

APPENDIX E

Checklist of Assigned Duties

Event:

Event contact person:

Phone #

Date:

Media Contacts

Jan Poujade
PH# (503) 988-3406 EXT 22408

Gary Oxman, MD, MPH
Ph# (503) 988-3674 EXT 22640
Pager (503) 274-5790

EH

CD

Staff member assigned:

Phone#

Alternate:

Phone#

Staff member assigned:

Phone#

Alternate:

Phone#

Update health officer

Update unit manager and team

Update OHD
OHD contact: _____
Ph# _____

Update Lab
MCL name: _____ ph# _____
CPHL name: _____ ph# _____
Dept Ag name: _____ ph# _____

Coordinate tri-county via conference call

Update Event / facility liaison

Menu Procurement

<input type="checkbox"/>	Development of Food Hx / Physical sx questionnaires	<input type="checkbox"/>
<hr/>		
	Department responsible for Interviews	
<input type="checkbox"/>	CD	<input type="checkbox"/>
<input type="checkbox"/>	EH	
<input type="checkbox"/>	OHD	
<input type="checkbox"/>	Multi County	
<input type="checkbox"/>	Contact: _____ ph# _____	<input type="checkbox"/>
<input type="checkbox"/>	Contact: _____ ph# _____	<input type="checkbox"/>
<input type="checkbox"/>	Contact: _____ ph# _____	<input type="checkbox"/>
<hr/>		
	Data analysis	
<input type="checkbox"/>	OHD	<input type="checkbox"/>
<input type="checkbox"/>	CD	<input type="checkbox"/>
<input type="checkbox"/>	EH	
<input type="checkbox"/>	Other	<input type="checkbox"/>
<hr/>		
	Debrief	
<input type="checkbox"/>	CD	<input type="checkbox"/>
<input type="checkbox"/>	EH	
<input type="checkbox"/>	OHD	<input type="checkbox"/>
<input type="checkbox"/>	Event contact person	<input type="checkbox"/>
<input type="checkbox"/>	Other _____	<input type="checkbox"/>
<hr/>		
<input type="checkbox"/>	Facility Surveillance	<input type="checkbox"/>
<hr/>		
	Final Report submitted to:	
<input type="checkbox"/>	CD	<input type="checkbox"/>
<input type="checkbox"/>	EH	
<input type="checkbox"/>	OHD	<input type="checkbox"/>
<input type="checkbox"/>	Other _____	<input type="checkbox"/>

Note: This form is a guide to team members investigating a possible FBI outbreak. Specific needs may be identified that are not included within this tool.

