

**Public Health Medicine Incident and Risk Assessment Record**

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| **SECTION 1: OVERVIEW** |
| Date of start of incident: Click or tap to enter a date. |
| Date Public Health informed:Click or tap to enter a date. |
| Date of end of incident:Click or tap to enter a date. |
| Incident Summary: Click or tap here to enter text. |

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| **SECTION 2: INCIDENT DETAILS** |
| Date of Incident: Click or tap to enter a date. Time of Incident: Click or tap here to enter text.Call taken by: Click or tap here to enter text.Notifier name: Click or tap here to enter text.Notifier organisation: Click or tap here to enter text.Contact email and phone number: Click or tap here to enter text.  |
| **M** |
| Major Incident Declared: Yes [ ]  No [ ]  Not applicable [ ] If yes, by whom? Click or tap here to enter text.If yes, what agency? Click or tap here to enter text. |
| **E** |
| Exact Location: Click or tap here to enter text. |
| **T** |
| Type of Incident: Click or tap here to enter text. |
| **H** |
| Hazard (please specify): Click or tap here to enter text. |
| **A** |
| Access (any access information): Click or tap here to enter text. |
| **N** |
| Numbers* People exposed: Click or tap here to enter text.
* Fatalities: Click or tap here to enter text.
* People reporting symptoms: Click or tap here to enter text.
* Symptoms reported: Click or tap here to enter text.
* People seeking medical attention: Click or tap here to enter text.
* Additional information: Click or tap here to enter text.
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| **E** |
| Emergency Services Present: Yes [ ]  No [ ] If yes what agency(ies): Click or tap here to enter text. |
| **SECTION 3: INITIAL PUBLIC HEALTH RISK ASSESSMENT**  |
| **Date of Public Health Risk Assessment:** Click or tap to enter a date. |
| **Public Health Risk Assessment** | **Select Option** |
| **No Public Health Risk***No Incident* |[ ]
| **Low Public Health Risk***Minor Incident (Advice Only)* |[ ]
| **Medium Public Health Risk***Minor Incident (Advice and Further Actions)* |[ ]
| **High Public Health Risk***Major Incident* |[ ]
| Rational for initial Public Health Risk Assessment:Click or tap here to enter text. |
| **Public Health Actions** |
| Initial actions taken: Click or tap here to enter text. |
| Communications team involved: Yes [ ]  No [ ] If yes, what involvement: Click or tap here to enter text. |
| Incident Management Team Meetings summary: Click or tap here to enter text. |
| **SECTION 4: UPDATED PUBLIC HEALTH RISK ASSESSMENT** ***[Duplicate template as needed]*** |
| **Date of Public Health Risk Assessment:** Click or tap to enter a date. |
| **Public Health Risk Assessment** | **Select Option** |
| **No Public Health Risk***No Incident* |[ ]
| **Low Public Health Risk***Minor Incident (Advice Only)* |[ ]
| **Medium Public Health Risk***Minor Incident (Advice and Further Actions)* |[ ]
| **High Public Health Risk***Major Incident* |[ ]
| Rational for updated Public Health Risk Assessment:Click or tap here to enter text. |
| **Public Health Actions** |
| Actions taken: Click or tap here to enter text. |
| Communications team involved: Yes [ ]  No [ ] If yes, what involvement: Click or tap here to enter text. |
| Incident Management Team Meetings summary: Click or tap here to enter text. |

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| **AIDE MÉMOIRE: POST-ACUTE PHASE CHECKLIST**[[1]](#footnote-1)  |
| **1. Confirm that the chemical hazard initially identified is the actual chemical hazard****2. Identify source-pathway-receptor linkages*** Is there an aquifer used for drinking water abstraction?
* Is there a river or stream used for recreational purposes?
* Is the land used to grow food?
* Are there other contaminant transport pathways?
* Are there plastic water supply pipes?

**3. Obtain any plume modelling (real time or after event) data****4. Obtain updates on incident evolution and any secondary contamination****5. Consider whether a site visit would help the Public Health Risk Assessment and if so, make arrangements with the inter-agency team to undertake detailed site assessment. The following actions might be needed:*** Collect maps and plans of the area
* Establish topography and direction of groundwater flow
* Collect further environmental samples
* Compare any measured concentrations with regulatory standards and any past sample results, e.g. from routine environmental sampling

**6. Re-evaluate incident category****7. Ensure appropriate remedial action has been undertaken to remove source of contamination or exposure pathway*** Once confirmed, no further action required
* Go to ‘post incident questions’

**8. Undertake further assessment of health impact*** Consider whether biological sampling of sentinel cases and other exposed individuals is necessary (i.e. benefit for patient)
* Consider carrying out a questionnaire survey of all those exposed to identify any adverse health effects
* If necessary, initiate a case control study to assess health impacts
* Consider long-term follow up and monitoring of the exposed population
* Ensure national incident surveillance data are logged

**Post Incident Questions****9. Has the incident been declared over for organisations involved and are they standing down?*** Have all those affected been informed of the end of the incident?
* Have all those involved in incident management been advised of event close?

**10. Have all those with adverse health effects fully recovered?*** Do any patients need long term follow up?
* Consider longer-term epidemiological surveillance
* Relevant public health resources for surveillance post incident include Computerised Infectious Disease Reporting, GP Co-op Out Of Hours (OOH) database, Health Atlas, European Surveillance of Congenital Anomalies (EUROCAT), Hospital In-Patient Enquiry (HIPE)

**11. Are all records of the incident complete and up to date?****12. Conduct an audit of the management of the incident*** Identify lessons learnt
* Identify necessary modifications to emergency and/or incident plans

**A final media briefing, by the MEM team, will detail how the incident has been managed and any remaining adverse health impact and any preventative actions to be taken.**  |

1. Adapted from HPA ‘Acute Chemical Incidents – Basic Checklist, March 2009’ [↑](#footnote-ref-1)