERRA (CST)/ROMEO (CDT)

Task Organization: No change.

1. Situation.

- a. General. The threat of future Pandemic Influenza (PI) has serious security implications for Mississippi and the United States, and is a contingency addressed by the Department of Homeland Security in their 15 National Planning Scenarios. A pandemic differs from most natural or manmade disasters in nearly every respect, and has the potential to affect the entire population and infrastructure of the State and Nation. Mississippi National Guard response in support of Mississippi's government and agencies during a pandemic will thus differ greatly in scope and support from its response in a geographically bound disaster or emergency.
- b. Area of Concern
 - (1) Area of Responsibility. MSNG may respond anywhere within the State, or potentially be placed on Federal status to assist with National response.
 - (2) Area of Interest (AOI). The area or areas of the State directly affected by pandemic influenza. AOIs will likely vary due to population density, geographical outbreaks, and civil authority capabilities.
- c. Threat
 - (1) A pandemic or worldwide outbreak of a new influenza virus could overwhelm our nation's health and medical capabilities, potentially resulting in hundreds of thousands of deaths, millions of hospitalizations, and hundreds of billions of dollars in direct and indirect costs.
 - (2) The current pandemic influenza (PI) threat stems from an outbreak of avian influenza in Asia, Africa, and Europe caused by the H5N1 strain of the Influenza A virus. While traditional control measures have been attempted, the virus is now endemic in Southeast Asia, present in long-range migratory birds, and unlikely to be eradicated soon.
 - (3) A notable and worrisome feature of the H5N1 virus is its ability to infect a wide range of hosts, including birds and humans. Although the virus has not yet shown an ability to transmit efficiently between humans, as is seen with the annual influenza virus, there is concern that it will acquire this capability through

genetic mutation or exchange of genetic material with a human influenza virus. It is impossible to know whether the currently circulating H5N1 virus will cause a human pandemic. The widespread nature of H5N1 in birds and the likelihood of mutations over time raise our concerns that the virus will become transmissible between humans, with potentially catastrophic consequences.

- (4) Influenza viruses caused three pandemics in the 20th century and a novel avian influenza virus is cited in this Tab as the most likely source for another pandemic. There are other diseases, however, that could be the source of a pandemic. The procedures outlined in this Annex are applicable to a pandemic occurrence regardless of the source. The 20th century pandemics have shared similar characteristics: in each pandemic, about 30% of the U.S. population developed illness, with about half seeking medical care. During a pandemic wave it is estimated that in a community, 35% of the population will become ill during a 6 to 10 week outbreak; of those who become ill, 75% will seek outpatient medical care, 10% will be hospitalized, with a 2% case fatality rate. Populations will become infected and the virus remains active for a period of several weeks to several months. It will then subside or lay dormant only to return several months later. A pandemic may last up to 36 months.
- (5) Clearly, the impact on the MSNG forces available to assist the State in a pandemic response must take into consideration the impact of a 30% or greater reduction in available people due to other deployment, illness, taking care of dependents, or death. MSNG will aggressively incorporate Force Health Protection into a comprehensive and robust Force Protection Plan that seeks medical and non-medical preventative and protection initiatives to preserve our available manpower and full spectrum capabilities.
- (6) This same ratio of force reduction will be true for all segments and sectors of the workforce, with particular focus on all First Responders and the Public Health Community. Maintaining certain key functions is important to preserve life and decrease societal disruption. Heat, clean water, waste disposal, and corpse management all contribute to public health. Ensuring functional transportation systems also protects health by making it possible for people to access medical care and by transporting food and other essential goods to where they are needed. Critical infrastructure groups that have impact on maintaining health include public safety, transportation of medical supplies and food; implementing a pandemic response; and maintaining societal functions. Public safety workers included police, fire, 9-1-1 dispatchers, and correctional facility staff. Utility workers are essential for maintenance of power, water, and sewage system functioning. Transportation workers transport fuel, water, food, and medical supplies as well as public ground public transportation. Telecommunications and Internet Technology workers enable essential network operations and maintenance.

d. Assumptions

- (1) Assume that 30 to 50% of the workforce cannot or will not report for work.
- (2) Assume that MSNG members who are professional healthcare providers will be unavailable for mobilization. This group includes doctors, physician assistants, nurses, paramedics, emergency medical service (EMS) personnel, nursing home

workers, nursing assistants, hospital administrators, and commercial ambulance employees, as well as those individuals working in the area of mortuary affairs. Other Guardsmen holding critical civilian positions may not be available for mobilization. This category could include first responders (police, fire), individuals holding political office, and those holding critical skill sets within the civilian workforce.

- (3) Assume there will be shortages of food, water, medicine, utilities (water, gas, telephone, sewage, and electricity).
- (4) Assume public transportation may be shut down, and other essentials will be difficult or impossible to acquire.
- (5) Assume hospitals will be overwhelmed and medical personnel will be unable to treat everyone who is sick.
- (6) Assume security will be inadequate and that military personnel will be deployed to assist in maintaining order.
- (7) Assume many businesses' will close, to include banks, grocery stores, pharmacies, clinics, and airports.
- (8) Assume there will not be sufficient vaccine or antivirals available, the distribution of those medicines will have a State directed distribution priority, and it is doubtful that National Guard forces will be allocated such medicines from National Federal stockpiles.
- (9) Assume the negative consequences from the pandemic will be long lasting, coming in waves that last weeks, months or even up to a year or more.
- (10) Assume State mutual aid agreements (EMAC) will not be reliable, as all states will be facing the same types of requirements to combat a pandemic.

2. Mission. MSNG rapidly provides requested capabilities in response to a pandemic disease emergency, to assist civil authorities with the protection of life and property, and to maintain peace, order and public safety.

3. Execution.

- a. Commander's Intent. Execute a timely, safe, efficient, and effective response for the state of Mississippi in response to a pandemic outbreak. All efforts will be made for units to respond to authorized missions in support of their local communities. As the situation permits keep Soldiers/Airmen close to their homes and families who will be affected by the pandemic. It is critical that we limit movement and long distance travel to the minimum required to accomplish the mission. We can expect to perform historical DSCA mission sets as well as non-standard missions that support critical civic infrastructure and functions. Success will depend on our ability to protect and sustain our force while executing assigned missions. Decisive to this operation will be the efficient use of electronic communications and social distancing to minimize physical contact and movement in affected areas.

- 1) Key Tasks:

- Protect the force. The MSNG is a strategic state asset that serves as a force multiplier for multiple ESFs.
 - Support distribution and security of antiviral medications and vaccines.
 - Provide security at hospitals, isolation, quarantine, and mortuary facilities.
 - Provide LNOs and personnel support to the SEOC.
 - Maintain electronic communications network infrastructure to facilitate C2 of geographically dispersed commands.
- 2) Assigned tasks completed and responsibility transitioned to appropriate State or Local agencies. MSNG forces reconsolidated, infected Soldiers and Airmen treated, and the force is prepared for follow on missions.
- b. Concept of Operations. The MSNG, responds to taskings in support of MEMA. The MSNG will minimize movement of forces throughout the state by task organizing using geographic AORs. Commanders will task organize forces located within their geographic AOR based on proximity to the requirement, unit capabilities and health status. If specific capabilities are required from outside the AOR, requests will be made to the JFH for authorization to move forces across geographic boundaries. Flexibility and initiative will be important at all levels as many units will operate under non-traditional command and support relationships.
- 1) Phases of the Operation. For DSCA missions, MSNG responds in “phases”. Our normal state of preparedness involves continuous planning, coordination and training to enhance readiness for response to natural or man-made emergencies. The MSNG is generally in a support role to civil authorities during emergency response so the planning process must be a joint and interagency venture. When called to support State emergency efforts, MSNG has 4 phases focused on the respond period. A severe disease outbreak, such as Pandemic Influenza (PI), would cause the MSNG to respond as follows:

Response MSNG Phases 1-3 (Mobilize/Deploy, Decisive Operations, Transition).

- 1.Phase I: Mobilize/Deploy. This phase begins when the pandemic influenza is confirmed to be present in the State. Key tasks will include coordination with the Mississippi Emergency Management Agency and other civil authorities to incorporate MSNG assets into current operations, maintaining accurate situational awareness of designated support missions as they develop, resource planning, and allocation of resources by region.
- 2.Phase 2: Decisive Operations. Conduct Pandemic Influenza response: MS-JOC will actively monitor established Emergency Operations Cells for developing needs based on location and severity of an outbreak. Liaison will be established with the county MEMA emergency operations center in order to validate and assist in the resourcing of military assistance requests.

3.Phase 3: Transition back to Civil Authorities: This phase begins when the Governor, TAG or JTF CDR determine that military resources are no longer required and the MSNG forces can begin transition to civilian authorities as directed by the MS-JOC. Key Tasks include: Maintaining C4I and Detailed Planning with the Incident Commander for the duration of the handover of operations to the civilian authorities.

Recovery MSNG Phase 4 (Refit and Recovery)

- This phase begins once units have returned to respective Armories. MSNG efforts will focus on screening of Soldiers and Airmen for infection and providing treatment. Equipment will go through refit and JFH will stand them down as the situation allows.
- Post Event. This would occur when the threat of pandemic outbreak is declared officially as past. MSNG will focus efforts on rebuilding the force and infrastructure.

c. Tasks to Units.

- 1) JFH. Provide Officers and G1, G4 and G6 to form the Joint Task Force Staff while simultaneously maintaining the JFH JOC.
- 2) DOMS.
 - Establish and maintain support to MEMA in response to an influenza pandemic event.
 - Assume OPCON or TACON of all assigned military forces.
- 3) Designated Support Unit.
 - BPT support response and relief operations by providing Soldiers/Airmen or equipment to:
 - Security of Medical POD's (Point of Dispensing)
 - Security of Medical Supply Transportation
 - Security Assistance of Civil Disturbances
 - Security Assistance for Quarantine or Isolation
 - Patient Transportation
 - Medical Supply Transportation
 - Aviation Support for Transportation of Resupply or Distribution
 - Public Affairs
 - Traffic Control at POD locations
 - Provide Liaison with Civil Authorities
- 4) MSC/Wings.
 - BPT provide mission command to units supporting state response.
 - Provide personnel and equipment to augment operations.
 - Assist the integration of additional assets as needed.
- 5) Unit Commanders.
 - Unit Commanders ensure all MSNG personnel receive an annual influenza vaccination.

- Identify those individuals within their unit who have civilian positions which impact mobilization for state support operations. In order to accomplish this, units will verify the current employment status of assigned personnel and identify those whom it may be in the state's best interest that they not be mobilized during an influenza pandemic. This includes the following, as a minimum: medical workers (doctors, physician assistants, nurses, paramedics, Emergency medical service (EMS) personnel, nursing home workers, nursing assistants, hospital administrators, and commercial ambulance employees, as well as those individuals working in the area of mortuary affairs), law enforcement personnel; corrections personnel; firemen; and critical Federal, state and local government employees.
- Screen MSNG personnel for infection upon being notified for state mobilization. Individuals already on orders and suspected of having pandemic influenza will be directed to an appropriate medical facility and be isolated from the remainder of the unit.

d. Coordinating Instructions.

- (1) Commanders will evaluate the need for group meetings. The desire is to reduce the spread of the pandemic to and within the MSNG by providing social distancing when possible. Support strong interagency coordination horizontally and vertically by utilizing liaison officers and enhanced signal/communications capability to eliminate/reduce large group meetings whenever possible.
- (2) Commanders will maximize integration of Health Protection into Force Protection measures, continual education, control measures, and health screening for communicable diseases.
- (3) Upon falling below 70 percent authorized strength, the Unit Commander will notify his next higher HQ. A second notification will be made if a unit falls below 50 percent authorized strength and a third notification will be made if a unit falls below 30 percent authorized strength.

4. **Sustainment.** No change.

5. **Command and Control.** No change.

ACKNOWLEDGE: BOYLES MG
OFFICIAL: HARGETT G3

Attachment A Section II F.a: Essential Transportation Functions

The success of this Annex requires the coordination, pooling and networking of both **available** and **obtainable** transportation resources provided by state and Federal agencies, local government entities, voluntary organizations or other providers.

The term “**available**” refers to existing resources within the inventory or control of participating State agencies and other departments that can be used for the event.

The term “**obtainable**” means other necessary resources that have to be acquired through contract, lease, purchase, and mutual aid agreements or otherwise from outside the inventory or control of participating agencies. These resources may be in such forms as facilities, personnel, equipment, materials, supplies, consulting services, easements, rights-of-way, technical assistance or others.

Essential transportation functions are those functions that enable Mississippi Department of Transportation (MDOT) to provide vital services, exercise civil authority, maintain the safety and wellbeing of the traveling populace and sustain the industrial/economic base in an emergency.

- A. The essential functions, in order of priority that must be continued under all circumstances, are as follows:
 - 1) Provide for the well-being and safety of MDOT staff.
 - 2) Maintain and preserve the State transportation system.
 - 3) Maintain the telecommunications service priority accounts.
 - 4) Protect MDOT assets.

- B. Key personnel necessary to perform the essential functions are as follows:
 - 1) Information Systems Operations Manager
 - 2) Financial Management Division Director
 - 3) Contract Administration Division Director
 - 4) Procurement Division Director
 - 5) Facility & Records Management Division Director
 - 6) Office of Enforcement Director
 - 7) District Engineers (Tupelo, Batesville, Yazoo City, Newton, Hattiesburg, McComb)

- C. Because records, systems and data management software and equipment, including classified or sensitive data, are necessary to perform essential functions and activities during, and to reconstitute normal operations after, implementation of this Annex, the following records (critical data and systems) are necessary to conduct the essential functions:
 - 1) Information Systems records
 - 2) Financial Management System (FMS) records
 - 3) Office of Enforcement records
 - 4) Contract Administration records
 - 5) Procurement records
 - 6) FMS records
 - 7) System servers (As-Built Plans, Bridge, Blackberry Services, Exchange Email

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Attachment A Section II F.b: Operating Sub-Objectives

The operating sub-objectives are based on three primary goals:

1. **Keep Goods and People Moving:** This includes prioritizing essential transportation and cargo services, minimizing virus spread through alerts, advisories or restrictions, cleaning or sanitizing cargo and facilities, temporary relief from regulatory requirements and any other related measures.
 - A. All agencies with Emergency Support Functions (ESF) 1 responsibilities will ensure that they have Standard Operating Procedures in place to enable the performance of appropriate levels of mitigation, preparedness, response and recovery related to the event.
 - B. The context of this Annex in no way replaces the authority of the Governor to enter into compacts with other States under Mississippi State Law under the Emergency Management Assistance Compact (EMAC) 45-18-3. Additionally, Title 33-15-11 Emergency management Powers of the Governor, paragraph (b) (10) empowers the Governor to initiate Memorandum of Agreements or Emergency Compacts with neighboring jurisdictions, key suppliers, privately owned transportation resources or similar entities.
 - C. The Governor may enter into reciprocal aid agreements or compacts with other states and the Federal government, or with a neighboring state or province of a foreign country. The statute limits mutual aid arrangements to essential supplies and services and provides for the reimbursement of costs and expenses. The Governor may sponsor and develop mutual aid plans between and among political subdivisions (Miss. Code Ann. § 33-15-11(b) (10-11)).
 - D. Local governing bodies are authorized to enter into mutual aid agreements within the State for reciprocal aid and assistance in case a disaster or emergency is too extensive to be managed without assistance. The Governor may enter into compacts with any State or group of States to meet common intergovernmental problems of emergency management, mitigation, response and recovery (Miss. Code Ann. § 33-15-19).
 - E. The statute permits municipalities to procure additional law enforcement officers through reciprocal assistance from other municipalities during a state of civil emergency of statewide concern (Miss. Code Ann. § 21-21-31). Any municipality, its mayor, chief administrative officer, or chief of police may make provision for its law enforcement officers to assist any other municipality during a state of civil emergency, natural disaster or manmade calamity, in order to protect the health, life and property of the municipality and its inhabitants (Miss. Code Ann. § 21-21-35).
 - F. ESF 7: Logistic Management and Resource Support contained in Mississippi's Comprehensive Emergency Management Plan directs State officials to have frequent consultation with representatives from other states and Federal governments.
 - G. The Governor is empowered to grant waivers under Article III of EMAC 45-18-3, which states, "Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities."

- H. The Freight, Rails, Ports & Waterway Division of Mississippi Department of Transportation (MDOT) has as its mission the task to create a comprehensive and coordinated State multimodal program that will facilitate the movement of freight between and among local, national and international markets. Refer to Attachment A Section II.F.c: Freight Document.
- I. Annex P of MDOT'S Comprehensive Emergency Transportation Response Plan, contains the State's Emergency Assistance Directory and contact information with local, adjoining state, regional and Federal jurisdictions
- J. Refer to CEMP Emergency Support Function 1 for a complete list of Policies, Actions and Responsibilities

2. Protect Transportation Workers. This includes ensuring safety of front line workers in communication, education, mitigation and training in order to stop or slow the spread of the Pandemic Influenza (PI) virus.

- A. State employees who are infected with the PI virus should stay home and, if possible, telework during the contagious period. Those individuals who are caring for sick family members should also stay home.
- B. The following special precautions or preventive measures should be adhered to:
 - 1) Ensure that MDOT employees and/or contractors are trained in current cleaning and/or sanitizing requirements and safety related procedures for handling/storing of cleaning agents. They will be provided personal protective equipment as recommended by the Mississippi State Department of Health (MSDH) when cleaning and/or sanitizing contaminated equipment or facilities.
 - 2) Make available instructions, provided by the MSDH, for workers to identify individuals and locations that exhibit influenza symptoms/conditions prior to and during a PI.
 - 3) Ensure employees who must work/travel into areas that experience severe s or work near/with very high exposure risk occupations are provided with special guidance by the MSDH to prevent exposure or contamination.
 - 4) Practice social distancing by avoiding close contact with infected personnel; communicate by phone, email or other means.
 - 5) Do not report to work if sick.
 - 6) Stagger breaks at work to limit exposure to others.
 - 7) Wash hands frequently with hot water and soap.
 - 8) Use alcohol based sanitizer gels and wipes or other disinfectant agents.
 - 9) Practice cough/sneeze etiquette.
 - 10) Keep hands and fingers away from eyes, nose and mouth.
 - 11) Clean and disinfect common hard surfaces (countertops, desktops, file cabinets) with bleach, ammonia or alcohol.
 - 12) Sanitize all shared objects, pens, clipboards, office machines, door and cabinet handles.
 - 13) Recommended procedures for cleaning and disinfecting commercial vehicles can be found at the Centers for Disease Control and Prevention website on Interim Guidance for Cargo Trucking Crews for the Prevention of PI:
<https://www.cdc.gov/flu/pandemic-resources/archived/cargo-trucking.html>
 - 14) Wear respirator mask (preferably with eye shield) when riding with others in

vehicle or when in close quarters with others.

- 15) Receive inoculation of annual flu vaccine and the specific pandemic influenza vaccine when it is available.

