

## 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.

PHEOC PLANNING GUIDANCE		
	Legal authority	Comments
1	<input type="checkbox"/> Legal authority for PHEOC established <input type="checkbox"/> Government commitment has been secured <input type="checkbox"/> Public health emergencies are recognised as potential national disasters	
2	<input type="checkbox"/> The collaboration mechanism between the Ministry of Health and the National Disaster Management Organization, other Ministries, agencies and sectors during public health emergencies has been defined and agreed	
3	<input type="checkbox"/> Mandate and scope of PHEOC decisions and operations approved by government, partners and stakeholders	
<b>Policy group</b>		
4	<input type="checkbox"/> A policy group to provide policy guidance to PHEOC has been established	
<b>Steering committee</b>		
5	<input type="checkbox"/> A steering committee of PHEOC stakeholders has been established for the planning and development of PHEOC	
6	<input type="checkbox"/> Hazards, vulnerabilities and resulting risks have been identified and prioritized	
7	<input type="checkbox"/> PHEOC objectives have been developed	
<b>Planning</b>		
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	Response plans contain information about laboratories including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact information</li> <li><input type="checkbox"/> Types, e.g. biosecurity level, locations, business hours, contact information and links to MoH surveillance systems</li> <li><input type="checkbox"/> Types of specimens or samples tested</li> <li><input type="checkbox"/> Types of testing provided</li> <li><input type="checkbox"/> Standard Operating Procedures for collection, packaging, shipping and maintaining chain of custody of specimens and samples.</li> </ul>	

14	<p>Response Plans contain verified location, contact and emergency response information for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hospitals, clinics and treatment centres</li> <li><input type="checkbox"/> Points of entry</li> <li><input type="checkbox"/> Pharmacies</li> <li><input type="checkbox"/> NGO's in-country</li> <li><input type="checkbox"/> Public health units</li> <li><input type="checkbox"/> Social services offices</li> <li><input type="checkbox"/> Shelters</li> <li><input type="checkbox"/> Partner Government agencies</li> <li><input type="checkbox"/> IHR Focal Point and WHO IHR contact point</li> <li><input type="checkbox"/> Other subnational PHEOCs or National coordination centre</li> </ul>	
15	<input type="checkbox"/> Response plans provide SOPs for coordinating with law enforcement and national security agencies.	
<b>IMPLEMENTING A PHEOC</b>		
16	<ul style="list-style-type: none"> <li><input type="checkbox"/> A clear operational structure based on the IMS and comprising (i) Management, (ii) Operations, (iii) Planning, (iv) Logistics and (v) Finance and Administration functions is in place</li> <li><input type="checkbox"/> Staff, trained in emergency response management and mission-critical public health activities and objectives, are available to fill key PHEOC roles at all times</li> <li><input type="checkbox"/> A roster of incident managers is maintained</li> <li><input type="checkbox"/> The PHEOC facility manager has been appointed</li> <li><input type="checkbox"/> The information manager has been appointed</li> </ul>	
17	<p>The PHEOC has the capability to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> prepare public health alerts</li> <li><input type="checkbox"/> conduct web surveillance to detect and correct of rumours, public and interest group concerns and media misinformation</li> </ul>	
18	<ul style="list-style-type: none"> <li><input type="checkbox"/> Infrastructure, personnel and procedures are in place sufficient to support IHR (2005) notification requirements (surveillance, detection, reporting, IHR focal point)</li> <li><input type="checkbox"/> The PHEOC has the capability to produce and share a common operational picture</li> </ul>	
19	<input type="checkbox"/> The PHEOC has the capability to direct and support logistical operations for the acquisition, storage, transportation and delivery of PPE, medical equipment, pharmaceuticals, laboratory supplies and medical countermeasure supplies for public health emergency responses in country	
20	<input type="checkbox"/> The PHEOC has the capability to provide logistical and operational support for team(s) and protect the health and safety of deployed teams	
21	<input type="checkbox"/> Administrative policy has been formulated to support emergency contracting, hiring, procurement and management of donor funds.	

