Emergency Coordination and Information Communication – RRTs at field level

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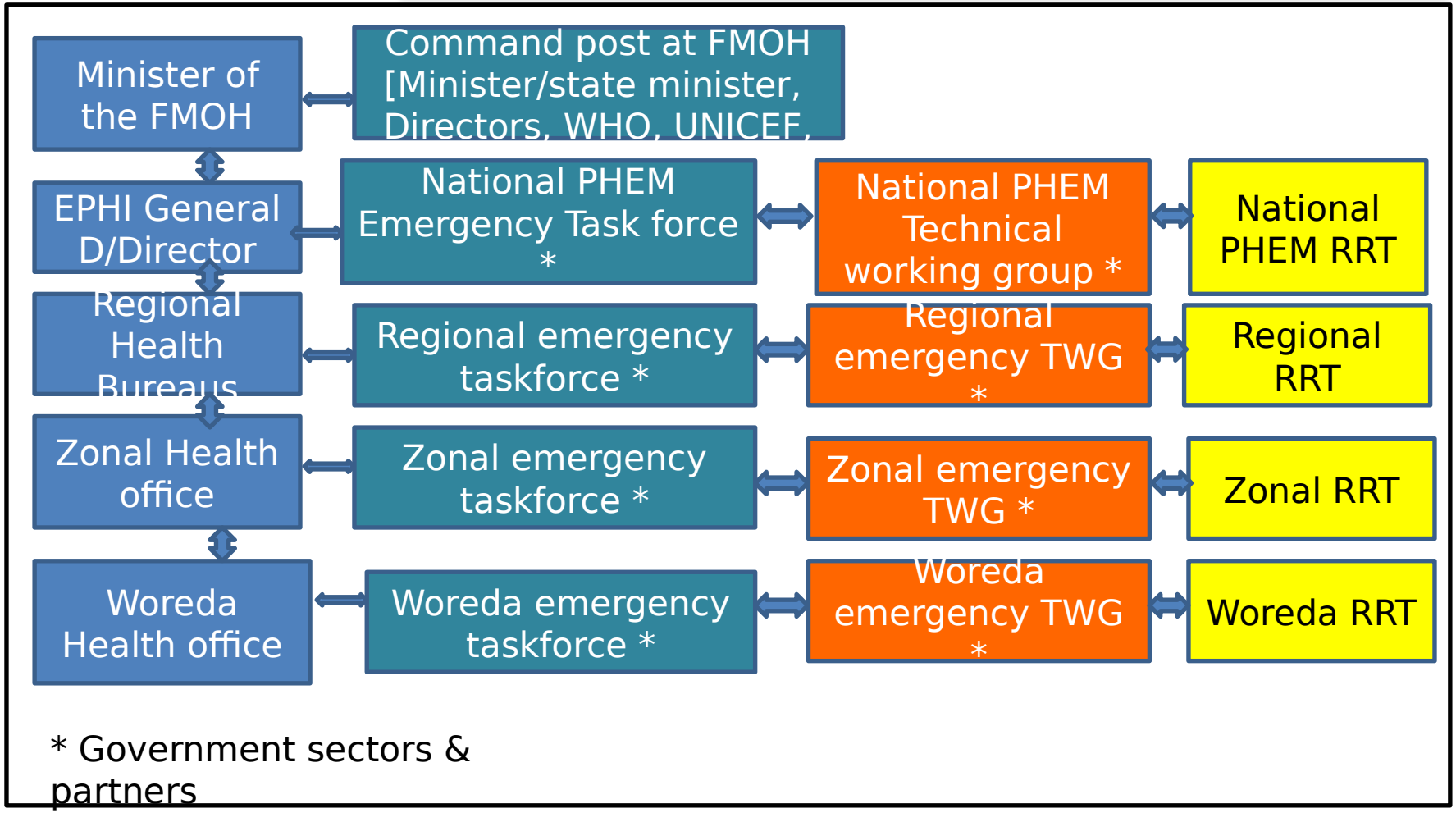
Outline

1. Introduction
2. Coordination and Reporting Mechanism
3. Team Coordination
4. RRT- Reporting

Introduction

- Coordination is the basic function of the RRT to effectively manage PHEs
- RRTs coordination can be
  - Vertical
  - Horizontal
- RRTs are expected to play coordination functions with;
  - The deploying PHEM unit
  - Local health facilities and authorities
  - Community
  - Engaged stakeholders