C. All personnel who must travel to areas that have experienced severe symptoms of the disease should:

- 1) Have attended awareness training provided by the Mississippi State Department of Health (MSDH) that discusses prevention of exposure or contamination.
- 2) Have been provided special instructions or additional guidance provided by the MSDH.
- 3) Utilize required Personal Protection Equipment (PPE) as instructed.

3. Protect the Public While Using Transportations System. This includes plans to provide public awareness, education and guidance on how to safely utilize the transportation system during a pandemic and how to limit the spread of the virus

A. The Joint Information Center will issue statements (via: TV, radio, newspapers, email, etc., as required) to State employees and the general public that:

- 1) Discourages or limits non-essential travel to affected areas during and identified by the MSDH or the Mississippi Emergency Management Agency (MEMA).
- 2) Promotes the safe use of public transportation, to include the use of passenger provided PPE and personal hygiene, as recommended by the MSDH during a pandemic.
- 3) Updates restricted travel, pandemic alert levels and areas of contamination provided by the MSDH or the MEMA.

B. The MSDH will:

- 1) Disseminate educational materials, locations or websites to mass transit, bus/trolley and rail providers, for distribution to passengers on how to avoid spreading the flu virus, when utilizing public transportation.
- 2) Provide public health educational materials developed by agencies such as the Federal Aviation Administration, the Centers for Disease Control and Prevention and the MSDH describing how to control or reduce the spread of the flu virus to Mississippi's air carrier airports for distribution to passengers that utilize their facilities.

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Attachment A Section II F.c: Freight Document

The Freight, Rail, Ports and Waterways Division, will coordinate and act as one component, the following are their areas of responsibility:

Freight

<http://mdot.ms.gov/portal/freight.aspx>

The freight and goods movement-planning portion of Mississippi Department of Transportation (MDOT) is responsible for the process of identifying, evaluating and selecting needed projects and actions that will improve the movement of goods and connectivity of other modes. The MDOT will develop and maintain a freight and goods movement program.

Rail

http://mdot.ms.gov/portal/intermodal_planning.aspx

The rail portion will focus on the development and safety of the State's rail transportation system for freight and passenger service. The rail portion will preserve the State's rail system and provide for continued operation and service during a pandemic. Statewide, there are currently five Class I railroads and twenty-six Class III short line railroads.

Ports & Waterways

http://mdot.ms.gov/portal/ports_waterways.aspx

The division's responsibility in the area of ports and waterways includes planning, promotion, serving as an advocate of ports, collecting data and providing technical assistance. The department also provides direction and assistance to the Corps of Engineers maintenance of the Federal projects and the entire Mississippi Intracoastal waterway.

Currently, there are 16 public ports in Mississippi: the State controls 2 of the 16 ports, and the remaining 14 ports are locally owned and operated. The inland ports primarily handle general and bulk cargo, while the Gulf Coast ports handle containers and refrigerated products in addition to general and bulk cargo.

Public Transit

Through the MDOT Office of Intermodal Planning, MDOT is committed to promoting the quality of life benefits of local transportation services. MDOT does not have ownership but coordinates planning and collaborative allocation of local, state and Federal resources necessary to develop, implement and sustain transportation programs and projects. The Public Transit Division is responsible for the development and administration of general public and specialized transportation program grants and contracts. These programs include service delivery, technical assistance and training components.

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Attachment A Section II G.a: Monitoring Community Impact of Influenza-Related Illness

The Mississippi State Medical Asset Resource Tracking Tool (SMARTT) - The state of Mississippi will implement the SMARTT system. SMARTT is based on the North Carolina/South Carolina SMARTT. This tracking tool will be managed by the Mississippi Office of Emergency Planning and Response (OEPR). This tool queries healthcare entities for resource and capability information, providing information on bed capacity, pharmaceuticals, and personal protective equipment available in the various healthcare settings across the state.

Interpandemic Phases 1 and 2 - During these phases, a heightened state of awareness will exist, and coordination will be accomplished with a number of entities to implement the SMARTT system for streamlined communication and resource tracking. These entities include Community Health Centers (CHC)s, Emergency Medical Services (EMS), Rural Health Care Centers (RHC)s, University Health Centers, Psychiatric Hospitals, Long Term Care Facilities (LTC)s, Assisted Living Facilities, Local Management Entities (LMEs), Local Health Departments, School Health Centers, Home Care Agencies, and Home Health Agencies. The OEPR will facilitate the development of plans addressing alternate means of transporting non-critically ill patients to medical facilities alleviating unnecessary surge in the EMS system. The OEPR will facilitate the development of EMS System Continuity of Operations Plans and Surge Capacity Plans.

Pandemic Alert Phase 3 - Coordination will be accomplished with all relevant healthcare associations to disseminate current information and infection control guidelines for avian and pandemic influenza. The following partners will be notified of the pandemic alert via the SMARTT and/or association/organizational contacts: State Health Officer, EMS medical directors, jurisdictional and commercial EMS operational programs, hospitals, CHCs, RHCs, University Health Centers, Psychiatric Hospitals, LTCs, Assisted Living facilities, LMEs, School Health Centers, Home Care Agencies, and Home Health Agencies. Regular coordination with the Mississippi Emergency Management Agency (MEMA) will be conducted to discuss and plan for preemptive logistical needs related to medical response statewide with emphasis on regional capabilities.

Pandemic Alert Phases 4 and 5 - The Emergency Support Function 8 Public Health Command/Coordination Center may open in coordination with MEMA, and an Incident Action Plan will be developed and disseminated through the SMARTT or associational/organizational contacts to all healthcare entities serviced by the system. EMS will be notified of hospital bed capacity in their area and asked to retrieve current staffing capability and quantity of Emergency Response Vehicles. Hospitals will be notified of the following needs: increase reporting of available beds every 12 hours if needed, Intensive Care Unit beds, ventilator beds, pediatric beds, isolation beds, and other specialty area beds. Hospitals and EMS Systems will be reminded to establish open communication with their local Emergency Management and Local Health Department. Ongoing communications will be maintained with other key state agencies. An assessment of nursing homes, assisted living, group homes, and mental retardation group homes will be started in coordination with appropriate state agencies. Hospital pharmacy contacts will be alerted of the pending threat, and pharmacists will be advised to begin coordinating with hospital incident command for detailed information and communication of needs. Notices will be sent to hospitals to review plans for surge capacity, and requests will be made to establish plans for lines of communication between hospital Incident Command and appropriate public health jurisdictions.

Pandemic Phase 6 (without cases occurring in the United States) - Key partners will be notified of current threat and recommendation will be made to activate their facility's Pandemic Influenza (PI) response plan. Notification will also include recommendations for the enhancement of security at facilities. Communications between home health, home care, and hospice providers and their local hospital command center will be initiated, and State Medical Asset Resource Tracking Tool (SMARTT) will retrieve bed reports every 12 hours. Situation reports and updates will be prepared by state-level Emergency Support Function (ESF) 8 on a 12-hour basis, and hospitals may activate their Incident Command System.

Pandemic Phase 6 (with cases occurring in the United States) – The Mississippi State Department of Health (MSDH) ESF 8 Public Health Command/Coordination Center (PHCC) will monitor status of emergency facilities, hospital beds, other treatment sites, and medical equipment, coordinate the statewide system of Emergency Medical Services (EMS), public safety (EMS operational program), and commercial ambulance services, and apprise planners of critical gaps in ability to provide emergency medical services. The State Emergency Operations Center (SEOC) will most likely be activated when there are cases occurring in Mississippi. Once the SEOC is activated, the ESF 8 PHCC will prepare an Incident Action Plan (IAP) and situation reports for key decision-makers. Updated IAPs will be disseminated through the SMARTT system to all served healthcare entities, and the SMARTT system will retrieve bed reports every 8 hours as determined by ESF 8 lead. Assessment and reporting of influenza patients will be conducted by healthcare entities throughout the state. Any hospitals choosing to open Alternate Care Facilities (ACF) for influenza assessment and treatment will be advised to coordinate this through their local health department and local emergency management. Hospitals opening ACFs will be noted using the Multi Hazard Threat database. Transportation routes to these sites will be shared with multi-jurisdictional EMS and trauma systems to ensure patient transport to the correct sites for care. The need for ACF for surge capacity and cohorting of patients with influenza symptoms will be monitored regionally and reported to the appropriate local public health jurisdiction. All healthcare facilities will be asked to activate their continuity of operations plans.

Analysis and Reporting of Pandemic Influenza Data to the Centers for Disease Control and Prevention (CDC) – The Mississippi SMARTT will track daily numbers and rates of newly hospitalized patients, which hospitals are seeing pandemic influenza patients, and numbers of hospital-associated deaths. Deaths occurring outside of the hospital and in other facilities will be reported to the MSDH via local Mortuary Services and Coroners' reports in accordance with the Mississippi List of Reportable Diseases and Conditions. The MSDH is currently pursuing the development of a statewide electronic death reporting system. Epidemiologic and laboratory surveillance activities are described elsewhere in Section V-C. All outpatient, inpatient, laboratory, and mortality data will be collated on a daily basis by the MSDH and reported to the CDC using established electronic reporting mechanisms.

Attachment A Section II J.a: Steps for School Closure and Re-Opening

The closure of schools will generally be a collaborative process between the county health department and the individual educational institutions impacted. While specific communications mechanisms may vary among individual schools, the following steps provide a broad framework to guide the process for closing and re-opening schools during an influenza pandemic:

1. A cluster of suspected pandemic influenza is identified at a school and is reported to the health department.
2. The county health department notifies the affected school and initiates an investigation into the outbreak.
3. The county health department establishes contact and notifies the Mississippi State Department of Health (MSDH) according to established protocols.
4. The administration of the affected school(s) contact the local superintendent, school board or other person/entity with the authority to close the school.
5. The county health department and the school determine the need and impact of closing the school.
6. If it is determined that the school will be closed, the school contacts the parents of students through their normal communications systems (used for weather emergencies, etc.).
7. If the school is anticipated to be closed for a period where the school deems it necessary to institute continuity of education plans, the school convenes the faculty to assign curriculum remotely. The methods of communication used for communicating the school closure will be the primary method for assigning curriculum unless determined otherwise.
8. The county health department and the local school remain in regular communication to determine when it is appropriate to re-open the school. The MSDH and Department of Education (if a Mississippi public school) are also part of ongoing communication and will provide technical assistance as needed.
9. The school determines when to re-open based on input from the county health department.
10. The school communicates the re-opening of the school through the same method that was used to communicate its closure.
11. If continuity of education plans were utilized, the work performed is evaluated and education processes will resume normal operations.
12. The school works with the applicable state agency and organization (e.g. Department of Health for public K-12 schools) to determine the steps needed to ensure completion of the academic year and the maintenance of Federal funding.
13. The school and the county health department continue to monitor for influenza in the student population as needed.

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Attachment A Section II M.a: Expanding Healthcare Services to Alternate Care Sites

As lead agency for Emergency Support Function 8, the Mississippi State Department of Health (MSDH) has chosen multiple locations throughout the central and southern parts of the State to function as Medical Needs Shelters (MNS) and as alternate care sites for Pandemic Influenza (PI).

Requirements for a facility to be used for this purpose include a generator capable of providing power for patients and staff, an adequate kitchen area or plan for providing food for residents, and the facility meets the Americans with Disabilities Act Standards and has a climate controlled environment. Upon completion of the inspection, the MSDH enters into a Memorandum of Agreement (MOA) signed by both parties for the activation and operation of the shelter/care site.

Operation of the shelter/care site is the responsibility of the MSDH. Certain MSDH staff have been designated and trained to serve on a multidisciplinary MNS Team. When available, the host facility will provide support staff, if available, for the operation and security of the site. All necessary supplies for the operation of the site, such as cots, medical supplies, office supplies, forms, and other necessary items are stored at the host facility for convenience and to decrease the set-up time for opening. Pharmaceuticals to support alternate care sites will be obtained through state caches and federal assets received by the division of the Strategic National Stockpile for a PI.

The MSDH has an MOA with eleven (11) locations to serve as MNSs and a state owned and operated MNS in Stone County. These twelve (12) facilities will have a total capacity of approximately 900 residents and caregivers.

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Attachment A Section II O.a: Steering Committee and Workgroup Membership Lists / Draft PI Stakeholder List

Agency	Point of Contact	Phone	E-mail
American Medical Response			
Mississippi (MS) Animal Board of Health			
MS Association of Independent Schools			
MS Department of Education			
MS Band of Choctaw Indians			
MS Board of Nursing			
MS Board of Pharmacy			
MS Board of Trustees of State Institution of Higher Learning			
MS Chapter of National Emergency Number Association			
MS Commission for Volunteer Services			
MS Department of Agriculture and Commerce			
MS Department of Archives and History			
MS Department of Banking & Consumer Finance			
MS Department of Corrections			
MS Department of Employment Security			
MS Department of Environmental Quality			
MS Department of Finance and Administration			
MS Department of Human Services			
MS Department of Insurance			
MS Department of Marine Resources			
MS Department of Mental Health			
MS Department of Rehabilitation Services			
MS Department of Transportation			
MS Department of Information Technology Systems			
MS Development Authority			
MS Division of Medicaid			
MS Economic Council			
MS Emergency Management Agency			

Agency	Point of Contact	Phone	E-mail
MS Gaming Commission			
MS Hospital Association			
MS Manufacturers Association			
MS State Medical Association			
MS National Guard			
MS Office of Homeland Security			
MS Office of State Auditor			
MS Office of the Attorney General			
MS Port Authority			
MS Public Broadcasting			
MS Public Service Commission			
MS State Board for Community and Junior Colleges			
MS State Board of Medical Licensure			
MS State Department of Health			
MS State Forestry Commission			
MS State Personnel Board			
MS Department of Revenue			
MS Trucking Association			
MS Wireless Communication Commission			
MS Department of Public Safety			
Office of the MS State Treasurer			
Public Employees Retirement System of MS			
University of MS Medical Center			

Attachment A Section II Q.a: Communication Protocol

The U.S. Department of State (DOS) is charged with the responsibility to communicate with Foreign Missions, International Organizations and their members. While Mississippi does not have an official role in these communications, the DOS has the expectation that personnel of diplomatic missions will follow the direction given by the state and local officials. Therefore employees of diplomatic missions are expected to cooperate with the state and local officials as they carry out their duties in the event of a Pandemic Influenza (PI) situation. It is incumbent upon state officials to understand the relationship, responsibility and methods of communication with members of Foreign Missions and International Organizations who have a presence in the state.

The DOS, with advice from the U.S. Department of Health and Human Services (HHS) and other relevant agencies, has the lead for communications with foreign governments, Foreign Missions in the United States and U.S. citizens abroad.

The HHS will use its existing networks with state, local and tribal leaders to convey any guidance prepared by the DOS. The HHS Office of Intergovernmental Affairs will send such guidance to Governors' health policy advisors and other key state, local and tribal officials, as well as national organizations representing governors, state legislators and state and local health officials, and tribal leaders. These organizations include the National Governors Association, Association of State and Territorial Health Officials, National Association of Counties, National Association of County and City Health Officials, U.S. Conference of Mayors, National Congress of American Indians, and National Indian Health Board. In addition, the HHS Regional Directors will conduct outreach to appropriate state, local and tribal officials, as needed.

The DOS guidance that HHS will share with such authorities might include a copy of the Circular Note, as well as any relevant considerations in the context of implementing measures that address the PI that would arise in the context of the privileges and immunities enjoyed by some members of that community. For example, if relevant, DOS may want to remind such authorities that while certain Foreign Mission personnel have personal inviolability and cannot be arrested or detained, they do have a duty to "respect" local law. In addition, it may be relevant, for example, that diplomatic mission premises cannot be entered without the consent of the Chief of Mission.

Upon the World Health Organization announcement that there is evidence of significant human-to-human transmission such that the world has entered "Phase 4" of the global influenza preparedness plan, DOS and HHS will implement the following plan:

- Formal Communication of Phase 4 will be disseminated to the Foreign Government Mission Community.
- The DOS will issue a Circular Diplomatic Note to the Chiefs of all Foreign Missions and International Organizations informing them of the measures that the United States is taking to address the PI, the legal and practical concerns of that community, and provide information on how to transmit questions or concerns to the DOS pertaining to the PI.
- The Circular Diplomatic Note will also set forth the expectations of Foreign Mission personnel. For example, if, as part of a targeted layered containment the public is requested to stay at home, not attend schools, minimize shopping and other social interaction, the same request is likely to be made of the foreign mission community.

- The Circular Diplomatic Note will be posted on the Pandemic Influenza section of the U.S. Department of State Office of Foreign Mission's (OFM) website <http://www.State.gov/ofm>. It will also be disseminated to Foreign Missions and International Organizations via electronic mail, US mail and facsimile. OFM's six regional offices (Chicago, Houston, Los Angeles, Miami, New York and San Francisco) will ensure that the note is distributed to the consulates located in their respective regions.

List of Consul Generals and Ambassadors that have Jurisdiction over Mississippi:

Argentina:

The Honorable Sec. José A. Flores Velasco
Consul General of the Argentine Republic
Consulate General of the Argentine Republic
245 Peachtree Center Avenue NE
Suite 2101
Atlanta, GA 30303

Australia:

His Excellency Kim Beazley
Ambassador of the Commonwealth of Australia
Embassy of the Commonwealth of Australia
1601 Massachusetts Avenue, NW
Washington, DC 20036

Bahamas:

The Honorable Alma Adams
Consul General of the Commonwealth of the Bahamas
Consulate General of the Commonwealth of the Bahamas
25 South East Second Avenue
Suite 818
Miami, FL 33131

Bangladesh:

His Excellency Mohammad Ziauddin
Ambassador of the People's Republic of Bangladesh
Embassy of the People's Republic of Bangladesh
3510 International Drive, NW
Washington, DC 20008

Belgium:

The Honorable Geneviève Verbeek
Consul General of the Kingdom of Belgium
Consulate General of the Kingdom of Belgium
230 Peachtree Street, NW
Suite 2710
Atlanta, GA 30303

Belize:

The Honorable Edmund E. Wright
Consul General of Belize
Consulate General of Belize
328 Terry Parkway
Terry Town, LA 70056

Brazil:

The Honorable Ambassador Hermano Telles Ribeiro
Consul General of the Federative Republic of Brazil
Consulate General of the Federative Republic of Brazil
3500 Lenox Road NE
Suite 800
Atlanta, GA 30326

Canada:

The Honorable Louise Blais
Consul General of Canada
Consulate General of Canada
1175 Peachtree Street, NE
Colony Square Suite 1700
Atlanta, GA 30061

Chile:

The Honorable Jorge Valdés Ortiz
Consul General of the Republic of Chile
Consulate General of the Republic of Chile
1300 Post Oak Boulevard
Suite 1130
Houston, TX 77056

China:

The Honorable Li Qiangmin
Consul General of the People's Republic of China
Consulate General of the People's Republic of China
3417 Montrose Boulevard
Houston, TX 77006-4328

Colombia:

The Honorable Andrés Felipe Vargas Gechem
Consul General of the Republic of Colombia
Consulate General of the Republic of Colombia
270 Carpenter Drive, NE
Sandy Springs, GA 30328

Costa Rica:

The Honorable Esteban Alfonso Penrod Padilla
Consul General of the Republic of Costa Rica
Consulate General of the Republic of Costa Rica
3100 Wilcrest Drive
Suite 260
Houston, TX 77042

Czech Republic:

His Excellency Petr Gandalovič
Ambassador of the Czech Republic
Embassy of the Czech Republic
Consular Department
3900 Spring of Freedom Street, NW
Washington, DC 20008

Czech Republic:

The Honorable Kenneth H. Zezulka
Honorary Consul General of the Czech Republic
Honorary Consulate General of the Czech Republic
3800 Florida Avenue
Kenner, LA 70065

Denmark:

His Excellency Lars Gert Lose
Ambassador of Denmark
Embassy of Denmark
3200 Whitehaven Street NW
Washington, DC 20008

Dominican Republic:

The Honorable Joaquin A. Balaguer Ricardo
Consul General of the Dominican Republic
Consulate General of the Dominican Republic
400 Poydras Avenue
Suite 1520
New Orleans, LA 70130

Ecuador:

The Honorable Francisco Riofrio Maldonado
Consul General of the Republic of Ecuador
Consulate General of the Republic of Ecuador
3495 Piedmont Road Building 12
Suite 105
Atlanta, GA 30305

El Salvador:

The Honorable Ana Silvia de Gallo
Consul General of the Republic of El Salvador
Consulate General of the Republic of El Salvador
1702 Hillendahl Boulevard
Houston, TX 77055

France:

The Honorable Denis Barbet
Consul General of the French Republic
Consulate General of the French Republic
Buckhead Tower at Lenox Square
3399 Peachtree Road NE
Suite 500
Atlanta, GA 30326

France:

The Honorable Keltoum Rowland
Honorary Consul of the French Republic
Honorary Consulate General of the French Republic
601.620.8121
29 Woodstone Ridge
Hattiesburg, MS 39402

Germany:

The Honorable Peyton Prospere
Honorary Consul of the Federal Republic of Germany
601.965.1880
The Emporium Building
400 East Capitol Street
Jackson, Mississippi 39201

The Honorable Detlev Runger
Consul General of the Federal Republic of Germany
Consulate General of the Federal Republic of Germany
285 Peachtree Center Avenue NE
Marquis Two Tower, Suite 901
Atlanta, GA 30303-1221

Greece:

The Honorable Adamantia Klotsa
Consul General of the Hellenic Republic
Consulate General of the Hellenic Republic
400 North Tampa Street
Suite 1160
Tampa, FL 33602

Guatemala:

The Honorable Jose Barillas Trennert
Consul General of the Republic of Guatemala
Consulate General of the Republic of Guatemala
3013 Fountain View Drive, Suite 210
Houston, TX 77057-6124

Haiti:

The Honorable Gandy Thomas
Consul General of the Republic of Haiti
Consulate General of the Republic of Haiti
29-1-1 Piedmont Road, NE
Suite A
Atlanta, GA 30305

Honduras:

The Honorable Roberto Alexander Martinez
Consul General of the Republic of Honduras
Consulate General of the Republic of Honduras
One Canal Place
365 Canal Street
Suite 1580
New Orleans, LA 70130

Hong Kong Trade Office:

Mr. Eugene J. Hanratty III
Executive Director
Hong Kong Economic & Trade Office
1123 Bluffhaven Way
Atlanta, GA 30319-4820

Hungary:

Her Excellency Doctor Réka Szemerényi
Ambassador of the Republic of Hungary
Embassy of the Republic of Hungary
3910 Shoemaker Street, NW
Washington, DC 20008

India:

The Honorable Nagesh Singh
Consul General of the Republic of India
Consulate General of the Republic of India
5549 Glenridge Drive, NE
Atlanta, GA 30342

Indonesia:

The Honorable Henk Edward Saroinsong
Consul General of the Republic of Indonesia
Consulate General of the Republic of Indonesia
10900 Richmond Avenue
Houston, TX 77042

Ireland:

The Honorable Shane Stephens
Consul General of Ireland
Consulate General of Ireland
3414 Peachtree Road, NE
Suite 350
Atlanta, GA 30326

Israel:

His Excellency Ron Dermer
Ambassador of Israel
Embassy of Israel
3514 International Drive, NW
Washington, DC 20008

Israel:

The Honorable Judith Varnai Shorer
Consul General of the State of Israel
Consulate General of the State of Israel
1100 Spring Street, NW
Suite 440
Atlanta, GA 30309

Italy:

The Honorable Gloria Marina Bellelli
Consul General of the Italian Republic
Consulate General of the Italian Republic
4000 Ponce de Leon
Suite 590
Coral Gables, FL 33146

Japan:

The Honorable Masami Kinefuchi
Consul General of Japan
Consulate General of Japan
1801 West End Avenue
Suite 900
Nashville, TN 37203

Lesotho:

The Honorable Morris W. Reed
Honorary Consul General of Lesotho
Honorary Consulate of Lesotho
4 Grand Teton Court
New Orleans, LA 70131

Malaysia:

His Excellency Datuk Dr. Awang Adek Hussin
Ambassador of Malaysia
Embassy of Malaysia
3516 International Court, NW
Washington, DC 20008

Mexico:

The Honorable Ramón González Jameson
Consul General of Mexico
Consulate General of Mexico
901 Convention Center Boulevard
Suite 119
New Orleans, LA 70130

Morocco:

His Excellency Rachad Bouhlal
Ambassador of the Kingdom of Morocco
Embassy of the Kingdom of Morocco
1601 21st Street, NW
Washington, DC 20009

Morocco:

The Honorable Mohammed Benabdeljalil
Consul General of the Kingdom of Morocco
Consulate General of the Kingdom of Morocco
10 East 40th Street
New York, NY 10016

Netherlands:

The Honorable Nathalie Olijslager-Jaarsma
Consul General of the Kingdom of the Netherlands
Consulate General of the Kingdom of the Netherlands
701 Brickell Avenue
Suite 500
Miami, FL 33131

New Zealand:

His Excellency Mike Moore
Ambassador of New Zealand
Embassy of New Zealand
37 Observatory Circle, NW
Washington, DC 20008

Nicaragua:

The Honorable Cro. Luis Alberto Martínez Noguera
Consul General of the Republic of Nicaragua
Consulate General of the Republic of Nicaragua
1332 W Flagler Street
Miami, FL 33135

Norway:

The Honorable Morten Paulsen
Consul General of the Kingdom of Norway
Royal Norwegian Consulate General
3410 West Dallas Street
Houston, TX 77019

Panama:

The Honorable Georgina Aispurua
Consul General of the Republic of Panama
Consulate General of the Republic of Panama
Energy Centre
1100 Poydras Street
Suite 2615
New Orleans, LA 70163

Paraguay:

Her Excellency Ambassador Sophia López Garelli
Consul General of Republic of Paraguay
Consulate General of Republic of Paraguay
25 South East 2nd Avenue
Suite 720
Miami, FL 33131

Peru:

The Honorable Miguel Aleman-Urteaga
Consul General of the Republic of Peru
Consulate General of the Republic of Peru
4360 Chamblee Dunwoody Road
Suite 580
Atlanta, GA 30341

Philippines:

The Honorable Generoso D. G. Calonge
Consul General of the Republic of the Philippines
Consulate General of the Republic of the Philippines
122 South Michigan Avenue
Suite 1600
Chicago, IL 60603

Poland:

His Excellency Ryszard Schnepf
Ambassador of the Republic of Poland
Embassy of the Republic of Poland
2640 Sixteenth Street, NW
Washington, DC 20009

Singapore:

His Excellency Ashok Kumar Mirpuri
Ambassador of the Republic of Singapore
Embassy of the Republic of Singapore
3501 International Place, NW
Washington, DC 20008

South Africa:

His Excellency Mninwa Johannes Mahlangu
Ambassador of the Republic of South Africa
Embassy of the Republic of South Africa
3051 Massachusetts Avenue, NW
Washington, DC 20008

South Korea:

The Honorable Park Suk-Bum
Consul General of the Republic of Korea
Consulate General of the Republic of Korea
1990 Post Oak Boulevard
Suite 1250
Houston, TX 77056

Spain:

The Honorable Enric Panés Calpe
Consul General of the Kingdom of Spain
Consulate General of the Kingdom of Spain
1800 Bering Drive
Suite 660
Houston, TX 70057

Sweden:

His Excellency Björn Lyrvall
Ambassador of the Kingdom of Sweden
Embassy of the Kingdom of Sweden
2900 K Street NW
Washington, DC 20007

Switzerland:

The Honorable Andreas Maager
Consul General of the Swiss Confederation
Consulate General of the Swiss Confederation
1349 West Peachtree Street, NE
Suite 1000
Atlanta, GA 30309

Taiwan: Taipei Economic and Culture Office

Mr. Louis M. Huang
Director General
Taipei Economic and Cultural Office
11 Greenway Plaza, Suite 2006
Houston, TX 77046

Thailand:

His Excellency Pisan Manawapat
Ambassador of the Kingdom of Thailand
Royal Thai Embassy
1024 Wisconsin Avenue, NW
Washington, DC 20007

Turkey:

The Honorable Ferhat Alkan
Consul General of the Republic of Turkey
Consulate General of the Republic of Turkey
1990 Post Oak Boulevard
Suite 1300
Houston TX, 77056-3813

Trinidad and Tobago:

The Honorable Dr. Anil Ramnanan
Consul General of the Republic of Trinidad and Tobago
Consulate General of the Republic of Trinidad and Tobago
1000 Brickell Avenue
Suite 800
Miami, FL 33131

United Kingdom:

The Honorable Jeremy Pilmore Bedford
Consul General of the United Kingdom of Great Britain and Northern Ireland
Consulate General of the United Kingdom
133 Peachtree Street, NE
Suite 3400
Atlanta, GA 30303

Uruguay:

The Honorable Maria Lourdes Bone Dadalt
Consul General of Uruguay
Consulate General of Uruguay
2103 Coral Way
Suite 600
Miami, FL 33145

Uzbekistan:

His Excellency Bakhtiyar Gulyamov
Ambassador of the Republic of Uzbekistan
Embassy of the Republic of Uzbekistan
1746 Massachusetts Avenue, NW
Washington, DC 20036

Vietnam:

The Honorable Nguyen Van Hoa
Consul General of Vietnam
Consulate General of Vietnam
5251 Westheimer Road
Suite 1100
Houston, TX 77056

Attachment A Section II Q.b: Official Accord

ACCORD BETWEEN THE EXECUTIVE BRANCHES
OF THE MISSISSIPPI BAND OF CHOCTAW INDIANS AND
THE STATE OF MISSISSIPPI



WHEREAS, the Mississippi Band of Choctaw Indians is a federally-recognized Indian tribe retaining its rights of sovereignty as recognized by treaty, federal and state law, and federal and state court decisions; and

WHEREAS, the territory of the Mississippi Band of Choctaw Indians is located in Mississippi, and citizens of the Mississippi Band of Choctaw Indians residing in Choctaw Indian Country located in Mississippi are also citizens of the State of Mississippi; and

WHEREAS, there exists an interdependent relationship between the government of the Mississippi Band of Choctaw Indians and the government of the State of Mississippi; and

WHEREAS, the executive branch of the Mississippi Band of Choctaw Indians and the executive branch of the government of the State of Mississippi, on a regular basis, work and cooperate with each other on numerous and varied governmental programs; and

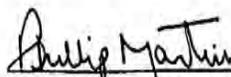
WHEREAS, in working with each other, it is proper, necessary, and beneficial that the executive branches of the Mississippi Band of Choctaw Indians and the State of Mississippi act in a manner that will continue to build upon and improve the delivery of governmental services and in a manner that is cognizant of, respectful of and consistent with the sovereignty of the Mississippi Band of Choctaw Indians and the sovereignty of the State of Mississippi; be it therefore

RESOLVED AND AGREED that the executive branch of the Mississippi Band of Choctaw Indians and the executive branch of the State of Mississippi will, in the future, at all times, work with each other on a government-to-government basis, and in furtherance of this relationship, will develop memorandums of understanding between the executive departments of the Mississippi Band of Choctaw Indians and the executive departments of the State of Mississippi setting forth the procedures and guidelines to ensure that programs affecting both entities are effectively implemented while the sovereignty of both entities is properly respected; and be it

FURTHER RESOLVED AND AGREED that the parties hereto have entered into this Accord for the sole purpose of enhancing government-to-government cooperation between the executive branch of the Mississippi Band of Choctaw Indians and the executive branch of the State of Mississippi. This Accord does not, and shall not be construed to, change, enlarge, diminish, or waive the sovereignty or jurisdiction of either party, or the rights, privileges, or immunities of any person. In addition, this Accord does not, and shall not be construed to, create any right to administrative or judicial review, or any other right, benefit or responsibility, substantive or procedural, enforceable by any person against the executive branch of the Mississippi Band of Choctaw Indians, the executive branch of the State of Mississippi, their officers or employees, or any other person.

Executed on this the 24th day of November 1997.





PHILLIP MARTIN
Chief - Mississippi Band of Choctaw Indians



KIRK FORDICE
Governor - State of Mississippi



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**Attachment B: Steering Committee and Workgroup Membership
Steering Committee 2018-2019**

Dr. Thomas Dobbs, MD, MPH (State Health Officer)
Mississippi (MS) State Department of Health

Dr. Paul Byers, MD, MPH (Co-Chair)
MS State Department of Health

Christy Craft Berry (Co-Chair)
MS Department of Finance and Administration

Greg Michel/John Cox
MS Emergency Management Agency

Jim Brinson/Markus Marbury
MS Department of Public Safety – Homeland Security

Gene Robertson
MS Department of Agriculture and Commerce

Scott Waller/Blake Wilson
MS Economic Council

Estelle Watts/Brooks Little
MS Department of Education

Camp Murphy/Wesley Clay
MS Governor's Office

Alynda Ponder
MS Department of Human Services

Capt. Michael Childress/Major Steven Cochran
MS Military Department

David Mallery
MS Commission for Volunteer Services

Ellen O'Neal
Attorney General Office

Brittany Martin
MS State Personnel Board

Jonathan Wilson/Terry McCleod
University of MS Medical Center

Debra Brown/Sarah Perry
Information Technology Services

James Walker
Mississippi (MS) Department of Public Safety

Community Mitigation Strategies Workgroup

MS State Department of Health
MS Department of Finance and Administration
MS Department of Human Services
MS Emergency Management Agency
MS Commission on Volunteer Service
MS Department of Education
MS Economic Council
MS Department of Transportation
MS Association of Independent Schools
MS Board of Trustees of State Institutions of Higher Learning
MS Department of Transportation
MS Gaming Commission
MS Medical Association
MS Office of the Attorney General
MS State Board for Community and Junior Colleges

Healthcare and Public Health System Capacity Workgroup

University of Mississippi Medical Center
MS Department of Mental Health
MS State Department of Health
MS Board of Animal Health
MS Band of the Choctaw Indians
MS Board of Nursing
MS Board of Pharmacy
MS Department of Public Safety
MS Department of Rehabilitation Services
MS Division of Medicaid
MS Hospital Association
MS Primary Care Association
MS State Board of Medical Licensure
MS Port Authority

Emergency Medical Services, Public Safety and 9-1-1 Systems Capacity Workgroup

Mississippi (MS) Department of Public Safety
American Medical Response
MS Association of Chiefs of Police
MS Sheriff's Association
MS Office of the Attorney General
MS Emergency Management Agency
MS Department of Human Services
MS Wireless Communication Commission
MS Department of Corrections
MS State Department of Health

Identification and Maintenance of Essential Government Functions Workgroup

MS Department of Education
MS Emergency Management Agency
Office of the Mississippi State Treasurer
MS Office of the State Auditor
MS Department of Finance and Administration
MS Department of Public Safety
MS Department of Information Technology Services
MS State Personnel Board
MS Military Department
MS Division of Medicaid
MS Association of Independent Schools
MS Board of Trustees of State Institutions of Higher Learning
MS Department of Agriculture and Commerce
MS Department of Archives and History
MS Department of Banking and Consumer Finance
MS Department of Employment Security
MS Economic Council
MS Department of Public Safety – Office of Homeland Security
MS Department of Revenue
Public Employees Retirement System of Mississippi
Workers Compensation Commission

External Affairs – Federal Agencies and Foreign Missions Workgroup

MS Emergency Management Agency
MS State Department of Health
MS Department of Human Services
MS Department of Transportation
MS Military Department
MS Band of the Choctaw Indians
MS Office of the Attorney General

**Identification and Maintenance of Critical Infrastructure and Key Resources
Workgroup**

Mississippi (MS) Department of Environmental Quality
MS Forestry Commission
MS Military Department
MS Emergency Management Agency
MS State Department of Health
MS Department of Agriculture and Commerce
MS Department of Human Services
MS Trucking Association

Attachment C: Emergency Support Function Coordination Guide

Emergency Support Function Coordination Guide



Prepared April 29, 2010

About This Guide

This attachment serves as a point of reference for the Mississippi Emergency Support Functions (ESF)s to identify their scope of actions that may occur during Pandemic Influenza preparedness, response and recovery activities. The activities outlined are either in addition to activities outlined in the ESF Annexes of the Comprehensive Emergency Management Plan (CEMP), or they outline how these activities are augmented in a pandemic scenario. All ESFs, including those listed below, are still responsible for the activities outlined in the CEMP Plan and ESF Annexes.

This list of agencies and organizations and ESF activities should not be considered exhaustive or static. As the situation and Federal guidance evolves throughout the phases of a pandemic, so will the requirements of the state, and flexibility beyond the items outlined below will likely be required.

