

Needs Assessment Questionnaire

SAMPLE

This sample questionnaire is only intended to stimulate some assessment ideas.

Yes/No	Sample Questions
	Is the emergency operations plan (EOP) up-to-date and includes section on infectious agent emergencies?
	Has the section of the EOP for infectious agents been executed in the past year? (either in an actual occurrence or an exercise)
	Are all policies and guidelines for response to an infectious emergency spelled out clearly in the EOP? (e.g., mutual aid agreements, etc.)
	Has the hospital ICS (HICS) been activated in the past year for an infectious situation?
	Has infectious agent screening at point of entry to the facility been tested in the past year? (either in an actual occurrence or an exercise)
	Are all appropriate personnel (including new staff, leadership, etc.) familiar with the EOP (and the defined authorities) for responding to an infectious emergency?
	Are identified personnel familiar with their role in infectious agent emergency operations? Do employees know where to get current information?
	Do current personnel possess the knowledge and skills necessary to respond as indicated for an infectious agent emergency in the EOP?
	Have resources been identified and incorporated into the EOP to deal with an infectious agent emergency?
	Have all resource constraints or limitations that could create problems in an infectious agent emergency been addressed?
	Are personnel familiar with available resources for an infectious agent emergency?
	Are personnel capable of managing their resource function in an infectious agent emergency situation?
	Has an infectious agent exercise been conducted within the past year?
	Have improvements been made and documented from past exercises?
	Have exercises with external community partners been completed in the past year?
	Have critical infrastructure and private sector partners been involved in any exercises?

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To obtain this information in a different format, call: 651-201-5414.