

Public Health Crisis Case Management Checklist Template 2026

Initial Incident Detection & Alerting

Procedures for identifying potential health threats, verifying data accuracy, and initiating the formal crisis response protocol.

Date of Detection

Time of Initial Alert

Incident Source/Reporting Entity

Threat Classification

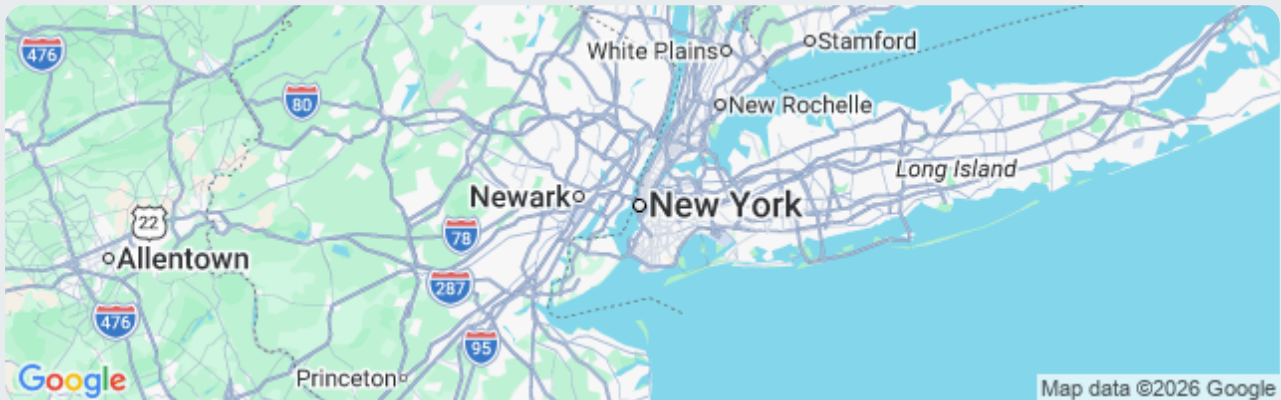
- ☐ Viral Outbreak
- ☐ Chemical/Biological Contamination
- ☐ Environmental/Natural Disaster
- ☐ Other

Initial Symptom/Incident Description

Write something...

Primary Impact Zone

 [Set My Current Location](#)



Initial Lab Reports or Sensor Data

 [Upload File](#)

Verifying Officer Signature

Crisis Command Structure Establishment

Setting up the Incident Command System (ICS), designating key decision-makers, and defining communication roles within the task force.

Incident Commander Name

Write something...

Crisis Declaration Date

Enter date...

Crisis Severity Level

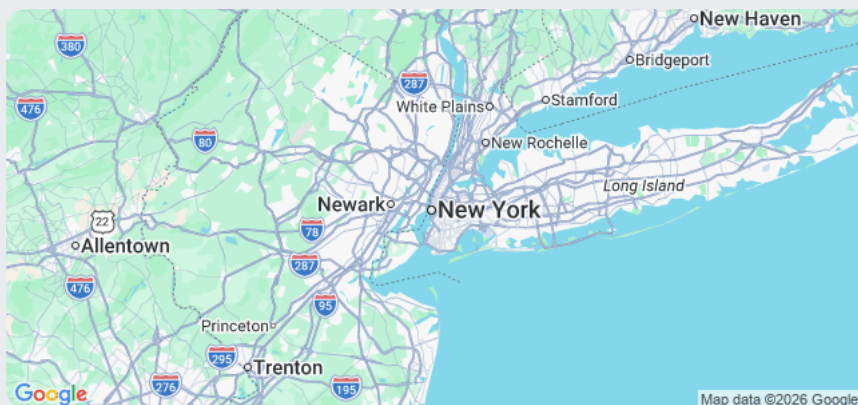
- ☐ Low - Monitoring Only
- ☐ Medium - Active Response Required
- ☐ High - Emergency Operations Center Activated
- ☐ Critical - Mass Casualty/Pandemic Level

