May 2022

Appendix 3.4.2.1 Essential elements of information template

**ESSENTIAL ELEMENTS OF INFORMATION TEMPLATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ORGANIZATION/FACILITY NAME:** | | | | |
| **INCIDENT NAME:** | | | **OPERATIONAL PERIOD (Date/Time):** | |
| **COMPLETED BY:** | | |  |  |
| **EEI # and Status** | **Specific Information Required** | **Task Description** | **Assigned to** | **Completed** |
| 1 – INITIAL RESPONSE | Determine primary communication means |  |  |  |
| 2 – INITIAL RESPONSE | Evaluate healthcare staff and supplies |  |  |  |
| 3 – INITIAL RESPONSE | Determine health department status |  |  |  |
| 4 – INITIAL  RESPONSE | Determine Emergency Management status |  |  |  |
| 5- INITIAL  RESPONSE | Identify who need to know |  |  |  |
| 6 – INITIAL  RESPONSE | Identify resources to be deployed |  |  |  |
| 7 – INITIAL  RESPONSE | Determine documentation systems/methods |  |  |  |
| 8 – INITIAL  RESPONSE | Consider hospital decompression initiatives |  |  |  |
| 9 – ON-GOING RESPONSE | Projections for healthcare staff and supplies |  |  |  |
| 10 – ON-GOING RESPONSE | Forecast duration for incident |  |  |  |
| 11 – ON-GOING RESPONSE | Update response partners |  |  |  |
| 12 – ON-GOING RESPONSE | Status of critical infrastructure |  |  |  |
| 13 – RECOVERY | Prioritize essential functions |  |  |  |
| 14 – RECOVERY | Identify Support resource systems |  |  |  |
| 15 – RECOVERY | Identify documentation |  |  |  |
| 16 – RECOVERY | Address regulatory requirements for reimbursements |  |  |  |
| 17 – RECOVERY | Assess functional staff |  |  |  |

NOTES: