**TB Team Plan: Cybersecurity & Loss to City Network Plan**

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TB Team Power Outage Plan

This plan is to support the COOP, not replace it. In the case of loss of network and/or electricity, the TB team would not have access to the internet, network files, phones, and fax. TB (active, latent and rule-out cases) are reported via WEDSS (internet), fax, mail, and phone. Most follow-up materials are saved on the network and/or located on the [TB Manual](http://share/sites/PublicHealth/ProjectManagement/TBmanual/Forms/AllItems.aspx) (SharePoint).

The TB coordinator will assure that printed materials and this plan are kept up to date in the TB cubicle. Materials include:

* ICP list
* State TB nurse consultant/contact list
* Worksheets and fact sheets including, but not limited to Continuation Record, Active TB, Latent TB and Rule-Out (Suspect) TB cases
* This plan

1. Staff should try and log into computers/laptops. If unable to access the internet, contact Help Desk (608-266-4193) to report the issue. This may be the first call IT receives related to the event.
2. TB Program Supervisor requests ICS begin meeting (within PHMDC), if not already done.
3. If unable to access the network or email due to lack of internet connection, try using WiFi or hotspot.
   1. All office locations have WiFi connections.
   2. Hotspots are available on certain smartphones (check with supervisor)
      1. Hotspots can be enabled relatively easily and quickly by asking Admin Support Supervisor (Melanie Jicha).
      2. Email can be access at cityofmadison.com
4. If possible, use laptops with Wi-Fi or hotspot to access WEDSS and cell phones to contact clients.
   1. WEDSS login: <https://wedss.wisconsin.gov/webvcmr/pages/login/login.aspx>
   2. If staff do not have cell phone, consult with supervisor. Per Admin Support Supervisor, staff can have new cell phone within 1 business day. Jessica Wrathkey and Millicent Hutchinson are back-ups to Admin Support Supervisor and can obtain phones from Verizon.
5. If outage looks like it will less than three days and laptops and/or internet is not available:
   1. PHNs will assign the backlog of referrals reported via WEDSS when resources are restored.
   2. PHNs will utilize the Continuation Record for paper charting for client case management. Continuation Records will be scanned into the filing cabinet of the client’s WEDSS chart when resources are restored.
6. If outage looks like it will last three days or more:
   1. Program coordinator will consult with Epidemiologist and contact ICPs to develop plan for reporting TB cases.
   2. PHNs will continue to utilize the Continuation Record for paper charting for client case management. Continuation Records will be scanned into the filing cabinet of the client’s WEDSS chart when resources are restored.

TB Team Cybersecurity Plan

In the case a cyberattack, the TB team may not have access to the internet, WEDSS, network files, phones, and fax. TB (active, latent and rule-out cases) are reported via WEDSS (internet), fax, mail, and phone. Most follow-up materials are saved on the network and/or located on the [TB Manual](http://share/sites/PublicHealth/ProjectManagement/TBmanual/Forms/AllItems.aspx) (SharePoint).

Much of the below plan mimics what the team would do if the agency were to lose power or lose access to the City network. However, the duration of the event may be much longer than a few days of interrupted internet/network service.

