

2017

National Scout Jamboree Toolkit

July 19 – July 28

Summit Bechtel Family National Scout Reserve
Mount Hope, WV





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West Virginia Department of Health and Human Resources Bureau for Public Health

June 2017

Dear Local Health Partners:

As you are aware, the National Scout Jamboree (NJS) is being held at its new home in Fayette County at Summit Bechtel Family National Scout Reserve (SBR) from July 19-28, 2017. It is expected that approximately 50,000 scouts, volunteers and staff will be onsite for the duration of the event. Additionally, 200,000 to 300,000 family members and visitors are expected to be in the southern part of the state for this event.

The enclosed toolkit is a resource to help you prepare for this event. In the enclosed packet, you will find the following:

- 👉 Boy Scout Jamboree FAQ
- 👉 Local health department recommendation checklist to prepare for the Jamboree
- 👉 Public health notice templates to distribute to local businesses such as hotels, restaurants, parks, airports, pharmacies, and healthcare providers
- 👉 BPH Health Command and LHD Emergency Contact Information
- 👉 Procedure for requesting regional or state support during an event response
- 👉 Supplies available for the Jamboree and how to request supplies
- 👉 Information on West Virginia's ARROW to the Summit Community Service Initiative
- 👉 Community service plans scheduled for your county (To be provided upon release by the Citizens Conservation Corps)

Thank you for helping to make the Jamboree healthy and successful.

Sincerely,

West Virginia Department of Health and Human Resources, Bureau for Public Health

Center for Local Health

350 Capitol Street, Suite 515, Charleston WV 25301

Phone: 304.558.8870



National Scout Jamboree FAQ

2017 National Scout Jamboree July 19 – 28

What is the National Scout Jamboree?

The National Scout Jamboree (NSJ) is a 10-day consecutive event that will unite scouts from across the country and raise awareness of scouting. The NSJ is a high adventure camp for scouts that is usually held every four years and organized by the National Council of the Boy Scouts of America. It is expected there will be 50,000 campers, scouts and staff in attendance. There will be an additional 200,000 to 300,000 family members and visitors throughout the southern part of West Virginia (WV).

Where is the National Scout Jamboree?

The permanent home of the Jamboree is the Summit Bechtel Family National Scout Reserve (SBR) in Mount Hope, WV, between Beckley and Glen Jean. The Summit is in Fayette County and is approximately 10,600 acres in size. The property lies within the rugged Appalachian Mountains in the New River Gorge area.

What is a mass gathering?

A mass gathering is the influx of many people converging together, usually for a specific purpose. Mass gatherings cause changes in local infrastructure of the hosting community, and they can place a severe strain on health and support services. The NSJ is considered the largest mass gathering in WV.

Can anyone visit the Summit during the Jamboree?

Contact the Boy Scouts of America for information on visitation at (972) 580-2489 or click on the following link, <http://www.summitbsa.org/>.

Will the Scouts be at the Summit for the entire Jamboree?

No, there are several community service projects planned throughout WV. An enclosed document on the service projects in your county will be provided upon release by the Citizens Conservation Corps (CCC). For additional information, please contact jkincaid@wvccc.com or (304) 254-9196.

Who should I notify of the Jamboree?

- Local businesses
- Hotels
- Pharmacies
- Restaurants
- Airports
- Transportation hubs
- Hospitals
- Parks







There are 3 different forms provided in the tool kit as sample public health notices for healthcare providers, pharmacies, and local businesses.

What health conditions are expected?

The most common illnesses seen at mass gatherings of this type are gastrointestinal illness with vomiting or diarrhea, respiratory illness including influenza, and rash illnesses, including vaccine preventable diseases. If you notice clusters of these types of illnesses or other unusual illness, health conditions or injuries among people in your community, please contact the Division of Infectious Disease Epidemiology at (304) 558-5358. For additional information, visit www.dide.wv.gov.

