

Outbreak definition for reporting

The following types of outbreaks should be reported

- Two or more cases linked to a common source, in particular where the common source is exposure at a common event, food or water dispersed in the community, an environmental source, or a source in an institutional setting

OR

- A community-wide or person-to-person outbreak (except when this source has become well established as a national epidemic and reporting it as a discrete event no longer serves a useful purpose)

OR

- Any other situation where outbreak investigation or control measures are being used or considered.

Outbreak reporting is encouraged for:

- a secondary case in an institution
- Household outbreaks – if there is a reasonable possibility that the outbreak resulted from a common source exposure for that household group. If the outbreak was more likely to have resulted from secondary transmission within a household over a period of time this should not be considered as an outbreak.

Outbreak reporting is not usually required for:

- most secondary cases. These should be distinguished on the individual case report forms as secondary cases.
- single cases where a specific contaminated source is identified (eg food poisoning case linked to specific food premises). These should be recorded as a single case on the appropriate individual case report form.

General points to note when using this form

- Judgement is required in filling out this form. The form does not record every aspect of the outbreak e.g. every possible setting, vehicle, and mode of transmission where numerous activities may be involved. Instead, it aims to record the most likely source, mode of transmission etc.
- This form records the evidence used for the key outbreak conclusions, notably evidence for (i) recognising the outbreak, (ii) mode of transmission and vehicle/source, and (iii) implicating a contributing factor.

Outbreak Number	<p><i>The Outbreak Number is a nine character code generated by EpiSurv based on:</i></p> <p><i>PHS initials / year when outbreak first entered on EpiSurv / number of outbreaks for the year</i></p> <p><i>For example, the 4th outbreak recorded in Wanganui in 2000 would be coded as WG2000004</i></p> <p><i>This code should also be used to identify all the individual cases involved in the outbreak on the relevant disease case report forms. It should be recorded on each individual case report form under the section labelled “Outbreak details”.</i></p> <p><i>NOTE: The outbreak number must be generated in the Outbreak Summary module of EpiSurv before it will appear in the dropdown list for individual cases.</i></p>
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Reporting Authority

Name of public health officer responsible for investigation	<i>Name of the person responsible for investigating the outbreak.</i>
Date outbreak reported	<i>Date when the outbreak was first reported to the PHS or date when the PHS first recognised that there was an outbreak.</i>
Interim or final report	<i>Indicate whether this is an interim report or the final report. Information will be constantly updated during an outbreak so this lets ESR know whether the investigation is complete or not.</i>

Disease and Implicated Pathogen or Toxin

Name of implicated pathogen/toxin/chemical	<i>Provide the name and subtype (if applicable) of the implicated causative agent if known. If not known, tick “Gastroenteritis” if the symptoms were diarrhoea and vomiting suggestive of gastroenteritis or “Other illness” if the symptoms were not suggestive of gastroenteritis. Give details of the illness or symptoms.</i>
Case Definitions	<p><i>Specify case definitions used for confirmed and probable cases. Most of these definitions will include a reference to time and place requirements as well as laboratory and/or clinical features.</i></p> <p><i>Laboratory confirmed - Specify the case definition for a laboratory-confirmed case. This will usually be based on isolating a microorganism from a case or other specific laboratory evidence of infection or exposure.</i></p> <p><i>Other confirmed - Specify the case definition for a confirmed case where criteria other than laboratory confirmation has been used</i></p>

to define a confirmed case. This will usually be based on a set of clinical features which were considered to be sufficiently specific to the illness under investigation that they constitute confirmed disease for the purpose of the investigation.

Probable case - Specify the case definition for a probable case. This will usually be based on a set of clinical features which were considered to be insufficiently specific to justify the case being considered confirmed.

