Epi Response Team Daily Log

For Reporting to Team Leader

Date_____

Time_____

Team_____

Location_____

Name_____

ICS Position_____

Notable Activities

Individual Case Investigation Initiations: _____

Individual Case Investigation Closures: _____

Individual Contact Tracing Initiations: _____

Individual Contact Tracing Closures: _____

Healthcare Facilities Notified: _____

Other Notable Activities:

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FIELD SERVICES EPI RESPONSE TEAM DAILY LOG
Instructions

NOTE: This is to be filled out by individual team members each day while in an Epi Response work status who are working on case and contact investigations assigned from Epi Tracks

1. **Date:** Date response team member is completing the daily log
2. **Time:** Operational Period for the that day in military time (i.e. 0800-1700 hours)
3. **Team:** Team number
4. **Location:** Team location case and contact work was done that day
5. **Name:** Name of team member working on case and contact investigations
6. **ICS Position:** Case/Contact investigator RN (or other initials if other discipline applies)
7. **Notable Activities:**
    a. **Individual Case Investigation Initiations**: Number of cases that were opened and started in Epi tracks that day to initiate work on them
    b. **Individual Case Investigation Closures**: Number of cases that were completed ("closed") in Epi tracks that day
    c. **Individual Contact Tracing Initiations**: Number of contacts that were opened and started in Epi tracks that day to initiate work on them
    d. **Individual Contact Tracing Closures**: Number of closures that were completed
    e. **Healthcare Facilities Notified:** Number of Healthcare Facilities contacted for case investigation (only count once if facility contacted multiple times for same case)
8. **Other Notable Activities:** Describe and other activities that were significant related to case/contact investigation and tracing done this day