

Table of Contents

Acknowledgements.....	6
Record of Change.....	7
Chapter 1: Outbreak Definition and Quick Reference Guides	12
Overview of Outbreak Definition and Quick Reference Guides	13
1.1 What is an Outbreak?	13
1.2 Purpose of the Outbreak Investigation.....	14
1.3 Steps in Investigating an Outbreak	15
1.4 Flowchart of an Outbreak Investigation	15
Figure 1: Steps in the Investigation of Foodborne/Waterborne Illness Complaints and Outbreaks..	16
1.5 Health Care Provider Guidelines for Reporting Suspected Foodborne Outbreak-Related Illnesses	17
1.6 Health Care Provider Guidelines for Reporting Suspected Waterborne Outbreak Related Illnesses.....	18
1.7 Triggers for Activation of Plan:.....	19
Chapter 2: Roles and Responsibilities	23
Overview of Roles and Responsibilities	24
2.1 Physicians and Health Care Providers.....	24
2.2 Local Health Department Director.....	25
2.3 Epidemiology Rapid Response Team (ERRT)/ESF-8 Epidemiology Response Team	25
2.4 Regional Epidemiologist.....	25
2.5 Regional or LHD Nurse	26
2.6 Regional or LHD Sanitarian or Environmentalist.....	27
2.7 Regional Child Care Consultant.....	28
2.8 KDPH State Epidemiologist/Deputy State Epidemiologist/Division of Epidemiology and Health Planning.....	28
2.9 KDPH Division of Epidemiology and Health Planning – Infectious Disease Branch – Reportable Disease Section	29
2.10 KDPH Emergency Preparedness Response Branch.....	29
2.11 KDPH Division of Public Health Protection and Safety – Food Safety Branch	30
2.12 KDPH Division of Public Health Protection and Safety – Milk Safety Branch	31
2.13 KDPH Division of Public Health Protection and Safety - Environmental Management Branch..	31



2.14 KDPH Division of Laboratory Services	31
2.15 KDPH Division of Maternal and Child Health - Early Childhood Development Branch – Early Childhood Promotion Section	32
2.16 Cabinet for Health and Family Services (CHFS) Office of the Inspector General (OIG)	32
2.17 CHFS Office of Public Affairs	32
2.18 Kentucky Department of Corrections (KYDOC).....	32
2.19 Kentucky Department of Agriculture	33
2.20 Kentucky Department of Fish and Wildlife Resources.....	33
2.21 Kentucky Energy and Environment Cabinet	33
2.22 Kentucky Emergency Management	33
2.23 Centers for Disease Control and Prevention.....	34
2.24 U.S. Food and Drug Administration	34
2.25 U.S. Department of Agriculture	34
Figure 2: Flowcharts for certain job titles and programs.....	35
 Chapter 3: Steps in Investigating an Outbreak	43
Overview of Steps in Investigating an Outbreak.....	44
3.1.1 Step One: Prepare for Outbreak Investigation and Field Work	45
3.1.2 Step Two: Confirm the Existence of an Epidemic or an Outbreak.....	46
3.1.3 Step Three: Verify the Diagnosis.....	48
3.1.4 Step Four: Define a Case and Identify and Count Cases	49
3.1.5 Step Five: Describe the Data in Terms of PERSON, PLACE and TIME.....	52
3.1.6 Step Six: Develop Hypotheses.....	57
3.1.7 Step Seven: Evaluate Hypotheses (Analyze & Interpret the Data)	58
3.1.8 Step Eight: Refine Hypotheses and Carry Out Additional Studies	60
3.1.9 Step Nine: Implement Control and Prevention Measures.....	60
3.1.10 Step Ten: Communicate Findings, Provide Documentation and Enter into the REDCap Outbreak Management System.....	66
3.2.1 Steps in Investigating and Managing Multiple Outbreaks Occurring Simultaneously	66
 Chapter 4: Overview of Documenting the Investigation	71
Overview of Documenting the Investigation	72
4.1 Investigation Documentation	72
4.2 Purpose of Documenting the Investigation	72



4.3 Outbreak Report Format.....	73
4.4 After- Action Report (AAR).....	73
Example 4.4 Outbreak After-Action Report.....	78
Appendix A: Contact Agencies and Personnel	88
Local Health Departments (LHDs).....	95
Appendix B: Kentucky Timeline for Disease Reporting.....	113
Appendix C: Kentucky Field Guide for Foodborne and Waterborne Diseases	115
Appendix D: Collection and Submission of Clinical Samples	144
Collection and Packaging of Enteric and Norovirus Specimens.....	145
Lab Form 219	146
Lab Form 275	147
Request for Laboratory Kits and Supplies.....	148
Reference List of Tests	150
Bacteriology Flow Charts	155
Appendix E: Collection and Submission of Food Samples	159
Collection and Submission of Food Sample for Bacteriological Examination.....	160
Lab Form 504	161
Reference List of Tests	163
Flow Charts for Food Sample Testing	164
Appendix F: Collection and Submission of Water Samples	165
Important information to review prior to the collection of water samples	166
Collection and Submission of Water Sample for Bacteriological Examination.....	167
Lab Form 507	168
Reference List of Tests	169
Appendix G: Chain of Custody	171
Appendix H: Record of Complaint and Investigation.....	174
Form DFS-216.....	175
Example of Record of Complaint and Investigation Form	177
Appendix I: Environmental Assessment Form	179
Appendix J: Enteric Disease-Specific Illness Investigation Forms	190
Appendix K: Foodborne Illness Outbreak Food Specimen Sampling Criteria and Protocol	191



Appendix L: Shellfish-Implicated Investigations	194
Appendix M: National Outbreak Reporting System (NORS) Form and Guidance	195
Appendix N: Acronyms and Agency Abbreviations.....	196
Appendix O: Definition of Terms	197
Appendix P: Kentucky Reportable Disease Statutes and Regulations	201
902 KAR 2:020 Reportable disease surveillance.....	202
211.180 Functions of cabinet in the regulation of certain health matters -- Inspection fees -- Hearing.....	218
KRS 214.010 Physicians and heads of families to report diseases to local board of health.....	219
KRS 214.020 Cabinet to adopt regulations and take other action to prevent spread of disease.....	220
214.990 Penalties.....	220
HIPAA – Disclosures for Public Health Activities.....	221
Appendix Q: References.....	226
Reference Books and Journal Articles.....	226
Reference List of Infectious Disease Information on the Internet	227
Mapping Resources.....	230
Public Health Data Resource Guide	231

