**CHECK LIST – PLANNING AND PREPARATION**

**Contact lists:**

* Review/update contact lists for critical staff – cell, office and home phones, email addresses
* Review/update press lists – assignment editors, individual reporters
* Review update contact list for stakeholders – health care providers in the region, local health departments, DOH, elected and other local officials

**Facility efforts:**

* Gather information and develop a briefing document regarding what your facility has done – and will continue to do - to plan for/respond to any suspect or confirmed cases. For example, include coordination efforts with local health departments; EMS; NYSDOH and/or NYCDOH; hospital associations; CDC and other relevant local, state and federal agencies; and staff training and or information sharing regarding CDC/NYSDOH/NYCDOH guidance and protocols.
* Develop FAQs and talking points, which include points from the information above, about Ebola. CDC is a good source for FAQs, social media messaging and infographics (see below); DOH is continuously updating its webpage on Ebola and posting messages on Facebook and Twitter. These messages can be used effectively to reinforce your facility’s message for internal and external audiences as well as the press.
* Consider developing an Ebola-specific webpage, which can serve as an effective, real-time, central point for information, FAQs, updates, news, links to other resources (CDC, etc.).
* Draft press statements for use as needed in the future to cover: suspect case; suspect case status; and a confirmed case (see samples below). Developing a communication plan, which identifies primary and secondary audiences, task owners, key messages, vehicles to be used, clearance and approval process/timelines, etc. is strongly recommended.

**Links to additional resources:**

Ebola Hemorrhagic Fever [www.cdc.gov/vhf/ebola/index.html](http://www.cdc.gov/vhf/ebola/index.html)

Questions and Answers on Ebola (CDC) [www.cdc.gov/vhf/ebola/outbreaks/guinea/qa.html](http://www.cdc.gov/vhf/ebola/outbreaks/guinea/qa.html)

Ebola Hemorrhagic Fever Fact Sheet (CDC) [www.cdc.gov/vhf/ebola/resources/pdfs/Ebola-FactSheet.pdf](http://www.cdc.gov/vhf/ebola/resources/pdfs/Ebola-FactSheet.pdf)

Ebola Travel Alert (CDC) <http://wwwnc.cdc.gov/travel/notices>

**SAMPLE STATEMENT TEMPLATES:**

***Suspect Case:***

In the early morning hours of Monday, August 4, 2014, a **MALE/FEMALE** patient with **(IDENTIFY SYMPTOMS)** high fever and gastrointestinal symptoms presented at **NAME OF FACILITY & LOCATION**. The patient had recently travelled to a West African country where Ebola has been reported. The patient has been placed in strict isolation and is undergoing medical screenings to determine the cause of his symptoms. All necessary steps are being taken to ensure the safety of all patients, visitors and staff. We will continue to work closely with federal, state and city health officials to address and monitor this case, keep the community informed and provide the best quality care to all of our patients.

***Patient Status Update:***

Following approved protocols, the specimen is in the process of being delivered to the Centers for Disease Control (CDC) in Atlanta, Georgia. CDC informs us that testing typically is completed within 24-48 hours. The patient, who remains in isolation, was stable overnight and in good spirits (Tailor patient status language as needed/appropriate based on the individual’s condition). No other patients have presented with similar symptoms and with travel history to West Africa. We will continue to work closely with federal, state and city health officials to address and monitor this case, keep the community informed and provide the best quality care to all of our patients. **NAME OF FACILTY** is employing all necessary infection control measures to protect patients and staff and to continue to provide the best care to our patients. It is important to note that Ebola can only be transmitted through direct contact with bodily fluids. The infection cannot be transmitted through casual contact.

***Negative Test Result:***

We would like to report that the Centers for Disease Control and Prevention have determined that the patient kept in isolation since **DATE** at **NAME OF FACILITY** has tested negative for Ebola Virus Disease (EVD). The patient is in stable condition, is improving, and remains in the care of our physicians and nurses (Tailor patient status language as needed/appropriate based on the individual’s condition).