Local Health Department Recommendations

2017 National Scout Jamboree July 19 – 28

-  **Increase Awareness of Reporting Requirements**
Inform your community partners about the National Scout Jamboree and the influx of people that will significantly increase the population in your county. Distribute flyers using templates provided in your toolkit to spread the word about reporting clusters of illnesses or unusual health events during the Jamboree.
-  **Contact Your Restaurants**
Ensure restaurants in your county are up-to-date on their restaurant inspections and encourage them to report possible foodborne illness among customers. Review with restaurants when to exclude a food employee who reports a diagnosis with symptoms as specified in the [2005 FDA Food Code Chapter 2](#) and [64 CSR 17 West Virginia Food Establishment Rule](#). Additional guidance can be found at <http://www.wvdhhr.org/phs/food/>.
-  **Increase Influenza Surveillance**
With international scouts attending the Jamboree, imported influenza is a possibility. Make sure your sentinel provider is aware of the potential influx and has a test kit with unexpired media. Make sure he/she is reporting and make sure your local health department has unexpired media and flu kits on hand.
-  **Contact Your Hospitals and Healthcare Providers**
Send a blast fax to area providers reminding them to report certain infectious diseases and suspicious illnesses or clusters of illnesses during the Jamboree.
 - Surveillance and case investigation will be very important for early disease detection and prompt intervention.
 - Make sure to report cases in a timely manner and to submit correct isolates, if appropriate.
-  **Plan for Increased Staffing**
Due to an increase in population, the healthcare system in your community may be strained. Make sure your health department has plans in place to address staffing demands and provide the increase presence in the community that may be needed. A procedure for requesting regional or state support during an event response is included the 2017 National Scout Jamboree Toolkit on page 7.
-  **Stay Informed**
For the latest information regarding health and safety issues, please visit www.dide.wv.gov.

Public Health Notice: Healthcare Providers

2017 National Scout Jamboree

Summit Bechtel Reserve, WV

July 19th – 28th

The National Scout Jamboree is coming to your area!

Due to the National Scout Jamboree, many scouts, volunteers, staff, and visitors from across the country and world will be at the Summit in Fayette County.

The WV Bureau for Public Health and your local health department are working with the community to conduct active surveillance and prevent the spread of communicable diseases. We need your help to report unusual illnesses, injuries, or health conditions during the Scout Jamboree.

Please contact the West Virginia Bureau for Public Health's Division of Infectious Disease Epidemiology at (304) 558-5358, ext. 1 to report unusual illnesses, health conditions, or injuries.

Healthcare Providers – Situations to report:

- Unexplained fever
- Gastrointestinal, respiratory, and neurological illnesses
- Unexpected severe illnesses
- Outbreaks of disease
- Reportable diseases, unusual illnesses, health conditions, or injuries
- Agents of bioterrorism
- Suspected foodborne illness

Public Health Notice: Pharmacies

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Pharmacies – Situations to report:

- Reports of possible foodborne illness among your customers or guests.
- Unusual demand for over the counter remedies such as cough suppressants, anti-diarrheal agents, etc.



Public Health Notice: Local Businesses

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Local Businesses – Situations to report:

- Reports of possible foodborne illness among your customers or guests.
- Multiple complaints of any similar illness by customers or guests. For example, 5 guests with rashes or 4 people complaining of vomiting.





WV Bureau for Public Health Command and Local Health Department Emergency Contact Information

Contacting Health Command during the Jamboree

The West Virginia Department of Health and Human Resources (DHHR) is charged with Public Health Emergency Preparedness Essential Service Function (ESF) 8 (Public Health and Medical Services) and Essential Service Function 6 (Mass Care, Emergency Assistance, Temporary Housing, and Human Services). The Boy Scout Jamboree is the largest mass gathering in West Virginia and requires state level support and resources. The Center for Threat Preparedness (CTP) is the operational unit within the DHHR and the Bureau for Public Health that is responsible for coordination of health and/or medical responses. CTP will activate and staff DHHR Health Command from July 19 through July 28, 2017 from 6:00 a.m. to 10:00 p.m. each day. DHHR Health Command may be contacted during these hours by calling 304-558-6900 extension 71467. After hours, you can call 304-395-2592 for assistance.

