**INFORMATION:** This questionnaire is designed to gather basic information about the needs, gaps, and opportunities associated with strengthening capacities for public health emergency management, with a particular emphasis on coordination between health jurisdictions during epidemic response. The objective is to identify areas for capacity strengthening via a tailored, needs-specific fully virtual training programme. Through both asynchronous and “live” sessions, the intent is to support sub-national emergency operations centers (EOCs) in strengthening their capacities to oversee and manage COVID-19 (and other epidemic) response activities within their jurisdictions, as well as improve coordination with other relevant sub-national and national EOCs and related facilities. Responses from the survey will help to ensure that the training programme is well-matched to the existing capabilities, as well as the gaps and needs, of sub-national EOCs and related response entities in South Africa and neighboring countries.

Participation in this survey is voluntary. The questionnaire can be completed by anyone familiar with the operations and protocols of public health EOCs in South Africa, at the national or sub-national levels; it can also be completed by more than one person. In the case of multiple respondents, please list all respondents’ names and other information, for purposes of later follow up.

**NOTE: all questions are long answers, unless otherwise noted. Where questions refer to a specific EOC, please respond based on the facility in which you work or with which you are most familiar.**

**Respondent Information**

What is your name? (short answer)

What is your email address? (short answer)

May we contact you if we have follow-up questions? (yes/no)

What is your position and organization/agency? (short answer)

Which EOC (national/province/city) do you work in (if applicable)? (short answer)

**EOC Information – basic details**

Under what authority/department/ministry does the EOC operate?

Does it have a recognized legal mandate to perform emergency response functions? (If yes, please provide details, including links to any publicly available laws or decrees establishing EOC authority)

Please briefly describe the structure of the EOC network in your country at the national and sub-national levels (number of facilities, what administrative level they are associated with, etc).

What type of management structure is used in your EOC when responding to emergencies? (Examples could include Incident Management System, Cluster system, etc.)

**EOC Information - prior to pandemic**

Is an all hazards public health emergency management plan developed and available for your jurisdiction? If yes, and it is publicly available, please provide an electronic copy (or link)

Is an Emergency Response Plan (ERP) for the health sector in place? If yes, and it is publicly available, please provide an electronic copy (or link)

Does your EOC possess the following core documents? Please check all that apply, and if publicly available, please provide an electronic copy (or link):

* Concept of Operations (CONOPS)
* EOC Plan/Handbook
* Hazard-specific response plans for high priority threats
* Standard Operating Procedures (SOPs) for core activities
* Business Continuity Plan/Continuity of Operations Plan
* Public communications plan for emergency public information and warning
* Terms of reference for Incident Management System functions (or equivalent management system)

Prior to the COVID-19 pandemic, what activities were used to design, develop and operationalize EOCs at the national and sub-national level? For example, were any of the following used?

* In-person trainings in-country
* Participation in trainings outside of the country
* Online resources and templates
* Regional collaboration
* Simulation Exercises

Prior to the pandemic, did partners or donors from outside of the government (such as WHO, Africa CDC, US CDC, etc.) provide direct technical assistance to your EOC? (Y/N)

If so, please list the organizations involved and describe the assistance they provided:

Prior to the pandemic, what source material (planning documents, training materials, etc) was used when developing the EOC? Please list the materials used (and provide links to the source material where available):

**EOC Information - during the COVID-19 pandemic**

Please list the core activities and functions performed by the EOC during the COVID-19 response:

What are the greatest challenges the COVID-19 pandemic poses to EOC functioning?

During the pandemic, have any activities taken place in the EOC to adjust or expand activity? For example, have any of the following been used? (Please select all that have been used)

* In-person trainings in-country
* Participation in trainings outside of the country
* Online resources and templates
* Regional collaboration
* Mid-Action reviews
* Deployment of additional personnel
* Inter-sectoral collaborations
* Change in Leadership
* Other (please describe):

During the pandemic, have partners or donors from outside of the national government (such as WHO, Africa CDC, US CDC, etc) provided direct technical assistance to the EOC? If so, please list the organizations involved and describe the assistance they have provided:

During the pandemic, has source material (planning documents, training materials, etc) from other organizations (such as WHO, Africa CDC, US CDC, etc) been used to guide EOC activities? If so, which organizations have been drawn from, and what type of source materials have been used?

How do EOCs fit into the broader national response effort? Do they coordinate regularly with other ministries and levels of government?

Is the COVID-19 pandemic affecting efforts for other public health programs or responses coordinated through the EOC? If yes, please briefly describe which programs and what the impact has been.

**Next Steps**

Are there specific areas of the COVID-19 response effort in need of further strengthening? Y/N

(Please list the specific areas)

Would a virtual training programme, consisting of both self-directed, online learning materials and some direct “live” sessions, be helpful for EOC staff? (Y/N) If yes, are there particular subject areas or types of materials that would be most useful?

Would you/your EOC be interested in participating in such a training programme, if offered during 2021? Y/N

If yes, what would be the expected weekly time commitment that your EOC personnel could spare to participate in such a training? Please check one:

* 1-2 hours per week
* 2-3 hours per week
* 3-4 hours per week
* More than 4 hours per week
* Other (please elaborate)

Are there any other tools or assistance that would be helpful?

Any further comments?