

Pandemic Flu Community Containment Response Checklist

WHO Level 4-5, Federal Response Stage 2 (Last updated 3-18-09)

A coordinated local response is critical to assure effective implementation of disease containment activities, delivery of quality medical care, and community support in the context of increased demand for services. The importance of timely and effective public education and information cannot be overstated. The following checklist can be used to guide local officials in coordinating pandemic influenza containment measures during WHO Levels 4 & 5

Command, Control and Management Procedures	Completion Date/Person Responsible
<input type="checkbox"/> Activate Emergency Operations Center (EOC)/Response systems	
<input type="checkbox"/> Review community pandemic influenza response plans with community stakeholders. <ul style="list-style-type: none"> ○ Update 24/7 contact list for community Emergency Operations Center and critical partners (local/regional partners, special populations, state) ○ Review social distancing plans including modifying, closing and reopening of schools, businesses, and other public events ○ Review mass and targeted pharmaceutical dispensing plans (antiviral and vaccine) ○ Review strategies for respiratory infection control (e.g. work quarantine, community hand washing stations) ○ Review critical functions and notify essential services to assure minimal disruption, e.g. fire protection, water, sewer, home health care, and delivery of food to those in need ○ Review continuity of operations plans (COOP) ○ Review initial communication systems and lines, including; templates for regular situation reports and incident action plans; test communication lines to local stakeholders and to the state emergency coordination center (SECC) ○ Review strategies for mass fatalities ○ Review population demographic for vulnerable populations 	
<input type="checkbox"/> Conduct pre-pandemic public education and information activities	
<input type="checkbox"/> Coordinate activities with regional partners	
<input type="checkbox"/> Review and refill inventory of emergency medical supplies and equipment (coordinate with local Public Health Nurses (PHN), Div. Public Health (DPH), SECC and Hospitals for delivery of personal protective equipment (PPE) and ventilators	
<input type="checkbox"/> Review personal protective equipment (PPE) protocols for health care providers	
<input type="checkbox"/> Review essential travel modes for supplies, medical care, and workers	
<input type="checkbox"/> Prepare for security and protection of critical infrastructure; review contingency plans for 30 to 40% absenteeism	
Community Disease Control Measures	
A. Public Education, Information and Risk Communication	
<input type="checkbox"/> Coordinate with state emergency coordination center (SECC) and joint information center (JIC) on process for updating information and modifying messages	
<input type="checkbox"/> Review existing pre-scripted messages tailored to communities and provided by State EOC	
<input type="checkbox"/> Activate public education and information systems <ul style="list-style-type: none"> ○ Establish community briefing schedule for public information and guidance ○ Distribute educational materials about pandemic influenza and personal/family preparedness to community, local government agencies, tribal organizations, schools, private businesses and other local partners ○ Post instructions on cough etiquette and respiratory hygiene, in all public facilities ○ Activate/review protocol for community hotline (separate from antiviral hotline) for 	

<p>basic pandemic flu information and community resources including:</p> <ol style="list-style-type: none"> 1. When and where to seek emergency and non-emergency medical care 2. When to stay home and not going to work or into the community <ul style="list-style-type: none"> o Include pandemic flu and emergency preparedness information on city website if available. o Conduct functional public information officer (PIO) exercises o Identify spokesperson(s) for media interviews with community leaders o Coordinate with SECC and JIC on process for updating information and modifying messages o CDC information in major languages at : http://emergency.cdc.gov 	
<input type="checkbox"/> Review community media contact names and numbers and develop draft press releases	
<input type="checkbox"/> Review 24/7 contact list for EOC, JIC and critical partner staff	
<input type="checkbox"/> Review communication protocols among Local/Regional partners, special populations, community officials and the State of Alaska	
<input type="checkbox"/> Review plans for communicating with special populations	
<input type="checkbox"/> Coordinate activities with regional partners	
B. Surveillance	
<input type="checkbox"/> Begin enhanced disease surveillance activities utilizing the State of Alaska Enhanced Surveillance form, pg. 61 of State Pandemic Influenza Response Plan. <ul style="list-style-type: none"> o Identify primary contact and alternate, for reporting of surveillance information from key sources within your Community o Monitor Community hospital/clinic census of ill clients that meet case definition and provide surveillance information reports to the SECC through local point of contact o Monitor absentee rates in community government offices, businesses and schools and notify SECC through local point of contact, regarding any unusual levels of activity 	
<input type="checkbox"/> Health care providers should review: <ul style="list-style-type: none"> o Criteria for diagnosis of novel strain of influenza o Infection control procedures to protect providers o Treatment guidelines o Reporting procedure o Health care facilities' surge plans and capacity 	
<input type="checkbox"/> Implement pre screening criteria: <ul style="list-style-type: none"> o Critical infrastructure employees and others as identified; phone monitoring or worksite monitoring for fever, cough, influenza like illness o Health care facility(s) public health centers employees; Respiratory hygiene stations, triage algorithms, separate cough illness locations 	
<input type="checkbox"/> Prepare for specimen collection, shipping supplies and protocols in coordination with the State Public Health Lab; Identify points of contact for specimen collection, supplies and execution of shipping to the State lab	
C. Social Distancing Measures	
<input type="checkbox"/> Review infection control measures; eliminate shared equipment, frequent disinfecting of surfaces, increased desk spacing	
<input type="checkbox"/> Review federal doc. Community Strategy for Pandemic Influenza Mitigation: http://www.pandemicflu.gov/plan/community/community_mitigation.pdf	
<input type="checkbox"/> Review community social distancing plans for criteria and process of: <ul style="list-style-type: none"> o Isolation-cohorting of clients/home /alternate site o Quarantine-contacts/home/alternate site/work/community o Altered work strategies- tele-work, teleconferencing, staggered shifts o Cancellation of public activities and gatherings (i.e. Sports events, potlatch) o Closure or modifying activities of schools, childcare, nonessential businesses 	