Core Response Team Members

- ☐ Epidemiology Lead
- ☐ Logistics Coordinator
- ☐ Communications Officer
- ☐ Legal/Compliance Officer
- ☐ Medical Director

Command Center Activation Site

 [Set My Current Location](#)



Incident Command Charter/Protocol

 [Upload File](#)

Official Authorization Signature

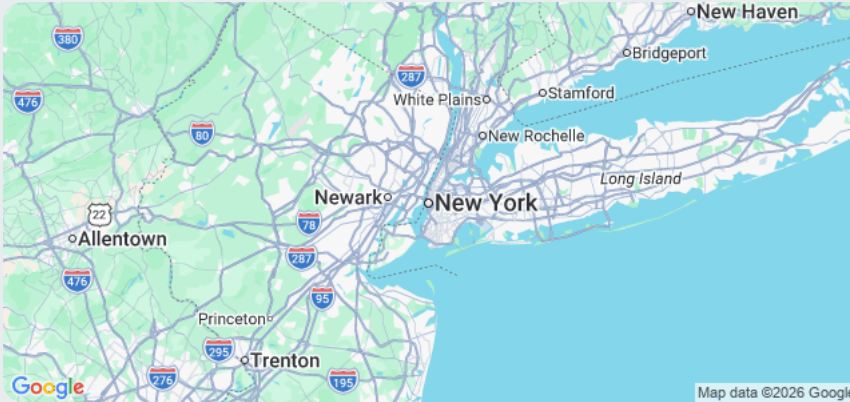
Epidemiological Investigation & Data Collection

Steps for tracking disease spread, managing patient datasets, and coordinating with laboratories for diagnostic verification.

Date of Symptom Onset

Primary Infection Site/Cluster Location

 **Set My Current Location**



Pathogen/Agent Identified

- ☐ Viral
- ☐ Bacterial
- ☐ Parasitic
- ☐ Unknown/Under Investigation

Total Confirmed Cases in Cluster

Enter a number...

Observed Symptoms

- ☐ Fever
- ☐ Respiratory Distress
- ☐ Gastrointestinal Issues
- ☐ Neurological Symptoms
- ☐ Skin Rash

Laboratory Test Results/Reports

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Epidemiological Narrative & Contact Tracing Notes

Write something...

Resource Allocation & Supply Chain Management

Monitoring inventory levels for PPE, medical supplies, vaccines, and ensuring the logistics of distribution to high-risk zones.

Inventory Audit Date

Enter date...

Critical Supply Item Name

Write something...

Current Stock Quantity

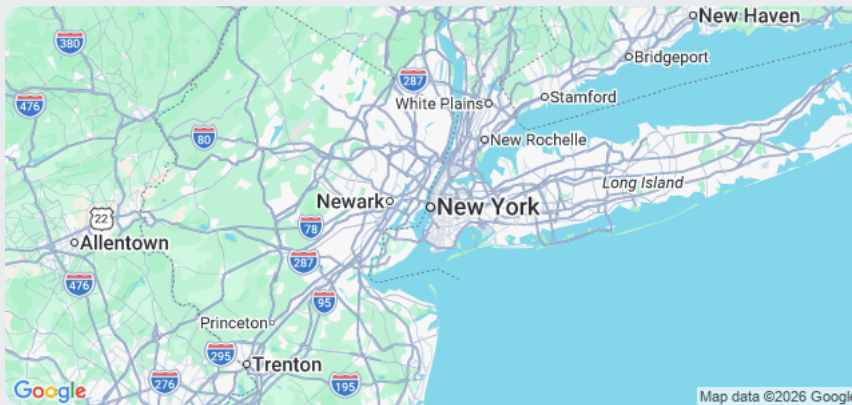
Enter a number...

Supply Reorder Status

- ☐ Sufficient
- ☐ Low Stock - Urgent
- ☐ Out of Stock

Storage Warehouse/Depot Location

 **Set My Current Location**



Supply Chain Manifest/Invoice

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Logistical Bottlenecks or Delays

Write something...

