

**- IDER Organizational Overview -**  
**Quick Guide to Understanding the Infectious Disease Emergency Response Structure**

<b>COMMAND</b>	<b>Provide leadership to the response, approve communications, and liaise with other emergency operation sites.</b>
Incident Commander	Provides leadership for the response, sets objectives, and approves major decisions.
Deputy Incident Commander	Communicates with the EOC. Supports and serves as Incident Commander as needed.
Information Officer	Approve documents and guidance for responders and external audiences.
Safety Officer	Oversee and make safety recommendations for IDER responders.
Media Officer	Coordinates press conferences, press releases, and media updates.
Liaison Officer	Coordinate IDER activities with other agencies and partners
Field Officer	Represent the Incident Commander at an incident command post field site.
Continuity of Operations Officer	Coordinates response activities with ongoing health department leadership.
DOC Manager	Manages administrative functions of the DOC.
<b>POLICY GROUP</b>	<b>The Policy Group receives continual situation status updates and approves major policy changes and other high-profile decisions.</b>
<b>PLANS SECTION</b>	<b>Maintain and share current information on the emergency situation and response internally. Project issues and needs for future operational periods.</b>
Situation Status Unit	Gather and maintain up-to-date information on the incident and response. Draft Incident Action Plan and Incident Status Summary.
Resource Status Unit	Track the use of personnel and material resources. Anticipate future needs.
Documentation Unit	Gather and file all IDER forms, reports, and documents. Make copies and disseminate documents to all modules as appropriate.
Technical Specialists Unit	Recruit specialists needed by the IDER modules to inform response activities.
Demobilization Unit	Plan for the demobilization of modules and the overall response.
<b>OPERATIONS SECTION</b>	<b>Oversee operations and ensure that objectives are being met.</b>
<b>Information and Guidance Branch</b>	<b>Oversee the receipt of information requests, development of informational resources and responses, and dissemination of materials to audiences outside of the response.</b>
Inquiries Group	Receive requests for information and provide approved responses and/or materials. Forward requests for which there are no approved responses for information creation.
Phone Bank Team	Operationalize a telephone bank with live operators able to provide approved answers and recommendations.
Content Group	Develop informational materials and recommendations for various audiences.
Infection Control/ Occupational Health Guidance Team	Provide recommendations on appropriate infection control and personal protective equipment.
Clinician Guidance Team	Research and develop clinical recommendations (e.g., health alerts).
Clinician Consultation Unit	Respond to calls from clinicians requesting guidance.
Special Setting Guidance Team	Develop guidance for special settings (e.g., jails, long term care facilities, schools).
Public Guidance Team	Develop and package (e.g., guidance for into fact sheets, Health Alerts, web text, press releases and other materials for public distribution.
Dissemination Group	Disseminate information via web, fax, email, and other means to outside audiences.
<b>Epidemiology &amp; Surveillance Branch</b>	<b>Provide guidance on investigation and surveillance strategies and oversee implementation.</b>
Investigation Group	Develop a disease investigation strategy. Oversee case and contact investigation and specimen submission to the Lab Branch.
Case Investigation Team	Conduct telephone interviews with cases to gather information about exposures, symptoms, any contacts, and other details.
Contact Investigation Team	Conduct telephone interviews with contacts to gather information about exposures, symptoms, and other details.
Field Investigation Team(s)	Conduct case and contact investigation and active surveillance in the field.
Laboratory Liaison Team	Receive, prioritize, submit, and track human lab specimens from the Epidemiology and Surveillance Branch and the Disease Containment Implementation Branch.
Surveillance Group	Develop a surveillance strategy. Coordinate the collection of surveillance information.
Surveillance Team	Receive reports from medical providers on cases of disease and forward to the Investigation Group.
Syndromic Surveillance Team	Receive and process syndromic surveillance information.
Syndromic Surveillance Field Unit(s)	Conduct syndromic surveillance.
Laboratory Group	Provide guidance on specimen collection, testing procedures, regional lab resources, and

