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Suggested citation format:

Lysak, Kathleen H., Pandemic Influenza Planning Kit for Community Organizations, prepared by Clarity Healthcare, Inc. under contract to the Georgia Department of Human Resources/Division of Public Health. May 2007.

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Goals of this Planning Kit

You have probably heard about avian, or bird, flu and you may be wondering whether there are things you should be doing to get ready for it. The Georgia Division of Public Health developed his planning kit for **community organizations** such as:

- **Social service agencies,**
- **Faith-based organizations,**
- **Volunteer organizations**
- **Service organizations,**
- **Homeowners' associations, and**
- **Advocacy groups.**

It is designed to help you to understand how serious the threat is and to prepare for the possibility of an influenza pandemic. Similar kits are available for county pandemic flu planning committees, health care providers, and schools and can be obtained at www.health.state.ga.us/pandemicflu. Additional kits are being developed for other types of organizations.

We hope this kit will help you to do three things to prepare for a pandemic:

1. Increase awareness of the threat of a pandemic and educate the people in your organization about how they can prepare,
2. Plan how you will continue your most important activities, perhaps in a different way, during a pandemic, and
3. Plan how you will support your community in its response to a pandemic.

Your comments on the usefulness of this kit, or suggestions for how it can be made more useful for your type of organization are welcome and should be sent to planningkits@clarityhealthcare.com.

What is a Pandemic?

A pandemic is a worldwide outbreak of a disease. An influenza (or flu) pandemic occurs when a new flu virus appears or “emerges” in the human population, causes serious illness, and then spreads easily from person to person worldwide.

Pandemics are different from seasonal outbreaks or “epidemics” of the flu.

- **Seasonal outbreaks** are caused by subtypes of flu viruses that already exist among people.
- **Pandemic outbreaks** are caused by new subtypes or by subtypes that have never circulated among humans, or that have not circulated among humans for a long time.

In a typical flu season, 36,000 people die of the flu in the United States, mostly the elderly. Past influenza pandemics have led to high levels of illness, death, social disruption, and economic loss.

Flu Pandemics During the 20th Century

During the 20th century, there were three pandemics.

- The **Spanish flu** pandemic of 1918-1919 is the catastrophe against which all modern pandemics are measured. Between 20 and 40 percent of the worldwide population became ill and over 50 million people died. Between September 1918 and April 1919, approximately 675,000 deaths from the flu occurred in the U.S. alone.

One of the most unusual aspects of the Spanish flu was the number of young adults who died. The illness rate and mortality was highest among adults 20 to 50 years old. The reasons for this remain uncertain. The severity of that virus has not been seen again.

- In February 1957, the **Asian flu** pandemic was first identified in the Far East. Immunity to this strain was rare in people less than 65 years of age, and a pandemic was predicted. In preparation, vaccine production began in late May 1957, and health officials increased surveillance for flu outbreaks.

Unlike the virus that caused the 1918 pandemic, the 1957 pandemic virus was quickly identified, due to advances in scientific technology. Vaccine was available in limited supply by August 1957. The virus came to the U.S. quietly, with a series of small outbreaks over the summer of 1957. When U.S. children went back to school in the fall, they spread the disease in classrooms and brought it home to their families. Infection rates were highest among school children, young adults, and pregnant women. Most influenza-and pneumonia-related deaths occurred between September 1957 and March 1958.

By December 1957, the worst seemed to be over. However, during January and February 1958, there was another wave of illness among the elderly. This is an example of the potential "second wave" of infections that can develop during a pandemic. The disease infects one group of people first, infections appear to decrease and then infections increase in a different part of the population. Although the Asian flu pandemic was not as devastating as the Spanish flu, about 69,800 people in the U.S. died. The elderly had the highest rates of death.

Introduction

- In early 1968, the **Hong Kong flu** pandemic was first detected in Hong Kong. The first cases in the U.S. were detected as early as September of that year, but illness did not become widespread in the U.S. until December. Deaths from this virus peaked in December 1968 and January 1969. Those over the age of 65 were most likely to die. The number of deaths between September 1968 and March 1969 for this pandemic was 33,800, making it the mildest pandemic in the 20th century. The same virus returned in 1970 and 1972 as seasonal outbreaks.

There could be several reasons why fewer people in the U.S. died due to this virus. First, the Hong Kong flu virus was similar in some ways to the Asian flu virus that circulated between 1957 and 1968. Earlier infections by the Asian flu virus might have provided some immunity against the Hong Kong flu virus that may have helped to reduce the severity of illness during the Hong Kong pandemic. Second, instead of peaking in September or October like the previous two pandemics, this pandemic did not gain momentum until near the school holidays in December. Since children were at home and did not infect one another at school, the rate of influenza illness among schoolchildren and their families declined. Third, improved medical care and antibiotics that are more effective for secondary bacterial infections were available for those who became ill.

Both the Asian flu and the Hong Kong flu pandemics were caused by new viruses created when a human flu virus and an avian (bird) flu virus combined. It is now believed that the 1918-19 pandemic virus was also caused by an avian flu virus, with similarities to the strain of the bird flu virus that currently concerns scientists.

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Preparing for the Next Pandemic

Preparing for a pandemic involves doing things to reduce the number of people who get sick, take care of the people who do get sick, and minimize the effect on the functioning your community. Doctors and hospitals will struggle to take care of the large numbers of people who get sick. Because a lot of workers will get sick, it will be difficult to keep all of the necessary services in your community going. That is why an important part of the government's plan for a pandemic is to take steps to keep people from getting sick in the first place.

Why Drugs Aren't the Answer



A vaccine probably will not be available in the early stages of a pandemic.

Vaccines were available for the 1957 and 1968 pandemic viruses, but arrived too late to do much good. When a new vaccine against a flu virus is being developed, scientists around the world work together to select the virus strain that will offer the best protection against that virus, and then manufacturers use the selected strain to develop a vaccine. Once a potential pandemic strain of flu virus is identified, it takes several months before a vaccine will be widely available.