Agencies/Key Stakeholders

P – Primary Agencies and Organizations

S – Supporting Agencies and Organizations

Legend - The Alphanumeric in () is the Federal Guidance Appendix number

- A. Sustain Operations of State Agencies and Support and Protect Government Workers (A1)
- B. Ensure Public Health Continuity of Operations During Each Phase of a Pandemic (A2)
- C. Ensure Continuity of Food Supply System (A3)
- D. Ensure Ability to Respond to Agricultural Emergencies and Maintain Food Safety Net Programs (A4)
- E. Ensure Integration of Uniformed Military Services Needs and Assets (A5)
- F. Sustain Transportation Systems (A6)
- G. Ensure Surveillance and Laboratory Capability during Each Phase of a Pandemic (B1)
- H. Assist with Controls at U.S. Ports of Entry (B2)
- I. Implement Community Mitigation Interventions (B3)
- J. Enhance State Plans to Enable Community Mitigation through Student Dismissal and School Closure (B4)
- K. Acquire and Distribute Medical Countermeasures (B5)
- L. Ensure Mass Vaccination Capability during Each Phase of a Pandemic (B6)
- M. Provide Healthcare (B7)
- N. Manage Mass Fatalities (B8)
- O. Ensure Communication Capability during Each Phase of a Pandemic (B9)
- P. Mitigate the Impact of a Pandemic Influenza on Workers in the State (B10)
- Q. Understand Official Communication Mechanisms for Foreign Missions, International Organizations and their Members in the U.S. (B11)
- R/S. Integrate Emergency Medical Services, 9-1-1 Public Safety Answering Points into Pandemic Preparedness (B12, B13)
- T. Protect Citizens: Operating Readiness (B14)
- U. Public Safety and Law Enforcement (B15)
- V. Define Critical Infrastructure and Key Resources (CIKR) Protection, Planning, Preparedness Roles and Responsibilities (C1)
- W. Build Public-Private Partnerships and Support Networks (C2)
- X. Implement the National Infrastructure Protection Plan Risk Management Framework for a Pandemic (C3)
- Y. Bolster CIKR Information Sharing and Protection Initiatives (C4)
- Z. Leverage Emergency Preparedness Activities for CIKR Protection, Planning and Preparedness (C5)
- AA. Integrate Federal and State CIKR Protection, Planning and Preparedness Activities (C6)
- BB. Allocate Scarce Resources (C7)

CDC – Centers for Disease Control and Prevention

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Mississippi Pandemic Influenza Incident Annex

Section II Sub-Section	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R/S	T	U	V	W	X	Y	Z	AA	BB
Primary ESF	5	8	11	11	5	1	8	8	8	8	8	8	8	8	2/15	8	5	8	8	13	5	5	13	5	5	5	5
Agencies/Key Stakeholders																											
All Agencies and Organizations	S								S						S												
Mississippi Association of Independent Schools	S								S	S					S												
Mississippi Attorney General's Office	S								S	S					S	S				S	S						
Office of the State Auditor	S								S								S			S							
Mississippi Band of the Choctaw Indians	S								S						S		S										
Mississippi Board of Animal Health	S	S	P	P			S		S						S												
Mississippi Board of Nursing	S								S				S		S	S											
Mississippi Board of Pharmacy	S								S						S	S									S		S
Mississippi Board of Trustees of State Institutions of Higher Learning	S					S	S		S	S					S	S	S										
Mississippi Clinical Laboratories	S	S					S		S						S												
Mississippi Commission for Volunteer Service	S								S						S	S											
Mississippi Coroners Association	S								S						S												

Mississippi Pandemic Influenza Incident Annex

Section II Sub-Section	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R/S	T	U	V	W	X	Y	Z	AA	BB
Primary ESF	5	8	11	11	5	1	8	8	8	8	8	8	8	8	2/15	8	5	8	8	13	5	5	13	5	5	5	5
Mississippi Dental Association	S								S					S	S												
Mississippi Department of Agriculture and Commerce	S		P	P					S						S	S											
Mississippi Department of Banking & Consumer Finance	S								S						S	S					S						
Mississippi Department of Corrections	S								S						S					S							
Mississippi Department of Education	S					S			S	S					S												
Mississippi Department of Employment Security	S								S						S	S											
Mississippi Department of Environmental Quality	S								S						S						S						
Mississippi Department of Finance and Administration	S		S	S					S						S										S		S
Mississippi Department of Human Services	S					S			S				S		S	S	S										
Mississippi Department of Information	S	S							S						S	S											

Mississippi Pandemic Influenza Incident Annex

Section II Sub-Section	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R/S	T	U	V	W	X	Y	Z	AA	BB	
Primary ESF	5	8	11	11	5	1	8	8	8	8	8	8	8	8	2/15	8	5	8	8	13	5	5	13	5	5	5	5	
Technology Services																												
Mississippi Department of Marine Resources	S		S	S					S						S					S								
Mississippi Department of Mental Health	S	S							S				S		S	S												
Mississippi Department of Public Safety	S					S			S		S	S		S	S			S		P								
Mississippi Office of Homeland Security (Department of Public Safety)	S								S						S	S				S		P	P	P	P	S	S	S
Mississippi State Medical Examiner's Office (Department of Public Safety)	S								S					S	S													
Mississippi Department of Rehabilitation Services	S								S				S		S													
Mississippi Department of Transportation	S		S	S		P			S						S			S		S	S							
Mississippi Department of Wildlife, Fisheries and Parks	S		S	S					S						S					S								
Mississippi Development Authority	S								S						S	S	S											

Mississippi Pandemic Influenza Incident Annex

Section II Sub-Section	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R/S	T	U	V	W	X	Y	Z	AA	BB
Primary ESF	5	8	11	11	5	1	8	8	8	8	8	8	8	8	2/15	8	5	8	8	13	5	5	13	5	5	5	5
Mississippi Division of Medicaid	S								S						S	S											
Mississippi Economic Council	S								S						S	S											
Mississippi Emergency Management Agency	S	S	S	S	P	S			S	S			S	S	P	S	P	S	S		P	S	S	S	P	P	P
Mississippi Funeral Directors Association	S								S					S	S												
Mississippi Funeral Directors and Morticians Association	S								S					S	S												
Mississippi Healthcare Organizations	S								S				S		S												
Mississippi Hospital Association	S								S	S			S	S	S												
Mississippi Hospitals	S	S					S		S				S		S												
Mississippi Insurance Department	S								S						S	S											
Mississippi Manufacturers Association	S								S						S	S											
Mississippi Military Department	S				S	S			S	S	S				S					S					S		S
Mississippi Port Authority	S							S	S						S												

Mississippi Pandemic Influenza Incident Annex

Section II Sub-Section	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R/S	T	U	V	W	X	Y	Z	AA	BB
Primary ESF	5	8	11	11	5	1	8	8	8	8	8	8	8	8	2/15	8	5	8	8	13	5	5	13	5	5	5	5
Mississippi Public Broadcasting	S								S						S	S					S						
Mississippi Public Service Commission	S								S						S	S									S		S
Mississippi Veterinary Research and Diagnostic Laboratory	S	S							S						S												
Mississippi State Board for Community and Junior Colleges	S								S	S			S		S	S											
Mississippi State Board of Funeral Service	S								S					S	S												
Mississippi State Board of Medical Licensure	S								S				S		S	S											
Mississippi State Department of Health	S	P	S	S	S	S	P	P	P	P	P	P	P	P	P	P	S	P	P	S	S	S	S	S	S	S	S
Mississippi State Personnel Board	S								S						S												
Mississippi State Supreme Court	S								S						S					S							
Mississippi State University Extension Service	S		S						S						S												
Mississippi Department of Revenue	S								S						S	S											

Mississippi Pandemic Influenza Incident Annex

Section II Sub-Section	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R/S	T	U	V	W	X	Y	Z	AA	BB
Primary ESF	5	8	11	11	5	1	8	8	8	8	8	8	8	8	2/15	8	5	8	8	13	5	5	13	5	5	5	5
Mississippi Trucking Association	S								S						S												
Mississippi Veterinary Research and Diagnostic Laboratory	S						S		S						S												
Mississippi Wireless Communication Commission	S								S						S			S									
Mississippi Worker's Compensation Commission	S								S						S	S											
Mississippi Governor's Office	S								S						S	S	P										S
University of Mississippi Medical Center	S								S				S	S	S	S											

Mississippi State Operational Stage: Preparedness

United States Government (USG) Stage: 0/1/2/3

Centers for Disease Control and Prevention (CDC) Interval: Investigation, Recognition

Trigger indicating that Mississippi could be affected:

Ongoing preparedness activities in the absence of known pre-pandemic disease activity (USG Stage 0)

Suspected overseas reported by World Health Organization (WHO) or CDC may add urgency to preparedness activities (USG Stage 1).

Confirmed human overseas reported by WHO or CDC may add urgency to preparedness activities (USG Stage 2 &3).

Objectives	Coordination Activities - PREPAREDNESS	Reference
Emergency Support Functions (ESF) 1 Transportation		
Keep foods and people moving during a Pandemic Influenza (PI).	<ul style="list-style-type: none"> Coordinate with the Mississippi Department of Transportation to develop plans and contracts, Memorandum of Understandings, etc. to support the sustainment of transportation services during a pandemic. 	Section II.F
Protect transportation workers during a PI.	<ul style="list-style-type: none"> Identify risks posed to transportation workers during a pandemic. In coordination with the Mississippi State Department of Health (MSDH) to develop plans to identify and implement infection control strategies, protect transportation workers (social distancing, personal protective equipment, cleaning/sanitizing operations). Ensure transportation staff are trained on personal protective measures that can be taken during a pandemic. 	Section II.F
Protect the public while using transportation systems during a pandemic.	<ul style="list-style-type: none"> In coordination with the MSDH and ESF 15, develop strategies to communicate protective measures that may be taken by the public using public transportation systems during a pandemic. 	Section II.F

Objectives	Coordination Activities - PREPAREDNESS	Reference
Emergency Support Function (ESF) 2 Communications Response		
Develop/implement operating plans for two-way communications during a pandemic.	In coordination with the Mississippi Emergency Management Agency, coordinate the development/maintenance of plans to coordinate the management of two-way communications systems with the Mississippi Department of Information Technology Services, Wireless Communication Commission and Mississippi Department of Public Safety as well as end-user agencies and organizations consistent with the ESF 2 Annex in the Comprehensive Emergency Management Plan.	Section II.O
ESF 5 Emergency Management		
Ensure continuity of government in face of significantly increased absenteeism.	<ul style="list-style-type: none"> • Develop continuity of government plans. • Ensure state agencies have Continuity of Operations Plans in place. 	Section II.A
Assist employees of state agencies unable to work for a significant time period.	<ul style="list-style-type: none"> • Work with the Mississippi Department of Finance and Administration, the Mississippi State Personnel Board and individual agencies to develop policies for leave, benefits, telework etc. during a pandemic. 	Section II.A
Communicate with employees of state agencies.	<ul style="list-style-type: none"> • Ensure agencies are provided with information during a pandemic (see Section II.O) and have plans to communicate with their employees during a pandemic. 	Section II.A
Ensure state agency workplaces are safe workplaces during pandemic.	<ul style="list-style-type: none"> • In coordination with the Mississippi State Department of Health, ensure agencies develop policies and procedures for implementing infection control/disease mitigation guidance in the workplace that include but are not limited to: <ul style="list-style-type: none"> ▪ Social distancing ▪ Personal protective equipment procurement and usage ▪ Standard disease prevention activities (hand washing, cough etiquette) 	Section II.A
Revise human resource and other workplace policies affecting the safety of state government workers.	<ul style="list-style-type: none"> • Work with the Mississippi Department of Finance and Administration, Mississippi State Personnel Board and individual agencies to develop policies for leave, benefits and telework during a pandemic. • Ensure that plans exist for state workers to obtain access to healthcare, mental health and other workforce resilience services. 	Section II.A

Objectives	Coordination Activities - PREPAREDNESS	Reference
Ensure uniformed military services are integrated into all phases of State Pandemic Influenza Planning.	<ul style="list-style-type: none"> Develop strategies and procedures for requesting and managing assets from the Mississippi Military Department and the Federal military services during a pandemic. 	Section II.E
Ensure local emergency managers and local health departments coordinate planning with active Federal military installations in their jurisdictions, if present.	<ul style="list-style-type: none"> Coordinate the development of plans between local jurisdictions and military installations and facilitate communication if needed. 	Section II.E
Facilitate coordination with Military organizations and response assets.	<ul style="list-style-type: none"> Support coordination and communication for planning efforts with the Mississippi Military Department and Federal military services. 	Section II.E
Understand official communication mechanisms for foreign missions, international organizations and their members in the United States.	<ul style="list-style-type: none"> Ensure ongoing awareness among Mississippi agencies and organizations of official communications mechanisms for foreign missions, international organizations and their members with a presence in the state of Mississippi. 	Section II.Q
Understand official communication mechanisms for foreign missions, international organizations and their members in the United States.	<ul style="list-style-type: none"> Ensure ongoing awareness among Mississippi agencies and organizations of official communications mechanisms for foreign missions, international organizations and their members with a presence in the state of Mississippi. 	Section II.Q
Define Critical Infrastructure and Key Resources (CIKR) protection, planning, preparedness, response and recovery roles and responsibilities.	<ul style="list-style-type: none"> Evaluate the state's current CIKR plans based on Federal guidance and identify current gaps for correction. Develop plans, procedures and programs for integrating and coordination CIKR at the local and state level. 	Section II.V
Build and utilize public-private partnerships and support networks.	<ul style="list-style-type: none"> Develop protection planning and support networks including representation from government and private entities in the CIKR sectors. Identify and develop plans to accommodate unique geographical issues that would impact pandemic response and recovery efforts. 	Section II.W

Objectives	Coordination Activities - PREPAREDNESS	Reference
Bolster Critical Infrastructure and Key Resources (CIKR) information sharing and protection initiatives.	<ul style="list-style-type: none"> Develop a process/structure for preparedness planning and information sharing among CIKR partners. 	Section II.Y
Leverage emergency preparedness activities for CIKR protection, planning, preparedness, response and recovery.	<ul style="list-style-type: none"> Provide support to CIKR planning and preparedness activities against identified threats and vulnerabilities. 	Section II.Z
Integrate Federal, state, local, tribal and territorial government with the public and private sector CIKR protection, planning, preparedness, response and recovery activities.	<ul style="list-style-type: none"> Provide support to CIKR planning and preparedness activities for state, local and tribal governments as well as public and private sector partners, against identified threats and vulnerabilities in coordination with Federal preparedness priorities and resources. 	Section II.AA
Prioritize and allocate scarce resources.	<ul style="list-style-type: none"> Establish systems for identifying, managing and providing scarce resources during a Pandemic Influenza (PI). 	Section II.BB
Emergency Support Function 8 Public Health and Medical Services		
Maintain essential public health functions.	<ul style="list-style-type: none"> Develop/maintain continuity of operations plans for public health organizations and activities including the identification of essential functions. 	Section II.B
Pre-identify personnel, equipment and resources to support sustained response/survivability and recovery.	<ul style="list-style-type: none"> Identify personnel, equipment and resources required to support identified essential functions of public health organizations and activities. 	Section II.B
Pre-identify primary and secondary individuals for core functional roles per the Incident Command System.	<ul style="list-style-type: none"> Identify and train staff who can serve as either primary or backup staff for Incident Command System based command and control of a PI. 	Section II.B

Objectives	Coordination Activities - PREPAREDNESS	Reference
Implement steps for enhanced human surveillance.	<ul style="list-style-type: none"> • Develop plans for enhanced human surveillance of influenza-like illness during a pandemic to include: <ul style="list-style-type: none"> ▪ Systems to collect information ▪ Data reporting processes ▪ Specimen collection and testing ▪ Strategies to communicate with providers ▪ Protocols for suspected/confirmed case investigation 	Section II.G
Monitor influenza-related hospitalizations and deaths throughout the pandemic.	<ul style="list-style-type: none"> • Develop plans and procedures to collect information electronically on deaths and hospitalizations due to influenza during a pandemic. 	Section II.G
Develop procedures for notification and information sharing.	<ul style="list-style-type: none"> • Establish plans and procedures for notification and information sharing between the Mississippi State Department of Health and healthcare institutions and other key stakeholders. Ensure communication also includes links between animal and human disease surveillance systems. 	Section II.G
Develop operating steps to obtain information on and track the impact of a pandemic.	<ul style="list-style-type: none"> • Establish plans and procedures to collect and analyze epidemiological information to assist in response decision making and for reporting to the Centers for Disease Control and Prevention (CDC). 	Section II.G
Develop steps for augmenting the capacity of public health and clinical laboratories.	<ul style="list-style-type: none"> • Identify alternate resources for supporting clinical and public health laboratories and develop plans to utilize them in a pandemic. 	Section II.G
Develop systems and procedures that will be used to exchange specimen-level data electronically among laboratories.	<ul style="list-style-type: none"> • Establish and deploy systems to collect specimen data among clinical and public health laboratories and to report to the CDC as appropriate. 	Section II.G
Develop call-down procedures for laboratory staff.	<ul style="list-style-type: none"> • Ensure call-down procedures are integrated into laboratory pandemic plans. 	Section II.G
Identify locations for additional laboratory facilities.	<ul style="list-style-type: none"> • Develop plans, including Memorandums of Understanding or Memorandum of Agreement, to utilize identified alternate laboratory facilities. 	Section II.G
Develop strategies for controls at ports of entry.	<ul style="list-style-type: none"> • Coordinate with Port Authorities and CDC Quarantine station to develop plans for supporting CDC disease investigation and control operations at ports of entry. 	Section II.H

Objectives	Coordination Activities - PREPAREDNESS	Reference
Develop strategies for isolation and treatment of ill individuals.	<ul style="list-style-type: none"> Establish and maintain plans for isolating and treating pandemic influenza patients. 	Section II.I
Provide clear policies and procedures for advising voluntary quarantine of household contacts to a known or suspected case, including processes to monitor households under quarantine.	<ul style="list-style-type: none"> Develop and maintain plans for advising voluntary quarantine of close contacts as well as processes for monitoring those under quarantine. 	Section II.I
Develop clear policies and procedures for advising social distancing practices in the community and the worksite.	<ul style="list-style-type: none"> Establish and maintain plans for the selection and implementation of social distancing measures based on Centers for Disease Control and Prevention guidance and the severity and epidemiology of the pandemic. 	Section II.I
Review legal authorities and delegations of authority for closing schools and dismissing students.	<ul style="list-style-type: none"> Identify legal authorities and responsibilities for implementing school closure and student dismissal. 	Section II.J
Provide, develop and/or enhance planning and coordination efforts for school closure/student dismissal and reopening.	<ul style="list-style-type: none"> Provide guidance for the establishment of plans and procedures for school closure for daycare centers, state and independent schools as well as community colleges and institutions of higher education on a voluntary and mandatory basis. Provide guidance for the establishment plans for re-opening closed schools and institutions. 	Section II.J
Develop and/or enhance communications planning for school closure/student dismissal and reopening.	<ul style="list-style-type: none"> Identify strategies for communicating with the public, parents and students on school closure and student dismissal. 	Section II.J
Establish expectation and procedures for providing continuity of education for students.	<ul style="list-style-type: none"> Encourage schools to develop expectations for the ongoing provision of education and identified the responsibilities for ensuring the continuing of education were appropriate. 	Section II.J
Establish policies and procedure for use of school facilities and resources during a pandemic.	<ul style="list-style-type: none"> Develop plans and Memorandums of Understanding on the use of school facilities and resources to support pandemic response. 	Section II.J

