**NORTH CAROLINA CD BRANCH OUTBREAK CALL AGENDA FORMAT**

Outbreak or contact investigation calls with partners will be initiated with introductions followed by background of the event, causative agent, transmission, symptoms, severity of illness and usual control measures, followed by the items listed here below. This format is an example and may be used by Epi Team members and modified to fit the incident.

**1. Surveillance**

a. Case definition

b. Updated case counts

c. Case finding

d. Line list and epi curve (have updated counts and epi curve on hand for call)

**2. Clinical Investigation**

a. # interviewed

b. # with clinical specimens collected

c. # hospitalizations, # deaths

**3. Laboratory**

a. # clinical specimens received

b. When will results be available?

**4. Environmental Investigation**

a. Facility findings

b. # environmental specimens collected

c. When will results be available?

**5. Control Measures**

a. Work or school exclusion/return criteria

b. Infection prevention – Hand hygiene, EH cleaning with appropriate EPA disinfectant

c. Ongoing surveillance

**6. Partners**

a. Local, regional hospitals

b. EM, EMS, other providers

c. Community, Faith-based organizations

d. Other county, regional agencies, schools, day care

**7. Public Information / Communications**

a. Epi – X, HAN alert

b. Press release

c. PIO contact information

d. Calls from the public

**8. Case Control Study or Other Analytics**

**9. Resources**

a. LHD staff availability (Epi Team, ICS)

b. DPH staff availability

c. Ongoing communication/notification