Coordination and Reporting Mechanisms



Activities during emergency Coordination

- A selected team leader with other team members are expected to conduct the following basic activities

  -Introduce their objectives to the local health officials

  -Ensure team members are engaged as per their specific roles and responsibilities

  -Ensure specific standard operating procedure are being followed

  -Conduct daily debriefing meeting

  -Compile and submit reports

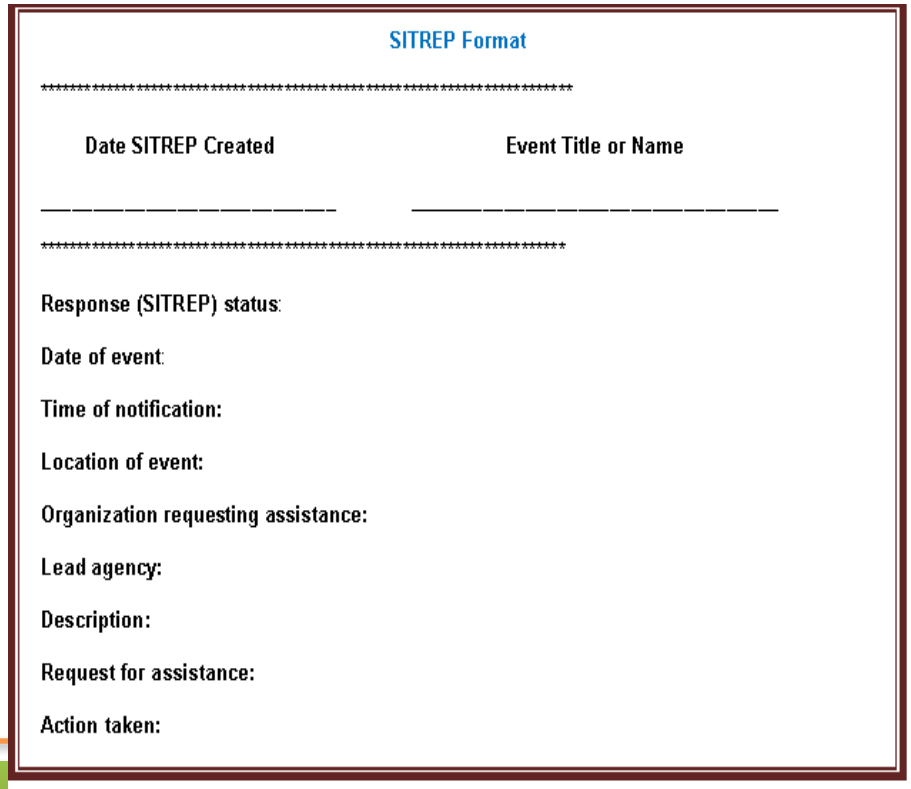
  -Communicate and coordinate activities and logistics with other local or national partners on the scene

RRT-Reporting

- Oral updates
- Regular Situational Reporting (SITREP)
- Deatiled Filed Investigation Report
- After Action Report

Regular Situational Reporting (SITREP)

- Aimed at giving basic information regarding the progress of the PHE management
- Should be produce in regular period/ daily



SITREP Format

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Date SITREP Created

Event Title or Name

_____ _____

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Response (SITREP) status:

Date of event:

Time of notification:

Location of event:

Organization requesting assistance:

Lead agency:

Description:

Request for assistance:

Action taken:

Deatiled Filed Investigation Report

- At the end of the investigation a more detailed report should be submitted (3 days)
- The purpose is to summerize the overall field investigation process

Report template for outbreak investigation or rapid field assessments:

Title

Date of work & place

Contributes Name

Executive summary/ Abstract

Table of contents

Acknowledgements

Abbreviations/ acronyms

Background

Objectives

General objective

Specific objectives

Methods

Investigation/ Study area & population

Investigation /study period

Sampling methods, data collection and tools

Quantitative data (primary data collection & secondary data collection or review)

Qualitative data (Focus group discussions, Key informant interviews, literature search, etc)

After Action Report

- A more deatiled reeport
- Should be submitted with in the first month of return
- The purpose is to show every detials of the PHE response
- Help to learn from every PHE response so as to continously improve PHE response system

Thank you!