Antibiotics don't work against viruses

There are two types of germs - bacteria and viruses. Antibiotics can only kill bacteria - they don't kill the viruses which cause colds and flu. But if a person is already ill with a cold or flu, they may also become ill with an infection caused by bacteria - when this happens a doctor may prescribe antibiotics to treat the bacterial infection.

Antiviral medications will be in short supply, and may not work if the virus becomes resistant.

Four different flu antiviral medications are approved by the U.S. Food and Drug Administration (FDA) for the treatment and/or prevention of flu. However, sometimes flu virus strains can become resistant to one or more of these drugs, and the drugs may not always work. For example, the flu viruses identified in human patients in Asia in 2004 and 2005 were resistant to two of the four anti-viral medications. Monitoring of avian viruses for resistance to flu antiviral medications is continuing.

Introduction

Because drugs will not be the answer, our most important weapons in a pandemic will be other steps that each community can take. The goal of these steps is to make sure that as few people as possible are exposed to the flu virus. This will give scientists time to develop a vaccine. These steps will include:

- Voluntary isolation of the sick,
- Voluntary quarantine of exposed individuals,
- Child social distancing, *including school closures*, and
- Adult social distancing.

How aggressively these steps are taken will depend on how bad the pandemic is. If, as expected, the pandemic begins overseas, we may have some warning about how bad it will be. How much warning we have will depend on how quickly the pandemic spreads, where it starts, and how quickly it reaches our shores.

The percentage of the people who get the disease who die will be used to measure how bad a pandemic is. Table 1 below shows how many people would die in Georgia in pandemics of different severities. The numbers of deaths expected assumes that 30% of people will get sick. The three pandemics from the last century are shown for reference.

Table 1: Pandemic Severity Index

Category	Case Fatality Rate	Expected Number of Deaths in Georgia	20 th Century U.S. Experience
1	<0.1%	< 2,722	*
2	0.1 - <0.5%	2,722 - 13,609	1957, 1968
3	0.5 - <1.0%	13,609 - 27,218	None
4	1.0 - <2.0%	27,218 - 54,435	None
5	=> 2.0%	=> 54,435	1918 Pandemic

* Seasonal influenza has approximately this case fatality rate, but an illness rate of only 5 – 20% because some individuals will have immunity from prior exposure to the specific influenza virus circulating in any given year.

Voluntary Isolation of the Sick

This is the only thing recommended for all pandemics. People who are sick with a contagious disease should always stay home and away from other people. But because of the lack of sick benefits or just a desire to “tough it out”, a lot of people go to work when they are sick. In a pandemic, we will have to create strong community-based pressure to stay at home when you are sick.

Introduction

Voluntary Quarantine of Exposed Individuals

What this means is that all members of a household should stay home when any member of the household has the flu. People with the flu are contagious before they have symptoms. Family members of those who are sick could infect classmates or co-workers before they themselves get sick.

We will ask people to stay home when someone in their household is sick if the pandemic is a Category 4 or 5 pandemic *even if they really need to go to work*. For a Category 2 or 3 pandemic people should stay home if someone in their household is sick if it's easy to do so. Depending on how bad the pandemic is in your specific community, we may ask you to stay home if someone in your house is sick, even if it is hard to do. In a Category 1 pandemic, we will not ask people stay home when someone else in their house is sick with the flu.

Child Social Distancing

Schools, colleges and childcare programs may be closed depending on the category of pandemic:

- Schools and childcare centers will not be closed in a Category 1 pandemic,
- Schools may be closed for up to 4 weeks during a Category 2 or Category 3 pandemic,
- Schools will be closed in a Category 4 or Category 5 pandemic, and it may be for as long as 12 weeks.

Research shows that it is important that schools be closed *before* a lot of people in your community have the flu. **It will not help very much if the schools wait to close until a lot of children are absent from school.** In all but the mildest pandemic, schools will probably be closed for some period of time. If schools are not closed, they will focus on infection control in the schools.

Adult Social Distancing

Adult social distancing means doing things like:

- Canceling public gatherings, (for example, closing theatres or canceling sporting events),
- Increasing the space between people by changing work schedules to reduce the number of people in a work space, and
- Decreasing the number of times people are together (having teleconferences instead of face-to-face meetings, letting people work from home, praying at home or watching services on television instead of going to church.).

We will ask people to keep their distance from other people if the pandemic is a Category 4 or 5. For a Category 2 or 3 pandemic, people should stay away from other people if it's easy to do so. Depending on how bad the pandemic is in your specific community, we may ask you to stay away from other people, even if it is hard to do. In a Category 1 pandemic, we will not ask people to stay away from other people.

When Should Your Community Take These Steps?

Two recent studies compared how many people died of the flu in different cities during the 1918 Spanish flu pandemic. They found that it was very important to close schools and ban public gatherings early. Cities in which these steps were taken early (within days of the first case) had peak weekly death rates that were half of the rates of cities that waited longer. Even though these cities had more serious second waves, their overall death rate was still about 20 % less than the cities that waited.

Community Responsibility

So far, we have focused on things that officials would do to close schools or cancel public events. But these official steps are a small part of any community's toolbox for protecting its people during a pandemic.

Responsibility for controlling a pandemic must be shared across your community. **Voluntary** isolation of the sick depends on individuals making the choice to stay at home when sick. **Voluntary** quarantine of exposed individuals depends on individuals and families making the choice to stay at home when a family member is sick. In order for them to be able to make that choice, employers must not penalize employees who want to make the right choice for the community. Other members of the community must be willing to support people that are staying away from the rest of the community by delivering food, medicine, or other supplies. Otherwise someone in the household might need to go to a store, possibly infecting others. That is where your organization comes in, and why community-wide planning is so important.

The first task of community leaders and public officials is providing information, as it is available. Just as importantly, they must help the organizations in their community to work together to increase their effectiveness. The role of community organizations is described in more detail on page 11.

A Special Word about Medical Care

During a pandemic, doctor's offices and hospitals will need to treat many more patients than they usually do. Doctors, nurses, and other health care workers will also get sick with the flu, making it more difficult for doctor's offices and hospitals to keep up with the increased demand.

