

West Virginia Bureau for Public Health General Outbreak Report Form



Instructions: For Local Health Department/Regional Epidemiologist: This form to be completed in lieu of a more disease-specific outbreak form where none is available. For complex outbreaks, a full written report is more appropriate for documentation. Consult an experienced epidemiologist for assistance. Be sure to fill in all fields to ensure completeness of the report. Reports should be submitted within 30 days from closing the outbreak. Once you have completed this form please fax it to the Division of Infectious Disease Epidemiology (DIDE) at 304-558-8736.

Outbreak number: _____

Contact information for person who first notified health department about the outbreak:

Reported By: _____ Affiliation: _____ Date Reported: _____
 Person Contacted: _____ Affiliation: _____
 Date investigation initiated by agency: _____
 Name(s) Report Prepared By: _____ Title(s): _____
 County: _____ Region: _____ Telephone: _____

Introduction and Background (info in this section should be what is reported at the time of initial report):

Who was affected? Describe the population impacted by the illness: _____
 Describe the illness (What?): _____
 When did the illness occur? Date of initial onset: _____
 Where was the illness occurring? _____

If the illness is occurring in a facility or school, complete the following:

Residents/Attendees		Staff	
# ill residents/attendees		# ill staff	
Total # residents/attendees		Total # staff	

Facility Name: _____ County: _____
 Facility Address: _____
 Name of Facility Contact: _____
 Facility Type: Nursing Home Assisted Living School
 Other, specify: _____

Why was the illness occurring? If applicable, include appropriate information about early hypothesis to explain disease occurrence: _____

Methods:

Case Definition (provide case definition used for this outbreak)

- Probable case definition: _____
- Confirmed case definition: _____

Confidential: Distribute as necessary

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Recommendations:

During this outbreak, the following recommendations were made to control this outbreak and prevent similar future outbreaks (check all that apply):

- Outbreak reporting: report outbreaks immediately to the local health department
- Surveillance or case-finding recommendations; specify: _____
- Laboratory diagnosis recommendations specify: _____
- General infection prevention or control recommendations specify: _____
- Hand Hygiene
- Cough etiquette
- Exclude ill from work/school
- Environmental Cleaning; specify: _____
- Education; specify: _____
- Food safety recommendations; specify: _____
- Exclude ill food handlers as directed by LHD
- Treatment provided: _____
- Prophylaxis of: _____
- Other (specify): _____
- Other (specify): _____
- Other (specify): _____

Additional Comments: _____