Logistics Manager Verification

Stakeholder Coordination & Inter-Agency Communication

Maintaining synchronized updates between local government, hospitals, NGOs, and international health organizations.

Communication Update Timestamp

Agencies Involved in Coordination

- ☐ Local Health Department
- ☐
- ☐ Emergency Services (EMS/Fire)
- ☐ Non-Governmental Organizations (NGOs)
- ☐ Law Enforcement
- ☐ Hospital Networks

Briefing Summary

Meeting Minutes/Official Directives

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Lead Coordinator Authorization

Public Information & Risk Communication

Managing official press releases, public health advisories, and combating misinformation through verified digital channels.

Press Release Draft Headline

Official Public Advisory Content

Publication Date of Advisory

Communication Channel

- ☐ Social Media
- ☐ Email Newsletter
- ☐ Radio/Television Broadcast
- ☐ Official Website Update
- ☐ SMS Alert System

Approved Media Assets (Images/Infographics)

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Public Information Officer Approval

Healthcare Facility & Capacity Monitoring

Tracking hospital bed availability, ICU capacity, and ventilator/equipment availability across the impacted region.

Monitoring Date

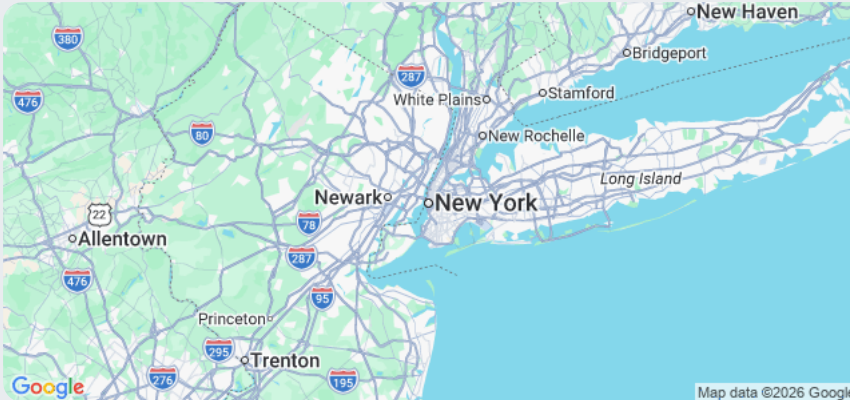
Enter date...

Facility Name

Write something...

Facility Location

 [Set My Current Location](#)



Available ICU Beds

Enter a number...

Current Patient Occupancy Rate

Enter a number...

Critical Equipment Status

- ☐ Ventilators Available
- ☐ Oxygen Supply Sufficient
- ☐ PPE Stock Stable
- ☐ Staffing Levels Adequate

Capacity Report Document

 [Upload File](#)

Authorized Auditor Signature

Regulatory Compliance & Policy Implementation

Ensuring all emergency mandates, quarantine protocols, and health orders align with current 2026 legal and bioethical standards.

Policy Effective Date

Enter date...

Regulatory Authority Level

- ☐ Local/Municipal
- ☐ State/Regional
- ☐ National/Federal
- ☐ International (WHO/Global)

Compliance Mandates Verified

- ☐ Quarantine Protocols
- ☐ Sanitation & Hygiene Standards
- ☐ PPE Usage Requirements
- ☐ Data Privacy (HIPAA/GDPR) Compliance
- ☐ Travel Restriction Orders

Official Mandate Documentation

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Compliance Officer Verification

Post-Crisis Review & Documentation

Conducting after-action reports, auditing case management accuracy, and updating future response protocols based on lessons learned.

Review Completion Date

Enter date...

Summary of Key Findings and Lessons Learned

Write something...

Identified Process Failures

- ☐ Communication Breakdown
- ☐ Resource Shortage
- ☐ Data Inaccuracy
- ☐ Logistical Delay
- ☐ Regulatory Non-compliance

Final After-Action Report (AAR) Document



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Incident Commander Approval

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🏁 Finish

🛠️ Generate Sample Report