

1 – OBSERVE – Questions by Incident Type

Date: _____ **Incident Start Time:** _____ **Initial Notification Time (to BPHC):** _____

Initial notification received by: **Initial Point of Contact:**

Phone Name: _____ Position: _____

Email Phone: _____ Email: _____

BPD Alert

Pager

Other: _____ Incident location: _____

Hazardous Material Cause of event: _____

Incident Type(s): Infrastructure (ESF-8) Mass Casualty Disease

Infrastructure (Not ESF-8) Security Threat

General ****REMINDER: Do not disseminate sensitive information****

Question	Answer	Source	Credible / Verified?
# of patients (or potential patients)			
Severity and types of injuries? <i>(burns, lacerations, bullet wounds, crush injuries, etc.)</i>			
Anticipated duration of the incident			
Other agencies currently responding			
Actions taken to address incident <i>(e.g. EMS on-scene, evacuation occurring, etc.)</i>			
What specific ESF-8 facilities are affected?			
What ESF-8 facilities may <i>potentially</i> be affected?			
What special populations are affected? <i>(e.g. language, age, medical issues, socio-economic...)</i>			
Is transportation or travel disrupted? How?			
Has this incident received media attention?			
How will current and forecasted weather conditions affect the situation?			
Have ESF 8 agencies been notified? Who, how?			

Hazardous Material *****Notify Environmental Health immediately*****

Question	Answer	Source	Credible / Verified?
Is the substance known? If yes, what is it?			
Are there any contaminated casualties? If so, has patient decontamination been performed?			
Has a HAZMAT Response Level been designated by BFD?			
What geographical area is affected?			
Is any evacuation or shelter in place ordered?			



For more information about this job aid, contact the Office of Public Health Preparedness at delvalle@bphc.org.

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ESF-8 Infrastructure

Question	Answer	Source	Credible / Verified?
Are there public health or medical operational impacts? <ul style="list-style-type: none"> Are critical functions impacted? Is there a loss of any critical public health or healthcare services? 			
Is the hospital accepting ED patients? (<i>Hospital only</i>)			
Is a transfer or evacuation of patients possible? (<i>HCF only</i>)			
Are there critical client services that must be relocated?			
Are there any immediate requests for assistance or resources?			

Infrastructure (Not ESF-8) (e.g. communications, Internet, roads and bridges, commercial power, water and sewer)

Question	Answer	Source	Credible / Verified?
What infrastructure is affected?			
What geographical area is affected?			

Mass Casualty

Question	Answer	Source	Credible / Verified?
Has BEMS declared an MCI Phase? (<i>Only applicable for MCIs occurring within the City of Boston.</i>)	Phase 1: 0 – 10 pts Phase 4: 51 – 200 pts Phase 2: 11 – 30 pts Phase 5: >200 pts Phase 3: 31 pts – 50 pts		
If the incident occurred outside of Boston, are patients expected to be transported to Boston hospitals?			
Which agency is serving as the Incident Commander (IC)?			

Security Threat (e.g. suspicious package, bomb threat, violent intruder to HC or PH facility)

Question	Answer	Source	Credible / Verified?
What is the facility or area of the threat or incident?			
If a threat, has the threat been determined to be credible by law enforcement?			
Does the incident have potential to escalate?			

Disease

Question	Answer	Source	Credible / Verified?
What is the disease or pathogen?			
# of suspect, probable, and actual cases? Estimated # exposed?			
Deaths associated with the outbreak or cases?			
Public Health Control measures taken to date? (e.g. isolation or quarantine, lab testing, interviews, contact tracing)			

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Incident Contact List

Name	Title & Organization	Phone / Email