CORE COMPONENTS OF A PHEOC	
Plans and procedures	
22	<input type="checkbox"/> PHEOC plans (EOC plan and CONOPS) have been approved
23	The PHEOC plan/handbook for staff includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> A concept of operations</li> <li><input type="checkbox"/> Map of the PHEOC workstations, rooms and inventories of equipment</li> <li><input type="checkbox"/> Routine staffing requirements</li> <li><input type="checkbox"/> Standard operating procedures</li> <li><input type="checkbox"/> Forms and templates for data collection, reporting, briefing etc</li> <li><input type="checkbox"/> Documentation and records management processes</li> <li><input type="checkbox"/> Role descriptions and job aids for PHEOC functional positions</li> <li><input type="checkbox"/> Response levels and thresholds</li> <li><input type="checkbox"/> Activation, scaling, deactivation thresholds and procedures</li> <li><input type="checkbox"/> Contact information for key officials and PHEOC personnel</li> <li><input type="checkbox"/> Notification and communication protocols with host agency, response organizations and partner agencies.</li> </ul>
24	<input type="checkbox"/> Procedures and equipment are in place to establish and maintain communications between the IHR Focal Point and WHO Regional and Headquarters offices
25	<input type="checkbox"/> Where relevant, hazard-specific response annexes have been developed to address chemical, infectious disease, radiological or food and water safety threats.
26	<input type="checkbox"/> Procedures in place for credentialing and permitting access for health professionals from other jurisdictions to operate in-country
27	The PHEOC has a Business Continuity Plan (Continuity of Operations Plan) which includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> Priority functions that need to be maintained</li> <li><input type="checkbox"/> Key personnel that are needed to implement the plan</li> <li><input type="checkbox"/> Alternative/backup PHEOC site(s) and relocation plans</li> <li><input type="checkbox"/> Records and data management procedures</li> <li><input type="checkbox"/> Processes for maintaining critical external communications</li> <li><input type="checkbox"/> Activation, notification and deactivation procedures</li> </ul>
28	The PHEOC has a communications plan for emergency public information and warning that outlines: <ul style="list-style-type: none"> <li><input type="checkbox"/> Triggers for issuing information to general public or specific audiences</li> <li><input type="checkbox"/> Message templates for priority threats</li> <li><input type="checkbox"/> Roles and responsibilities for communications staff</li> <li><input type="checkbox"/> Procedures for developing and approving new messages</li> <li><input type="checkbox"/> Procedures for issuing risk communications using traditional media, official social media accounts and agency website posting.</li> <li><input type="checkbox"/> Process for developing linguistically and culturally appropriate messages.</li> <li><input type="checkbox"/> Approval authorities for external messages.</li> </ul>

