Annex C. Notification Protocol

**Purpose**
The purpose of this annex is to outline the communication protocol among partners related to a suspected or confirmed Ebola Virus Disease (EVD) case.

**Situation**
Timely and effective response to a suspected or confirmed case of EVD necessitates clear delineation of roles and responsibilities and strong lines of communication.

**Assumptions**
The Section of Epidemiology is the lead state agency for Ebola planning, investigation, surveillance, and information dissemination.

The Section of Emergency Programs serves as the coordinating entity to ensure all partners are working together to communicate needs and resources regarding care for a patient with Ebola, while also maintaining caregiver and public health safety.

**Procedures**

**Step 1**
- The Section of Epidemiology receives notification of a suspected case of EVD from a healthcare provider, a person being monitored for EVD because of their potential exposure risk, or anybody else (notification line: 907-269-8000).

**Step 2**
- If the patient meets the U.S. Centers for Disease Control and Prevention (CDC) case definition of a person under investigation (available at: http://www.cdc.gov/vhf/ebola/hcp/case-definition.html), the Section of Epidemiology, in collaboration with CDC, will provide technical assistance regarding patient management.
- The Section of Epidemiology will notify the CDC Emergency Operations Center (770-488-7100).
- If requested, the Section of Emergency Programs will provide technical assistance regarding Hospital Incident Command System (HICS) or support HICS with an Incident Management Team.

**Step 3**
- In parallel with the delivery of technical assistance, the Sections of Epidemiology and Emergency Programs will notify key local, state, and federal partners, and initiate public health surveillance and contact investigation. This notification will include contacting the appropriate patient care facility (e.g., hospital, emergency department, etc.) prior to patient transport to the facility.
- The DHSS Emergency Operations Center will activate to Level 2 or 3, depending upon the situation.
• The ICS structure will be established, and members of the command and general staff will begin to coordinate response and communication with local, state, and federal partners.
• The Section of Epidemiology (in conjunction with CDC) will provide ongoing technical assistance regarding patient management and work with CDC to identify potentially exposed contacts.

**Step 4**

• The DHSS Emergency Operations Center will maintain communication with (and provide support to) the healthcare facility and local, state, and federal partners.
• The Section of Epidemiology will work with the healthcare facility and the Alaska State Public Health Laboratory on EVD clinical testing.
• The Section of Epidemiology will provide ongoing surveillance and contact investigative work.