

Sample Alert logbook for Hotlines and/or Media Scanning

ALERT LOGBOOK FOR HOTLINES AND/ OR MEDIA SCANNING	
[NB: This should be completed by The Call Responder/Designated Media Scanner]	
Variables	Response
1. Source of Information:	
(a) Source: CBS, EBS, Media Scanning, Hotline (This can be further categorized)	
(b) Reporter info: Employee at national team, community health volunteer, health-care worker, etc.	
(c) Date and Time: of detection/receiving alert (DD/MM/YYYY and HH:MM)	__/__/____ __:__
(d) Reference/Contact: Link, Contact name and Phone number	
2. Alert Information:	
(a) Alert Type: Human; Animal; Environmental	
(b) Alert: from the country's list of alerts	
(c) Location: details about the location that can follow the administrative levels	
(d) Date of start: when did this start	
(e) Cases: number of cases	
(f) Deaths: number of deaths	
(g) Description: narrative text for any further information, including any response activities (by community or health authority or someone else)	
3. Follow-up activities	
(a) Follow-up: Discard, Monitor, Verify Date-Time: DD/MM/YYYY/ HH:MM	__/__/____ __:__
(b) Sent for verification: Yes/No Date-Time: DD/MM/YYYY/HH:MM	__/__/____ __:__
(c) Verified: Yes/No Date-Time: DD/MM/YYYY/ HH:MM	__/__/____ __:__
(d) Risk Assessment: Very Low/Low/Moderate/High/VeryHigh	
(e) Sent to Response: Yes/No Date-Time: DD/MM/YYYY/ HH:MM	__/__/____ __:__
(f) Response Status: Not started; Ongoing; Completed Date-Time: DD/MM/YYYY/ HH:MM	__/__/____ __:__