Emergency Contact Information for Key Local Health Department

The Center for Local Health maintains a Local Health Department Emergency Contact Report for use in events and disasters. The report is housed in the Local Health Department Program Plan Reporting Site and used by the Center for Local Health (CLH) and other key state and local officials during emergency response events. In preparation for the Jamboree, the CLH is placing the report in the SharePoint sites for the Jamboree, the CTP and the LHD Program Plan Reporting Site. Local health departments should review the report on the Center for Local Health's LHD Program Plan Reporting Site in the [Share Documents folder](#) to assure the information on the emergency contact report is current. The report collects the LHD's address, phone number, longitude and latitude. In addition, the report collects the contact name, emergency phone number, cell phone number, and pager number of the Administrator, Primary Nursing Contact, Health Officer, Environmental Health Contact, and the Threat Preparedness Coordinator. If changes are needed, local health departments can report those changes by accessing [Emergency Contact List Update Form](#).

Guidance for LHDs Requiring Surge Capacity Assistance through Regional Memorandum of Understanding (MOU) and/or the Bureau for Public Health

Background

During an event response, the West Virginia Department of Health and Human Resources (DHHR) provides support to local health departments (LHDs) when local capacity has been exceeded and/or multiple jurisdictions are involved. In an event, DHHR is responsible for the overall coordination of the health and medical response. This includes public health threat investigation and evaluation, coordination of disaster relief services, resource allocation and tracking, provision of laboratory services, and coordination of key public messages. LHDs responsibilities include investigation and notification of outbreaks, pre-establishment of MOUs, assurance of mass vaccination capabilities, coordination and dissemination of public information and health education, and inspection of affected water supplies, food facilities, and shelters. For a complete listing of LHD and WVDHHR response roles and responsibilities, please refer to Appendix D and E, respectively.

Regional Memorandum of Understanding to Provide Mutual Aid

Public Health Emergency Preparedness (PHEP) grant guidance requires all local health departments to establish and maintain regional memorandums of understanding to provide mutual aid during an incident or planned event. When local response activities reach surge capacity within a LHDs jurisdiction, these regional MOUs should be utilized to augment capabilities. The regional MOUs should be established within the eight Public Health Preparedness Regions (Appendix C) in the state. However, this does not limit separate regions from assisting each other. Once surge capacity is reached with the support of the regional MOU, the state will assist with resource and overall response coordination to restore normal operations.

Request Assistance from a Regional Epidemiologist

LHDs in need of assistance should contact their regional epidemiologist. Regional epidemiologists can be reached by viewing the map in Appendix A. LHDs in the Northwestern Region requesting assistance should contact the State using the following information:

Division of Infectious Disease Epidemiology
Phone: (304) 558-5358, extension 1
Toll-free in WV: (800) 423-1271, extension 1
Answering Service: (304) 925-9946

Request Staffing Support for Environmental Health Services

LHDs in need of assistance from the Office of Environmental Health Services (OEHS) may request the OEHS to provide:

- Technical assistance;
- On-the-job training;
- District Sanitarian county visits; and
- Assistance to perform routine duties and respond to environmental public health emergencies (disasters, outbreaks, etc.) by providing personnel, equipment, supplies and/or services, including conducting inspections and investigations.

When requesting for assistance to perform routine duties, a formal request for assistance must be made from LHDs. Please visit the following link, [OEHS LHD Request for Staffing Support Policy](#), for information on how to request assistance for the individual services bulleted above.

How to Request Supplies Available for the Jamboree

2017 National Scout Jamboree July 19 – 28



Norovirus DVDs for Food Establishments

- The Office of Environmental Health Services and Public Health Sanitation Division has Norovirus DVDs for food establishments to use for employee training for prevention of Norovirus.
- The DVDs are provided in English and Spanish.
- The DVDs are provided upon local health department requests. To request a Norovirus DVD, please contact Jessica Douglas, Food Program Manager, at Jessica.L.Douglas@wv.gov.