Georgia's hospitals have been working with the Georgia Division of Public Health to plan how they can take of more patients in a pandemic or other health emergency. Equipment and supplies are being purchased for these "extra" beds. Plans are also being developed for temporary health care facilities that can be opened if hospitals are full.

Another important part of Georgia's Pandemic Flu Plan is Home Patient Care Management. The goal of this program is to keep people at home as long as they can be safely cared for by family or friends. This will allow hospitals to concentrate on, and provide better care to, the sickest patients. It should also help to reduce the exposure of flu patients in public settings to other infections that they would not be exposed to at home. We are organizing systems to care for as many patients at home as possible:



There will be an 800 number for people to call when someone in their family gets the flu. Nurses will coach them in how to care for their loved one, and will continue to follow-up with them until everyone in their family is well again. They will also help them to decide if or when they do need to go to a doctor's office or the hospital.

Information on how to care for a flu patient will be available in brochures, videos, and television broadcasts. These materials will also include information on how to protect yourself and other family members.



Health care workers may visit homes if the nurse managing the patient's care feels that she needs an evaluation by a trained health care worker.



An important benefit of caring for as many patients at home as possible is limiting the number of people with whom flu patients come in contact.

Georgia's Pandemic Flu Planning

A Pandemic Flu Planning Committee has been formed for each county. You can find out more about the committee in your county by contacting the County Board of Health, your local Emergency Management Agency, or your County Commissioners. It is important to have representatives of each segment of the community on this committee. It is also important to have the broadest possible participation by members of the community. Planning kits are being provided by GDPH for organizations in each segment.

Each organization is being asked to do three things to prepare for a pandemic:

1. Help increase awareness of the threat of a pandemic and educate people about how they can prepare,
2. Plan how they will continue their most important activities, perhaps in a different way, during a pandemic, and
3. Plan how they will support their community in its response to a pandemic.

1. Awareness and Education

It is critical that every individual in Georgia know about the possibility of a pandemic, what to do to prepare themselves and their family, and what to do when the pandemic arrives. A well informed public can help to slow the spread of the pandemic. (See the box on protecting behaviors on the next page.)

2. Continuity of Activities/Purpose

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During a pandemic, a lot of people will get sick at the same time. Public health authorities will implement the steps discussed above to reduce the number of people who get sick. When this happens, it may be difficult or impossible for you to continue some of your activities. It may be okay if some of your activities are simply canceled until the pandemic is over. But some of your activities may be an important part of how your community responds to a pandemic. Or it may be important that some of your activities be continued so that your community can get back to normal more quickly when the pandemic is over. This planning kit includes ideas for how you can plan which activities you need to continue, and how you can change the way you do them during the pandemic.

3. Support of Your Community's Response

During a pandemic, those who provide essential services like medical care and public safety, and basic supplies like groceries and medicines, will be struggling to continue their activities. They will need the help of volunteers to keep the community going. By working with your County Pandemic Influenza Planning Committee and the Task Force for your segment of the community, you can identify what help you need from others in your community to continue your essential services. You can also identify how your organization can help your community, in a way that will not interfere with your ability to take care of your own responsibilities. This planning kit has been designed to help you with this as well.

Protecting Behaviors

Make good hygiene a habit. It can help you avoid getting the flu (even during a regular flu season).



Keep Away from People Who Have a Cold or Flu

Because the viruses that cause these infections are coughed and sneezed into the air you share with other people, it helps to stay away from people who are ill, and to avoid enclosed, crowded places if you can. Don't touch other people's used tissues or handkerchiefs. If you have flu, it's better to stay away from work so you don't pass it on to others.

Use Cough Etiquette

Cover your mouth and nose with a tissue when you cough or sneeze. Put used tissues in a waste basket. If you don't have a tissue, cough or sneeze into your upper sleeve. Clean your hands after coughing or sneezing. Use soap and water or an alcohol-based hand cleaner.



Wash Your Hands Often



It's very easy to pick up cold and flu germs from things other people have touched - telephones, door handles or money, for instance - or from shaking hands with someone who is infected. Reduce your risk of catching a cold or flu by washing hands frequently - using warm water and soap removes germs better than a quick rinse under the cold tap. It's also important to avoid touching your eyes, nose or mouth with your hands - these are all ways that germs can get into your body.

By encouraging people do these things, we can slow down the spread of the disease in our communities. If we can slow down the spread of the disease, we can reduce the number of people who get sick before a vaccine becomes available.

It is always a good idea to practice good health habits: Eat a balanced diet; drink lots of water; exercise regularly and get plenty of rest.

Your Role in Georgia's Pandemic Flu Plan

The Role of Community Organizations

(Social Service Agencies, Faith-Based, Service and Volunteer Organizations, Homeowners' Associations and Advocacy Groups)

Planning - Do Now:

- Learn, teach and practice the ways that you can protect yourself from contagious diseases, especially during a pandemic (See Protecting Behaviors box on page 10.)
- Using this kit:
 - Determine whether you provide any essential services for your community
 - Develop a plan for protecting employees at work
 - Develop a plan for canceling non-essential activities during a pandemic or continuing them in a different way
 - Develop a plan for supporting the community response, through your Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate your planning with public health and other segments of community

If you provide transportation services:

- Using the Transportation Services worksheet in this kit
 - Develop a plan for protecting passengers en route
 - Create a flu care stockpile for vehicles (masks, alcohol-based handwash, etc.)
 - Plan for revising/reducing schedules during a pandemic, as appropriate
 - Develop a plan for supporting the community response, through the Transportation Segment Task Force of the County Pandemic Influenza Planning Committee
 - Participate in planning for a temporary Patient Transportation System during the pandemic

If you provide social services (e.g., meal programs, shelter services, etc.):

- Using the Social Services worksheet in this kit
 - Develop a plan for protecting clients
 - Create flu care stockpile for your facilities (masks, alcohol-based handwash, etc.)
 - Plan for changing or reducing how you provide services during a pandemic, as appropriate
 - Develop a plan for supporting the community response, through your Segment Task Force of the County Pandemic Influenza Planning Committee