1. Staff should try and log into computers/laptops.
   1. If unable to access network, contact Help Desk (608-266-4193) to report the issue. This may be the first call IT receives related to the event.
   2. If unable to access WEDSS, notify DHS WEDSS at [DHSWEDSS@dhs.wisconsin.gov](mailto:DHSWEDSS@dhs.wisconsin.gov). This may be the first notification that DHS WEDSS receives related to the event.
   3. If unable to access the network or WEDSS due to known cyberattack, consult with supervisor for next steps.
2. **For Cyberattack to the City Network**:
   1. TB Program supervisor requests ICS begin meeting (within PHMDC), if not already done.
   2. The TB program supervisor and program coordinator will attempt to locate laptops not associated with the network for program work. If possible, use laptops with Wi-Fi or hotspot to access WEDSS and cell phones to contact clients.
      1. WEDSS login: <https://wedss.wisconsin.gov/webvcmr/pages/login/login.aspx>
      2. If staff do not have cell phone, consult with supervisor. Per Admin Support Supervisor, staff can have new cell phone within 1 business day. Jessica Wrathkey and Millicent Hutchinson are back-ups to Admin Support Supervisor and can obtain phones from Verizon.
   3. For any cyberattack to the network which impacts TB work, the program coordinator will consult with Epidemiologist and contact ICPs to develop plan for reporting TB cases.
      1. Disease interview worksheets (paper copies), Continuation Records, Blank Open-Close Checklists and disease fact sheets are found in a binder in the TB on call cubicle.
         1. Staff can make photocopies for any worksheets needed.
         2. PHNs will assign the backlog of referrals reported via WEDSS when resources are restored.
         3. PHNs will utilize the Continuation Record for paper charting for client case management. Continuation Records will be scanned into the filing cabinet of the client’s WEDSS chart when resources are restored.
      2. If outage looks like it will less than three days and laptops and/or internet is not available:
         1. PHNs will assign the backlog of referrals reported via WEDSS when resources are restored.
         2. PHNs will utilize the Continuation Record for paper charting for client case management. Continuation Records will be scanned into the filing cabinet of the client’s WEDSS chart when resources are restored.
      3. If outage looks like it will last three days or more:
         1. Program coordinator will consult with Epidemiologist and contact ICPs to develop plan for reporting TB cases.
         2. PHNs will continue to utilize the Continuation Record for paper charting for client case management. Continuation Records will be scanned into the filing cabinet of the client’s WEDSS chart when resources are restored.
3. **For Cyberattack to WEDSS:** 
   1. TB Program Supervisor requests ICS begin meeting (within PHMDC), if not already done.
      1. For any cyberattack to WEDSS which impacts TB work, Program coordinator will consult with Epidemiologist and contact ICPs to develop plan for reporting TB cases.
      2. Program Coordinator will coordinate messages with ICS communications section.
      3. Disease interview worksheets (paper copies), Continuation Records, Blank Open-Close Checklists and disease fact sheets are found in a binder in the TB on call cubicle PHNs can make photocopies for any worksheets needed.
         1. Staff can make photocopies for any worksheets needed.
         2. PHNs will assign the backlog of referrals reported via WEDSS when resources are restored.
         3. PHNs will utilize the Continuation Record for paper charting for client case management. Continuation Records will be scanned into the filing cabinet of the client’s WEDSS chart when resources are restored.
      4. If outage looks like it will less than three days and laptops and/or internet is not available:
         1. PHNs will assign the backlog of referrals reported via WEDSS when resources are restored.
         2. PHNs will utilize the Continuation Record for paper charting for client case management. Continuation Records will be scanned into the filing cabinet of the client’s WEDSS chart when resources are restored.
      5. If outage looks like it will last three days or more:
         1. Program coordinator will consult with Epidemiologist and contact ICPs to develop plan for reporting TB cases.
         2. PHNs will continue to utilize the Continuation Record for paper charting for client case management. Continuation Records will be scanned into the filing cabinet of the client’s WEDSS chart when resources are restored.

TB Program: Emergency Procedure for Back-Up Clinic

**Supplies Needed for Med Pickup or DOT clinic/appointments:**

* Laptop(s)
* Pens
* Water
* Medication from Med Room
* Granola Bars
* Hand Sanitizer/Soap

**Supplies Needed to Run Blood Draw/PPD Clinic:**

**\*Note that Blood Draws & PPD’s should not be drawn if there is no electricity. Appointments should be rescheduled**

* Laptop(s)
* Pens
* Clipboards
* Paper forms (TB Screening Forms, HIPAA, TSpot requisitions, Standing Order, Release of Information )
* Clinic Supplies (Supply tote: needles, tourniquets, table covers, scale papers, alcohol wipes, bandaid & Gauze; green top tubes, Oxford Shipping Kit, PPD & Syringes (if needed), Foam arm wedge, Red Box, Gloves
* Hand Sanitizer/Soap

**Staff Required to Run Clinic:**

* 1-2 PHNs

**Special Equipment/Supply Needs:**

* Internet/Hotspot
* Printer
* Sink/Soap/Water
* Light
* Table & Chairs