

## Annex C: Action Log Sheet

Name Australia Position \_\_\_\_\_ Location (country) Australia Page 1 of \_\_\_\_

Time/Date	Activity (e.g. Call to/Received from; Consultations)	Issue/Information requested or provided	Referred to/Resolution
5/12/19 12.15pm	Consultation email to Animal Health	Requesting further information of the situation	Forwarded Animal Health's email to WHO s33
12.30pm	Emailing information to WHO s33	Procedures for exchanging information with animal health sector.	Email sent s33 s3 with information.
1pm - 1.45pm	List most recent events on EIS	Information requested	Email sent to WHO s33
1pm - 1.45pm	Undertake assessment using National tool - international Health Regulation Annex 2.	Assessment undertaken	Email sent to WHO s33
1pm - 1.45pm	Contact animal Health - email.	Request further information/updates relevant to phase 2.	Animal Health has no further info, but on high alert. Will keep us updated. s33
1.15pm - 1.4pm	Convene a Risk assessment Team	Discuss AHMPL, risk to Australia, region ongoing transmission etc	Inform our email back to WHO
2pm - 3pm	Use Annex 2 to assess situation	Assessment undertaken.	Inform our EIS posting
2pm - 3pm	Develop EIS posting	EIS posting written	EIS posting sent to WHO s33

- Please use this Action Log Sheet to record details of activities/actions.
- Please send the completed sheet via email to s33 immediately after the exercise.

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Page 2 of \_\_\_\_

Time/Date	Activity (e.g. Call to/Received from; Consultations)	Issue/Information requested or provided	Referred to/Resolution
2pm - 3pm	Secondary questions answered	Information provided to WHO s33	Question answers sent to WHO s33
2:50pm -	PHBIC declaration implications	Information provided to WHO s33	Answers sent to WHO s33
2:50pm -	Other implications - IE, trade, travel	Information provided to WHO s33	" "
2:50pm -	Deployment of resources to manage situation	Information provided to WHO s33	" "
2-3pm	Hold cross implementation departmental teleconferences	Implement measures, determine frequency of meetings, discuss issues/actions	Frequent cross departmental meetings to occur open communication between departments.
2-3pm	Dep of Health to participate in response led by other agencies Contaminated hazardous material.	Radiation cream at the borders, Hazardous material	Response led by other departments/agencies. Health to support.
3:40 - 4pm	Describe coordination protocol	Information provided to WHO s33	Answer sent to WHO s33
3:40pm	National risk communication	Information provided to WHO s33	"

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Page 3 of \_\_\_\_

Time/Date	Activity (e.g. Call to/Received from; Consultations)	Issue/Information requested or provided	Referred to/Resolution
3.40pm - 4.10pm	Unit responsible for leading risk communication	Information provided to WHO <b>s33</b>	Answer sent to WHO <b>s33</b>
3.40pm - 4.10pm	Implications of pandemic risk communication.	"	"
4.15 - 4.30pm	Describe current processes being undertaken	Information provided to WHO <b>s33</b>	"
4.15pm - 4.30pm	Next steps as NFP	"	"

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