Planning - Do Regularly:

- Teach and practice the ways that you can protect yourself from contagious diseases, especially during a pandemic (See Protecting Behaviors box on page 10.)
- Communicate with employees regularly about these protecting behaviors
- Review and update your plans and contact lists

Your Role in Georgia's Pandemic Flu Plan

The Role of Community Organizations

(Social Service Agencies, Faith-Based, Service and Volunteer Organizations, Homeowners' Associations and Advocacy Groups)

When Pandemic Arrives:

- Emphasize protecting behaviors (see box on page 10) to your employees, members, and the people who use your services
- Implement your plan for protecting employees at-work; deploy stockpiled supplies
- Cancel or change activities as planned
- Implement your plan for supporting the community response, through your Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

If you provide transportation services:

- Implement your plan for protecting passengers en route; deploy stockpiled supplies
- Emphasize importance of protecting behaviors (see box on page 10) to employees and passengers
- Implement schedule changes
- Implement plan for supporting the community response, through the Transportation Segment Task Force of the County Pandemic Influenza Planning Committee
- Participate in implementation of Patient Transportation System

If you provide social services (e.g., meal programs, shelter services, etc.):

- Implement plan for protecting clients; deploy stockpiled supplies
- Emphasize importance of protecting behaviors (see box on page 10) to employees and clients
- Implement schedule changes
- Implement plan for supporting the community response, through your Segment Task Force of the County Pandemic Influenza Planning Committee

Resources:

Pandemic Influenza Planning Kit for Community Organizations (this kit)

County Pandemic Influenza Planning Committee Kit

- Community Organizations Segment Task Force Worksheet
- Faith-Based Organizations Segment Task Force Worksheet
- Transportation Segment Task Force Worksheet

County Pandemic Influenza Planning Committee

Instructions

County Pandemic Influenza Planning Committees are being formed throughout Georgia. They should have a Community Organizations and/or Faith-Based Organizations Segment Task Forces to coordinate the planning activities of the organizations in your community. It is best if you coordinate your pandemic planning activities with this group. However, you need not wait for this group if your planning effort is moving faster than theirs.

This planning kit was developed as a guide to assist community organizations in Georgia in preparing for a pandemic. The kit, which can be downloaded at www.health.state.ga.us/pandemicflu, includes the following tools to support your pandemic planning:

- Background on pandemics and information on how you can prepare for one.
- A simple workbook to assist you in outlining your plan, or more detailed worksheets for those organizations that prefer a more structured approach.
- A Quarterly Report Form based on the Center for Disease Control and Prevention (CDC) checklist for community organizations. This report should be sent quarterly to your county Pandemic Influenza Planning Committee.
- A Planning Kit Evaluation Form. Planning on the scale necessary for a pandemic has rarely, if ever, been undertaken before. This planning kit was designed to guide your pandemic planning activities, coordinate your efforts across your community, and provide a means to report on your efforts with a minimal paper work burden. It is a work-in-progress. It will be improved by your experiences in using it. Your comments on the usefulness of the kit, or suggestions for its improvement are welcome and should be sent to:

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What You Can Do Now – Decide Who Will Be Responsible

[A more detailed Key Roles worksheet is available on page 24, for those organizations that prefer a more structured approach.]

The first thing to do is to identify who within your organization will coordinate your planning for pandemic flu. This individual should familiarize themselves with the information in the Introduction of this kit. They will also need to learn protecting behaviors and understand how to decrease the spread of the flu. This person would lead your organization’s effort, recruit people to serve in the other roles, etc.

Our Pandemic Flu Planning Coordinator will be:

Depending on the size of your organization and for what activities you will be planning, you might want to name someone to do some or all of the following jobs. Smaller organizations may need only a Pandemic Flu Planning Coordinator. It would be a good idea to get together with other organizations in your community and do your planning together. The Task Force for your segment can help you do this.

Awareness and Education

This person is responsible for getting the word out to the people in your organization that there could be a pandemic and how they can protect themselves and their families from the flu. They should also be responsible for making sure that your people know about your plans for continuing your essential activities and canceling non-essential activities, and for supporting your community.

Our Awareness and Education Coordinator will be:

Continuity of Activities/Purpose

This person is responsible for coordinating your organizations efforts to define which of its activities are essential services, which are core activities (defined as important, but not essential), and which are neither. They would also lead the effort to develop a plan for maintaining essential services, and core activities to the extent possible.

Our Continuity Coordinator will be:

Support of Community Response

This person is responsible for coordinating your organizations efforts to decide how you will support your community’s response to a pandemic: in what types of activities you will participate, what resources you have to offer, etc.

Our Support of Community Response Coordinator will be:

Volunteer Coordination

You may want to have someone responsible for recruiting volunteers, determining their interests and skills, and assigning them to an activity/volunteer pool based on their skills and interests. They may also be responsible for ensuring that each volunteer receives an overview on pandemic influenza and protecting behaviors.

If you are a large organization, you may want to have a coordinator for each type of activity you will be doing (e.g, grocery shopping and delivery, meal preparation, phone calls). They would be in charge of orienting volunteers and re-enforcing the procedures for decreasing the risk of spreading of the flu that are relevant for the activities in which they will be involved. They could also be responsible for scheduling the volunteers and the services.

Our Volunteer Coordinator(s) will be:

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What You Can Do Now – Provide Information

[A more detailed Awareness and Education worksheet is available page 27, for those organizations that prefer a more structured approach.]

Where can you get information?

Websites where you can get more background information are included in the **Appendices** of this planning kit.

At the end of this kit there are also copies of CDC brochures that you can duplicate. Other printable copies are available at the websites listed to the right.

How and when will you share information on preparing for the flu with the people in your organization?

Share with them what a pandemic is and how to prepare for it: What they should do, how to do it, and what supplies that they will need to have on hand.

<http://www.cdc.gov/germstopper/materials.htm>
www.cdc.gov/flu/professionals/flugallery/index.htm

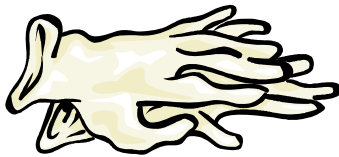
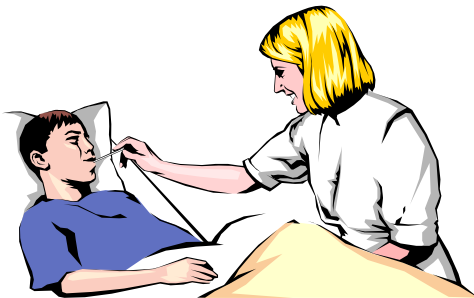
GDPH Website instead?

- Through the mail
- Via Email
- At regular meetings/services
- At special meetings on the flu

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Developing Your Plan

Preparing ahead for a possible flu pandemic will help to make sure that everyone in your organization knows what they should do, knows how to do it, and has the supplies on hand that they will need.



What you should do:

- Wash your hands frequently
- Wear a mask if you are coughing or sneezing a lot
- Wear gloves and a mask when you are caring for someone with the flu

Know how to:

- Wash your hands effectively
- Take a temperature
- Put on and remove gloves safely
- Put on and remove a mask safely

Supplies to have on hand:

- Gloves
 - Masks
 - Thermometer
 - Over the counter medications for flu symptoms
 - Soap
 - Paper Towels
 - Touchless waste disposal containers
 - Alcohol based hand sanitizers (e.g. Purell, Microsan)
-

What You Can Do Now - Plan for Continuity

[A more detailed Continuity of Operations worksheet is available page 30, for those organizations that prefer a more structured approach.]

List the *essential services* you provide.

How will you change the way you provide them during a pandemic?

What help will you need from other organizations in your community to continue these services? Be sure to let provide your Segment Task Force with this information.

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Developing Your Plan

List your *core activities* (those that are important, but not essential).

How will you change the way you provide them during a pandemic?

List the *activities that you will cancel* during a pandemic.

What will the people who are normally responsible for these non-essential activities do to help with essential activities?

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What You Can Do Now – Plan to Help Your Community

[A more detailed Support of the Community Response worksheet is available starting on page 37, for those organizations that prefer a more structured approach.]

Decide what your organization will do during the pandemic. You may decide only to keep your members informed of what is happening and what they need to do. We hope that many of you will volunteer to help maintain essential services or provide support services to those who become sick.

You will need to decide to whom you will provide support services. You may decide to support only your members. Or you may decide to provide services to anyone in the community around you. If your members are spread over a wide geographic area, you may decide to provide services in many of the communities in which you have members.

Let the people in your organization know how you will be helping the community during the pandemic, so that they can ask to be referred to you for support services if their family needs the type of services that you will be providing.

We can provide volunteers to help with:

- Grocery shopping & delivery
- Meal preparation
- Delivery (meals, medicines, groceries)
- Home visits (personal care)
- Phone calls (checking up, moral support)
- Other: _____

-
- Our members
 - Families who live in our community
 - Families who live near our members
 - Other (describe)
 - Other (describe)
-

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What You Should Do When a Pandemic Begins

No one knows exactly how the pandemic will begin and how quickly it will reach Georgia once it does. Keep informed of what is happening through your Segment Task Force. Follow the instructions of public health officials. Most importantly, coordinate your activities with the rest of your community, according to the plans developed by your County Pandemic Influenza Planning Committee, your Segment Task Force, and your organization.

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Worksheets

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Pandemic Flu Planning Coordinator

Who will be responsible for **Pandemic Flu Planning for Your Organization**? The first thing to do is to identify who within your organization will coordinate your planning for pandemic flu. This individual should familiarize themselves with the information on pandemic flu in the introduction of this kit. They will also need to learn and understand how to decrease the spread of the flu. This person would lead your organization’s effort, recruit people to serve in the other roles, etc. You should plan for at least one backup, in case the first individual is not able to continue.

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Draft 4

Segment Task Force Contact

Your county should have a County Pandemic Influenza Planning Committee. This committee should have Segment Task Force to coordinate the activities of each different type of organization in your community. You may or may not want to volunteer to serve on the Task Force for your segment. But you should definitely provide them with the names of the individuals responsible for pandemic planning for your organization, and be sure that they know how to contact you when they need to.

Fill in below the contact information for the **Segment Task Force** of your County Pandemic Influenza Planning Committee for your type of organization. Find out how they plan to keep the organizations in your segment informed of community-wide planning efforts.

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Key Roles

Depending on the size of your organization and for what activities you will be planning, you might want to name someone to do some or all of the following jobs. Smaller organizations with fewer volunteers may need only a Pandemic Flu Planning Coordinator. It would be a good idea to get together with other organizations in your community and do your planning together. The Task Force for your segment can help you do this. You should plan for at least one backup, in case the first individual is not able to continue. Write the name of the individuals responsible for the following areas of planning here and on the worksheet for each area.

Awareness and Education Coordinator:

This person is responsible for getting the word out to the people in your organization that there could be a pandemic and how they can protect themselves and their families from the flu. They should also be responsible for making sure that your people know about your planning for continuing essential services, canceling non-essential activities, and for supporting your community.

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Continuity of Operations Planning Coordinator:

This person is responsible for coordinating your organizations efforts to define which of its activities are essential services, which are core activities (defined as important, but not essential), and which are neither. They would lead the effort to develop a plan for maintaining essential services, and core activities to the extent possible. This would include developing an emergency organizational structure in case many key people are not able to continue their normal activities, either because they are sick, someone in their family is sick, or they are unable to reach the places that they need to be because of travel restrictions or transportation problems. They would also plan how to reassign people normally involved in non-essential activities.

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Community Support Coordinator

This person is responsible for coordinating your organizations efforts to decide how you will support your community’s response to a pandemic: in what types of activities you will participate, what resources your have to offer, etc.

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Coordinator(s) of Volunteers

You may want to have someone responsible for recruiting volunteers, determining their interests and skills, and assigning them to an activity/volunteer pool based on their skills and interests. They may also be responsible for ensuring that each volunteer receives an overview on pandemic influenza and infection control procedures.

