

Appendix 1 MEETINGS OF THE OCT

1.1 Draft Agenda for Meetings of an Outbreak Control Team

Outbreak Type:

Outbreak Level: 1 / 2 / 3

Outbreak Control Group Meeting:

Date:

Time:

Location:

Chaired By:

1.	Welcome/Apologies/Attendees to sign register	
2.	Background	
3.	Actions to date	
4.	Current situation	
5.	Recommended control measures	
6.	Implications of control measures, available resources	
7.	Agree action plan <ul style="list-style-type: none"> Chair to distribute Action Cards to key members if Level 2 or 3 outbreak 	
8.	Clarify individual responsibilities	
9.	Communication strategy	
10.	Completion of Serious Incident Form	
11.	Any other business	
12.	Date of next meeting	

