Outbreak of Notifiable Diseases Procedure

1. Specification for an Outbreak

This plan is specifically for dealing with outbreaks of notifiable diseases and should be followed in conjunction with the Infection Control Policy.

The national definition of an outbreak for surveillance purposes is two or more cases which are linked in time and place, and this is the basis for reporting the outbreak to the Health Protection Agency.

Isolation of a service user is not dependant on a declaration of a communicable disease outbreak but is an essential immediate action for any case of likely infectious disease.

All incidents of suspected infections must be reported to the Team Manager, Infection Control Lead (via incident/accident form/PRISM/E-mail/Extension 3467) and to the Operations Manager.

The purpose of instituting the Outbreak Plan is to achieve co-ordinated and effective control of the outbreak.

The end of the outbreak will be determined by the Director of Operations.

2. Outbreak Team

The Outbreak Team will comprise of:

a) Director of Operations
b) Infection Control Lead
c) Respective Team Manager
d) Local and Senior On-Call
e) Local Services
f) Occupational Health Service

3. Initiation of the Outbreak Plan

The initial reporting will be by the Team Manager, Local On-Call or Senior On-Call Manager, to the Director of Operations, to the Infection Control Lead and to The Health Protection Agency (see Appendix A).

The whole situation will then be assessed and a decision made whether to institute the Outbreak of Notifiable Diseases Procedure and the decision to officially notify the General Practitioner involved with the individuals.
The investigation and control of infectious disease depends critically on the receipt of accurate information at the earliest possible state of the incident, and this is the responsibility of the staff on duty to report concerns to the Team Manager and On-Call Manager.

Details required are (see Appendix B):

- Service user/staff name, date of birth, address or place of work.
- Staff address and telephone number
- GP name.
- Date and time of onset of signs and symptoms.
- Whether the service user has received antibiotics within the last 14 days.
- If signs and symptoms include vomiting or diarrhoea, whether the affected person has recently returned from abroad.

- In the case of staff illness details as above, plus (see Appendix C):
  - Work address and telephone number.
  - Home address and telephone number.

4. Business Continuity

The Director of Operations or their nominated deputy will be the Chairperson of the Outbreak Team for the duration of its operation.

Notification of the date, time and venue of meetings will be made to all members of the team by the Chairperson.

All persons as defined in 2.1 (a – j) on the team must attend the meetings or send an appointed deputy who can act fully on the absentee’s behalf.

Each member of the team will be responsible for keeping an accurate written record of their actions and for reporting these at meetings.

At the conclusion of each meeting, the date, time, venue and required attendants will be set for the next meeting.

The function of the Outbreak Team will be to take all necessary steps to:

- Ensure that appropriate support is available to service users and staff during an outbreak.
- Co-ordinate all arrangements for the investigation of the source and cause of the outbreak.
- Co-ordinate the control measures to be employed and ensure that adequate communication channels be established.
- Assess the need for additional resources, and consider the need for outside help and expertise.
• Provide clear instructions and information to other groups of staff as appropriate.

• Arrange notification and information for service users, relatives and visitors as necessary.

• Provide responsible statement of information to the news media during the outbreak through the Chairperson via the Director of Operations.

• Arrange adequate debriefing and early return to normal working conditions.

Meetings will take place at least daily during the outbreak, but more frequently if required.

Any action taken between meetings must be reported at the next meeting.

The transfer to Hospital, care of infected or suspected cases must be judged in light of the particular outbreak and will be decided by the Outbreak Team.

It may be necessary to restrict the movement of service users and staff; this will be decided by the Outbreak Team.

5. Conclusion of Outbreak Plan

The Chairperson of the Outbreak Team will declare the Outbreak Plan over at the team meeting.

At the final meeting each team member must submit to the Chairperson a comprehensive written account of the action taken by them during the course of the outbreak, a summary of which will be presented to the team. Any appropriate items, which have been highlighted during the outbreak and require further attention, must be dealt with at this meeting.

Minutes will be provided by the Chairperson to members of the Outbreak Team.

One further meeting will be arranged within 1 month of the conclusion of the Outbreak Plan to review the outbreak and identify any lessons learned. Dissemination of lessons learned will be via the monthly Governance Meeting.
### OUTBREAK TEAM PERSONNEL

| Health Protection Agency | Telephone: 0844 225 1295  
|                         | Option 1 then Option 2 are available during office hours 9-5pm Monday to Friday and via an on call service between 5pm and 9am and all day Saturdays, Sundays and Public holidays. |
| Director of Operations  | Internal Telephone: 3715  
|                         | 01254 821715 |
| Infection Control Lead  | Internal Telephone: 3467  
|                         | 01254 821 467 |
| Occupational Health Service | Telephone: 01254 311300 |
| Local Environmental Health Officer | Contact Local Council |
Outbreak of Notifiable Diseases Procedure
Appendix B

Please write clearly, in black ink, initial amendment and do not use tippex

INFORMATION REQUIRED RELATING TO INVESTIGATION AND CONTROL OF INFECTIOUS DISEASE (Service users and Staff)

<table>
<thead>
<tr>
<th>Service Users Name:</th>
<th>DOB</th>
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<tbody>
<tr>
<td>Service Users Address:</td>
<td></td>
</tr>
<tr>
<td>Staff address and telephone number</td>
<td></td>
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<tr>
<td>GP Name:</td>
<td></td>
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<tr>
<td>Date and time of onset of signs and symptoms.</td>
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<tr>
<td>Date and Time of Onset of Signs and Symptoms:</td>
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<tr>
<td>Signs and Symptoms and Clinical Condition:</td>
<td></td>
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<tr>
<td>Has the service user/staff received antibiotics in the last 14 days? Yes/No</td>
<td></td>
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<tr>
<td>If signs and symptoms include vomiting and/or diarrhoea, whether the affected person has recently returned from abroad</td>
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</tbody>
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NB: On the reverse please list the names of people who have been in contact with the infected person, over the past 2 weeks.

Name and designation of the staff member completing the form

..................................................................................................................................................Date ..........................
The Director of Operations (or nominated deputy) will upon activation of the outbreak plan arrange the following:

<table>
<thead>
<tr>
<th>Box</th>
<th>The Director of Operations (or nominated deputy) will upon activation of the outbreak plan arrange the following:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Arrange for a suitable room to be made available for the Outbreak Team. The room to be continuously available throughout the outbreak.</td>
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<tr>
<td></td>
<td>Notify team members of the time, date and venue of Outbreak Team Meeting.</td>
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<td></td>
<td>Arrange for the room to be marked “OUTBREAK TEAM”.</td>
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<td></td>
<td>Arrange for direction signs to the above room.</td>
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<td></td>
<td>Arrange for all departments <em>(including switchboard)</em> to be informed of the location of the above room and the telephone number.</td>
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<tr>
<td></td>
<td>Ensure that there is a serviceable telephone <em>(with external facilities)</em> in the room.</td>
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<td></td>
<td>Provide portable telephones for key personnel.</td>
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<td></td>
<td>Provide a flipchart and pens.</td>
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