Objectives	Coordination Activities - PREPAREDNESS	Reference
Ensure Continuity of Operations (COOP) and business continuity plans include considerations for pandemic for the state educational agency.	<ul style="list-style-type: none"> Ensure the development and maintenance of COOP plans for state education agencies and organizations during a pandemic. 	Section II.A
Receive and store antiviral drugs, personal protective equipment and medical supplies from the Strategic National Stockpile (SNS).	<ul style="list-style-type: none"> Develop plans and systems for managing assets received from the Federal SNS 	Section II.K
Ensure mass vaccination capability during each phase of a pandemic.	<ul style="list-style-type: none"> Develop plans for the distribution of vaccine and other medical countermeasures to the public during a pandemic. 	Section II.L
Provide mechanisms for vaccine monitoring.	<ul style="list-style-type: none"> Ensure that mass vaccination plans include provisions for the monitoring of adverse events from the administration of medical countermeasures. 	Section II.L
Provide healthcare during a pandemic.	<ul style="list-style-type: none"> Coordinate with healthcare delivery organizations to develop and maintain plans for providing care during a pandemic. 	Section II.M
Manage mass fatalities during a pandemic.	<ul style="list-style-type: none"> Coordinate plans to ensure the ability to manage a surge of fatalities during a pandemic. 	Section II.N
Develop culturally-appropriate and language specific information.	<ul style="list-style-type: none"> Establish Pandemic Influenza (PI) informational material templates that are culturally specific and in multiple languages. 	Section II.O
Mitigate the impact of a PI on workers in the State.	<ul style="list-style-type: none"> Identify resources and develop plans to support workers in Mississippi during a pandemic. Share preparedness information and resources with workers in Mississippi. 	Section II.P
Ensure integration of Emergency Medical Services (EMS) into pandemic planning.	<ul style="list-style-type: none"> Include EMS in the development of pandemic plans and ensure that EMS issues are addressed in pandemic planning. 	Section II.R/S
Integrate the roles of EMS into influenza surveillance and mitigation.	<ul style="list-style-type: none"> Ensure the integrations of EMS transport information into influenza surveillance activities. 	Section II.R/S

Objectives	Coordination Activities - PREPAREDNESS	Reference
Maintain continuity of Emergency Medical Services (EMS) operations during a Pandemic Influenza (PI).	<ul style="list-style-type: none"> Develop plans to augment EMS resources to ensure continuity of operations during a pandemic. 	Section II.R/S
Identify/ensure legal authority to support EMS operations during a pandemic.	<ul style="list-style-type: none"> Locate and review the Mississippi legal authorities that may impact the support of EMS operations during a pandemic. 	Section II.R/S
Establish/communicate EMS clinical standards and treatment protocols.	<ul style="list-style-type: none"> Develop plans and procedures for communicating pandemic clinical standards and treatment protocols with EMS providers during a pandemic. 	Section II.R/S
Ensure the protection of the EMS workforce.	<ul style="list-style-type: none"> Establish plans and procedures to ensure that EMS personnel have appropriate guidance and resources to protect themselves during a pandemic. 	Section II.R/S
Emergency Support Function (ESF) 11 Animals, Agriculture and Natural Resources		
Ensure continuity of the food supply system.	<ul style="list-style-type: none"> Coordinate with the Mississippi Board of Animal Health (MBAH) and the Mississippi Department of Agriculture and Commerce to develop plans to ensure the food supply is not disrupted during a pandemic. 	Section II.C
Ensure the ability to respond to agriculture emergencies and maintain food safety net programs.	<ul style="list-style-type: none"> Coordinate with the MBAH and the Mississippi Department of Agriculture and Commerce to develop plans to respond to agricultural emergencies. Develop plans to maintain food safety net/nutritional assistance programs during a pandemic. 	Section II.D
ESF 13 Public Safety and Security		
Ensure guiding principles for Public Safety Answering Points (PSAPs) are developed and disseminated.	<ul style="list-style-type: none"> Integrate PSAPs into PI plans and information dissemination strategies. 	Section II.R/S
Ensure the ability of PSAPs to provide information to the public.	<ul style="list-style-type: none"> Develop plans to provide PSAPs with updated public health information throughout a pandemic. 	Section II.R/S

Objectives	Coordination Activities - PREPAREDNESS	Reference
Ensure Public Safety Answering Points (PSAPs) are able to facilitate call screening	<ul style="list-style-type: none"> Develop plans for PSAPs to provide information to the public, including the deferring of calls to call centers and other information resources if appropriate. 	Section II.R/S
Ensure PSAP protocols provide for priority dispatch of limited EMS resources.	<ul style="list-style-type: none"> Develop plans to disseminate revised protocols for the dispatch of Emergency Medical Services (EMS) resources during a pandemic. 	Section II.R/S
Educate and train the PSAPs.	<ul style="list-style-type: none"> Develop pre-pandemic training for PSAPS as well as plans for providing just-in-time training during a pandemic. 	Section II.R/S
Ensure PSAP continuity of operations.	<ul style="list-style-type: none"> Develop continuity of operations plans for PSAP operations. 	Section II.S
Ensure public safety and law enforcement operations continue during a pandemic.	<ul style="list-style-type: none"> Develop plans to ensure that critical components of the law enforcement and justice systems continue during a pandemic. 	Section II.U
Implement the National Infrastructure Protection Plan (NIPP) risk management framework for a pandemic.	<ul style="list-style-type: none"> Integrate the NIPP risk management framework into pandemic planning. 	Section II.X

Mississippi State Operational Stage: Response

United States Government (USG) Stage: 4/5

Centers for Disease Control and Prevention Interval: Initiation/Acceleration/Peak/Deceleration

Trigger indicating that Mississippi could be affected: There are laboratory-confirmed human outbreaks in North America.

Trigger indicating that Mississippi is affected: One or more clusters of novel influenza with sustained and efficient human-to-human transmission in Mississippi or bordering states (USG Stage 4).

One laboratory-confirmed¹ case of Pandemic Influenza (PI) detected within Mississippi or an adjacent state² with evidence³ of increased occurrence of respiratory illness in Mississippi; or two or more laboratory-confirmed² cases of PI detected within Mississippi or an adjacent state³ that are not epidemiologically linked to any previous case (USG Stage 5).

¹ Confirmed by a Laboratory Response Network Reference Laboratory (not a Sentinel Laboratory)

² Some epidemiologic judgment must be used in determining when a case in an adjacent state triggers the Initiation Interval in Mississippi.

³ As detected by surveillance systems operated by the Mississippi State Department of Health.

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Emergency Support Function (ESF) 1 Transportation				
Keep foods and people moving during a PI.	<ul style="list-style-type: none"> Communicate with transportation authorities, operations centers and other key stakeholders on pandemic specific transportation issues. 	<ul style="list-style-type: none"> Communicate with transportation authorities, operations centers and other key stakeholders on pandemic specific transportation issues. 	<ul style="list-style-type: none"> Communicate with transportation authorities, operations centers and other key stakeholders on pandemic specific transportation issues. 	Section II.F

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
	<ul style="list-style-type: none"> May implement pandemic specific cleaning and sanitizing measures on public transportation based on guidance from the Mississippi State Department of Health (MSDH). 	<ul style="list-style-type: none"> May implement pandemic specific cleaning and sanitizing measures on public transportation based on guidance from the MSDH. May implement contracts and Memorandums of Understanding (MOUs) with key suppliers. 	<ul style="list-style-type: none"> Implement pandemic specific cleaning and sanitizing measures on public transportation based on guidance from the MSDH. Implement contracts, MOUs, etc. with key suppliers. 	
Protect transportation workers during a pandemic influenza	<ul style="list-style-type: none"> In coordination with guidance from the MSDH, communicate instructions and infection control strategies to protect transportation workers (social distancing, personal protective equipment, cleaning/sanitizing operations). 	<ul style="list-style-type: none"> In coordination with guidance from the MSDH, communicate instructions and infection control strategies to protect transportation workers (social distancing, personal protective equipment, cleaning/sanitizing operations). 	<ul style="list-style-type: none"> In coordination with guidance from the MSDH, communicate instructions and infection control strategies to protect transportation workers (social distancing, personal protective equipment, cleaning/sanitizing operations). 	Section II.F

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Protect the public while using transportation systems during a pandemic.	<ul style="list-style-type: none"> In coordination with the Mississippi State Department of Health (MSDH) and Emergency Support Function (ESF) 15 communicate travel advisories, alerts and pandemic specific infection control strategies that can be implemented by passengers on public transportation. May conduct pandemic specific cleaning procedures on public transportation. 	<ul style="list-style-type: none"> In coordination with the MSDH and ESF 15 communicate travel advisories, alerts and pandemic specific infection control strategies that can be implemented by passengers on public transportation May conduct pandemic specific cleaning procedures on public transportation 	<ul style="list-style-type: none"> In coordination with the MSDH and ESF 15 communicate travel advisories, alerts and pandemic specific infection control strategies that can be implemented by passengers on public transportation Conduct pandemic specific cleaning procedures on public transportation 	Section II.F
ESF 2 Communications				
Implement operating plans for two-way communications during a pandemic.	Ensure the functionality of two-way communications systems consistent with the ESF 2 Annex in the Comprehensive Emergency Management Plan (CEMP).	<ul style="list-style-type: none"> Ensure the functionality of two-way communications systems consistent with the ESF 2 Annex in the CEMP. 	<ul style="list-style-type: none"> Ensure the functionality of two-way communications systems consistent with the ESF 2 Annex in the CEMP. 	Section II.O

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Emergency Support Function 5 Emergency Management				
Ensure continuity of government in face of significantly increased absenteeism.	<ul style="list-style-type: none"> Conduct normal operations 	<ul style="list-style-type: none"> May reallocate resources to ensure sustainment essential functions 	<ul style="list-style-type: none"> Reallocate resources to ensure sustainment of essential functions. 	Section II.A
Assist employees of State agencies unable to work for a significant time period.	<ul style="list-style-type: none"> Conduct normal Human Resource (HR) policies and procedures for absenteeism. 	<ul style="list-style-type: none"> Consider implementing pandemic-specific HR policies and procedures to accommodate increased absenteeism, such as telework or altered leave policies. 	<ul style="list-style-type: none"> Implement pandemic-specific HR policies and procedures to accommodate increase absenteeism such as telework or altered leave policies. 	Section II.A
Communicate with employees of State agencies.	<ul style="list-style-type: none"> Provide updated information to state agencies/ organizations and ensure pandemic information is communicated to state workers. 	<ul style="list-style-type: none"> Provide updated information to state agencies/ organizations and ensure pandemic information is communicated to state workers. 	<ul style="list-style-type: none"> Provide updated information to state agencies/ organizations and ensure pandemic information is communicated to state workers. 	Section II.A
Ensure state agency workplaces are safe workplaces during pandemic.	<ul style="list-style-type: none"> Implement standard workplace infection control practices such as (hand hygiene are cough etiquette). 	<ul style="list-style-type: none"> May implement pandemic-specific workplace infection control policies and procedures such as social distancing and use of personal protective equipment. 	<ul style="list-style-type: none"> Implement pandemic-specific workplace infection control policies and procedures such as social distancing and use of personal protective equipment. 	Section II.A

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Revise human resource and other workplace policies affecting the safety of State government workers.	<ul style="list-style-type: none"> Utilize normal Human Resources (HR) policies and procedures for the workplace such as (sick leave, telework) Review pandemic specific human resource policies and revise/develop policies as needed. 	<ul style="list-style-type: none"> Consider implementing pandemic specific HR policies and procedures to accommodate pandemic specific infection control policies such as (telework, travel restrictions, altered leave polices). May implement programs to address psychological and social needs of state workers. 	<ul style="list-style-type: none"> Implementing pandemic specific HR policies and procedures to accommodate pandemic specific infection control policies (telework, travel restrictions, altered leave polices). Implement programs to address psychological and social needs of state workers. 	Section II.A
Ensure uniformed military services are integrated into all phases of State Pandemic Influenza Planning.	<ul style="list-style-type: none"> May implement strategies and procedures for requesting and managing assets from the Mississippi Military Department and the Federal military services during a pandemic as required. 	<ul style="list-style-type: none"> May implement strategies and procedures for requesting and managing assets from the Mississippi Military Department and the Federal military services during a pandemic as required. 	<ul style="list-style-type: none"> Implement strategies and procedures for requesting and managing assets from the Mississippi Military Department and the Federal military services during a pandemic as required. 	Section II.E

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Ensure local emergency managers and local health departments coordinate planning with active Federal military installations in their jurisdictions, if present.	<ul style="list-style-type: none"> May implement plans between local jurisdictions and military installations and facilitate communication if needed and as required. 	<ul style="list-style-type: none"> May implement plans between local jurisdictions and military installations and facilitate communication if needed and as required. 	<ul style="list-style-type: none"> Implement plans between local jurisdictions and military installations and facilitate communication if needed and as required. 	Section II.E
Facilitate coordination with Military organizations and response assets	<ul style="list-style-type: none"> Support coordination and communication for planning efforts with the Mississippi Military Department and Federal military services 	<ul style="list-style-type: none"> Support coordination and communication for planning efforts with the Mississippi Military Department and Federal military services 	<ul style="list-style-type: none"> Support coordination and communication for planning efforts with the Mississippi Military Department and Federal military services 	Section II.E
Understand official communication mechanisms for foreign missions, international organizations and their members in the United States.	<ul style="list-style-type: none"> Advise on and facilitate as appropriate communications with foreign missions, international organizations and their members with a presence in the state of Mississippi. 	<ul style="list-style-type: none"> Advise on and facilitate as appropriate communications with foreign missions, international organizations and their members with a presence in the state of Mississippi. 	<ul style="list-style-type: none"> Advise on and facilitate as appropriate communications with foreign missions, international organizations and their members with a presence in the state of Mississippi. 	Section II.Q

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Facilitate coordination with military organizations and response assets.	<ul style="list-style-type: none"> Advise on and facilitate as appropriate communications with foreign missions, international organizations and their members with a presence in the state of Mississippi. 	<ul style="list-style-type: none"> Advise on and facilitate as appropriate communications with foreign missions, international organizations and their members with a presence in the state of Mississippi. 	<ul style="list-style-type: none"> Advise on and facilitate as appropriate communications with foreign missions, international organizations and their members with a presence in the state of Mississippi. 	Section II.Q
Define Critical Infrastructure and Key Resources (CIKR) protection, planning, preparedness, response and recovery roles and responsibilities.	<ul style="list-style-type: none"> May implement information sharing systems among CIKR sector. 	<ul style="list-style-type: none"> Implement information sharing systems among CIKR sector. May implement as appropriate any temporary regulatory adjustments for waivers for the CIKR community under a Governor's Declaration. 	<ul style="list-style-type: none"> Implement information sharing systems among CIKR sector. Implement as appropriate any temporary regulatory adjustments for waivers for the CIKR community under a Governor's Declaration. 	Section II.V
Build and utilize public-private partnerships and support networks.	<ul style="list-style-type: none"> May implement systems for collection, analysis and sharing of information among public/private partnerships on CIKR functionality. 	<ul style="list-style-type: none"> Implement systems for collection, analysis and sharing of information among public/private partnerships on CIKR functionality. 	<ul style="list-style-type: none"> Implement systems for collection, analysis and sharing of information among public/private partnerships on CIKR functionality. 	Section II.W
Bolster CIKR information sharing and protection initiatives.	<ul style="list-style-type: none"> Support the exchange of information among CIKR partners. 	<ul style="list-style-type: none"> Support the exchange of information among CIKR partners. 	<ul style="list-style-type: none"> Support the exchange of information among CIKR partners. 	Section II.Y

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Leverage emergency preparedness activities for Critical Infrastructure and Key Resources (CIKR) protection, planning, preparedness, response and recovery.	<ul style="list-style-type: none"> • May conduct assessments of the impact of a pandemic on CIKR sector. • May provide assistance to the CIKR sector to ensure ongoing functionality of infrastructure. 	<ul style="list-style-type: none"> • May conduct assessments of the impact of a pandemic on CIKR sector. • May provide assistance to the CIKR sector to ensure ongoing functionality of infrastructure. 	<ul style="list-style-type: none"> • Conduct assessments of the impact of a pandemic on CIKR sector. • Provide assistance to the CIKR sector to ensure ongoing functionality of infrastructure. 	Section II.Z
Integrate Federal, state, local, tribal and territorial government with the public- and private-sector CIKR protection, planning, preparedness, and response and recovery activities.	<ul style="list-style-type: none"> • May conduct assessments of the impact of a pandemic on CIKR sector. • May provide assistance and/or coordinate Federal assistance to state, local tribal and public and private sector CIKR partners. 	<ul style="list-style-type: none"> • May conduct assessments of the impact of a pandemic on CIKR sector. • May provide assistance and/or coordinate Federal assistance to state, local tribal and public and private sector CIKR partners. 	<ul style="list-style-type: none"> • Conduct assessments of the impact of a pandemic on CIKR sector. • Provide assistance and/or coordinate Federal assistance to state, local tribal and public and private sector CIKR partners. 	Section II.AA
Prioritize and allocate scarce resources.	<ul style="list-style-type: none"> • May utilize systems for identifying, managing and providing scarce resources during a Pandemic Influenza (PI). 	<ul style="list-style-type: none"> • May utilize systems for identifying, managing and providing scarce resources during a PI. 	<ul style="list-style-type: none"> • Utilize systems for identifying, managing and providing scarce resources during a PI. 	Section II.BB

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Emergency Support Function 8 Public Health and Medical Services				
Maintain essential public health functions.	<ul style="list-style-type: none"> May utilize specific portions of continuity of operations plans for public health organizations and activities. 	<ul style="list-style-type: none"> May utilize continuity of operations plans for public health organizations and activities. 	<ul style="list-style-type: none"> Utilize continuity of operations plans for public health organizations and activities. 	Section II.B
Pre-identify personnel, equipment and resources to support sustained response/survivability and recovery.	<ul style="list-style-type: none"> May utilize some pre-identified equipment and resources to support the maintenance of essential public health functions. 	<ul style="list-style-type: none"> May utilize pre-identified equipment and resources to support the maintenance of essential public health functions. 	<ul style="list-style-type: none"> Utilize pre-identified equipment and resources to support the maintenance of essential public health functions. 	Section II.B
Pre-identify primary and secondary individuals for core functional roles per the Incident Command System (ICS).	<ul style="list-style-type: none"> May activate components of the ICS to support public health response activities. 	<ul style="list-style-type: none"> May activate the ICS to support public health response activities. 	<ul style="list-style-type: none"> Activate components of the ICS to support public health response activities. 	Section II.B

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Implement steps for enhanced human surveillance.	<ul style="list-style-type: none"> • Utilize plans for enhanced human surveillance of influenza-like illness during a pandemic to include: <ul style="list-style-type: none"> ▪ Systems to collect information ▪ Data reporting processes ▪ Specimen collection and testing ▪ Strategies to communicate with providers ▪ Protocols for suspected/ confirmed case investigation 	<ul style="list-style-type: none"> • Utilize plans for enhanced human surveillance of influenza-like illness during a pandemic to include: <ul style="list-style-type: none"> ▪ Systems to collect information ▪ Data reporting processes ▪ Specimen collection and testing ▪ Strategies to communicate with providers ▪ Protocols for suspected/ confirmed case investigation 	<ul style="list-style-type: none"> • Utilize plans for enhanced human surveillance of influenza-like illness during a pandemic to include: <ul style="list-style-type: none"> ▪ Systems to collect information ▪ Data reporting processes ▪ Specimen collection and testing ▪ Strategies to communicate with providers ▪ Protocols for suspected/ confirmed case investigation 	Section II.G
Monitor influenza-related hospitalizations and deaths throughout the pandemic.	<ul style="list-style-type: none"> • Implement plans and procedures to collect information electronically on deaths and hospitalizations due to influenza during a pandemic. 	<ul style="list-style-type: none"> • Implement plans and procedures to collect information electronically on deaths and hospitalizations due to influenza during a pandemic. 	<ul style="list-style-type: none"> • Implement plans and procedures to collect information electronically on deaths and hospitalizations due to influenza during a pandemic. 	Section II.G