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	report summarized lab reports.
Laboratory Testing Team	Oversee the testing of samples related to the emergency and reporting of results.
Sample Prep Team	Prepare samples for testing.
PCR Team	Perform PCR Tests and report results.
Conventional Testing Team	Perform culture or serology tests and report results.
Lab Data Entry Team	Enter test results into an electronic database and prepare hard copy results
Lab Resources Team	Coordinate specimen receipt and forward to the Lab Testing Group or regional labs.
Specimen Receiving Documentation Team	Receive samples for testing and process paperwork.
Surge Capacity Team	Send lab specimens to local and state labs for testing when tests can not be performed at the San Francisco lab or the Lab Branch has exceeded capacity.
<b>Disease Containment Implementation Branch</b>	<b>Provide guidance and oversee implementation of activities to prevent or slow the spread of disease.</b>
Community Mitigation Group	Coordinate strategies to reduce the spread of disease among the public and in schools, worksites, and other community sites and mass gatherings.
Mass Prophylaxis Group	Oversee operations to dispense antibiotics/vaccines to responders and at-risk populations.
POD Area Management Team	Oversee 1 to 5 PODs and assist with logistics coordination.
Points of Dispensing (PODs)	Provide prophylaxis for up to 2,000 individuals per hour.
Push Distribution Teams	Oversee the distribution of prophylaxis to businesses and organizations for self-dispensing.
Staffing Assignment & Training Team	Register, assign, train, and deploy responders working at PODs.
Restriction, Exclusion, & Clearance (REC) Group	Carry out REC for cases and/or contacts working in sensitive occupations and/or settings.
Isolation & Quarantine Group	Provide recommendations and prepare orders for isolation and/or quarantine.
Home-based Isolation & Quarantine Team	Oversee isolation and quarantine activities for individuals based at home.
Home Isolation & Quarantine Unit	Monitor cases and contacts isolated at home. Coordinate support services.
Facility-based Isolation & Quarantine Team	Set up isolation and/or quarantine facilities, monitor individuals for disease progression, and coordinate support services.
Facility Isolation & Quarantine Unit	Oversee a facility designated for isolation and quarantine.
<b>Medical Treatment Branch</b>	<b>Coordinates the infectious disease emergency response with local medical care systems (EMS, hospitals, clinics, etc.)</b>
Medical Transport Regulation Group	Ensure resources are available for transport of victims to medical treatment sites.
Healthcare Sites Group	Monitor and coordinate with health care sites.
Hospital Team	Monitor and coordinate with hospitals.
Community Clinic Team	Monitor and coordinate with clinics.
Mental Health Clinic Team	Monitor and coordinate with mental health clinics.
Other Licensed Facilities Team	Monitor with long term care facilities and other health care sites.
Field Based Care Team	Manage alternate care sites and other field based treatment sites.
Mass Fatalities Group	Coordinates the disposal of human remains with the EOC and Medical Examiner.
<b>Data Branch</b>	<b>Provide guidance on receiving, managing, and analyzing data about the infectious disease emergency and supporting software applications.</b>
Data Analysis Group	Receive, organize, and analyze data.
Application Support Group	Assign, track, install, and troubleshoot data software issues.
<b>Logistics Section</b>	<b>Oversee the receipt, filling, and tracking of personnel and supplies requested by modules. Coordinate the prioritization of resources.</b>
Personnel Unit	Recruit, assign, and track individuals required for the response.
Staff Staging Area	Sign-in and orient responders prior to deployment.
Supplies Unit	Obtain, assign, and track supplies used for the response.
Pharmaceutical and Medical Supplies Sub-Unit	Request, receive, and prepare medical and pharmaceutical supplies.
Pharmaceutical and Medical Caches	Coordinate the request and delivery of local, state, and federal caches of pharmaceutical and medical supplies.
Receipt, Store, Stage Warehouse	Receive, re-package, track, and disseminate pharmaceutical and medical supplies.
Facilities Unit	Manage facilities (cleaning, operation) utilized by the response.
Communication Equipment Unit	Assign, track, install, and troubleshoot communication equipment.

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Information Technology Unit	Assign, track, install, and troubleshoot computer equipment.
<b>FINANCE SECTION</b>	<b>Monitor the cost of the response and oversee the purchasing of supplies.</b>
Procurement Unit	Receive and process requests to purchase items required by the response.
Cost Unit	Track the cost of the response.
Time Tracking Unit	Monitor the number of hours worked by responders during each operational period.
Claims Unit	Oversee compensation for injury and other claims-related activities for the event.

