

Checklist for first teleconference

In the initial phase of an outbreak investigation, the focus will be on confirming the existence of an outbreak and deciding on which course an investigation should take. The purpose of an initial meeting should therefore be the following:

- ☐ Get an overview of the situation
 - Agent involved and how it is defined
 - Which countries are involved
 - How many cases have each country seen (inc. number of fatalities) and data on background level
 - Timeline of cases
 - Are case-definitions used comparable, decide on uniform case-definition if possible
 - Any national studies being conducted (Epi, Lab, Env.)
 - Any suspected sources by country
 - Any ECDC background information from TESSY, past urgent inquiries, etc.
- ☐ Based on above and other information, confirm whether or not an international outbreak is taking place (see also [tool 1](#))
- ☐ Decide on further action
 - Is further investigation warranted
 - Should there be an international investigation...
 - ...or a coordinated series of national investigations
- ☐ Decide on resources and outbreak team
 - Form a team (participants depend on nature of outbreak)
 - Determine which countries to involve
 - (I.e. involvement of
 - a) all countries with cases?
 - b) all countries where the suspected food item is distributed?, or
 - c) countries with experts/expertise but no cases?)
 - Consider EPIET involvement
 - Leadership of team/or coordination of national investigations (could be coordinated by ECDC or any affected Member State, as accepted by all involved Member States)
 - Define roles and responsibilities of each team member
- ☐ Discuss which investigations should be done

- Interviews
 - Case finding
 - Laboratory studies, typing
 - Environmental investigations and other special studies
 - Analytical studies
 - Field work required?
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- ☐ Get an overview of measures already in place by country
 - ☐ Get an overview of press contacts, what is being said to the public, issues of confidentiality,
 - ☐ How is the international alert systems used (EWRS, IHR, RASFF, INFOSAN)
 - ☐ Decide time of next meeting