



OUTBREAK DEBRIEF TOOL

Windsor-Essex County Health Unit

Facility Type:	Facility Name:	Date of Debrief:	OB #:
Outbreak Management Team Attendance			
Clinical Leadership		IPAC & Occupational Safety	
☐ Director of Care: ☐ Associate Director of Care: ☐ Resident Care Manager: ☐ Medical Director: ☐ Nurse Practitioner:		☐ IPAC Manager: ☐ IPAC Lead: ☐ Occupational Health:	
Environmental Services		Dietary/Food Services	
☐ Environmental Services Manager:		☐ Dietary Manager:	
Public Health		Other Departments	
☐ Public Health Outbreak Nurse: ☐ IPAC Hub Lead:		☐ Pharmacy: ☐ Recreational Therapy: ☐ Other:	
Outbreak Summary			
Type of Outbreak			
Date Declared			
Date Declared Over			
Units Affected			
Total Resident Cases			
Total Staff Cases			
Total Resident Census (for affected unit)			
Total Staff Census			
Number of Hospitalizations			
Number of Deaths			



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Outbreak Debrief Minutes

Steps	Discussion Points	Things That Went Well	Challenges and Areas of Opportunity	Recommendations for Improvement
Outbreak Detection & Surveillance Systems	☐ Daily surveillance and case finding ☐ Reporting and notification			
Initiation of Additional Precautions	☐ Signage ☐ PPE caddies ☐ Waste disposal			
Management of Cases & Contacts	☐ High-risk contacts ☐ Tablemates ☐ Caregivers ☐ Staff			
Outbreak Management Team	☐ Meeting frequency ☐ Attendance			
Testing & Specimen Collection	☐ Specimen results ☐ Laboratory turnaround time			
Personal Protective Equipment (PPE)	☐ Supply & stock ☐ N95 fit testing			
Antiviral Treatment & Prophylaxis	☐ Eligibility ☐ Prescribing ☐ Access & supply			



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Outbreak Measures	☐ Outbreak checklist ☐ Audits ☐ Signage ☐ Cohorting ☐ Visitors			
Educational Needs	☐ Residents, staff, and visitors			
Environmental Cleaning	☐ Auditing ☐ Frequency			
Declaring Outbreak	☐ Timely reporting			
Other				

Action Items		
Action Item	Responsible Person	Due Date
Additional Comments		

Adapted with permission from Lakelands Public Health, September 2026