

INSTRUCTIONS ON HOW TO COMPLETE THE REPORT

Reporting date: This is the date you are writing the report, logically a date past the one the outbreak was declared over.

1. **Reporting officer:** This should be the person compiling the report, a UNHCR Health Coordinator, an implementing partner or both

2. **Title:** This is the title of the reporting officer(s), such as Health Coordinator, Medical Coordinator, Surveillance officer, etc.

3. **Organisation:** The organisation or agency the reporting officer works for, such as UNHCR, IRC, GTZ, ARRA, etc.

4. **Country:** This is the country affected by the outbreak and hence where the report comes from.

5. **Affected location(s)/Camp(s):** The locations or camps affected by the outbreak. UNHCR is interested in camps affected, however, nearby locations such as villages or districts may also be affected and you may wish to report.

6. **Type of outbreak:** Here you should mention what outbreak you are reporting on, such as cholera, meningococcal meningitis, measles, etc.

7. **Date and epidemiological week¹ outbreak started:** You should enter the date and epidemiological week the outbreak first started.

8. **Date and epidemiological week outbreak officially declared over:** You should enter the date the outbreak was officially declared over by appropriate authorities, UNHCR, IP, or national authority

9. **Diagnosis:** Enter the diagnosis here stating whether it was confirmed or suspected by the end of the outbreak. State what samples, what tests and what organisms were isolated, for instance, stool samples, cultured, vibrio cholerae El Tor

¹ The epidemiological weeks are shown in the HIS reporting calendars in each country

10. (1) **Cumulative total cases and Attack Rate:** Total cases throughout the outbreak consistent with the line list. Based on total population, work out the attack rate by dividing total cases (A) by population affected and multiplying by 100, the answer expressed as a percentage.

(2) **Cumulative total deaths and Case Fatality Rate:** Total number of people who died over the duration of the outbreak. Ideally, these should be indicated in the line list. Work out the CFR by dividing total deaths (B) by total cases (A) and multiplying by 100, the answer expressed as a percentage.

11. **Brief description of person, place and time:** Briefly describe characteristics of those affected such as age, sex, immunisation status; time of onset such as dry or wet season; and characteristics of the place/location of the outbreak, for example, overcrowding, poor environmental sanitation, inadequate clean water supply, etc. If available, please attach a line listing of cases and epidemiological curve (graph to show number of cases reported per week) as an annex this to the report.

12. **Outbreak response:** State briefly how the outbreak was responded to, covering how the outbreak was confirmed, investigated and the control measures implemented.

13. **Evaluation/Conclusions:** Briefly evaluate the cause of the outbreak, surveillance and detection, preparedness, management and control measures considering timeliness, effectiveness, cost, lost opportunities and need for changes in policies or procedures

14. **Key recommendations for future improvement:** Based on the evaluation of the whole outbreak, identify key recommendations that will improve outbreak management in the future and list them in a bullet form.

If there are any questions or comments, please contact your Regional Epidemic Preparedness and Response Coordinator or write to outbreak@unhcr.org.