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# IIMARCH outbreak notification form (v3 October 2020)

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| **Information** | Organisation: |  | Organisation IPC lead (DIPC or equivalent);  Name  E-mail  Telephone: |  | |
| Site: |  |
| Service / ward area, including name / speciality of ward. |  | Public Health Lead  Name  E-mail  Telephone: |  | |
| Date outbreak identified: |  | Date of IIMARCH submission: |  | |
| Date of notification to PHE: |  | Date of next outbreak meeting(s): |  | |
| Date of last positive case (staff or patient): |  | Has this outbreak resulted in the suspension of an essential service, or closure of admissions? |  | |
| Please RAG rate the box on the right as to the post mitigating actions status of the outbreak:  Red = Critical service (as per BCP) not available (due to outbreak)  Amber = Services running but with disruption or significant additional strain on organisation  Green = Services running with no operational impact (due to the outbreak) | | | |  |

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|  | **Patients** | | | |
| Cumulative number of patients tested positive as part of this outbreak. | | |  |
| How many patients are in isolation / cohort as a result of being a contact of a case in this outbreak? | | |  |
| Total number of beds in the area (if applicable) | | |  |
| Total number of patients in the area (if applicable) | | |  |
| **Staff** | | | |
| Cumulative number of staff tested positive as part of this outbreak. | | |  |
| How many other staff are in self isolation as a result of being a contact of a case in this outbreak? | | |  |
| Total number of staff who work in the outbreak setting | | |  |
| **Chronology of events** | | | |
| Date and time | Event | | |
|  |  | | |
| **Intent** | **Next steps and milestones** | | | |
| Date | Action | | |
|  |  | | |
| **Why are we here, what are we trying to achieve?**  Strategic aim and objectives, joint working strategy  What are your immediate interventions attempting to achieve with regard to the outbreak, in order of priority? | |  | |
| **Method** | **How are we going to do it?**  Command, control and co-ordination arrangements, tactical and operational policy and plans, contingency plans  Please include operational governance process including detail of outbreak control meetings and frequency | |  | |
| **Administration** | **What is required for effective, efficient and safe implementation?**  Identification of commanders, tasking, timing, decision logs, equipment, PPE, welfare, logistics  Please include a clear timeline for actions and interdependences including resources, capacity and confidence to deliver and mobilise actions | |  | |
| **Risk Assessment** | **What are the relevant risks, and what measures are required to mitigate them?**  Risk assessments (dynamic and analytical) should be shared to establish a joint understanding of risk.  Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. Consider the hierarchy of controls and clear process for escalation. | |  | |
| **Communications** | **How are we going to initiate and maintain communications with all partners and interested parties?**  Comms strategy including understanding of inter-agency communications, information assessment, media handling and joint media strategy and frequency of updates | |  | |
| **Humanitarian Issues** | **What humanitarian assistance and human rights issues arise or may arise from this event and the response to it?**  Requirement for humanitarian assistance, information sharing and disclosure, potential impacts on individuals’ human rights | |  | |

# IIMARCH outbreak update form (v1 October 2020)

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| **Information** | Organisation: |  | | National outbreak number | (allocated after initial notification) | |
| Site: |  | | Date of update: |  | |
| Service / ward area, including name / speciality of ward. |  | | Date of last positive case (staff or patient): |  | |
| Date of next outbreak meeting(s) |  | Has this outbreak resulted in the suspension of an essential service within your organisation, or closure of patient admissions to a service? (Yes/No) | | |  |
| Please RAG rate the box on the right as to the post mitigating actions status of the outbreak:  Red = Critical service (as per BCP) not available (due to outbreak)  Amber = Services running but with disruption or significant additional strain on organisation  Green = Services running with no operational impact (due to the outbreak) | | | | |  |

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|  | **Patients** | | |
| **Cumulative** number of patients tested positive as part of this outbreak. | |  |
| How many patients are currently in isolation /cohort as a result of being a contact of a case in this outbreak? | |  |
| Total number of beds in the area (if applicable) | |  |
| Total number of patients in the area (if applicable) | |  |
| **Staff** | | |
| **Cumulative** number of staff tested positive as part of this outbreak. | |  |
| How many other staff are currently in self isolation as a result of being a contact of a case in this outbreak? | |  |
| **Updated chronology of events** | | |
| Date and time | Event | |
|  |  | |
| **Intent** | **Updated next steps** | | |
| Date | Action | |
|  |  | |