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Implement procedures for notification and information sharing.	<ul style="list-style-type: none"> Utilize plans and procedures for notification and information sharing between the Mississippi State Department of Health (MSDH) and healthcare institutions and other key stakeholders. Ensure that communication also includes links between animal and human disease surveillance systems. 	<ul style="list-style-type: none"> Utilize plans and procedures for notification and information sharing between the MSDH and healthcare institutions and other key stakeholders. Ensure that communication also includes links between animal and human disease surveillance systems. 	<ul style="list-style-type: none"> Utilize plans and procedures for notification and information sharing between the MSDH and healthcare institutions and other key stakeholders. Ensure that communication also includes links between animal and human disease surveillance systems. 	Section II.G
Implement operations steps to obtain information on and track the impact of a pandemic.	<ul style="list-style-type: none"> Utilize plans and procedures to collect and analyze epidemiological information to assist in response decision making and for reporting to the Centers for Disease Control and Prevention (CDC). 	<ul style="list-style-type: none"> Utilize plans and procedures to collect and analyze epidemiological information to assist in response decision making and for reporting to the CDC. 	<ul style="list-style-type: none"> Utilize plans and procedures to collect and analyze epidemiological information to assist in response decision making and for reporting to the CDC. 	Section II.G

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Implement steps for augmenting the capacity of public health and clinical laboratories.	<ul style="list-style-type: none"> Utilize alternate resources for supporting clinical and public health laboratories and develop plans to utilize them in a pandemic. 	<ul style="list-style-type: none"> Utilize alternate resources for supporting clinical and public health laboratories and develop plans to utilize them in a pandemic. 	<ul style="list-style-type: none"> Utilize alternate resources for supporting clinical and public health laboratories and develop plans to utilize them in a pandemic. 	Section II.G
Implement systems and procedures that will be used to exchange specimen-level data electronically among laboratories.	<ul style="list-style-type: none"> Utilize and deploy systems to collect specimen data among clinical and public health laboratories and to report to the Centers for Disease Control and Prevention (CDC) as appropriate. 	<ul style="list-style-type: none"> Utilize and deploy systems to collect specimen data among clinical and public health laboratories and to report to the CDC as appropriate. 	<ul style="list-style-type: none"> Utilize and deploy systems to collect specimen data among clinical and public health laboratories and to report to the CDC as appropriate. 	Section II.G
Implement call-down procedures for laboratory staff.	<ul style="list-style-type: none"> Utilize call-down procedures that are integrated into laboratory pandemic plans. 	<ul style="list-style-type: none"> Utilize call-down procedures that are integrated into laboratory pandemic plans. 	<ul style="list-style-type: none"> Utilize call-down procedures that are integrated into laboratory pandemic plans. 	Section II.G
Utilize locations for additional laboratory facilities.	<ul style="list-style-type: none"> Implement plans, including Memorandum of Understanding (MOUs) or Memorandum of Agreement (MOAs), to utilize alternate laboratory facilities. 	<ul style="list-style-type: none"> Implement plans, including MOUs or MOAs, to utilize alternate laboratory facilities. 	<ul style="list-style-type: none"> Implement, including MOUs or MOAs, to utilize alternate laboratory facilities. 	Section II.G

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Implement strategies for controls at ports of entry.	<ul style="list-style-type: none"> Upon request for assistance from the Centers for Disease Control and Prevention (CDC) Quarantine Station, implement plans for supporting disease investigation and control operations at ports of entry. 	<ul style="list-style-type: none"> Upon request for assistance from the CDC Quarantine Station, implement plans for supporting disease investigation and control operations at ports of entry. 	<ul style="list-style-type: none"> Upon request for assistance from the CDC Quarantine Station, implement plans for supporting disease investigation and control operations at ports of entry. 	Section II.H
Implement strategies for isolation and treatment of ill individuals.	<ul style="list-style-type: none"> Utilize appropriate plans for isolation and treatment of ill individuals. 	<ul style="list-style-type: none"> Utilize appropriate plans for isolation and treatment of ill individuals. 	<ul style="list-style-type: none"> Utilize appropriate plans for isolation and treatment of ill individuals. 	Section II.I
Provide clear policies and procedures for advising voluntary quarantine of household contacts to a known or suspected case, including processes to monitor households under quarantine	<ul style="list-style-type: none"> Utilize standard guidance for the isolation of household contacts that are used for seasonal influenza. 	<ul style="list-style-type: none"> May utilize pandemic planning for the isolation of household contacts that are used for seasonal influenza. 	<ul style="list-style-type: none"> Utilize pandemic planning for the isolation of household contacts that are used for seasonal influenza. 	Section II.I
Implement clear policies and procedures for advising social distancing practices in the community and the worksite.	<ul style="list-style-type: none"> Not likely to implement social distancing plans and guidance. 	<ul style="list-style-type: none"> May implement targeted social distancing plans and guidance. 	<ul style="list-style-type: none"> Implement social distancing plans and guidance. 	Section II.I

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Implement policies and procedures for closing schools and/or dismissing students	<ul style="list-style-type: none"> May utilize plans and procedures for closing schools and/or dismissing students on a limited basis. 	<ul style="list-style-type: none"> May utilize plans and procedures for closing schools and/or dismissing students. 	<ul style="list-style-type: none"> May utilize plans and procedures for closing schools and/or dismissing students. 	Section II.J
Implement policies and procedures for continuing education during prolonged school closure/student dismissal.	<ul style="list-style-type: none"> Prolonged closure highly unlikely. Schools may conduct limited implementation of continuing education based on normal operations. 	<ul style="list-style-type: none"> Prolonged closure unlikely. Schools may implement continuity of education plans. 	<ul style="list-style-type: none"> Schools may implement continuity of education plans. 	Section II.J
Clearly communicate policies and procedures about school closures/dismissal of students and other important information.	<ul style="list-style-type: none"> Communicate school closures through normal procedures. 	<ul style="list-style-type: none"> Communicate school closures through normal procedures. May supplement normal communication procedures with public information support from Emergency Support Functions (ESF) 15. 	<ul style="list-style-type: none"> Communicate school closures through normal procedures. May supplement normal communication procedures with public information support from ESF 15. 	Section II.J
Protect state assets (school facilities and resources) during a pandemic.	<ul style="list-style-type: none"> May implement plans to utilize schools to support Pandemic Influenza (PI) response efforts. 	<ul style="list-style-type: none"> Likely to implement plans to utilize schools to support PI response efforts. 	<ul style="list-style-type: none"> Likely to implement plans to utilize schools to support PI response efforts. 	Section II.J

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Allocate and distribute drugs within the State.	<ul style="list-style-type: none"> Provide Medical Countermeasures (MCM) according to normal seasonal influenza protocols. 	<ul style="list-style-type: none"> May provide MCM according to pandemic plans and procedures. 	<ul style="list-style-type: none"> Provide MCM according to pandemic plans and procedures. 	Section II.K
Ensure a safe and secure environment for MCM distribution.	<ul style="list-style-type: none"> Implement normal security measures that are utilized for the distribution of vaccine and other MCM. 	<ul style="list-style-type: none"> May implement pandemic plans for security of the distribution of MCM. 	<ul style="list-style-type: none"> Implement pandemic plans for security of the distribution of MCM. 	Section II.K
Administer drugs in a legal and ethical manner.	<ul style="list-style-type: none"> Ensure that all drugs administered are done consistent with current legal and medical ethical standards. 	<ul style="list-style-type: none"> Ensure that all drugs administered are done consistent with current legal and medical ethical standards. Altered legal/ethical standards may be adopted by the state for adherence to during a pandemic. 	<ul style="list-style-type: none"> Ensure that all drugs administered are done consistent with current legal and medical ethical standards. Altered legal/ethical standards may be adopted by the state for adherence to during a pandemic. 	Section II.K
Ensure mass vaccination capability during each phase of a pandemic.	<ul style="list-style-type: none"> Provide vaccine under normal seasonal influenza vaccination protocols. 	<ul style="list-style-type: none"> May implement plans for providing vaccine to the public during a pandemic. 	<ul style="list-style-type: none"> Implement plans for providing vaccine to the public during a pandemic 	Section II.L

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Provide healthcare during a pandemic.	<ul style="list-style-type: none"> • May coordinate with healthcare systems to provide targeted resources to support a surge in patients. • Provide guidance to healthcare organizations in such issues as infection control, case definitions and coordinate the provision of Federal medical assets if activated. 	<ul style="list-style-type: none"> • May coordinate with healthcare systems to provide resources to support a surge in patients. • Provide guidance to healthcare organizations in such issues as infection control, case definitions and coordinate the provision of Federal medical assets if activated. 	<ul style="list-style-type: none"> • Likely to coordinate with healthcare systems to provide resources to support a surge in patients. • Provide guidance to healthcare organizations in such issues as infection control, case definitions and coordinate the provision of Federal medical assets. 	Section II.M
Manage mass fatalities during a pandemic.	<ul style="list-style-type: none"> • Unlikely to implement mass fatality management plans. Utilize normal systems for managing fatalities. 	<ul style="list-style-type: none"> • May coordinate the implementation of mass fatality management plans. 	<ul style="list-style-type: none"> • Coordinate the implementation of mass fatality management plans. 	Section II.N
Develop and disseminate culturally-appropriate and language specific information.	<ul style="list-style-type: none"> • Within Emergency Support Function (ESF) 15 information management structures (if activated), ensure ongoing communication with the public to include messaging in multiple languages in culturally appropriate formats. 	<ul style="list-style-type: none"> • Within ESF 15 information management structures (if activated), ensure ongoing communication with the public to include messaging in multiple languages in culturally appropriate formats. 	<ul style="list-style-type: none"> • Within ESF 15 information management structures, ensure ongoing communication with the public to include messaging in multiple languages in culturally appropriate formats. 	Section II.O

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Develop and disseminate essential information.	<ul style="list-style-type: none"> • Within Emergency Support Function (ESF 15) information management structures (if activated), ensure ongoing communication of essential information to the public. 	<ul style="list-style-type: none"> • Within ESF 15 information management structures (if activated), ensure ongoing communication of essential information to the public. 	<ul style="list-style-type: none"> • Within ESF 15 information management structures, ensure ongoing communication of essential information to the public. 	Section II.O
Utilize a qualified media spokesperson.	<ul style="list-style-type: none"> • Within ESF 15 information management structures (if activated), ensure the assignment of a qualified spokesperson for media interviews and information dissemination. 	<ul style="list-style-type: none"> • Within ESF 15 information management structures (if activated), ensure the assignment of a qualified spokesperson for media interviews and information dissemination. 	<ul style="list-style-type: none"> • Within ESF 15 information management structures, ensure the assignment of a qualified spokesperson for media interviews and information dissemination. 	Section II.O
Mitigate the impact of a pandemic influenza on workers in the state.	<ul style="list-style-type: none"> • Ensure the availability of resources to support workers in Mississippi during a pandemic. • Ensure the ongoing sharing of pandemic information with workers in Mississippi. 	<ul style="list-style-type: none"> • Ensure the availability of resources to support workers in Mississippi during a pandemic. • Ensure the ongoing sharing of pandemic information with workers in Mississippi. 	<ul style="list-style-type: none"> • Ensure the availability of resources to support workers in Mississippi during a pandemic. • Ensure the ongoing sharing of pandemic information with workers in Mississippi. 	Section II.P

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Integrate the roles of Emergency Medical Services (EMS) into influenza surveillance and mitigation.	<ul style="list-style-type: none"> Ensure the integration of EMS transport information into influenza surveillance activities. 	<ul style="list-style-type: none"> Ensure the integration of EMS transport information into influenza surveillance activities. 	<ul style="list-style-type: none"> Ensure the integration of EMS transport information into influenza surveillance activities. 	Section II.R/S
Maintain continuity of EMS operations during a pandemic influenza.	<ul style="list-style-type: none"> Normal operations/resources will likely be sufficient. 	<ul style="list-style-type: none"> May coordinate the provision of additional resources to support EMS operations. 	<ul style="list-style-type: none"> Coordinate the provision of additional resources to support EMS operations. 	Section II.R/S
Identify/ensure legal authority to support EMS operations during a pandemic.	<ul style="list-style-type: none"> Maintain working knowledge of the legal authorities for EMS operations. 	<ul style="list-style-type: none"> Maintain working knowledge of the legal authorities for EMS operations. 	<ul style="list-style-type: none"> Maintain working knowledge of the legal authorities for EMS operations. 	Section II.R/S
Establish/communicate EMS clinical standards and treatment protocols.	<ul style="list-style-type: none"> Communicate clinical standards and treatment protocols with EMS providers. 	<ul style="list-style-type: none"> Communicate clinical standards and treatment protocols with EMS providers. 	<ul style="list-style-type: none"> Communicate clinical standards and treatment protocols with EMS providers. 	Section II.R/S
Ensure the protection of the EMS workforce.	<ul style="list-style-type: none"> Implement plans and protocols to ensure that EMS personnel have appropriate guidance and resources to protect themselves. 	<ul style="list-style-type: none"> Implement plans and protocols to ensure that EMS personnel have appropriate guidance and resources to protect themselves. 	<ul style="list-style-type: none"> Implement plans and protocols to ensure that EMS personnel have appropriate guidance and resources to protect themselves. 	Section II.R/S
Emergency Support Function 11 Animals, Agriculture and Natural Resources				
Ensure continuity of the food supply system.	<ul style="list-style-type: none"> Monitor food supply system to ensure continuity of the food supply. 	<ul style="list-style-type: none"> May implement plans and deploy personnel to ensure continuity of the food supply. 	<ul style="list-style-type: none"> Implement plans and deploy personnel to ensure continuity of the food supply. 	Section II.C

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Ensure the ability to respond to agriculture emergencies and maintain food safety net programs.	<ul style="list-style-type: none"> Conduct surveillance of the food supply to identify any potential threats. Respond to potential and actual threats to the food supply. Conduct normal operations for food safety net programs. 	<ul style="list-style-type: none"> Conduct surveillance of the food supply to identify any potential threats. Respond to potential and actual threats to the food supply. May implement plans to maintain food safety net/nutritional assistance programs during a pandemic. 	<ul style="list-style-type: none"> Conduct surveillance of the food supply to identify any potential threats. Respond to potential and actual threats to the food supply. Implement plans to maintain food safety net/nutritional assistance programs during a pandemic. 	Section II.D
Emergency Support Function 13 Public Safety and Security				
Ensure that guiding principles for Public Safety Answering Points (PSAPs) are developed and disseminated.	<ul style="list-style-type: none"> Ensure that PSAPs are included in response strategies. 	<ul style="list-style-type: none"> Ensure that PSAPs are included in response strategies. 	<ul style="list-style-type: none"> Ensure that PSAPs are included in response strategies. 	Section II.R/S
Ensure the ability of PSAPs to provide information to the public.	<ul style="list-style-type: none"> Provide PSAPs with updated public health information. 	<ul style="list-style-type: none"> Provide PSAPs with updated public health information. 	<ul style="list-style-type: none"> Provide PSAPs with updated public health information. 	Section II.R/S
Ensure PSAPs are able to facilitate call screening.	<ul style="list-style-type: none"> May implement plans for PSAPs to provide pandemic information to the public, including the deferring of calls to call centers and other information resources if appropriate. 	<ul style="list-style-type: none"> Implement plans for PSAPs to provide pandemic information to the public, including the deferring of calls to call centers and other information resources if appropriate. 	<ul style="list-style-type: none"> Implement plans for PSAPs to provide pandemic information to the public, including the deferring of calls to call centers and other information resources if appropriate. 	Section II.R/S

Coordination Activities Based on Pandemic Severity Index - RESPONSE				
Objectives	1 Mild	2 or 3 Moderate	4 or 5 Severe	Reference
Ensure Public Safety Answering Points (PSAPs) protocols provide for priority dispatch of limited Emergency Medical Services (EMS) resources.	<ul style="list-style-type: none"> May disseminate revised protocols for the dispatch of EMS resources during a pandemic. 	<ul style="list-style-type: none"> May disseminate revised protocols for the dispatch of EMS resources during a pandemic. 	<ul style="list-style-type: none"> Disseminate revised protocols for the dispatch of EMS resources during a pandemic. 	Section II.R/S
Educate and train PSAPs.	<ul style="list-style-type: none"> May provide just-in-time training to PSAPs on pandemic information and dissemination resources. 	<ul style="list-style-type: none"> Provide just-in-time training to PSAPs on pandemic information and dissemination resources. 	<ul style="list-style-type: none"> Provide just-in-time training to PSAPs on pandemic information and dissemination resources. 	Section II.R/S
Ensure PSAP continuity of operations.	<ul style="list-style-type: none"> Unlikely to implement continuity of operations plans for PSAP operations. 	<ul style="list-style-type: none"> May implement continuity of operations plans for PSAP operations. 	<ul style="list-style-type: none"> Implement continuity of operations plans for PSAP operations. 	Section II.R/S
Ensure public safety and law enforcement operations continue during a pandemic.	<ul style="list-style-type: none"> Unlikely to implement plans to ensure that critical components of the law enforcement and justice systems continue during a pandemic. 	<ul style="list-style-type: none"> May implement plans to ensure that critical components of the law enforcement and justice systems continue during a pandemic. 	<ul style="list-style-type: none"> Implement plans to ensure that critical components of the law enforcement and justice systems continue during a pandemic. 	Section II.U
Implement the National Infrastructure Protection Plan (NIPP) risk management framework for a pandemic.	<ul style="list-style-type: none"> May utilize elements of the NIPP risk management framework. 	<ul style="list-style-type: none"> Utilize elements of the NIPP risk management framework. 	<ul style="list-style-type: none"> Utilize the NIPP risk management framework. 	Section II.X

Mississippi State Operational Stage: Recovery

United States Government Stage: 6

Centers for Disease Control and Prevention (CDC) Interval: Recovery

Trigger indicating that Mississippi could be affected: Laboratory-confirmed human out breaks throughout the United States are only occurring sporadically.

Trigger indicating that Mississippi is affected: Laboratory-confirmed Pandemic Influenza (PI) cases are occurring only sporadically in Mississippi, as defined in CDC surveillance criteria, or the Mississippi healthcare system utilization is approaching pre-pandemic levels.

