

# Local County Health Department

## Action Dates

Approval: \_\_\_\_\_

Revisions: \_\_\_\_\_

Effective: \_\_\_\_\_

Next Review: \_\_\_\_\_

Policy Title: Epidemiology (EPI) Team  
No. [Example X.XXX-0X]

Purpose: This policy seeks to establish epidemiology teams in local health departments.

Policy: The local health department shall have a multidisciplinary EPI team to manage the public health response to a communicable disease outbreak or other public health threat when surge capacity is needed.

### Approvals:

|                     |                |
|---------------------|----------------|
| _____               | ____/____/____ |
| Director of Nursing | Date Signed    |
| _____               | ____/____/____ |
| Medical Director    | Date Signed    |
| _____               | ____/____/____ |
| Health Director     | Date Signed    |

### Procedure:

The local health director will appoint an EPI team leader. EPI Team members shall include, but are not limited to, health department employees from administration (health director), nursing (director/supervisor/communicable disease nurse), preparedness coordinator, environmental health specialist, communications (health educator/public information officer), and laboratorian. Non-health department employees (key agencies) should be included in training activities and events appropriate to their respective interests and responsibilities.

### EPI Team Activities

1. Prepare for public health response to communicable disease outbreaks and other public health threats through regular monthly meetings and planned exercises.
2. Respond to outbreaks of communicable disease and public health threats when activated by the local health director or designee.
3. Orient all health department employees to the responsibilities of the EPI team
4. EPI teams should strengthen collaborative relationships with key agencies/community partners to enhance community response to public health threats.
5. EPI teams may periodically review epidemiological data and recommend actions to prevent or reduce public health threats within the community.

### EPI Team Leader Activities

1. Schedule all EPI team meetings and publish agenda in advance of meeting.
2. Assess skill sets of individual EPI team members and assign roles accordingly.
3. Recommend specific training opportunities/courses to reduce deficiencies in skill sets of individual members.
4. Prepare an after action review and/or outbreak summary report within 30 days of team's de-activation.
5. Annually prepare a summary report of EPI team activities.

### EPI Team Member Responsibilities

1. Routine investigation of communicable disease will normally be performed by the communicable disease nurse(s).
2. Prepare in advance for activation by making personal arrangements for extended work hours on very short notice.
3. Keep contact information current in NC Health Alert Network Information Exchange.
4. Participate in training opportunities and cross-train with other team members to enhance EPI team capacity to respond.

### Definitions:

**Key Agency:** Locally defined agencies. Typically these would include hospitals, emergency management, and state/regional public health entities.

Historical Notes: [local use]

See also related policies:[local use – example Communicable Disease Surveillance and Reporting, Communicable Disease Investigation, 24/7 Response, Communicable Diseases Training and Staff Development, Compensatory Time, Building Security, Communication, etc]