**RRT Training Package**

**A4.1 Situational Report & Investigation Report – Facilitator guide**

**Duration**:

60’ total (intro: 5’; group work: 30’; debrief SITREP: 10’; debrief investigation reports: 10’; wrap-up: 5’).

**Learning objectives**:

* Identify key areas of information that should be included on a field SITREP.
* Identify key areas of information that should be included on an investigation report.

**Method**: Group work

**Groups**: 2, 4 or 6 groups depending on number of participants.

**Instructions to be given to participants**:

1. Half of the groups are given a SITREP; the other half are given an investigation report.
2. Each group should analyze the reports and critique the format, content, length, etc.
3. Complete the critique table for each document.

**Template:**

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| Information Shown |
|  |
| Information Lacking |
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\*Can be done solely on flipchart or on printable worksheet (Annex 1).

**Review and debriefing**

*Based on the samples (A4.1a & A4.1b)*

**Required Areas of the Situation Report**

* Data/Time
* Places/Affected Areas
* Summary
* Epidemiologic Situation
* Actions Undertaken
* Contacts and Coordination
* Challenges/Obstacles
* Recommended Actions
* Changes in Resource Needs (including staff)

*Based on the samples (A4.1c & A4.1d)*

**Required Areas of the Investigation Report**

Title/Description (disease/affections under investigation)

Period/Location (Villages, Neighborhoods, District, Province)

Executive Summary

1. Introduction
2. Methods
3. Results
4. Self-assessment of the readiness and quality of the preparation, detection, investigation and response to the outbreak
5. Assessment of other aspects of the response
6. Interpretations, discussion and conclusions
7. Recommended public health actions

**Training tips**: Ask the participants, what kind of information may vary depending on the public health response? Have the participants discuss different methods of visualizing the data that could be helpful?

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