

Outbreak detection and response plan

Plan | FLD-PLN-004

Document type	Plan
Title	Outbreak detection and response plan
Document ID	{{facility.code}}-FLD-PLN-004
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
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Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 9 (Field Hospital), criterion 9.8
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

At a glance: what to do

1. Infections are watched for each day through the surveillance register (HOS-REG-005).
2. A suspected outbreak is reported to the field unit lead within 24 hours.
3. Isolation, cohorting and PPE steps are set out for each outbreak type.
4. The plan is rehearsed each year.

Stop and get help straight away if: an outbreak is not reported or isolated, or the plan has never been rehearsed.

1. Purpose

To find and respond to outbreaks in crowded, temporary settings (9.8).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of {{facility.legal_name}}
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions and abbreviations

Term	Meaning in this SOP
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background and rationale

To find and respond to outbreaks in crowded, temporary settings (9.8).

5. Responsibilities

Role	Duties in this SOP	Competence needed
Infection control lead	Watches the register and leads the response	Clinician
Field unit lead	Approves isolation and reporting	Clinician

6. Equipment, materials and resources

Item	Specification or standard	Check before use
Records and forms named in this document	Current version	Checked before use

7. Safety and infection prevention

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Follow the steps in order. Where a step says "If", take the action for the case that applies. Do not skip a step. If a step cannot be done, use section 11 and section 12.

Step	Action	How to do it	Key point
1	Watch.	• Record infections daily in HOS-REG-005 and look for clusters.	Watched every day.
2	Report.	• Report a suspected outbreak to the field unit lead within 24 hours, and to the health authority.	Within 24 hours.
3	Respond.	• Isolate, cohort and apply PPE steps as set out for the outbreak type, and rehearse each year.	Set steps, practised.

Decision points

- No decision points in this procedure.

10. Special situations

Situation	What to do
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

11. Problems and escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

12. Monitoring and compliance

What is checked	Target	How often	Who	If the target is missed
Suspected outbreaks reported within 24 hours	100%	Each event	Infection control lead	Escalate to the coordinating authority

13. Records

Record	Where it is kept	Kept for
Record named in this document	Patient record or the area file	{{facility.records_retention_years}} years

14. Training and competence

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

15. Related documents

ID	Title	Relationship
HOS-SOP-014	Healthcare-associated infection surveillance and response (existing, reused)	Procedure
HOS-REG-005	Healthcare-associated infection surveillance register (existing, reused)	Register

16. Evidence

ID	Source and status
E-009	Based on the Sphere Handbook, Humanitarian Charter and Minimum Standards in Humanitarian Response (2018).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus. Items marked EC are reviewed by the Committee each year.

17. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval