

Annexe C: Incident action plan

Incident Action Plan Template

Purpose of this document

To outline Incident Objectives, Coordination Functions, Cells Options and Standard Cast List for an incident at Standard, Enhanced or Severe Level. This document is to be used as a discussion point and details within adapted as necessary.

Current Situation

To be completed and updated regularly with latest incident details (details can be used to update AHSa report).

Incident Objectives

The following objectives may be used as a basis for incident specific objectives. WHO outlines four main categories for incident objectives; Protection of Public Health, Containment of the Incident, Investigation and Assessment, Communication and Coordination.

- To identify, manage, mitigate, and not exacerbate health inequalities throughout response and recovery.
 - To agree and coordinate a joint UK approach to incident management via effective communication with partner agencies including NHS, Health Professionals, and International Bodies.
 - To identify, assess and mitigate the risks and their impacts to health from the source and related exposures.
 - To reduce transmission/exposure from cases and environment.
 - To identify and manage future cases through evidence based and proportionate control measures.
 - To implement agile operational response including scalability as needed.
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IMT Membership

IMT membership must be reviewed at an agreed frequency. Invitations will be set with no-forward restrictions to ensure attendance at meetings is limited to those necessary; all requests for additional invites will be managed by the Response Centre and approval by Coordination Lead or ID.

Name		Email Address	Role	Specialist Area
			<u>Incident Director</u>	
			National Response Centre	
			National Response Centre	

Optional Attendees may include;

Name		Email Address	Specialist Area

Tasking and Coordination

Role	Lead Contacts	Incident mailbox address
Incident Director		
Strategic Response Director		
National Response Centre		

Cells

Cell Name	Lead Contacts	Incident mailbox address
National/Regional Ops		
Guidance		
Data, Epidemiology and Analytics		
Labs and Genomics		
Comms		
Policy		

People		
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Objective Progression

Objective No.	Key Progress	Owners

Deliverables

- Task and Action Summary – to be reviewed during IMT.
- IMT Meeting Minutes – To be compiled, reviewed and approved by IMT before sharing with IMT members within 24 hours of IMT meeting.
- SITREP (as required).

Associated Meetings and Interactions

The following meetings may impact the direction the IMT, and may share cross-cutting themes:

- Incident [insert incident number and name] - SRG
- Incident [insert incident number] Cell Coordination Meeting
- Incident [insert incident number] Cell Coordination Meeting

Review

Date created	
Date of issue	
Review date	
Version	
Persons responsible for procedure	