<ul style="list-style-type: none"> ❑ Review Alternate Care/Home Care plan <ul style="list-style-type: none"> ○ Identify Alternate Care Site Locations, (hotels, schools, churches), staffing, supplies, and equipment needs ○ Establish teams for Home Care Support ○ Distribute Home Care checklists to community http://www.redcross.org/www-files/Documents/pdf/domestic%20programs/pandemic_flu_home_care_brochure.pdf 	
<ul style="list-style-type: none"> ❑ Review strategies to maintain essential travel modes for supplies, medical care, and worker protection 	
D. Antiviral Management	
<ul style="list-style-type: none"> ❑ Review community antiviral distribution plan, reviewing critical functions/essential workers. Supplement A of State of the Alaska Pandemic Influenza Response Plan. http://www.pandemicflu.alaska.gov/panfluplan.pdf <ul style="list-style-type: none"> ○ Review plan for local hotline for antiviral requests ○ Review plan for head of household antiviral delivery ○ Review plan for home delivery teams or drive through points of delivery ○ Update antiviral amount to be delivered to communities served 	
<ul style="list-style-type: none"> ❑ Identify targeted populations for distribution of antivirals: http://www.pandemicflu.gov/vaccine/antiviral_use.pdf 	
<ul style="list-style-type: none"> ❑ Alert community providers about treatment protocols including antiviral drug availability and dispensing plans 	
<ul style="list-style-type: none"> ❑ Inventory antivirals supplies provided by DPH at hospitals/ clinics 	
<ul style="list-style-type: none"> ❑ Receive and store any additional antiviral medications delivered by Department of Health and Social Services (DHSS) to “Hub” communities 	
<ul style="list-style-type: none"> ❑ Review delivery of antivirals from storage location to local dispensing site(s) and outlying communities where appropriate 	
<ul style="list-style-type: none"> ❑ Prepare to track and report antiviral utilization 	
E. Vaccine Management	
<ul style="list-style-type: none"> ❑ Prepare to receive, store, and secure pre pandemic and pandemic influenza vaccine delivered by DHSS 	
<ul style="list-style-type: none"> ❑ Emphasize annual seasonal influenza vaccine and the use of pneumococcal polysaccharide vaccine during the Inter-pandemic and Pandemic Alert Periods 	
<ul style="list-style-type: none"> ❑ Review priority groups for pre-pandemic and pandemic vaccine per state recommendations: Supplement B of the Alaska Pandemic Influenza Response Plan: http://www.pandemicflu.alaska.gov/panfluplan.pdf 	
<ul style="list-style-type: none"> ❑ Review state standing orders for pre-pandemic and pandemic vaccine 	
<ul style="list-style-type: none"> ❑ Review community pre-pandemic and pandemic vaccine administration plan 	
<ul style="list-style-type: none"> ❑ Review tracking and reporting of pre-pandemic and pandemic vaccine utilization 	
<ul style="list-style-type: none"> ❑ Review Vaccine Adverse Event Reporting System (VAERS) for pre-pandemic and pandemic Influenza vaccine 	

Note:

- The State of Alaska Pandemic Influenza Response Plan is located at:
<http://www.pandemicflu.alaska.gov/panfluplan.pdf>
- The State of Alaska Emergency Operations Plan is located at:
<http://www.hss.state.ak.us/prepared/eop/PDFs/EOP.pdf> (Annex F-Mass dispensing)