If you are a large organization, you may want to have a coordinator for each type of activity you will be doing (e.g. grocery shopping and delivery, meal preparation, phone calls). They would be in charge of orienting volunteers and re-enforcing the procedures for decreasing the risk of spreading of the flu that are relevant for the activities in which they will be involved. They could also be responsible for scheduling the volunteers and the services.

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Awareness and Education Planning

Who will be responsible for **Awareness and Education Activities** for Pandemic Flu for Your Organization? This person is responsible for getting the word out to the people in your organization that there could be a pandemic and how they can protect themselves and their families from the flu. They should also be responsible for making sure that your people know about your planning for Continuity and for Supporting Your Community. You should plan for at least one backup, in case the first individual is not able to continue.

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Your county should have a County Pandemic Influenza Planning Committee. This committee should have Segment Task Force to coordinate the activities of each different type of organization in your community. You may or may not want to volunteer to serve on the **Community Organizations Task Force**. But you should definitely provide them with the names of the individuals responsible for pandemic planning for your organization, and be sure that they know how to contact you when they need to. Write the names of the members of the Community Organizations Task Force that you communicate with most frequently here:

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Awareness and Education Planning

How will you *make your members/users/clients/consumers aware* of the pandemic threat and teach them what they can do to prepare for it?

Methods

Resources

- Do a presentation at our regular meeting(s) on _____
- Have a special meeting on bird flu and the possibility of a pandemic on _____

A **PowerPoint presentation** is available for downloading at www.xxxx.com
 Your Segment Task Force may be able to help you identify a speaker for your meeting.

- Distribute printed information
 - Through the mail
 - Via email
 - At meetings on _____
 - At the following facilities:
 - _____
 - _____
 - _____
 - _____
 - Other _____
 - Other _____

Printed materials are available on the following websites:
<http://www.bt.cdc.gov/scripts/emailprint/print.asp>
<http://www.health.state.ga.us/pdfs/publications/manuals/cough02.pdf>
<http://www.health.state.ga.us/pdfs/epi/handwashing.03.pdf>
 [Need other references.]
 [Include some in back of kit?]

<u>Organization</u>	<u>County</u>	<u>District</u>
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Awareness and Education

You should have a plan for how you will *stay informed* about new developments and pass that information along to your members. The Segment Task Force of your County Pandemic Influenza Planning Committee for your segment should be developing a plan for communicating with all of the organizations in your segment in your county. You can also get updates from the websites listed below.

You should plan in advance how you will give your members updates on new developments.

Methods	Resources
<input type="checkbox"/> Do presentations at regular meetings	Your Segment Task Force may be able to help you identify a speaker for your meeting.
<input type="checkbox"/> Have a special meeting on bird flu when there are significant new developments	
<input type="checkbox"/> Distribute information <ul style="list-style-type: none"> <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Calling trees <input type="checkbox"/> At meetings <input type="checkbox"/> At the following facilities: _____ _____ _____ _____ <input type="checkbox"/> Other _____ _____ 	Updates are available on the following websites: http://www.cdc.gov/flu/avian/outbreaks/current.htm http://www.who.int/csr/disease/avian_influenza/updates/en/index.html [Need other references?] [Any links provided may become outdated if there are revisions to the websites involved.]

Continuity of Operations Planning

Who will be responsible for coordinating your organizations efforts to continue, as much as possible, its most important operations in a pandemic?

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

The steps in planning for continuity of operations include:

1. *Emergency Organizational Structure*

- a. Develop an emergency organizational structure in case many key people are not able to continue their normal activities, either because they are sick, someone in their family is sick, or they are unable to reach the places that they need to be because of travel restrictions or transportation problems.
- b. If there is an organizational chart for your organization, identify which of the positions in your organization must continue if your organization is to continue function, which jobs can be combined if you are short of people, and which you can temporarily do without. Identify at least one alternate person to perform each of the essential functions, and cross train them to perform the responsibilities that they might have to assume during a pandemic.
- c. Make sure that you coordinate with the Awareness and Education Coordinator to inform the people in your organization how you plan to keep your organization functioning during a pandemic.

2. Define which of your activities are essential services, which are core activities (defined as important, but not essential), and which are neither? (see pages 33-35)

3. *Essential Services* (see page 33)

- a. Identify challenges to continuing essential services for your organization.
- b. Identify possible ways to overcome these challenges on your own or by working together with other organizations.
- c. Identify resources needed from within your organization or from elsewhere to maintain essential services.
- d. Develop a plan for maintaining essential services, coordinating with other organizations in your segment and with your county's pandemic planning effort.
- e. Develop a plan for protecting employees at work

Continuity of Operations Planning

4. *Core Activities* (see page 34)
 - a. Develop a plan for maintaining these important, but not essential activities to the extent possible.
5. *Non-Essential Activities* (see page 35)
 - a. Develop a plan for canceling these activities during a pandemic or continuing them in a different way
 - b. Decide how you can use the resources normally dedicated to these activities to support essential services
6. *If you provide transportation services* (see page 36)
 - a. Develop a plan for protecting passengers en route
 - b. Create flu care stockpile for vehicles (masks, alcohol-based handwash, etc.)
 - c. Plan for revising/reducing schedules during a pandemic, as appropriate
7. *If you provide social services such as meal programs, shelter services, etc.* (see page 37)
 - a. Develop a plan for protecting clients
 - b. Create flu care stockpile for your facilities (masks, alcohol-based handwash, etc.)
 - c. Plan for changing how you deliver or reducing services during a pandemic, as appropriate

Continuity of Operations Planning

Essential Services

In the first column below, list your activities that are essential services. In the second column, list the challenges that you will face in maintaining this service during a pandemic. *Some examples of challenges, strategies and resource needs are shown on page 38.* In the third column, identify possible ways to overcome these challenges on your own or by working together with other organizations. In the final column, identify resources needed from within your organization or from elsewhere to maintain essential services. Once you have completed this table, you will have an outline of your plan for maintaining essential services. Be sure to coordinate with other organizations in your segment and with your county's pandemic planning effort.

