# Needs Assessment Questionnaire

Sample

This sample questionnaire is only intended to stimulate some assessment ideas.

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| Yes/No | Sample Questions |
|  | Is the emergency operations plan (EOP) up-to-date and includes section on infectious agent emergencies?  |
|  | Has the section of the EOP for infectious agents been executed in the past year? (either in an actual occurrence or an exercise) |
|  | Are all policies and guidelines for response to an infectious emergency spelled out clearly in the EOP? (e.g., mutual aid agreements, etc.) |
|  | Has the hospital ICS (HICS) been activated in the past year for an infectious situation? |
|  | Has infectious agent screening at point of entry to the facility been tested in the past year? (either in an actual occurrence or an exercise) |
|  | Are all appropriate personnel (including new staff, leadership, etc.) familiar with the EOP (and the defined authorities) for responding to an infectious emergency? |
|  | Are identified personnel familiar with their role in infectious agent emergency operations? Do employees know where to get current information? |
|  | Do current personnel possess the knowledge and skills necessary to respond as indicated for an infectious agent emergency in the EOP? |
|  | Have resources been identified and incorporated into the EOP to deal with an infectious agent emergency? |
|  | Have all resource constraints or limitations that could create problems in an infectious agent emergency been addressed? |
|  | Are personnel familiar with available resources for an infectious agent emergency? |
|  | Are personnel capable of managing their resource function in an infectious agent emergency situation? |
|  | Has an infectious agent exercise been conducted within the past year? |
|  | Have improvements been made and documented from past exercises? |
|  | Have exercises with external community partners been completed in the past year? |
|  | Have critical infrastructure and private sector partners been involved in any exercises? |

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To obtain this information in a different format, call: 651-201-5414.