Outbreak Demographics

Number of cases	<i>Specify the number of laboratory-confirmed, other confirmed, probable and total cases, based on the case definitions provided above (note: the total no. of cases should equal the no. lab-confirmed + other confirmed + probable cases). Specify the number of cases that were hospitalised or died, if any.</i>
Outbreak dates	<i>Specify the date of onset of illness in the first case and the last case of the outbreak. If the outbreak has not finished, tick “Outbreak ongoing”, and update at the conclusion of the investigation.</i>
Age of cases	<i>Specify the median (middle value) and range (minimum and maximum) of values for the cases’ ages in years. Note this should be for total cases (lab-confirmed, other confirmed and probable). If not known or unavailable then leave the appropriate space(s) blank.</i>
Sex of cases	<i>Specify the number of male and female cases. If not known or unavailable then leave the appropriate space(s) blank.</i>
Incubation period	<i>This is the time interval between initial contact with an infectious or toxic agent and the appearance of the first sign or symptom of the disease. Specify the median (middle value) and range (minimum and maximum) of values for incubation period, if it can be estimated, and tick either the “days” or “hours” box to indicate the time units. If not known or unavailable then leave the appropriate space(s) blank.</i>
Duration of illness	<i>Specify the median (middle value) and range (minimum and maximum) of values for the duration of illness, if it can be estimated, and tick either the “days” or “hours” box to indicate the time units. If not known or unavailable then leave the appropriate space(s) blank.</i>

Circumstances of Exposure/Transmission

How was the outbreak recognised and links among cases established?

Tick all boxes that indicate how the outbreak was recognised. If the outbreak was recognised by another means that is not listed, provide details.

Type of outbreak

Indicate the type of outbreak by ticking the appropriate box. If more than one type could apply, tick the most important type, eg for a common event with secondary transmission in the community, common event is most important. If the outbreak type is not listed, provide details. Definitions of outbreak types are given below.

- *Common event - includes outbreaks from consumption of contaminated food/beverage or person-to-person transmission at a restaurant/café, takeaway, catered function, tangi/hui or community gathering or other defined event within a specified time period.*
- *Common source dispersed in community – includes outbreaks from consumption of a widely distributed food/beverage, such as food or drink purchased from a supermarket/delicatessen/butcher or other retail outlet or reticulated drinking water*
- *Common source in specific place – includes outbreaks from contact with a specific contaminated environment such as a swimming pool, farm or workplace*
- *Community-wide, person to person – includes outbreaks from contact with infected people in a wide range of settings*
- *Institutional – includes outbreaks confined to the populations of specific residential or other institutional setting such as a hostel, hotel, rest home, hospital, prison, childcare centre, school or camp.*

NOTE. (i) If the outbreak was linked to a specific event occurring within that setting it should be classified as “common event” instead.

(ii) If the outbreak was linked to contact with a specific contaminated environment within that setting it should be classified as “common source in specific place” instead.

- *Household – includes outbreaks confined to single household group.*

NOTE. (i) If the outbreak was linked to a specific event attended by members of the household it should be classified as “common event” instead.

(ii) If the outbreak was linked to contact with a specific contaminated environment it should be classified as “common source in specific place” instead.

(iii) If the outbreak appeared to be due to secondary transmission within a household over a period of time this should not be considered as an outbreak. Instead, such cases should be recorded on the relevant individual case report form.

Were these cases part of a well-defined exposed group?

Indicate whether the cases were part of a well-defined exposed group. This will often be the case for common event, institutional and household outbreaks. It may also apply to some outbreaks linked to specific places such as a workplace.

If yes, record the total number of people in this exposed group (including cases and non-cases). This figure provides a denominator that may later be used to calculate an attack rate (the numerator being the number of cases, as recorded above). Give the date of exposure, and the date of the last exposure if the exposure occurred over several days. Give a brief description of the exposure event.

Setting where exposure/transmission occurred or contaminated food/water was prepared for consumption

Tick the box that indicates the setting where the exposure occurred or where the contaminated food/water was prepared for consumption. Note that hospitals are divided into acute care and continuing care (e.g. geriatric hospitals and hospices).

If the outbreak is foodborne or waterborne, and contamination may have occurred at one of several settings, ie the food was prepared at a different place to where it was consumed, tick all the boxes that apply. If “Other food outlet” is ticked, write the name of the food outlet in the “Name of setting” field.

If the setting was a workplace, specify the type of workplace. If the setting is not listed, tick “Other setting” and provide details. If the setting is not known, tick the “Unknown” box.

Address of setting

Record the address of the setting where exposure/transmission occurred or contaminated food/beverage was prepared.

Geographic location where exposure/transmission occurred	<p><i>Specify the geographic location where the exposure/transmission occurred. If exposure/transmission occurred locally, tick the single health district option and specify the health district and TLA. If exposure/transmission occurred in several health districts tick the multiple health districts option and list all health districts involved.</i></p> <p><i>If exposure/transmission occurred overseas, specify the country. Overseas outbreaks are those where two or more people have been infected from a common event or other defined source, not where a single case is imported into New Zealand and the disease subsequently transmitted.</i></p> <p><i>If it is not known where transmission occurred, tick the “Unknown” box.</i></p>
Mode of transmission	<p><i>Tick all modes of transmission that are likely to apply in this outbreak. If the causative agent (organism/toxin/chemical) is known then the mode(s) of transmission will often be obvious. If the mode of transmission is not listed, tick “Other mode of transmission” and give details. If the mode of transmission is not known, tick “Unknown mode of transmission”.</i></p>
Vehicle/source of common source outbreak	<p><i>Indicate whether a specific contaminated food/water or environmental source was identified. If yes, indicate whether it was definite or suspected and list all vehicles/sources in detail.</i></p>
Vehicle/source linked to a commercial food operator?	<p><i>For foodborne outbreaks, indicate whether the vehicle/source is linked to a commercial food operator. If “Yes”, give the name of the food operator(s) and indicate whether each had a Ministry of Health approved food safety plan (FSP) in place.</i></p>
Evidence for mode of transmission and source/vehicle	<p><i>Indicate the evidence for the mode of transmission and source or vehicle by ticking all that apply. If the mode of transmission and vehicle/source was identified in some other way, tick “Other evidence” and provide details. If no evidence was obtained, tick the “No evidence obtained” box.</i></p> <p><i>This question must be filled out if a mode of transmission or vehicle/source was identified.</i></p>

Factors contributing to outbreak

Foodborne outbreak	<p><i>If the outbreak is foodborne, indicate all the risk factors that are likely to have contributed to the outbreak. If a risk factor is not listed, tick “Other factor” and provide details. If no risk factors were identified, tick “Unknown factors”.</i></p>
Waterborne outbreak	<p><i>If the outbreak is waterborne, indicate all the risk factors that are likely to have contributed to the outbreak. If a risk factor is</i></p>

not listed, tick “Other factor” and provide details. If no risk factors were identified, tick “Unknown factors”.

Specify the implicated supply distribution zone

For waterborne outbreaks, specify the water supply distribution zone. Refer to the “Register of Community Water Supplies in New Zealand”. If the supply distribution zone is not known, tick the “Unknown” box.

Other outbreak

If the outbreak is not foodborne or waterborne, indicate all the risk factors that are likely to have contributed to the outbreak. If a factor is not listed, tick “Other factor” and provide details. If no risk factors were identified, tick “Unknown factors”.

Evidence for implicating a contributing factor

*Indicate whether evidence for implicating a contributing factor was a result of environmental investigation, ie CCP failures were identified. If other evidence was obtained, provide details. **This question must be filled out if a contributing factor was identified.***

Management of the outbreak

How was the outbreak controlled?

Indicate whether there was any specific action taken to control the outbreak. If “Yes”, indicate which control measures were undertaken and provide details. If the control measure(s) is not listed specify details in the “Other control measures” space provided.

Other comments on the outbreak

Note any other comments about the outbreak that may be relevant.

Has a written outbreak report been prepared?

Indicate if a written outbreak report has been prepared. Please send a copy of the report to:
Client Information Services
ESR
PO Box 50-348
PORIRUA

or email episurv.support@esr.cri.nz.