

**FDA STAFF MANUAL GUIDES, VOLUME I – ORGANIZATIONS AND  
FUNCTIONS**

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF FOODS AND VETERINARY MEDICINE**

**CENTER FOR FOOD SAFETY AND APPLIED NUTRITION**

**OFFICE OF COORDINATED OUTBREAK RESPONSE AND EVALUATION  
NETWORK**

Effective Date: 12/07/2017

**1. OFFICE OF COORDINATED OUTBREAK RESPONSE AND EVALUATION  
NETWORK (DJJHN).**

- A. Provides leadership and direction for Food and Drug Administration (FDA) outbreak activities including preparedness, response, environmental assessments and post response activities associated with FDA-regulated human and animal food, dietary supplements, and cosmetics.
- B. prioritizes efforts in conjunction with other Agency components, directs resources and provides guidance to the field on investigational activities associated with outbreaks related to FDA-regulated human and animal food, dietary supplements, and cosmetics.
- C. Reviews and analyzes information for the early recognition of outbreaks associated with FDA-regulated human and animal food, dietary supplements, and cosmetics. Ensures findings, pertinent data and recommendations are incorporated into prevention-based regulatory efforts.
- D. Collaborates with federal, state, local, and tribal partners and non-governmental stakeholders to support outbreak preparedness, response, environmental assessments and post response activities as part of an integrated food safety system.
- E. Develops and coordinates communication materials and outreach activities related to outbreak preparedness, response, environmental assessments and post response activities with federal, state, local tribal partners, non-governmental stakeholders, and the public.

## **2. PREVENTION STAFF (DJJHN1).**

- A. Gathers historical data on forborne pathogens/outbreaks.
- B. Provide all needed data and background information required to initiate response activities and propose appropriate response strategies.
- C. Directs other FDA units in surveillance and trending activities for both human and animal foods and seek to leverage assistance from other FDA units.
- D. Partners with the Center for Veterinary Medicine (CVM) to evaluate incoming information to determine whether there are incidents on which coordinated outbreak response and evaluation (CORE) should focus.
- E. Partner with CDC for data gathering needs/requests and trends analysis from the PFGE databases and other databases.
- F. Determines whether environmental assessments (EAs), root cause analyses and other activities will be conducted during or after an outbreak.
- G. Prepares and communicates findings from select outbreaks and incident summary closeout reports for each incident handled by CORE.

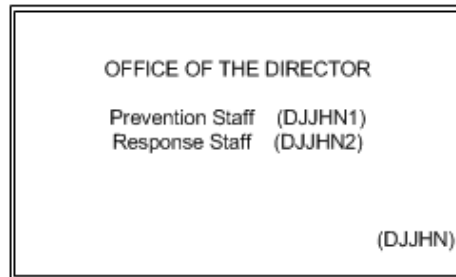
## **3. RESPONSE STAFF (DJJHN2).**

- A. Coordinates outbreak actions with the Centers and the Districts. Provides leadership and direction for all outbreaks within its responsibilities.
- B. Coordinates information flow across organizations during response efforts.
- C. Manages communication with the field and initiates assignments in relation to outbreak response, unless OEO/IMG is managing the outbreak.
- D. Responsible for preparing strategic incident plans in consultation with regulatory stakeholders.
- E. Coordinates with Prevention Staff, the selection of outbreaks for environmental assessments and other activities.

## **4. AUTHORITY AND EFFECTIVE DATE.**

The functional statements for this Office were approved by the Secretary for Health and Human Services, and effective December 7, 2017.

FOOD AND DRUG ADMINISTRATION  
OFFICE OF FOODS AND VETERINARY MEDICINE  
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Staff Manual Guide 1231.23  
Organizations and Functions  
Effective Date: December 7, 2017

The following is the Food and Drug Administration, Office of Foods and Veterinary Medicine, Center for Food Safety and Applied Nutrition, Office of Coordinated Outbreak Response and Evaluation Network organization structure depicting all the organizational structures in the immediate office reporting to the Director:

These staff reports to the Office of Coordinated Outbreak Response and Evaluation Network (DJJHN)

- Prevention Staff (DJJHN1)
- Response Staff (DJJHN2)