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**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. | |
| **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)