Essential Services	Challenges	Strategies	Resources/Help Needed

Draft 4

Continuity of Operations Planning

Core Activities (non-essential, but important)

For your core activities, go through the same steps as you did for your essential services, except that you should probably assume that resources from outside of your organization will not be available for services that are not essential.

Core Activities	Challenges	Strategies
	Draft 4	

Continuity of Operations Planning

Non-Essential Activities (likely to be cancelled)

If non-essential activities are cancelled during a pandemic, resources may be freed up that you could use in other parts of your organization to maintain essential services or core activities. Or you could use those resources to help support your community's response to the pandemic. Outline your plans for the resources used in these activities in the table below.

	Resources Freed Up	Possible Uses in Pandemic
	Draft 4	

Examples of Challenges, Strategies, and Resource Needs

Challenges	Strategies	Resource Needs
Staff absences	<ul style="list-style-type: none"> ◆ Cross train staff to perform other jobs ◆ Train volunteers to perform jobs normally handled by staff ◆ Encourage vaccination ◆ Allow and facilitate working from home where possible ◆ Mandatory sick leave for ill staff ◆ Health screening of staff at beginning of shift 	Volunteers
Supply shortages	<ul style="list-style-type: none"> ◆ Stockpile essential supplies ◆ Work with suppliers to develop a plan for a pandemic ◆ Identify alternate ways of accomplishing tasks that use less or more readily available supplies 	
Unavailability of transportation	<ul style="list-style-type: none"> ◆ Allow and facilitate working from home where possible ◆ Provide transportation for essential staff 	
Stress for staff and members	Provide trained support to staff and members	Psychosocial support training
Cancellation of public gatherings	<ul style="list-style-type: none"> ◆ Hold meetings via conference call ◆ Use email to maintain contact and activities 	
Closure of schools	<ul style="list-style-type: none"> ◆ Use distance learning tools to create virtual classrooms ◆ Allow and facilitate working from home, where possible, for parents of school-age children 	<p>Internet access for children who don't have it at home.</p> <p>Tutors for children who do not have an adult facilitator at home who speaks English and has an educational level sufficient to support the child in home learning.</p>

Transportation

The purpose of this worksheet is to document who will be responsible for your transportation services and who will take over if they are not able to continue. It will also help you to plan how you will integrate your transportation services with those in your community to ensure that the most important transportation needs in your community are met. Your Local Emergency Management Agency probably addresses Transportation as part of Emergency Support Function 1 (ESF1) in its Local Emergency Operations Plan (LEOP).

Each segment task force should develop a plan for volunteer recruitment and coordination that is consistent with the local emergency management plan. Some of these volunteers may be asked to help with transportation in the community. The Transportation Segment Task Force should work with all of the organizations that provide transportation services to plan how they can work together during a pandemic.

Draft 4

Transportation

<i>In your organization</i> , who is responsible for coordinating transportation services?			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

<i>In your county</i> , who is responsible for coordinating transportation during an emergency? (Ask your local EMA who is responsible for ESF1.)			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

List below the contacts for the <i>Transportation Segment Task Force</i> of your County Pandemic Influenza Planning Committee.			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

Steps in preparing transportation services for a pandemic:

1. Plan for protecting employees and passengers en route

- Evaluate the extent to which it is possible to increase the distance between passengers
- Consider having employees wear masks and/or encouraging passengers to wear masks
- Consider putting tissues and alcohol-based handwash on vehicles to allow passengers to clean hands after coughing or sneezing, or after touching railings, straps, etc.
- Consider screening employees for symptoms at the beginning of each shift

2. Create a flu care stockpile. Items that you may want to consider stockpiling:

- Masks
- Alcohol-based handwash
- Fuel, in case fuel deliveries are disrupted

Make sure that you document what is in the stockpile and how it can be accessed. More than one person should have this information, in case the person with primary responsibility is not available.

Draft 4

3. Changing schedules or routes.

- Work with your ESF1 coordinator and the Transportation Segment Task Force to determine the highest priority transportation needs in your community and determine what role you will play in meeting those needs.
- Evaluate how your role in supporting your community's needs will impact your normal transportation services
- Notify affected individuals of your pandemic flu transportation plan and how it will affect them
- Identify what specific personnel should do during each of the response steps listed below: *Alert*, *Standby*, and *Activate*, what critical resources they will need, and the processes that they will follow, so that the transition time between can be minimized.
 - *Alert* includes notification of critical systems and personnel of the impending activation of response plans,
 - *Standby* includes initiation of decision-making processes for imminent activation, including mobilization of resources and personnel, and
 - *Activate* refers to implementation of the specified pandemic mitigation measures.

Social Services

The purpose of this worksheet is to document who is responsible for your social services and who will take over if they are not able to continue. It will also help you to plan how you will integrate your social services with those in your community to ensure that the most important needs in your community are met. Your Local Emergency Management Agency may address Social Services Transportation as part of Emergency Support Function 6 (ESF6), Mass Care, Housing, and Human Services in its Local Emergency Operations Plan (LEOP).

Each segment task force should develop a plan for volunteer recruitment and coordination that is consistent with the local emergency management plan. Some of these volunteers may be asked to help with social services in the community. The Community Organizations Segment Task Force should work with all of the organizations that provide social services to plan how they can work together during a pandemic.

Draft 4

Transportation

<i>In your organization</i> , who is responsible for coordinating social services?			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

<i>In your county</i> , who is responsible for coordinating social services during an emergency? (Ask your local EMA who is responsible for ESF6.)			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

List below the contacts for the <i>Community Organizations Segment Task Force</i> of your County Pandemic Influenza Planning Committee.			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

Steps in preparing social services for a pandemic:

1. Plan for protecting employees and clients

- Evaluate the extent to which it is possible to increase the distance between people in your facilities
- Consider having employees wear masks and/or encouraging clients to wear masks
- Ensure that tissues and hand-washing supplies are available in all areas of your facility: soap and water, paper towels, and touchless waste receptacles, or alcohol-based handwash
- Consider screening employees for symptoms at the beginning of each shift

2. Create a flu care stockpile. Items that you may want to consider stockpiling:

- Masks
- Soap
- Paper products
- Alcohol-based handwash
- Supplies essential to the services you provide, in case deliveries are disrupted

Make sure that you document what is in the stockpile and how it can be accessed. More than one person should have this information, in case the person with primary responsibility is not available.

