

May 2023

Appendix 3.4.2.1 Essential elements of information template

**ESSENTIAL ELEMENTS OF INFORMATION TEMPLATE**

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| **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 – INITIALRESPONSE | Determine Emergency Management status |  |  |  |
| 5- INITIAL RESPONSE | Identify who need to know |  |  |  |
| 6 – INITIAL RESPONSE | Identify resources to be deployed |  |  |  |
| 7 – INITIALRESPONSE | Determine documentation systems/methods |  |  |  |
| 8 – INITIALRESPONSE | 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: