

**New York State Department of Health  
Hospital Emergency Preparedness and Smallpox Response Planning Tasks**

**Date Complete**

**Tasks that should already be complete**

- Cooperative and proactive preparedness planning with Local health departments
- Ongoing reporting of “syndromic” surveillance data
- Smallpox response plan assessment
- Emergency department febrile rash illness triage preparedness
- Emergency department personnel protection equipment
- Evaluate effectiveness of airborne infection isolation rooms
- Hospital staff smallpox training
- Train hospital staff on use of the HPN

**Tasks to be completed as soon as practical**

- Incorporate “Guidelines for Management of a Suspect Case of Smallpox in Acute Care Hospitals” into standard operating procedures
- Distribute and post Smallpox Diagnosis Poster
- Designate Hospital Smallpox Vaccination Coordinator (Enter into HPN Communications Directory)
- Identify Staff (volunteers) who would comprise your Hospital Health Care Response Team
- Enhance ongoing communication with local health department

**Tasks to be completed by December 12, 2002**

- Designate a Hospital Bioterrorism Preparedness Planning Coordinator and enter contact information on HPN
- Complete Airborne Infection Isolation Room Survey and submit data via HPN