Objectives	Coordination Activities on Pandemic Severity Index - RECOVERY	Reference
Emergency Support Function (ESF) 1 Transportation		
Keep foods and people moving during a PI.	<ul style="list-style-type: none"> Reinstate normal operation of public transportation and prepare for the possibility of another pandemic wave. 	Section II.F
Protect transportation workers during a PI.	<ul style="list-style-type: none"> Ensure disinfection of workplace Instruct personnel on the resumption of normal operations with the potential for a subsequent wave. Ensure the restocking of supplies expended during the pandemic. 	Section II.F
Protect the public while using transportation systems during a PI.	<ul style="list-style-type: none"> In coordination with the Mississippi State Department of Health ESF 15 ongoing pandemic information to passengers on public transportation. Return to normal sanitizing and cleaning operations. 	Section II.F
ESF 2 Communications		
Implement operating plans for two-way communications during a pandemic.	<ul style="list-style-type: none"> Ensure the ongoing functionality of two-way communications systems consistent with the ESF 2 Annex in the Comprehensive Emergency Management Plan. Ensure that two-way communication systems are returned to normal functioning at the conclusion of response and recovery operations. 	Section II.O

Objectives	Coordination Activities on Pandemic Severity Index - RECOVERY	Reference
Emergency Support Function 5 Emergency Management		
Ensure continuity of government in face of significantly increased absenteeism.	<ul style="list-style-type: none"> • Reallocate resources assigned to essential functions back to their normal functions. 	Section II.A
Assist employees of state agencies unable to work for a significant time period.	<ul style="list-style-type: none"> • Return to normal Human Resources (HR) policies and procedures for absenteeism. 	Section II.A
Communicate with employees of state agencies.	<ul style="list-style-type: none"> • Provide updated information to state agencies and organizations and ensure pandemic information is communicated to state workers. 	Section II.A
Ensure state agency workplaces are safe workplaces during pandemic.	<ul style="list-style-type: none"> • Return to standard workplace infection control practices such as hand hygiene and cough etiquette. 	Section II.A
Revise human resource and other workplace policies affecting the safety of State government workers.	<ul style="list-style-type: none"> • Return to normal HR policies and procedures for the workplace such as sick leave and telework. • May continue to implement programs to address psychological and social needs of state workers. 	Section II.A
Ensure uniformed military services are integrated into all phases of state pandemic influenza planning.	<ul style="list-style-type: none"> • Coordinate with activated resources from the Mississippi Military Department and Federal military services to return to normal operations. 	Section II.E
Ensure that local emergency managers and local health departments coordinate planning with active Federal military installations in their jurisdictions, if present.	<ul style="list-style-type: none"> • Coordinate recovery plans between local jurisdictions and military installations and facilitate communication if needed and as required. 	Section II.E
Facilitate coordination with Military organizations and response assets.	<ul style="list-style-type: none"> • Support coordination and communication for planning efforts with the Mississippi Military Department and Federal military services. 	Section II.E

Objectives	Coordination Activities on Pandemic Severity Index - RECOVERY	Reference
Understand official communication mechanisms for foreign missions, international organizations and their members in the United States.	<ul style="list-style-type: none"> Advise on and facilitate as appropriate communications with foreign missions, international organizations and their members with a presence in the state of Mississippi. 	Section II.Q
Facilitate coordination with military organizations and response assets.	<ul style="list-style-type: none"> Advise on and facilitate as appropriate communications with foreign missions, international organizations and their members with a presence in the state of Mississippi. 	Section II.Q
Define Critical Infrastructure and Key Resources (CIKR) protection, planning, preparedness, response and recovery roles and responsibilities.	<ul style="list-style-type: none"> Evaluate the impact of the pandemic on CIKR and identify opportunities for improvement. 	Section II.V
Build and utilize public-private partnerships and support networks.	<ul style="list-style-type: none"> Evaluate the impact of the pandemic on CIKR and identify opportunities for improvement. Support the recovery of CIKR from the pandemic. 	Section II.W
Bolster CIKR information sharing and protection initiatives.	<ul style="list-style-type: none"> Support the ongoing exchange of information among CIKR partners 	Section II.Y
Leverage emergency preparedness activities for CIKR protection, planning, preparedness, response and recovery.	<ul style="list-style-type: none"> Conduct assessments of the impact of a pandemic on CIKR sector. Provide assistance to the CIKR sector to ensure recovery of infrastructure. 	Section II.Z
Integrate federal, state, local, tribal and territorial government with the public- and private-sector CIKR protection, planning, preparedness, response and recovery activities.	<ul style="list-style-type: none"> Coordinate recovery of CIKR sector. 	Section II.AA
Prioritize and allocate scarce resources.	<ul style="list-style-type: none"> Coordinate assistance programs to ensure the replenishment of utilized resources. 	Section II.BB

Objectives	Coordination Activities on Pandemic Severity Index - RECOVERY	Reference
Emergency Support Function 8 Public Health and Medical Services		
Maintain essential public health functions.	<ul style="list-style-type: none"> Transition from maintenance of essential functions to normal operations. 	Section II.B
Pre-identify personnel, equipment and resources to support sustained response/survivability and recovery.	<ul style="list-style-type: none"> Transition personnel and resources to normal operations. 	Section II.B
Pre-identify primary and secondary individuals for core functional roles per the Incident Command System (ICS).	<ul style="list-style-type: none"> Maintain recovery components of the ICS. Transition some Incident Command Staff to normal operations. 	Section II.B
Implement steps for enhanced human surveillance	<ul style="list-style-type: none"> Reduce the scope of implemented plans for enhanced human surveillance of influenza-like illness. Evaluate the effectiveness surveillance response activities. 	Section II.G
Monitor influenza-related hospitalizations and deaths throughout the pandemic.	<ul style="list-style-type: none"> Reduce the scope of implemented plans and procedures to collect information electronically on deaths and hospitalizations. 	Section II.G
Implement procedures for notification and information sharing.	<ul style="list-style-type: none"> Reduce the scope of implemented plans and procedures for notification and information sharing between the Mississippi State Department of Health and healthcare institutions and other key stakeholders. 	Section II.G
Implement operations steps to obtain information on and track the impact of a pandemic.	<ul style="list-style-type: none"> Provide retrospective characterization of the pandemic. 	Section II.G
Implement steps for augmenting the capacity of public health and clinical laboratories.	<ul style="list-style-type: none"> Return laboratory operations to normal operations. 	Section II.G
Implement systems and procedures that will be used to exchange specimen-level data	<ul style="list-style-type: none"> Reduce the scope of implemented systems to collect specimen data among clinical and public health laboratories. 	Section II.G

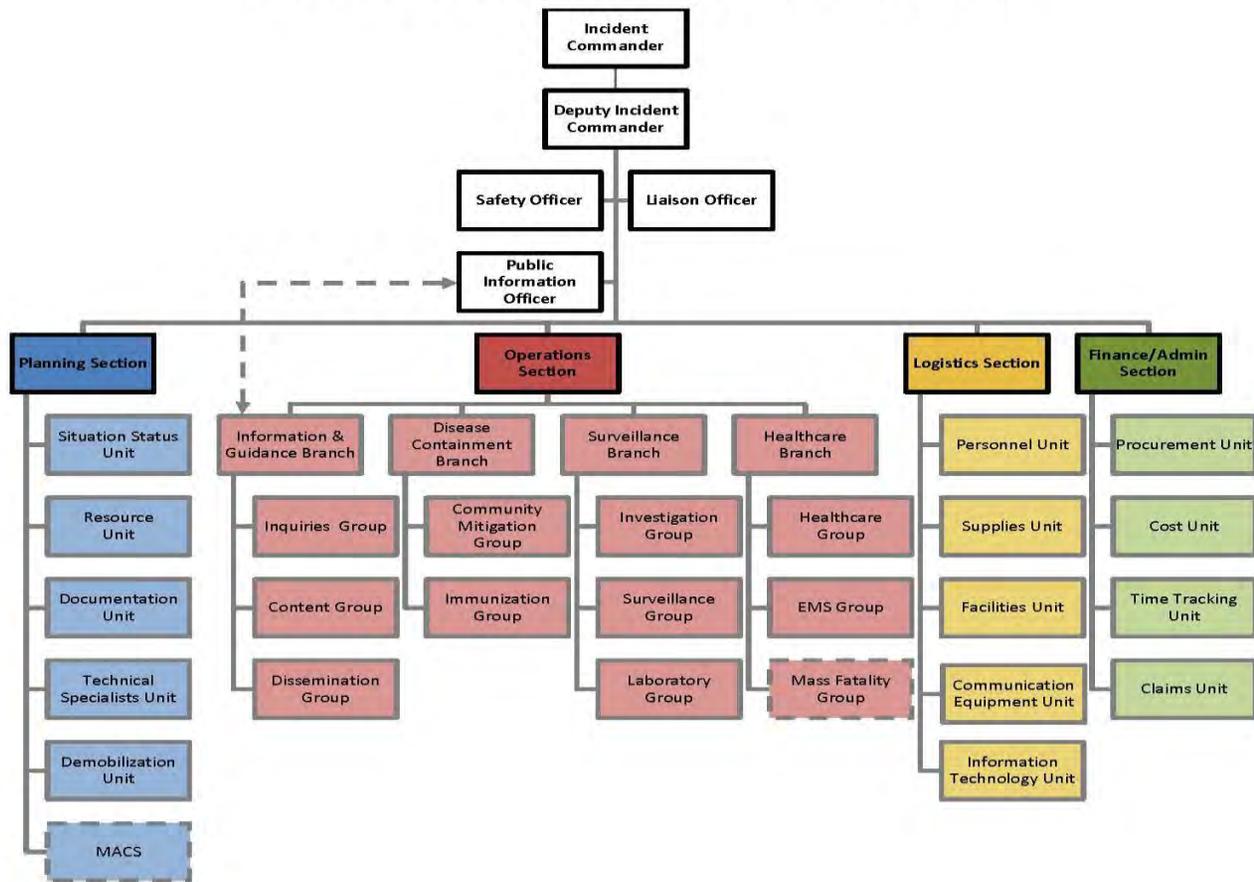
Objectives	Coordination Activities on Pandemic Severity Index - RECOVERY	Reference
electronically among laboratories.		
Implement call-down procedures for laboratory staff.	<ul style="list-style-type: none"> Evaluate call-down procedures utilized and implement improvements as necessary. 	Section II.G
Utilize locations for additional laboratory facilities.	<ul style="list-style-type: none"> Return laboratory operations to normal operations. 	Section II.G
Implement strategies for controls at ports of entry.	<ul style="list-style-type: none"> Facilitate the completion of reporting requirements to the Centers for Disease Control and Prevention (CDC) at the conclusion supporting CDC operations. 	Section II.H
Implement steps for cessation of community mitigation activities.	<ul style="list-style-type: none"> Coordinate the cessation of community mitigation activities. 	Section II.I
Implement steps to reopen schools and reconvene students.	<ul style="list-style-type: none"> Prolonged closure is unlikely; may implement plans to reopen schools. 	Section II.J
Communicate policies for reopening schools/reconvening students.	<ul style="list-style-type: none"> Communicate school reopening through normal procedures. Supplement normal communication procedures with public information support from Emergency Support Function¹⁵ as needed. 	Section II.J
Restore learning environment	<ul style="list-style-type: none"> Implement strategies to restore learning environment due to school closure/student dismissal. 	Section II.J
Monitor for adverse reactions to drugs.	<ul style="list-style-type: none"> Ensure the ongoing monitoring and reporting of adverse reaction to administered medical countermeasures. 	Section II.K
Ensure mass vaccination capability during each phase of a pandemic.	<ul style="list-style-type: none"> Continue to ensure that vaccine is available to the public. If necessary, ensure that subsequent doses of vaccine are provided to the public. 	Section II.L
Provide healthcare during a pandemic.	<ul style="list-style-type: none"> Coordinate the transition to normal healthcare operations. Continue to provide guidance to healthcare organizations on such issues as infection control and case definitions and coordinate the provision of Federal medical assets if activated. 	Section II.M
Manage mass fatalities during a pandemic.	<ul style="list-style-type: none"> Coordinate the transition from mass fatality management to normal fatality management operations. 	Section II.N

Objectives	Coordination Activities on Pandemic Severity Index - RECOVERY	Reference
Develop and disseminate culturally-appropriate and language specific information.	<ul style="list-style-type: none"> • Within Emergency Support Function (ESF) 15 information management structures (if activated), ensure the ongoing communication with the public to include messaging in multiple languages in culturally appropriate formats. 	Section II.O
Develop and disseminate essential information.	<ul style="list-style-type: none"> • Within ESF 15 information management structures (if activated), ensure the ongoing communication of essential information to the public. 	Section II.O
Utilize a qualified media spokesperson.	<ul style="list-style-type: none"> • Within ESF 15 information management structures (if activated), ensure the assignment of a qualified spokesperson for media interviews and information dissemination. 	Section II.O
Mitigate the impact of a pandemic influenza on workers in the State.	<ul style="list-style-type: none"> • Continue to ensure the availability of resources to support workers in Mississippi during a pandemic throughout the transition to normal operations. • Continue to ensure the ongoing sharing of pandemic information with workers in Mississippi. 	Section II.P
Integrate the roles of Emergency Medical Services (EMS) into influenza surveillance and mitigation.	<ul style="list-style-type: none"> • Continue to monitor EMS transport information as part of ongoing influenza surveillance activities. 	Section II.R/S
Maintain continuity of EMS operations during a pandemic influenza.	<ul style="list-style-type: none"> • Coordinate the transition to normal EMS operations. 	Section II.R/S
Identify/ensure legal authority to support EMS operations during a pandemic.	<ul style="list-style-type: none"> • Maintain working knowledge of the legal authorities for EMS operations. 	Section II.R/S
Establish/communicate EMS clinical standards and treatment protocols.	<ul style="list-style-type: none"> • Continue to communicate clinical standards and treatment protocols with EMS providers. 	Section II.R/S
Ensure the protection of the EMS workforce.	<ul style="list-style-type: none"> • Continue to ensure that EMS personnel have appropriate guidance and resources to protect themselves. 	Section II.R/S

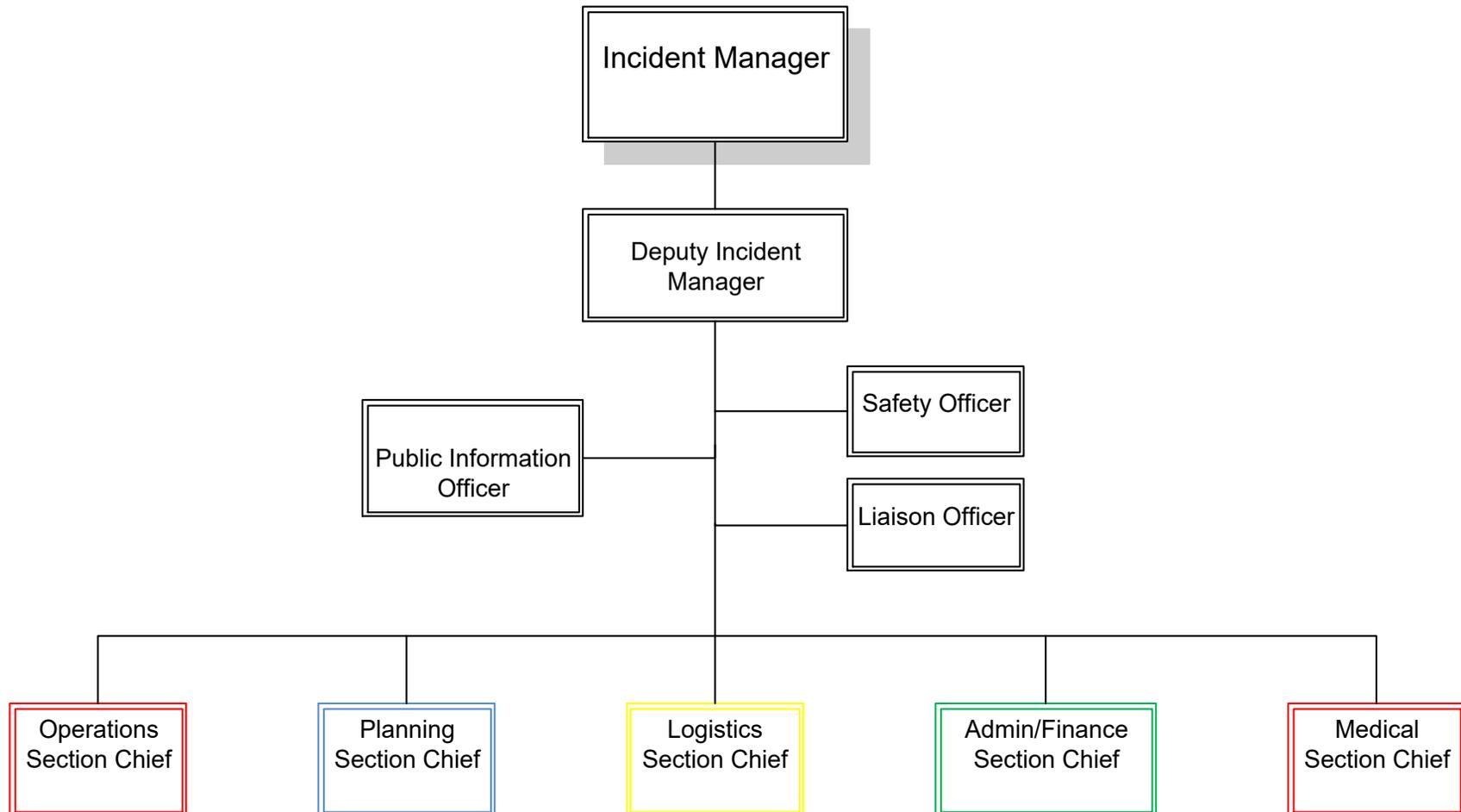
Emergency Support Function (ESF) 11 Animals, Agriculture and Natural Resources		
Ensure continuity of the food supply system.	<ul style="list-style-type: none"> Inspect, assess and report status of food supply system to ensure continuity of the food supply and return to normal functioning. 	Section II.C
Ensure the ability to respond to agriculture emergencies and maintain food safety net programs.	<ul style="list-style-type: none"> Inspect, assess and report status of food supply system to ensure continuity of the food supply and return to normal functioning. Return food safety net/nutritional assistance to pre-pandemic operations. 	Section II.D
ESF 13 Public Safety and Security		
Ensure that guiding principles for Public Safety Answering Points (PSAPs) are developed and disseminated.	<ul style="list-style-type: none"> Ensure the PSAPS are included in recovery strategies. 	Section II.R/S
Ensure that PSAPs provide information to the public.	<ul style="list-style-type: none"> Continue to provide PSAPs with updated public health information. 	Section II.R/S
Ensure PSAPs are able to facilitate call screening.	<ul style="list-style-type: none"> Continue to implement plans for PSAPs to provide pandemic information to the public, including the deferring of calls to call centers and other information resources if appropriate. 	Section II.R/S
Ensure PSAP protocols provide for priority dispatch of limited Emergency Medical Services (EMS) resources.	<ul style="list-style-type: none"> Transition to normal EMS dispatch operations. 	Section II.R/S
Educate and train PSAPs.	<ul style="list-style-type: none"> Debrief PSAPs to incorporate lessons learned into future trainings. 	Section II.R/S
Ensure PSAP continuity of operations.	<ul style="list-style-type: none"> Transition to normal PSAP operations. 	Section II.R/S
Ensure public safety and law enforcement operations continue during a pandemic.	<ul style="list-style-type: none"> Transition to normal law enforcement and justice system operations. 	Section II.U
Implement the National Infrastructure Protection Plan risk management framework for a pandemic.	<ul style="list-style-type: none"> Transition to normal risk management operations. 	Section II.X

