

Emergency Management Pandemic Influenza Preparedness Checklist

This checklist provides guidance for emergency management in developing and improving influenza pandemic response and preparation plans. ***Please note that these steps are not listed in chronological order, but may occur simultaneously.***

An influenza pandemic occurs when a new influenza virus emerges that people can have little or no immunity to and for which there may be no vaccine. The disease spreads easily through person-to-person contact and causes serious illness or death. It can sweep across the country and around the world very quickly.

1. Plan for the impact of a pandemic on your organization and its mission			
Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review the organization's mission to determine what functions would have to be altered in the event of a pandemic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine the potential impact of a pandemic on outside resources your organization depends on.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outline the organizational structure to be used during a pandemic when staffing is reduced, including key contacts with multiple back-ups and clarity regarding an alternate chain of command.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test your response and coordination using a drill or exercise.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop templates and messages for the PIO and other spokespeople to use during the outbreak to provide information to the public in a timely manner regarding security and other issues; coordinate with the Health Department.
2. Communicate with and educate your staff and persons in the communities you serve			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invite the Health Department to provide an introductory briefing to command staff on influenza pandemics and the specific encountered strain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the Health Department to educate staff and their families on pandemic influenza, including prevention and treatment information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide individual and family preparedness guidance and information to staff to be self-sustaining during an emergency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Educate and inform residents through crime watch groups, neighborhood councils, websites, community workshops and other mechanisms about the situation, the need for personal and family readiness and principles of self-care. (Community organization checklists available online at www.pandemicflu.com)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encourage local businesses to prepare for a pandemic flu outbreak. (Business checklists available online at www.pandemicflu.com)

3. Plan for the impact of a pandemic on your staff and the communities you serve			
Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish mechanisms to cover essential tasks if 30% of your staff were ill or caring for their seriously ill family members.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish a list of critical priorities to be covered and determine alternative mechanisms or work-arounds for addressing vital tasks such as dispatch.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the Health Department to clarify first responder vaccination and antiviral policies in the event of an outbreak.
4. Set up/review/clarify policies and protocols to follow during a pandemic			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review local and state mutual aid agreements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish/review written policies related to quarantine orders and other restrictions to accomplish containment of diseases.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and practices for preventing the spread of influenza in the workplace.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and thresholds for mandatory sick leave use to prevent the spread of influenza.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide for sufficient and accessible infection control supplies such as alcohol hand gel and tissues at convenient locations for staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enhance communications and information technology needed to support employee telecommuting where possible and appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reduce staffing measures to concentrate on Level I and Level II mission critical functions during influenza pandemic.
5. Coordinate with external organizations			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coordinate with Medical Examiner's Office regarding possible activation of the Mass Fatality Plan, and resulting needs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the Health Department to distribute appropriate prophylaxis to first responders upon the first incident of pandemic influenza in the State of Florida.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coordinate with Health Department to brief the EPG, and ensure a representative to activate with the EPG.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coordinate with Health Department to ensure a separate area for patients showing signs of influenza.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain close contact with and among healthcare facilities and with state and local health departments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coordinate with external organizations to implement social distancing, hygiene, cough etiquette protocols.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recommend furlough for pregnant and immunocompromised staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise review and preparation to activate COOP.