Specimen Collection Kits

- The Office of Laboratory Services has specimen collection kits available for local health department use during the National Scout Jamboree.
- To request the specimen kits below from the Office of Laboratory Services, please visit <http://www.wvdhhr.org/labservices/forms/index.cfm>:
 - Arbovirus Specimen Kit
 - Influenza Specimen Kit
 - Micro Specimen Kit
 - Newborn Specimen Collection Kit
 - Pertussis Collection Kit Requisition
- To request Zika Specimen Collection Kits, please visit [The Office of Laboratory Services Homepage](#).

West Virginia's ARROW to the Summit Community Service Initiative 2017 National Scout Jamboree July 19 – 28

- 👉 The 2017 Initiative will continue to develop multiple community service projects in the 9 **Group A** counties that participated in the 2013 Initiative: Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Raleigh, Summers, and Wyoming counties.
 - Up to 40,000 scouts and thousands of additional youth and volunteers will be performing an estimated **500,000 hours of community service** over the following days: **July 18, 20-21, and 24, 25, & 26, 2017.**

- 👉 The 2017 Initiative will develop **Pre-Jamboree Projects** in **Group B** counties for scouts traveling to the National Jamboree. Group B counties consist of the 46 counties not listed in Group A.
 - Each Group B county will host single day, community service projects for up to 2 scout troops (1 Troop = 36 youth and 4 scout leaders per bus load).
 - Approximately 5,000 scouts will participate in Pre-Jamboree Projects.
 - Pre-Jamboree Projects will take place:
 - **July 17: troops arrive in Group B Counties**
 - **July 18: troops will perform community service projects in their respective counties**
 - **July 19: troops will depart for The Summit from all Group B counties after breakfast**

- 👉 For more details and information on specific projects, click on the Initiative under Programs at <http://www.wvccc.com/>



Appendices

Appendix A: Regional Epidemiologists Contact Map



Surveillance Regions and Current Coverage by Regional Epidemiologists

NORTHWESTERN REGION

VACANT

Mid-Ohio Valley Health Dept.
211 6th St.
Parkersburg, WV 26101
Phone: 304.420.1477
Fax: 304.485.7499
Mobile:
E-mail:

WESTERN REGION

Debra Ellison

Cabell-Huntington Health Dept.
703 7th Avenue
Huntington, WV 25701
Phone: 304.523.6483
Work Mobile 304.972.3033
Fax: 304.523.6403
E-mail: Debra.C.Ellison@wv.gov

CENTRAL REGION

Lindsey Mason

Kanawha-Charleston Health Dept.
108 Lee Street
Charleston, WV 25323
Phone: 304.348.1088
Mobile: 724.570.1064
Fax: 304.348.8149
E-mail: Lindsey.J.Mason@wv.gov



NORTHEASTERN REGION

Bob White

Monongalia Co. Health Dept
453 Van Voorhis Road
Morgantown, WV 26505
Phone: 304.598.5100
Office Phone: 304.598.5132
Mobile: 304.685.8839
Fax: 304.598.5122
E-mail: Bob.W.White@wv.gov

EASTERN REGION

Kimberly Kline

Pendleton Co. Health Dept.
PO Box 520
273 Mill Road
Franklin, WV 26807-0520
Phone: 304.358.7882
Mobile: 304.358.8328
Fax: 304.358.2471
E-mail: Kimberly.S.Kline@wv.gov

SOUTHERN REGION

Michelle Kirby

Beckley-Raleigh Co. Health Dept.
1602 Harper Road
Beckley, WV 25801
Phone: 304.253-2198
Mobile: 304.575.9994
Fax: 304.252.1471
E-mail: Michelle.D.Kirby@wv.gov

REGIONAL EPIDEMIOLOGIST LIAISON

Sherif Ibrahim

Division of Infectious Disease Epidemiology
WVDHHR/BPH/OEPS

350 Capitol St. Room 125
Charleston, WV 25301-3715
Office: 304-558-5358 Mobile: 304-553-9165
Fax: 304-558-8736
Email: Sherif.M.Ibrahim@wv.gov

Last Updated: June 2017

Appendix B: District Sanitarian Contact Map

WV Bureau for Public Health
 Office of Environmental Health Services
 Public Health Sanitation Division

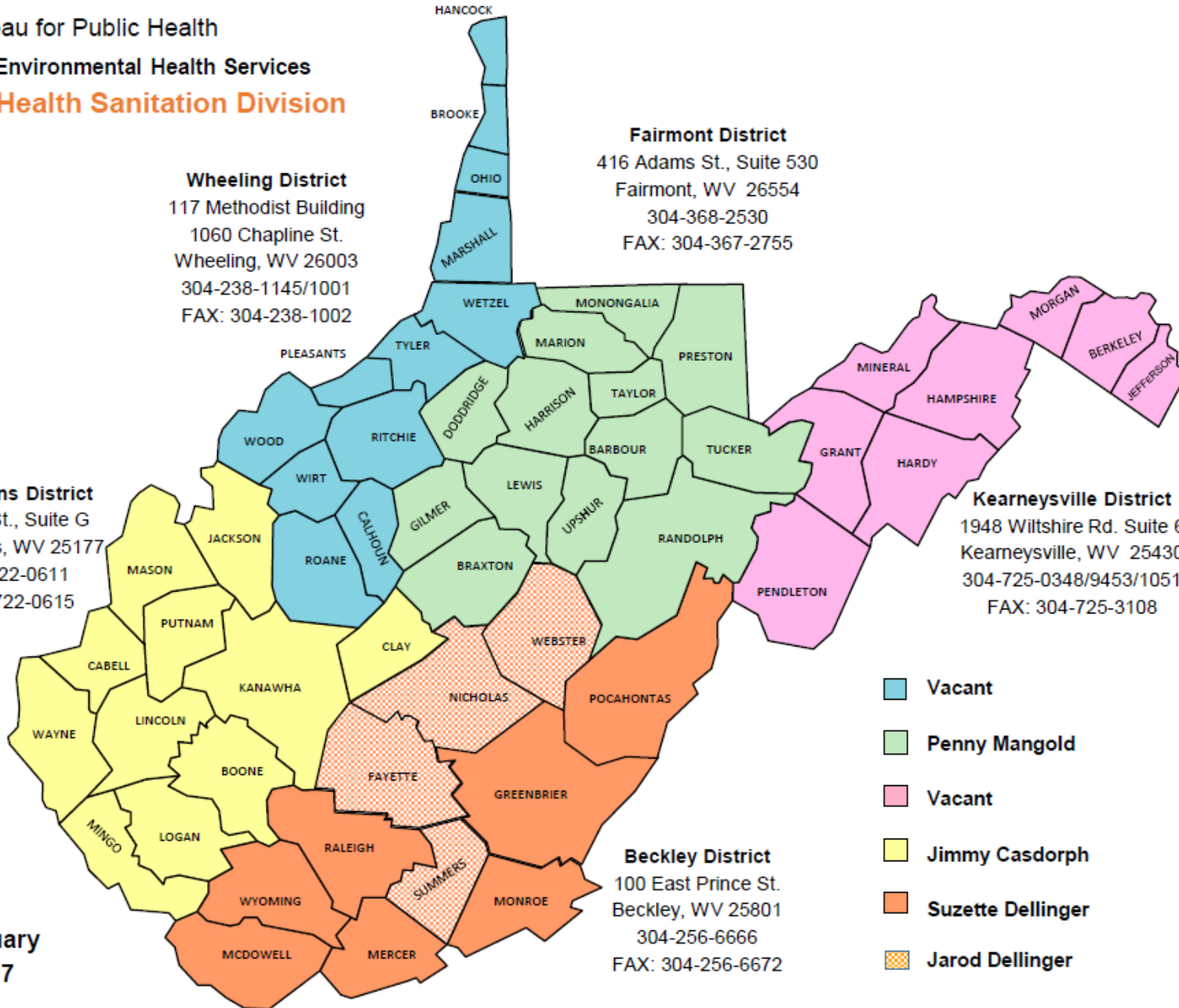
Wheeling District
 117 Methodist Building
 1060 Chapline St.
 Wheeling, WV 26003
 304-238-1145/1001
 FAX: 304-238-1002

