

State of Georgia County Pandemic Influenza Planning Committee Kit



Prepared for

the

Office of Emergency Preparedness

Georgia Division of Public Health

by

Clarity Healthcare, Inc.

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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 people, or that have not circulated among people 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, the emergence of new flu virus subtypes caused three pandemics, all of which spread around the world within 1 year of being detected.

- In 1918-19, the "**Spanish flu**," caused the highest number of known flu deaths. More than 500,000 people died in the United States. Up to 50 million people may have died worldwide. Many people died within the first few days after infection, and others died of complications later. Nearly half of those who died were young, healthy adults. For every 1,000 people who got the Spanish flu, 20 died.
- In 1957-58, "**Asian flu**," caused about 70,000 deaths in the United States. First identified in China in late February 1957, the Asian flu spread to the United States by June 1957.
- In 1968-69, "**Hong Kong flu**," caused about 34,000 deaths in the United States. This virus was first detected in Hong Kong in early 1968 and spread to the United States later that year. For every 1,000 people who got the Hong Kong flu, 5 died.

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 H5N1 strain of the avian flu virus that is currently circulating in Asia and other parts of the world.

Preparing for the Next Pandemic

Preparing for a pandemic involves taking steps to limit, as much as possible, the number of people who get sick, preparing to take care of possibly large numbers of people who do get sick, and planning how to minimize the disruption to society. Even a mild pandemic will challenge the ability of the health care system because demand will go up even as resources are limited by staff absenteeism due to illness and the need to care for ill family members. High absentee rates will also make it more difficult to maintain other essential services. Therefore, a cornerstone of the government's plan to minimize the impact of the pandemic is to limit the number of people who get sick.

Non-pharmaceutical interventions (NPIs) will be the primary strategies for limiting the number of people who get sick in the early stages of the pandemic because:

- A vaccine probably will not be available for several months,
- Antibiotics don't work against viruses,
- Antiviral medications will be in short supply, and may not work if the virus becomes resistant.

Non-pharmaceutical interventions include:

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

How aggressively these interventions are implemented will depend on the severity of the pandemic as it unfolds. If, as expected, the pandemic begins overseas, we may have some information on how severe it will be as we are implementing our pandemic response. How much information we have and how quickly we have it will depend on how rapidly the pandemic spreads, in what country it starts, and how quickly it reaches our shores.

The CDC has developed a Pandemic Severity Index that is based on the case fatality rate (the percentage of the people who get the disease who die). This Index is designed to facilitate the development of response plans that are contingent upon the severity of the pandemic. Table 1 below shows the expected impact on Georgia of pandemics of various severities using the Pandemic Severity Index. The numbers of deaths expected assumes a 30% illness rate during the pandemic. The three pandemics that occurred in the last century are shown for reference purposes.

Voluntary Isolation of the Sick

This is the only intervention recommended by CDC for all severities of a pandemic. It is always advisable for people who are sick with an infectious disease to stay home and away from other people. However, whether because of the lack of sick benefits or just a desire to "tough it out", in our culture it is the norm for people to go to work when they are sick. In a pandemic, it will be necessary to override this cultural norm and create strong community-based pressure to stay at home when ill.

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 Quarantine of Exposed Individuals

What this intervention means is that all members of a household should stay home when any member of the household is ill with flu-like symptoms. Because people with the flu are contagious before they have symptoms, family members of those who are ill could infect classmates or co-workers before they themselves get sick.

The CDC Interim Pre-Pandemic Planning Guidance¹ recommends that this intervention be used in a Category 4 or 5 pandemic, and that it be considered for a Category 2 or 3 pandemic. The Guidance indicates that it is not recommended in a Category 1 pandemic for broad application across communities, but it may be advisable in a particular community or for a particular group of people.

Child Social Distancing

The CDC Planning Guidance uses a three-tiered strategy for planning for the dismissal of children from schools, colleges and universities, and childcare programs:

- No dismissal of students from schools or closure of childcare facilities in a Category 1 pandemic
- Short-term (up to 4 weeks) dismissal of students and closure of childcare facilities during a Category 2 or Category 3 pandemic
- Prolonged (up to 12 weeks) dismissal of students and closure of childcare facilities during a severe influenza pandemic (Category 4 or Category 5 pandemic)

Research shows that it is important that these measures be implemented *before* extensive spread of the virus has occurred in a specific community. **It is not recommended that communities wait to implement school closures until a threshold level of absenteeism in the schools is reached.** In all but the mildest category of pandemic, it is expected that schools will be closed for some period of

¹ Interim Pre-pandemic Planning Guidance: Community Strategy for Pandemic Influenza Mitigation in the United States – Early, Targeted, Layered Use of Non-pharmaceutical Interventions, Centers for Disease Control and Prevention, February 2007

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time. If schools are not closed, pandemic response activities will focus on infection control in the schools.

Adult Social Distancing

Adult social distancing covers a range of measures including

- Canceling public gatherings, (for example, closing theatres or canceling sporting events),
- Increasing the distance between people by modifying work schedules to reduce the number of people in a particular space so that people can spread out more, and
- Decreasing social contacts (reducing face-to-face meetings in favor of teleconferences, teleworking for those able, replacing attendance at religious services with video services or home prayers).

