The outline should be adapted as needed for the purpose of clear, concise communication.

Initial Contact:

Date of Contact:

Person Contacted:

Also Contacted:

Report Prepared By:

- Name(s)
- Title(s)

1) Introduction and Background
   - Describe the context of the outbreak:
     - Who → population affected
     - Where → location / place / setting
     - When → Time of onset
     - What → describe clinical findings
     - Why → suspected or known etiology or risk factors
   - Describe the primary objective(s) of the investigation

2) Initiation of investigation
   - Date and time notification was received by your agency
   - Date and time investigation was initiated by the agency

3) Investigation Methods
   - Epidemiologic:
     - Any initial investigation methods
     - Data collection and data analysis methods (e.g., case-finding, hypothesis generating interviews, cohort or case-control studies, other epidemiological data collection and analysis)
     - Tools that were relevant to the investigation (Epi curve, attack rate tables, questionnaires used)
   - Case definitions (as applicable)Microbiological/toxicological
     - Laboratories involved.
     - Type of specimens and source
     - Type of tests and laboratory methods
   - Environmental
     - Review reports developed by environmental responders
     - Describe any trace back investigations that were done such as food products, etc.

4) Results
   - Epidemiological
     - Descriptive epidemiology results including:
       ➢ Describe study population
Guidelines for Writing a Final Outbreak Investigation Report

- Cases
  - Demographic data
  - Clinical data (symptoms, signs, duration of illness, incubation period)
  - Outcome of illness (hospitalization, death, chronic effects)
  - Location of cases (facility, county, city, etc.)
  - Epidemic Curve and other graphs
- Compare characteristics of cases and controls, if applicable.
- Describe exposed population, if applicable
  - Describe the results of analytical studies
- Microbiological / toxicological
  - Number and nature of specimens submitted for testing
  - Results of laboratory testing
- Environmental
  - Describe observations and pertinent findings from environmental investigation(s)
  - Describe the results of trace-back investigations.

5) Limitations of the study
   Discuss the limitations of the investigation

6) Conclusion / Discussion: Analysis and interpretation of the investigation results and any conclusions drawn as a result of this investigation.
   - Discuss the main hypothesis
   - Describe the likely causative agent and mode of transmission.
   - Describe the risk factors
   - Explain what was done to control the outbreak.
   - Describe the conclusions and actions taken.

7) Discuss lessons learned

Recommendations for controlling disease and/or preventing/mitigating exposure:
- Measures implemented to control this outbreak.
- Recommendations to improve investigation and management of such outbreaks in the future
- Measures to prevent such outbreaks in the future.
- Educational message to the public, public health professionals and policy makers.

General instructions:
- Outbreak report should be completed within one month of closing the outbreak.
- Final outbreak report is required in the following situations:
  - Any outbreak if analytical study was done.
  - Outbreaks that require site visit may need a final report if indicated.
  - The decision to write a final outbreak report in any other outbreak should be made in case-by-case basis
- Please be careful not to mention any personal identifying information.
- Please try not to attribute any specific info to a specific individual / facility