

COVID-19 Health Protection Board Incident Management Team (IMT) meeting

In case of local complex settings outbreak or community cluster that needs investigation, PHE LCRC or LBB will convene an Incident Management Team (IMT) that will report to COVID-19 Health Protection Board. The purpose of the IMT is to agree and coordinate the activities of the key stakeholders involved to manage the investigation and control of an individual outbreak situation. This includes assessing the risk to the public's health and ensure control measures are implemented as soon as possible.

Notification of an incident or outbreak will come via various sources (e.g. LCRC, EHO local Team, local schools etc.) and this will trigger data flow, as per Appendix I of this plan.

Incident Management Team meeting may be convened when there are:

- 2 or more cases in a setting
- A single case in complex setting
- Cases in three household at an MSOA level (LBB likely to be the main lead for IMT)

Terms of Reference for IMT

The terms of reference should be agreed upon at the first meeting and recorded accordingly. Suggested terms of reference are:

- To review the epidemiological, microbiological and environmental evidence and verify an outbreak is occurring
- To regularly conduct a full risk assessment whilst the outbreak is on-going
- To develop a strategy to deal with the outbreak and allocate responsibilities based on the risk assessment
- To ensure that appropriate control measures are implemented to prevent further primary and secondary cases
- To agree appropriate further epidemiological, microbiological, environmental and food chain investigations (if relevant)
- To communicate with other professionals, the media and the public as required providing accurate and timely information
- To determine when the outbreak can be considered over based on on-going risk assessment and taking account of risk management actions
- To make recommendations regarding the development of systems and procedures to prevent a future occurrence of similar incidents and where feasible enact these
- To produce reports at least one of which will be the final report containing lessons learnt and recommendations

Incident Management Team Meeting Agenda **(Date, time and venue)**

1. Introductions
2. Apologies
3. Minutes of previous meeting (for subsequent meetings)
4. Purpose of meeting
 - At first meeting agree chair and terms of reference
5. Review of evidence
 - Epidemiological
 - Microbiological
 - Environmental and food chain (if relevant)
6. Current risk assessment
7. Control measures
8. Further investigations
 - Epidemiological
 - Microbiological
 - Environmental and food chain (if relevant)
9. Communications
 - Public
 - Media
 - Healthcare providers (eg GPs, A&E etc...)
 - Others
10. Agreed actions
11. Any other business
12. Date of next meeting