Fairmont District
 416 Adams St., Suite 530
 Fairmont, WV 26554
 304-368-2530
 FAX: 304-367-2755

St. Albans District
 808 B. St., Suite G
 St. Albans, WV 25177
 304-722-0611
 FAX: 722-0615

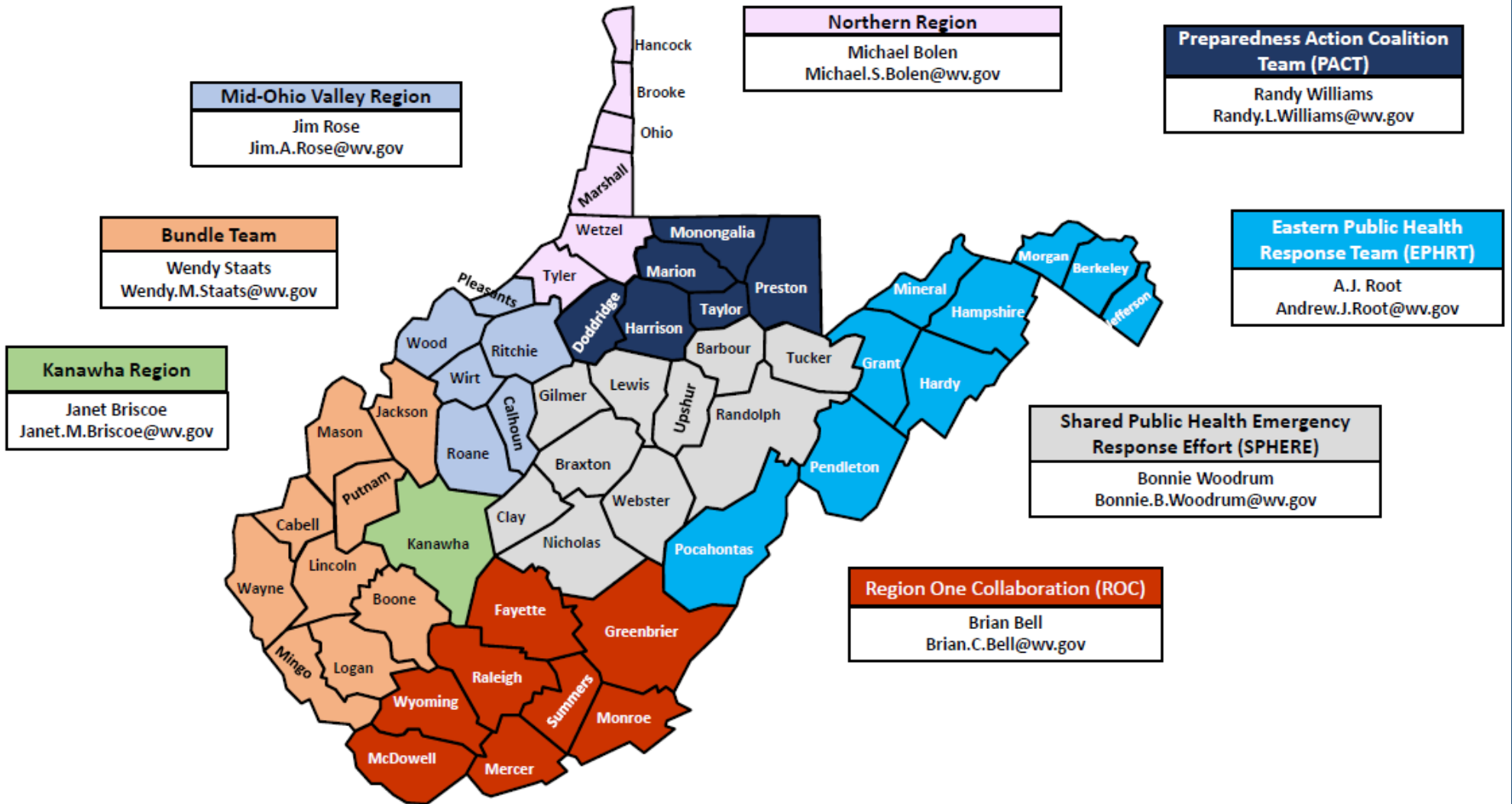
Kearneysville District
 1948 Wiltshire Rd. Suite 6
 Kearneysville, WV 25430
 304-725-0348/9453/1051
 FAX: 304-725-3108

