

ANNEX 9: Checklist for Implementing a PHEOC

In this checklist, ‘capabilities’ means that all the material and human resources with the required knowledge, skills and abilities are available with the necessary policy authority and procedural instructions.

	Planning	
8	<input type="checkbox"/> An all-hazards national public health emergency management plan, addressing priority risks, has been developed and approved	
9	<input type="checkbox"/> Emergency Response Plan for the health sector is in place.	
10	<input type="checkbox"/> Response plans detail roles and responsibilities for MoH and other response agencies, sectors and jurisdiction at various levels in the response organization, including private sector and NGO organizations.	
11	<input type="checkbox"/> Response plans describe scaled levels of response with resource requirements for each level and procedures for acquiring additional resources	
12	<input type="checkbox"/> Response plans detail the notification, reporting, engagement and coordination requirements	
13	<p>Response plans contain information about laboratories including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact information <input type="checkbox"/> Types, e.g. biosecurity level, locations, business hours, contact information and links to MoH surveillance systems <input type="checkbox"/> Types of specimens or samples tested <input type="checkbox"/> Types of testing provided <input type="checkbox"/> Standard Operating Procedures for collection, packaging, shipping and maintaining chain of custody of specimens and samples. 	

14	Response Plans contain verified location, contact and emergency response information for: <input type="checkbox"/> Hospitals, clinics and treatment centres <input type="checkbox"/> Points of entry <input type="checkbox"/> Pharmacies <input type="checkbox"/> NGO's in-country <input type="checkbox"/> Public health units <input type="checkbox"/> Social services offices <input type="checkbox"/> Shelters <input type="checkbox"/> Partner Government agencies <input type="checkbox"/> IHR Focal Point and WHO IHR contact point <input type="checkbox"/> Other subnational PHEOCs or National coordination centre	
15	<input type="checkbox"/> Response plans provide SOPs for coordinating with law enforcement and national security agencies.	

Human Resources		
49	<input type="checkbox"/>	The PHEOC has designated non-emergency staffing to manage the facility
50	<input type="checkbox"/>	Technical personnel are available for the operation, maintenance and repair of audio-visual, telecommunications and computer equipment.
51	<input type="checkbox"/>	There are personnel trained in emergency management and PHEOC standard operating procedures
52	<input type="checkbox"/>	There is sufficient trained staff to activate the PHEOC on short notice
53	<input type="checkbox"/>	The PHEOC has the capability to identify and contact a roster of trained personnel, equipment and supplies for deployment to field sites responders (e.g. rapid response teams)
TRAINING AND EXERCISES		
54	<input type="checkbox"/>	The PHEOC has a dedicated training program based on a training needs assessment for incident management personnel that addresses staff roles during response operations; utilization of communications and data processing equipment and software; and hazard-specific response knowledge.
55	<input type="checkbox"/>	The PHEOC has a comprehensive, progressive exercise program for all staff and partners, national and NGO agencies and produces evaluation reports that identify corrective actions required.
MONITORING AND EVALUATION		
56	<input type="checkbox"/>	The PHEOC training and exercise programs are primary components of a performance monitoring and evaluation system focused on continuous improvement of public health emergency management capability and effectiveness.
COSTING, FUNDING AND SUSTAINING A PHEOC		
57	<input type="checkbox"/>	The PHEOC plan includes an itemised schedule of costs
58	<input type="checkbox"/>	There is funding plan and funding mechanism to support the PHEOC
59	<input type="checkbox"/>	Funds are available to develop and sustain the PHEOC

Framework for a Public Health Emergency Operations Centre

November 2015



**World Health
Organization**

Framework for a Public Health Emergency Operations Centre

November 2015

WHO Library Cataloguing-in-Publication Data

Framework for a Public Health Emergency Operations Centre. November 2015

I. World Health Organization.

ISBN 978 92 4 156513 4

Subject headings are available from WHO institutional repository

© World Health Organization 2015

All rights reserved. Publications of the World Health Organization are available on the WHO web site (www.who.int) or can be purchased from WHO Press, World Health Organization, 20 Avenue Appia, 1211 Geneva 27, Switzerland (tel.: +41 22 791 3264; fax: +41 22 791 4857; e-mail: bookorders@who.int).

Requests for permission to reproduce or translate WHO publications –whether for sale or for non-commercial distribution– should be addressed to WHO Press through the WHO website (www.who.int/about/licensing/copyright_form/en/index.html).

The designations employed and the presentation of the material in this publication do not imply the expression of any opinion whatsoever on the part of the World Health Organization concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries. Dotted lines on maps represent approximate border lines for which there may not yet be full agreement.

The mention of specific companies or of certain manufacturers' products does not imply that they are endorsed or recommended by the World Health Organization in preference to others of a similar nature that are not mentioned. Errors and omissions excepted, the names of proprietary products are distinguished by initial capital letters.

All reasonable precautions have been taken by the World Health Organization to verify the information contained in this publication. However, the published material is being distributed without warranty of any kind, either expressed or implied. The responsibility for the interpretation and use of the material lies with the reader. In no event shall the World Health Organization be liable for damages arising from its use.

Printed in Switzerland

Design and layout: Jean-Claude Fattier