3. Changing the services you provide or how you provide them:

- Work with your ESF6 coordinator and the Community Organizations Segment Task Force to determine the highest priority social service needs in your community and determine what role you will play in meeting those needs.
- Evaluate how your role in supporting your community's needs will impact your normal social services
- Notify affected individuals of your pandemic flu plan and how it will affect them
- Identify what specific personnel should do during each of the response steps listed below, what critical resources they will need, and the processes that they will follow, so that the transition time between can be minimized.
 - *Alert* includes notification of critical systems and personnel of the impending activation of response plans,
 - *Standby* includes initiation of decision-making processes for imminent activation, including mobilization of resources and personnel, and
 - *Activate* refers to implementation of the specified pandemic mitigation measures.

Name of Organization	County	District

Support of Community Response

Who will be responsible for planning how your organization will support your community's response in a pandemic? This person will coordinate your organization's efforts to decide in what types of activities you will participate, what resources you have to offer, etc. They will coordinate this effort with the Segment Task Force for your type of organization.

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

The steps in planning how you will support your community's response include:

1. Identify the resources that your organization can contribute to your community's response. (see page 40)
2. Contact your Segment Task Force to determine what types of resource needs (space, people, vehicles, equipment, etc.) have been identified by other organizations in your segment, and by organizations in other segments.
3. Coordinate with your Segment Task Force to set up a way to contribute your resources to the community effort.
4. Organize individuals from your organization who are willing to volunteer to support the community effort and coordinate your volunteers through your Segment Task Force. (see page 41)

Name of Organization	County	District

Support of Community Response

Capabilities and Resources

Capability or Resource	Community Needs Where Could Be Used
	Draft 4

Volunteer Coordination

During a pandemic, your organization may be using volunteers from other organizations to help with some activities and providing volunteers to other organizations for other activities. Depending on the size of your organization, you may have the same person coordinating both incoming and outgoing volunteers, or you may need to have different people doing these tasks. Be sure to provide the names of these individuals to the Community Organizations Task Force of your County Pandemic Influenza Planning Committee.

In your organization, who is responsible for coordinating <i>incoming</i> volunteers during a health emergency?			
Primary		Backup	
Position:		Position:	
Organization:		Organization:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

In your organization, who is responsible for coordinating <i>outgoing</i> volunteers during a health emergency?			
Primary		Backup	
Position:		Position:	
Organization:		Organization:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

1. Determine the tasks that can be performed by volunteers during in a pandemic. Develop a plan that includes who will be responsible for the volunteers doing each task. (see page 42) Make a list of the skills needed from volunteers during a pandemic and share it with your segment task force.
2. Determine the types of volunteers and other resources you can provide to other organizations in a pandemic. Make a list of the skills available, the equipment available, and the supplies available. Share the list with your segment task force.
3. Include in your awareness and education activities for your customers/users/clients/members a discussion of volunteer activities during a pandemic, how your volunteers will be activated, and what they should do if they want to volunteer.

Public Health District:	Organization

Volunteer Coordination

Who is your volunteer coordinator for normal operations?

Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

Who is your volunteer coordinator during an emergency?

Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

List below the specific ways in which you plan to use volunteers during a pandemic to support your essential activities. Indicate who is responsible for developing this part of your pandemic influenza plan

Volunteers can:

Primary		Responsibility		Backup	
Position:				Position:	
Name:				Name:	
Email Address:				Email Address:	
Phone:				Phone:	
Cell Phone:				Cell Phone:	
Fax:				Fax:	

Description of activity required to complete this task.

Volunteers can:

Primary		Responsibility		Backup	
Position:				Position:	
Name:				Name:	
Email Address:				Email Address:	
Phone:				Phone:	
Cell Phone:				Cell Phone:	
Fax:				Fax:	

Description of activity required to complete this task.

Volunteers can:

Primary		Responsibility		Backup	
Position:				Position:	
Name:				Name:	
Email Address:				Email Address:	
Phone:				Phone:	
Cell Phone:				Cell Phone:	
Fax:				Fax:	

Description of activity required to complete this task.

Volunteers can:			
Responsibility			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	
Description of activity required to complete this task.			
Volunteers can:			
Responsibility			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	
Description of activity required to complete this task.			
Volunteers can:			
Responsibility			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	
Description of activity required to complete this task.			
Volunteers can:			
Responsibility			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	
Description of activity required to complete this task.			
Volunteers can:			
Responsibility			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	
Description of activity required to complete this task.			

Appendices

Draft 4

Stages of a Pandemic

The World Health Organization (WHO) has defined the phases of a pandemic:

Interpandemic period (between pandemics)

- Phase 1: No new flu virus subtypes have been detected in humans. A flu virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.
- Phase 2: No new flu virus subtypes have been detected in humans. However, a circulating animal flu virus subtype poses a substantial risk of human disease.

The difference between phase 1 and phase 2 is based on scientists' judgment of the risk of humans becoming infected by the subtypes that are infecting animals.

Pandemic alert period

- Phase 3: Humans have become infected with a new subtype, but there has been no or limited spreading of the virus from human-to-human.
- Phase 4: There has been some human-to-human transmission, but it has been limited to small, highly localized cluster(s), suggesting that the virus is not well adapted to humans.
- Phase 5: Human-to-human spread is still localized, but now in larger cluster(s), suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

The distinction between phase 3, phase 4 and phase 5 is based on scientists' judgment of whether the virus is well-adapted to humans, how quickly it will spread, and how sick people will get when they have the virus.

Pandemic period

- Phase 6: Human to human spread has increased and is sustained in the general population.

