

Republic of the Philippines
Department of Health
Center for Health Development MIMAROPA

CENTER FOR REGIONAL EPIDEMIOLOGY AND TECHNOLOGY ENHANCEMENT (CRE@TE)
Health Event Response Sub-Unit (HER)

Outbreak Preparedness Plan

Updated as of: September 2020

PHASES	ACTIVITIES	Responsible Office/Unit/Person	Resource Requirement			MOVs/Remarks
			Item (minimum)	Estimated Cost	Fund Source	
PREPARATORY PHASE Routine Surveillance Daily and/or Weekly reporting of DRUs to PESU/CESU and to CRE@TE	Creation and Maintenance of Surveillance Unit with Provision for Manpower and Operational Fund ↓ Procurement (and hiring) and Maintenance of Required Resources ↓ Training of Staff on Surveillance Programs/Systems ↓ Data Collection and Analysis ↓ Timely Submission of Surveillance Reports	Top Management Procurement Section Budget/Accounting Section DRUs, P/CESU, RESU	Human Resources Disease Surveillance Officers (DRUs, ESUs) Data Manager (ESUs) Data Encoder (DRUs, ESUs) Administrative/Support Staff (ESUs) Trainings on Surveillance Registration fees, TEVs Desktop/Laptop at least 1 per DRU, 2 per P/CESU and 1 per surveillance program in RESU + additional unit/s for data management) Telephone/Cellphone/Internet dedicated phone unit per DRU and P/CESU dedicated line and unit for RESU Printer, copier, scanner at least 1 per DRU, 2 per P/CESU and 3-5 in RESU PIDSR and Office Suite Software Lab/Office Supplies Specimen collection & transportation kits, paper, pens, inks, etc...)	50,000-75,000 per unit 15,000-20,000 per unit 15,000-30,000 per unit 5,000-9,000 per license 35,000-50,000 per year for DRU 75K-100K per year for P/CESU 200K-500K per year for RESU	LGU budget for DRUs/PESU/CESU CHD/EB for RESU	Documents creating surveillance unit, allocating budgetary requirements, and assigning dedicated staff (Policy issuances, AOP/WFP, etc...) Certificates of Trainings Functional Desktop/Laptop dedicated for the use of surveillance unit and staff Functional telephone/cellphone and internet connectivity dedicated for the use of surveillance unit and staff Functional printer, copier, scanner dedicated for the use of surveillance unit and staff Installed, updated, and licensed (as required) Available and with enough supply for at least three months use
OUTBREAK VERIFICATION PHASE ESR Reporting Frequent exchange of available information	Notification of Health Event to higher surveillance unit ↓ Verification by DRU and P/CESU of the Reported Health Event ↓ Confirmation and/or Rejection of Reported Health Event	DRUs, ESUs	Manpower Surveillance Equipment & Supplies Transportation & Communication Fund for TEVs and other incidental expenses	Contingency Fund for Outbreak Investigation	100-200K for DRUs 200-300K for P/CESU 1-2M for RESU	WFP, PPMP, PR Deployed manpower and other resources Field Reports
OUTBREAK INVESTIGATION PHASE Field Work Conduct of Epidemiologic Investigation	Activation of Outbreak Response Protocol (SOP 6.2-6.5)	RESU with Outbreak Investigation Team Budget/Finance Procurement/Logistics Health Program Experts PDOHO	Manpower Surveillance Equipment & Supplies Transportation & Communication Fund for TEVs and other incidental expenses Response Logistics (drugs/medicines, etc..)	Contingency Fund for Outbreak Investigation	300K-1M per outbreak response (more is needed depending on required drugs/meds)	WFP, PPMP, PR Deployed manpower and other resources Field Reports