Attachment D: Incident Command System Charts

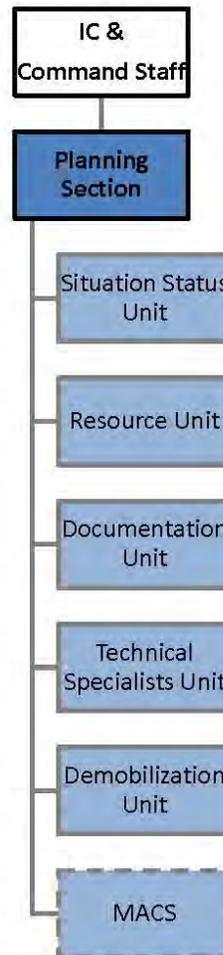
Mississippi State Department of Health
 Pandemic Influenza Incident Command Structure



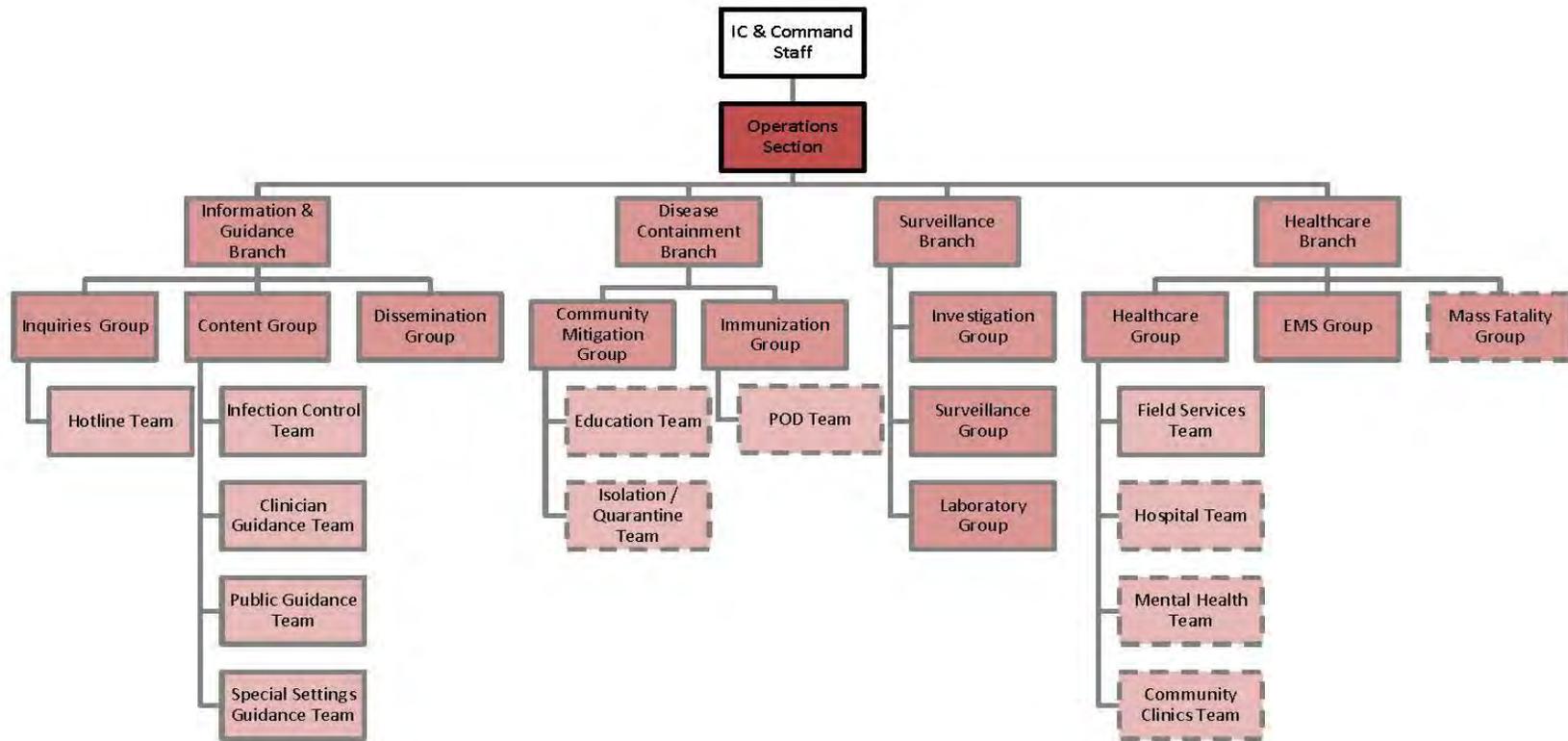
**Mississippi State Department of Health
Pandemic Influenza Incident Command Structure
Command and General Staff**



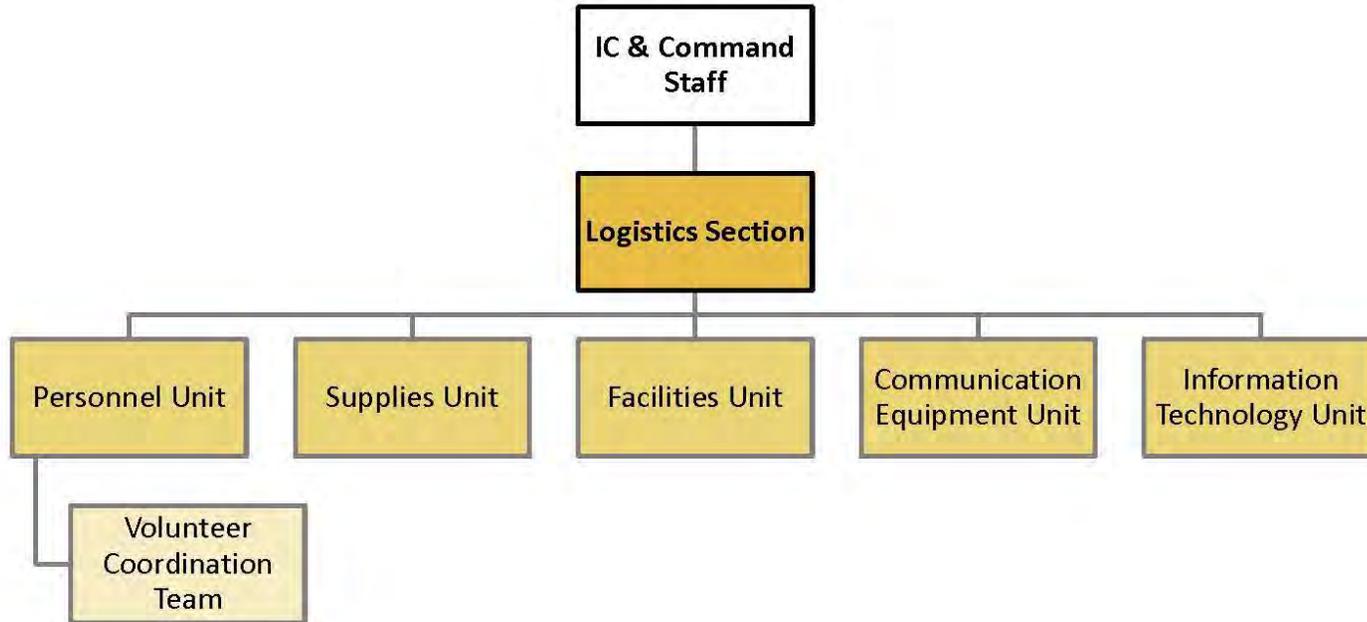
**Mississippi State Department of Health
Pandemic Influenza Incident Command Structure
Planning Section**



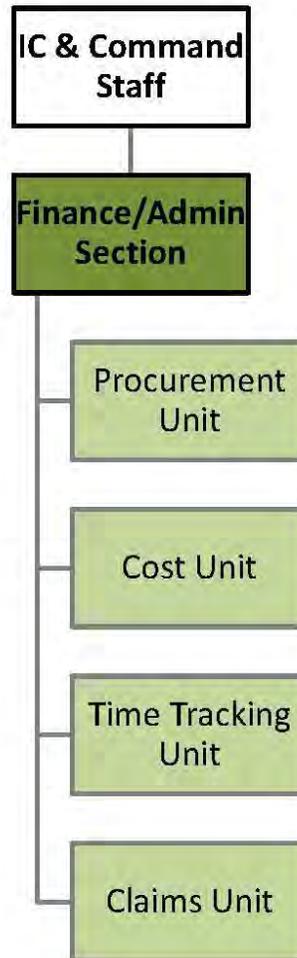
**Mississippi State Department of Health
Pandemic Influenza Incident Command Structure
Operations Section**



**Mississippi State Department of Health
Pandemic Influenza Incident Command Structure
Logistics Section**

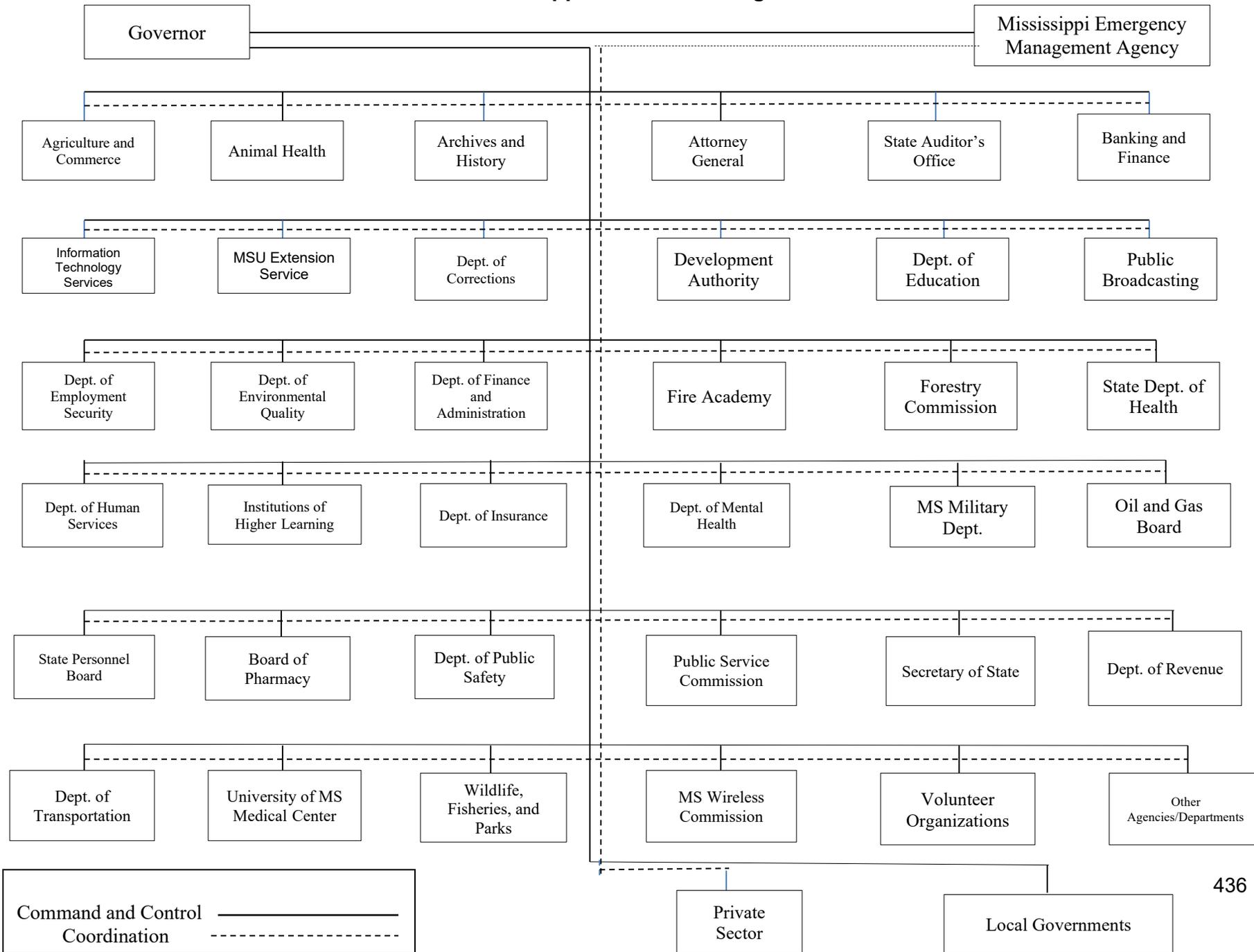


**Mississippi State Department of Health
Pandemic Influenza Incident Command Structure
Finance/Administration Section**



Mississippi Pandemic Influenza Incident Annex

State of Mississippi Government Organization Chart



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Attachment E: Emergency Telework in the Event of Pandemic Influenza

Emergency Telework in the Event of Pandemic Influenza

Request

At the November 3, 2016 meeting of the Mississippi Pandemic Influenza Steering Committee (Committee), Mississippi State Personnel Board (MSPB) staff was asked to develop an emergency telework policy template for state entities to use in the event of the closure of state offices due to pandemic influenza.

Introduction

Following the Committee's request, MSPB staff extensively reviewed existing telework policies from state governments across the nation. From this research as well as a review of the functions of Mississippi state agencies, boards, and commissions, it became clear that a "one size fits all" approach to telework would not be in the best interests of the State. It was then determined that the varied functions and priorities of our state entities would best be served through the provision of a set of guidelines which could be used by those entities to tailor an emergency telework policy to suit their individual needs and allocation of resources.

MSPB staff compiled the guidelines found herein for state entities to consider in the drafting of their telework policies for emergency situations, such as pandemic influenza. **In developing a policy based on these guidelines, MSPB staff strongly encourages state entities to consult with relevant staff, such as information technology and human resources personnel, as well as legal counsel prior to finalization and implementation of an emergency telework policy.**

Guidelines

Scope of Emergency Declaration

Specific implementation of an emergency telework policy in the event of pandemic influenza would be dependent upon the scope of the emergency declared. Any policy developed should allow for flexibility dependent upon the scope of the Governor's or appointing authority's declaration of an emergency.

Mission Essential Functions

State entities should review their current organizational structure to determine the following:

- Which employees perform essential duties required to carry out the entity's mission in the event of an emergency;
- Which employees may be necessary in certain limited circumstances to continue entity operations during an emergency situation; and

- Which employees perform duties which may not be necessary while an emergency declaration is in effect.

For each of these groups, the state entity should then determine which employees will be required to work during the emergency situation. For those employees required to work, the entity should review the individual job duties assigned to the included employees and determine which could be performed via teleworking. For example, employees such as nurses or highway patrol officers may be needed in a specific location or capacity that would make telework impossible. On the other hand, certain essential administrative employees might be able to telework if provided with the necessary equipment.

Leave and Timekeeping Policies

State entities should also consider timekeeping and leave in drafting an emergency telework policy. A fundamental leave policy regarding a declared emergency should be developed by the state entity.

Leave and Requirement to Work

Pursuant to Miss. Code Ann. § 25-3-92(2)(b):

The Governor or the appointing authority may grant administrative leave with pay to state employees on a local or statewide basis in the event of extreme weather conditions or in the event of a man-made, technological or natural disaster or emergency. Any employee on a previously approved leave during the affected period shall be eligible for such administrative leave granted by the Governor or appointing authority, and shall not be charged for his previously approved leave during the affected period.

State entities will need to determine how to handle employees who are required to work when such administrative leave is in effect. Employees who telework during an emergency may be eligible to receive credit for compensatory leave pursuant to Miss. Code Ann. § 25-3-92(1):

When, in the opinion of the appointing authority, it is essential that a state employee work after normal working hours, the employee may receive credit for compensatory leave. Except as otherwise provided in Section 37-13-89, when, in the opinion of the appointing authority, it is essential that a state employee work during an official state holiday, the employee shall receive credit for compensatory leave.

The development of the leave and requirement to work portions of an emergency telework policy should take into account the federal Fair Labor Standards Act and any other relevant state or federal laws and regulations governing overtime, work schedules, and the accrual and usage of

leave. The MSPB policies governing leave, overtime, and work schedules can be found in Chapter 7 of the *MSPB Policy and Procedures Manual*.

In conjunction with leave policy, consideration should be made for how authorized time worked is determined and recorded.

Timekeeping

In the event of an emergency, a state entity may determine that a schedule other than normal working hours should be used for employees who telework. If that is the case, an emergency telework policy should address this contingency as well as who has the authority to determine the number and schedule of hours worked by teleworking employees, including any limitations to be imposed.

For timekeeping purposes, the entity should also make sure to include provisions regarding:

- How time worked will be recorded;
- Whether some independent system of verification will be used; and
- Who will approve/authorize time worked for the purposes of scheduling and payroll.

There are also other practical considerations which a state entity should take into account in the formation of an emergency telework policy.

Equipment and Networking

Equipment Availability and Distribution

State entities that intend to enact an emergency telework policy should review their inventory to determine if equipment is available to serve the needs of the entity in such instances. Relevant equipment could include:

- Laptop computers;
- Personal computers;
- Tablet or handheld devices; and
- Landline-based or cellular phones.

A plan for assignment and distribution of equipment to be used in an emergency telework situation should be included in an entity's emergency telework policy and may need to provide contingencies for different types of emergencies. Additionally, the entity should determine what requirements may exist, such as internet access, for an employee to telework in the event of an emergency. If an employee serving an essential function who would be required to work during the state of emergency does not have the necessary capability to telework due to a limitation, such as lack of internet access, the agency may need to determine if the work can be performed

via a different method or if equipment to address such a contingency should be provided as needed.

Where an entity does not maintain sufficient equipment to allow for broad functionality in the event that emergency telework becomes necessary, the entity will need to prioritize the provision of equipment and review alternative solutions for facilitating telework. In some instances, this could include allowing employees to make use of personal equipment to perform the necessary business of the entity; any use of personal equipment would likely give rise to security and recordkeeping concerns which would need to be reviewed and addressed.

Network Security

A state entity should incorporate provisions regarding secure remote access to the entity's network in its emergency telework policy. The policy should address:

- How to remotely access the network;
- Limitations on access, such as the use of a secured wireless network;
- Restrictions to limit the unintentional spread of malware and/or infected files and data;
- Any special provisions needed in the event that an employee uses personal equipment, such as necessary software; and
- Any other requirements which the entity feels are necessary in order to ensure that its operations and information are protected.

It is recommended that entities consult with both their individual information technology departments and the Department of Information Technology Services when determining the necessary equipment and network security components of their emergency telework policies.

Conclusion

The above guidelines are intended to provide a basis upon which an individual state entity may develop an emergency telework policy. They are not exhaustive, as each entity will want to address its specific operational needs through its policy. To reiterate, in developing a policy based on these guidelines, MSPB staff strongly encourages state entities to consult with relevant staff, such as information technology and human resources personnel, as well as legal counsel prior to finalization and implementation of an emergency telework policy.