29	<input type="checkbox"/> Deactivation and demobilization plans describe procedures for notification, closing procedures, debriefings, records management, restoring and repatriating staff and supplies to pre-incident levels or to regular roles.	
<b>Physical infrastructure</b>		
30	<input type="checkbox"/> A PHEOC suitable facility is available <input type="checkbox"/> A multi-use facility can be converted in one hour to an adequate operational PHEOC <input type="checkbox"/> A suitable facility has been acquired but not yet developed as an operational PHEOC	
31	<input type="checkbox"/> The PHEOC meets requirements for accessibility, security, structural integrity and resistance to natural and human generated hazards. <input type="checkbox"/> The PHEOC has adequate space for the all expected PHEOC functions, private meetings, surge staff, secure communications, IT equipment and support personnel <input type="checkbox"/> The PHEOC has audiovisual functionality to project operational, contextual and event status information, tested and maintained	
32	<p>The PHEOC has:</p> <input type="checkbox"/> sufficient potable water supply and adequate water to address sanitary requirements <input type="checkbox"/> structural maintenance, janitorial and waste removal services <input type="checkbox"/> toilet and sanitary facilities scaled for the expected occupancy <input type="checkbox"/> approved quantity of first aid supplies <input type="checkbox"/> an approved fire suppression system and/or equipment <input type="checkbox"/> a staff evacuation plan <input type="checkbox"/> security measures to control access <input type="checkbox"/> a backup site that can be activated if the primary site becomes untenable	
<b>Information and communications technology (ICT) infrastructure</b>		
33	<input type="checkbox"/> The PHEOC has sufficient computer workstations with necessary application software loaded and tested.	
34	<input type="checkbox"/> PHEOC servers and backups, with needed applications are maintained and routinely tested	
35	<input type="checkbox"/> The PHEOC has sufficient tested telephonic and/ or interoperable radio communications for every workstation and meeting space, with spares.	
36	<input type="checkbox"/> There is tested web or video conferencing equipment in a private meeting space.	
37	<input type="checkbox"/> There are sufficient printers, copiers, fax machines and scanners are maintained and functional.	
38	<input type="checkbox"/> There is sufficient quantity of electricity including backup capacity (generator and fuel, UPS for critical data storage and processing)	
39	<input type="checkbox"/> The facility has an HVAC system sufficient to maintain comfort for occupants and keep IT equipment cool.	

Information systems and data standards	
40	<p>The PHEOC has the capability to receive, analyse, display, report and share reports of reportable and unusual diseases and health conditions from:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> public and private sector healthcare providers and facilities</li> <li><input type="checkbox"/> sub-national offices and units</li> <li><input type="checkbox"/> veterinary and animal health sources</li> <li><input type="checkbox"/> points of entry</li> <li><input type="checkbox"/> NGOs</li> <li><input type="checkbox"/> Other national governments and international agencies</li> <li><input type="checkbox"/> Other arms and branches of government and Community based sources</li> </ul>
41	<ul style="list-style-type: none"> <li><input type="checkbox"/> The PHEOC has the capability to collect, process and share field epidemiological and other investigational data (including (i) receiving, aggregating and analyzing field data, and (ii) visualization of epidemiological information and timely preparation of reports in standardized format for decision making and sharing with partners)</li> </ul>
42	<ul style="list-style-type: none"> <li><input type="checkbox"/> The PHEOC is linked to a national surveillance information structure for monitoring and responding to priority risks.</li> </ul>
43	<p>The PHEOC has the capability to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> receive and share public health laboratory data related to outbreaks and events</li> <li><input type="checkbox"/> receive, produce and share integrated surveillance information containing epidemiological findings and laboratory results at individual and aggregated levels</li> <li><input type="checkbox"/> provide data analytic support for other events of public health interest (eg: mass gatherings)</li> <li><input type="checkbox"/> produce geospatial information such as maps and other visualizations from common operational datasets</li> <li><input type="checkbox"/> ascertain the status and report key external partner/resource information such as hospital bed availability, treatment centres, laboratories etc.</li> <li><input type="checkbox"/> monitor the status and needs of deployed field teams and other responder personnel including assisting international support and NGOs</li> <li><input type="checkbox"/> display contextual operational information such as population distribution, administrative and political boundaries, transportation infrastructure, hydrology and elevations</li> </ul>
44	<ul style="list-style-type: none"> <li><input type="checkbox"/> The PHEOC datasets include identification of information necessary to develop a common operational picture for priority risks</li> </ul>
45	<ul style="list-style-type: none"> <li><input type="checkbox"/> The PHEOC can access, display and track status information regarding affected persons and vulnerable populations</li> </ul>
46	<ul style="list-style-type: none"> <li><input type="checkbox"/> The PHEOC has the capability to monitor and account for all resources utilized in a response</li> </ul>
47	<ul style="list-style-type: none"> <li><input type="checkbox"/> The PHEOC has the capability to track and display the status of tasks and objectives</li> </ul>
48	<ul style="list-style-type: none"> <li><input type="checkbox"/> Staff filling IMS functional roles are trained to use relevant software</li> </ul>

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

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