Beckley District
 100 East Prince St.
 Beckley, WV 25801
 304-256-6666
 FAX: 304-256-6672



February
 2017

Appendix C: Center for Threat Preparedness Contact Map



Appendix D: LHD's Response Roles and Responsibilities

All emergencies/disasters start at the local level; however, once local agencies have reached surge capacity, the West Virginia Department of Health and Human Resources can be called upon to offer assistance. Appendix D contains a list of local health departments' (LHDs) response roles and responsibilities.

LHD's Response Roles and Responsibilities:

1. Immediately notify the BPH of outbreaks or public health disasters as required under 64CSR7.
2. Disseminate information on disease conditions under public health surveillance.
3. Receive disease and outbreak reports.
4. Investigate and report cases, contacts and outbreaks under guidance from the Commissioner, using protocols developed by the Commissioner as required under 64CSR7.
5. Implement prevention and control measures.
6. Educate patients and providers during a public health event.
7. Maintain plans for receiving and dispensing medications and vaccinations to all residents of their jurisdiction in accordance with the West Virginia Strategic National Stockpile (SNS) and LHD Dispensing Plan Template.
8. Maintain pre-established Memorandum of Understandings and other necessary arrangements for sufficient facilities to accomplish dispensing.
9. Maintain and train teams of personnel capable of dispensing medicine and vaccines.
10. Either individually or in regional groupings, dispense medications or vaccines to the at-risk population residing in their jurisdiction, during an event.
11. Work with healthcare facilities and other institutions to assure target groups within institutionalized populations receive prophylaxis.
12. Coordinate all risk communication and public information across jurisdictions with the BPH or the Joint Information Center (JIC), using standardized talking points.
13. Notify key local partners and state officials of public health emergency events.
14. Serve as a spokesperson for local or regional public health event.
15. Request assistance from region or state and make recommendations about community's needs during a public health event.
16. Provide timely response information to appropriate State Department Offices regarding damages, needs, threats, recovery and mitigation, accomplishments, etc.
17. Provide guidance and distribute educational information to residents with affected private water supplies.
18. Sample, test, monitor emergency water supplies and affected private water supplies.

19. Distribute educational information and provide guidance and oversight for disposal of contaminated food product at both residential and commercial facilities.
20. Undertake inspections and sampling of products at affected food facilities.
21. Undertake inspections of mass feeding sites and food storage facilities.
22. Provide guidance on the cleanup and disposal of equipment in affected food facilities.
23. Undertake inspections of emergency shelters including emergency shower and bathing facilities and provisions for locations of emergency power and heat sources.
24. Provide guidance on the disposal or cleaning of contaminated household items.
25. Undertake inspections of affected hotel, motel and bed and breakfasts.
26. Provide guidance on clean up and conduct inspections of affected permitted facilities such as campgrounds, recreational water facilities, and play areas including but not limited to playgrounds, soccer football fields.
27. Work in concert with National Guard and the West Virginia Department of Environmental Protection (DEP) in inspections and monitoring of waste disposal sites and locations to minimize public health impacts.
28. Undertake inspection or installation, monitoring of portable public toilets and showers in affected areas.
29. Provide guidance and undertake inspections of repairs made to affected septic systems.
30. Provide guidance and monitor numbers and signs of pest of public health importance following an event.
31. Provide guidance to victims on hygiene and preventive measures.
32. Institute environmental control measures including embargo, seizure and sampling of suspected products.

