## ANNEX 2.10 Instructions

Insert a tick (✓) in the appropriate column and add explanatory comments

## Timings – where possible indicate at what the time the following took place

|  |  |  |
| --- | --- | --- |
| Event | Time | Comment |
| The initial assessment of the information describing an outbreak  |  |  |
| Director informed |  |  |
| Director consults SMT |  |  |
| Director sets PHE level |  |  |
| Executive meeting called |  |  |
| Executive meeting held |  |  |
| ECDC staff informed  |  |  |
| DG SANCO informed |  |  |
| PHE manager and group leaders appointed  |  |  |

## To provide ECDC staff with the opportunity to use and implement the PHE Operational Plan and to test supporting documents, tools and templates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | Y/NFully effective | Further development/ training required | No experience / not known | Comment |
| Have the people in the team participated previously in a PHE response? |  |  |  |  |
| How experienced are the people in the team in PHE response? |  |  |  |  |
| How aware are they of the PHE concept, procedures and command structure |  |  |  |  |
| Have the people in the team undertaken training on the PHE SOPs and Job Action Sheets prior to the exercise? |  |  |  |  |
| Was the purpose of PHE Management Team meetings and PHE Response Team meetings clearly understood? |  |  |  |  |
| Was it clear who should attend these meetings? |  |  |  |  |
| Were levels of command and authority clearly defined and followed? |  |  |  |  |

**General observations on the use and utility of the PHE OP, supporting documents and tools. Were there tools or functions which were not used? Which tools/ functions need to be improved? Is anything missing? Any issues regarding Phases/PHE Levels?**

## Use of the PHE Operation Plan, supporting documents and PHE intranet

| Question | Y/N | Not Observed | Comment |
| --- | --- | --- | --- |
| Was the PHE OP consulted |  |  |  |
| Were relevant SOPs utilised |  |  |  |
| Were the Job Action Sheets understood and responsibilities clear? |  |  |  |
| Were allocated taskings clear and appropriate? |  |  |  |
| Was it clear when taskings were completed and how was this communicated? |  |  |  |
| Was their sufficient time for staff briefings to be conducted? |  |  |  |
| Are the people in your team familiar with the PHE Intranet as a tool in a PHE response? |  |  |  |
| Was it clear what tools were available for communication and what the structure for communication in a PHE should be? |  |  |  |
| Were communications received from external sources recorded in some form of log or similar control when first received? |  |  |  |
| Were informal sources of information about the outbreaks logged and passed to the SMT? |  |  |  |
| Were communications passed to an appropriate individual who had the knowledge and authority to deal with the material in the communication? |  |  |  |
| Is there a clear “follow-up” process to ensure that communications are dealt with? |  |  |  |
| Was the “follow-up” process used effectively? |  |  |  |
| Was a suitable response / action initiated by the recipient?  |  |  |  |
| Was the declaration of an upgrade to the PHE level communicated internally and externally? |  |  |  |

## The command structure (and staff management) - including during de-escalation :

| Question | Y/N | Not Observed | Comment |
| --- | --- | --- | --- |
| Was the EOC fit for purpose? Think about: was there enough space, equipment such as whiteboards or computer screens?Was it easy to identify individuals’ roles? Was it easy to talk / make decisions? |  |  |  |
| PHE Management structure: Were staff informed of duties and managed during the PHE?  |  |  |  |
| Did staff have clear roles and responsibilities? Were these clearly communicated? |  |  |  |
| Was there enough staff to do the tasks assigned to the group? |  |  |  |
| Was there a clear delineation between staff attending to routine duties and those responding to the PHE?Were the staff rosters and staff rhythm clear, accessible and understood by staff? |  |  |  |
| Was resilience built into the command structure? |  |  |  |
| **Recovery:** Were debriefings conducted and with whom?How were lessons identified in the team’s response to the PHE?Was it clear what actions need to be taken during Recovery phase? Were recovery arrangements and responsibilities clear? |  |  |  |

**Other comments on the objective : To increase the knowledge of the PHE concept, procedures and command structure**

**Other comments on the objective: To familiarise ECDC staff with their roles and responsibilities during a PHE**

**Other comments on the objective: To identify any gaps in PHE response arrangements**

**Internal communications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | EffectiveY/N | Needs Improvement | Not Observed | Comment |
| Communication with staff was timely and accurate |  |  |  |  |
| Information on the intranet was timely and accurate |  |  |  |  |
| Information was released to the media in a timely and accurate fashion |  |  |  |  |
| External stakeholders were informed of ECDCs actions  |  |  |  |  |
| All communications were consistent |  |  |  |  |

**Other comments on the communication arrangements**

**The use of Plans/Procedures/templates/tools to aid ECDC’s decision making process throughout the event**

| Did you see the following plans / SOPs etc being used? | Yes  | No | If yes, please comment. (was the document easy to follow? Easily accessible? Are any improvements needed? Did in the document work?).  |
| --- | --- | --- | --- |
| ECDC Public Health Emergency Operation Plan  |  |  |  |
| Rapid assessment and outbreak (RAO) SOP |  |  |  |
| 24/7 EI Duties SOP |  |  |  |
| Epidemic Intelligence SOP |  |  |  |
| PHE EOC Activation SOP |  |  |  |
| Upgrading PHE SOP |  |  |  |
| PHE incoming information flow SOP |  |  |  |
| PHE User Manual SOP |  |  |  |
| Round Table SOP |  |  |  |
| PHE Staff Assignment and Roster SOP |  |  |  |
| ECDC staff regulation SOP |  |  |  |
| Stress Management & Staff Wellbeing SOP |  |  |  |
| PHE Situation Report SOP |  |  |  |
| PHE EOC Deactivation SOP |  |  |  |
| PHE Communication SOP |  |  |  |
| PHE ICT Support SOP |  |  |  |
| Incident Management process |  |  |  |
| Guide to Missions |  |  |  |
| Guiding principles for response to public health threats related to communicable diseases at EU level |  |  |  |
| Did you see the intranet being used to find and receive information? |  |  | If yes,was the intranet easy to use, was the information clear? If the information was not clear please explain. |
| This question is about communications tools and methods generally. Please tick which of the following tools were used. If there were any problems sending, receiving or understanding the information sent over these means please explain in the comments column. |
|  | **Used** | **Not used** | **Comments** |
| TTT |  |  |  |
| Email |  |  |  |
| Phone  |  |  |  |
| Other (please state)  |  |  |  |

Please email to: exercise manager by **18 September 2013.**