



## COMMUNITY ORGANIZATIONS' CHECKLISTS FOR PANDEMIC FLU

The collaboration of Community Organizations with public health agencies will be essential in protecting the public's health and safety if and when an influenza pandemic occurs. This checklist provides guidance for religious organizations, non-public social services agencies, and other community organizations in developing and improving influenza pandemic response and preparedness plans. Many of the points suggested here can improve your organization's ability to protect your community during emergencies in general. You can find more information at [www.pandemicflu.gov](http://www.pandemicflu.gov).

<b>1. Plan for the impact of a pandemic on your organization and its mission:</b>	In Progress	Not Started	Completed
Assign key staff with the authority to develop, maintain and act upon an influenza pandemic preparedness and response plan.			
Determine the potential impact of a pandemic on your organization's usual activities and services.			
Plan for situations likely to require increasing, decreasing or altering the services your organization delivers.			
Determine the potential impact of a pandemic on outside resources that your organization depends upon to deliver its services (e.g. supplies, travel, etc.)			
Outline what the organizational structure will be during an emergency and revise it periodically. The outline should identify key contacts with multiple back-ups, role and responsibilities, and who is supposed to report to whom.			
Identify and train essential staff (including full-time, part-time and unpaid or volunteers) needed to carry on your organization's work during a pandemic. Include back-up plans, cross training, to cover potential absentees.			
Test your response and preparedness plan using an exercise or drill, and review and revise your plan as needed.			

<b>2. Communicate with and educate your staff, members, and persons in the communities that you serve.</b>	In Progress	Not Started	Completed
Find current, reliable pandemic information and other public health advisories from state and local health departments, emergency management agencies, and the CDC. Make this information available to your organization and others.			

Distribute materials with basic information about pandemic influenza, signs and symptoms, how it is spread, ways to protect yourself and family, family preparedness plans, and how to care for ill persons at home.			
When appropriate, include basic information about pandemic influenza in public meetings (classes, trainings, small group meetings and announcements).			
Share information about your pandemic preparedness and response plan with staff members and persons in the community you serve.			
Develop tools to communicate information about pandemic status and your organization's actions. This might include websites, flyers, local newspaper announcements, pre-recorded phone messages, etc.			
Consider your organization's unique contribution to addressing rumors, misinformation, fear and anxiety. Advise staff, members, and persons in the community to follow information provided by public health authorities-state and local health departments and CDC.			
Ensure that what you communicate is appropriate for the cultures, languages, and reading levels of your staff, members, and persons in the community you serve.			

<b>3. Allocate resources to protect your staff, members, and persons in the communities that you serve.</b>	In progress	Not Begun	Completed
Determine the amount of supplies needed to promote respiratory hygiene and cough etiquette and how they will be obtained.			
Consider focusing your organization's efforts during a pandemic to providing services that are most needed during the emergency.			

<b>4. Set up policies to follow during a pandemic.</b>	Drafts	Approval
Establish policies for non-penalized staff leave for personal illness, to care for ill family members during a pandemic, or if under Isolation and/or Quarantine orders.		
Set up mandatory sick-leave policies for staff suspected to be ill, or who become ill at the worksite.		
Employees should remain at home until their symptoms resolve and they are physically ready to return to work, and Isolation/Quarantine orders are lifted.		
Establish policies for flexible work hours and working from home.		
Evaluate your organization's usual activities and services to identify those that have a potential to facilitate virus spread from person to person. Establish policies to modify these activities to prevent the spread of pandemic influenza.		
Establish procedures to follow CDC travel recommendations during an influenza pandemic. Recommendations may include restricting travel to affected domestic and international sites, recalling non-essential staff working in or near and affected site when an outbreak begins, and distributing health information to persons who are returning from affected areas.		
Design procedures for activating your organization's response plan when an influenza pandemic is declared by public health authorities, and altering your organization's		

operations accordingly.		
Evaluate access to mental health and social services during a pandemic for your staff, members, and persons in the communities you serve, and collaborate to improve access as needed.		
Identify persons with special needs and include those needs in response and preparedness plans.		

<b>5. Coordinate with external organizations and help your community:</b>	In Progress	Not Started	Completed
Understand the roles of federal, state, and local public health agencies and emergency responders and what you can/cannot expect from each in the event of a pandemic.			
Work with local and/or state public health agencies, emergency responders, local healthcare facilities and insurers to collaborate planning.			
Assign a point of contact to maximize communication between your organization and your state and local public health systems.			
Coordinate with emergency responders and local healthcare facilities to improve the availability of medical advice and timely/urgent healthcare and treatment for staff and members.			
Share what you've learned from developing your preparedness and response plans with other organizations to help them in their efforts.			

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