This is not a comprehensive list, as responsibilities may vary given the needs of each incident and/or event.



Appendix E: DHHR's Response Roles and Responsibilities

The West Virginia Department of Health and Human Resources (DHHR) is charged with ESF 8 (Public Health and Medical Services) and ESF 6 (Mass Care, Emergency Assistance, Temporary Housing, and Human Services). Appendix E contains a list of DHHR's response roles and responsibilities.

DHHR's Response Roles and Responsibilities:

1. Manage health and medical resources by maintaining a resource inventory and tracking available resources such as hospital and nursing home bed availability.
2. Maintain DHHR Disaster Network email system.
3. Determine resource allocations and arrange for the provision of medical personnel, equipment and supplies, such as blood and blood products and pharmaceuticals, to healthcare facilities and shelters.
4. Ensure medical personnel are credentialed either through the state's advanced credentialing system or respective licensure board.
5. Establish, maintain, and provide training through the DHHR Mass Casualty Incident Training Program.
6. Monitor, assess, and respond to requests for assistance from local emergency medical services coordinating entities.
7. Coordinate hospital evacuations.
8. Evaluate threats to public health, including impacts of biological, chemical and radiological exposure. This may be accomplished through field assessments, damage assessments, facility damage assessments, epidemiological surveillance and investigation, community health assessments and/or in concert with other state agencies such as the West Virginia Department of Environmental Protection (DEP).
9. Ensure sanitary conditions of shelters, water, food supply, potability of water, and control of vermin and other pests.
10. Ensure proper storage and disposal of waste, including human waste. In areas where wastewater and proper sewage is no longer operating properly, port-o-lets and hand sanitizer stations may need to be provided for the impacted area.
11. Investigate and advise the public and emergency workers of potential health hazards and steps they can take to protect themselves and/or mitigate the situation. This may include, but is not limited to, information on home clean-up procedures, injury prevention, rodent and pest control,

infection control and self-care information. Provide vaccinations to disaster response personnel, as needed, prior to deployment (e.g. tetanus).

12. Coordinate and provide behavioral health services to disaster victims, healthcare workforce, emergency workers, first responders, impacted communities and other persons, as appropriate.
13. Regulate mortuary services, including burial and re-burials, so that no public hazard is created. Provide guidance to local health facilities and communities for handling and disposing of human remains.
14. Recover and handle mass casualty remains and maintain records of the deceased, including victim identification services. Establish mortuary surge capacity capabilities.
15. Ensure the provision of laboratory services for analysis of clinical and environmental (e.g. chemical and biological) samples and report the findings, as appropriate, to local, state and federal partners.
16. Establish and ensure regular (e.g. daily) communications with partners and support agencies such as local health departments, hospitals, pharmacies, medical suppliers, and others.
17. Coordinate the development and distribution of key public information and education messages using multiple mediums at a level the public can understand. Assist with coordination of a Joint Information System (JIS) and Joint Information Center (JIC) Operations with the Governor's Office of Communications.
18. Execute and manage all health-related information technology systems such as electronic disease detection, Health Alert Network (HAN), DHHR Disaster Network and public health portals.
19. Provide support for activation and implementation of other health-related plans such as healthcare facility surge capacity plans and Strategic National Stockpile (SNS) operations.

This is not a comprehensive list, as responsibilities may vary given the needs of each incident and/or event.



Appendix F: County Community Service Plans

(To be completed upon release by the Citizens
Conservation Corps)