As with voluntary quarantine of exposed individuals, the CDC Pandemic Planning Guidance recommends that this intervention be used in a Category 4 or 5 pandemic, and that it be considered for a Category 2 or 3 pandemic. It is not recommended in a Category 1 pandemic for broad application across communities, but it may be advisable in a particular community or for a particular group of people.

Timing of Non-Pharmaceutical Interventions

Two recent studies² comparing the experience of various cities during the 1918 Spanish flu pandemic found that the timing of containment measures, such as closing schools and banning public gatherings, had a significant impact on mortality rates. Cities in which several measures were implemented early (within days of the first case) had peak weekly death rates that were half of the rates of cities that waited until the effect of the pandemic on the community became significant. Even though these cities had more serious second waves because a large percentage of the population had not acquired immunity, their overall death rate was still less than the cities that waited to implement containment measures (about 20 % less). By combining early containment measures with vaccination once a vaccine becomes available, we have the potential to significantly lower overall death rates in the next pandemic.

Community Responsibility for Non-Pharmaceutical Interventions

So far, our discussion of non-pharmaceutical interventions has focused on official decisions to close schools or cancel public events. But as Table 2 shows, these official actions to close facilities in support of social distancing measures are a small part of any community's toolbox for protecting its community during a pandemic.

Responsibility for successfully implementing non-pharmaceutical interventions must be shared across your community. In fact, successful implementation of **voluntary** isolation of the sick and **voluntary** quarantine of exposed individuals depends on individuals and families making the choice to stay at home when sick, or when a family member is sick. In order for them to be able to make that choice, employers must support that decision through liberalized sick leave policies that do not

² Hatchett, R., et al. Public health interventions and epidemic intensity during the 1918 influenza pandemic. PNAS DOI: 10.1073/pnas.0610941104 (2007) and Bootsma, M. and N. Ferguson. The effect of public health measures on the 1918 influenza pandemic in US cities. PNAS DOI: 10.1073/pnas.0611071104 (2007).

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penalize employees who want to make the right choice for the community. Other members of the community must be willing to support affected households that are voluntarily staying away from the rest of the community by delivering food, medicine, or other supplies that might otherwise cause someone in the household to go to a store, possibly infecting others.

The first task of community leaders and public officials is providing accurate and timely information, as it is available. Just as importantly, they must coordinate these efforts of the various organizations in their community to maximize their effectiveness.

Table 2: Suggested Actions by Pandemic Severity and Type of Non-pharmaceutical Intervention

Category 1 Pandemic			
	Isolation and Quarantine	Child Social Distancing	Adult Social Distancing
Official Actions	Encourage individuals and organizations in voluntary isolation of the sick. Coordinate systems that support affected households.	Encourage cough etiquette and hand hygiene.	Encourage cough etiquette and hand hygiene; encourage alternatives to handshaking.
Community Leadership (e.g., Segment Task Forces) Actions	Encourage individuals and organizations in voluntary isolation of the sick. Coordinate systems that support affected households.	Encourage cough etiquette and hand hygiene.	Encourage cough etiquette and hand hygiene; encourage alternatives to handshaking.
Organizational Actions	Support individual decisions to isolate sick through liberal sick leave policies. Support affected households.	Supports individual decisions to isolate sick through sick leave policies. Screen children and staff for illness and send ill home. Provide supplies for cough etiquette and hand hygiene. Actively encourage cough etiquette and hand hygiene.	Supports individual decisions to isolate sick through sick leave policies. Screen staff for illness and send ill home. Provide supplies for cough etiquette and hand hygiene. Actively encourage cough etiquette and hand hygiene; encourage alternatives to handshaking.
Individual Actions	Have <i>primary responsibility</i> for voluntary isolation of the sick.	Keep sick children home from school or day care. Practice cough etiquette and hand hygiene; teach and encourage children to do so.	Stay home from work when sick. Practice cough etiquette and hand hygiene; use alternatives to handshaking.

Table 2: Suggested Actions by Pandemic Severity and Type of Non-pharmaceutical Intervention

Category 2 or 3 Pandemic			
	Isolation and Quarantine	Child Social Distancing	Adult Social Distancing
Official Actions	Encourage voluntary isolation of the sick and voluntary quarantine of household members. Coordinate systems that support affected households with deliveries and moral support.	Cancel some extracurricular school activities. Encourage individuals and organizations to suspend low priority activities that involve social contact. Encourage cough etiquette and hand hygiene. [Close schools and day care facilities for up to 4 weeks.]	Encourage individuals and organizations to suspend low priority activities that involve social contact. Encourage cough etiquette and hand hygiene; encourage alternatives to handshaking. [Cancel public gatherings.] [Close recreational and entertainment facilities.]
Community Leadership (e.g., Segment Task Forces) Actions	Encourage voluntary isolation of the sick and voluntary quarantine of household members. Coordinate systems that support affected households with deliveries and moral support.	Encourage individuals and organizations to suspend low priority activities that involve social contact. Encourage cough etiquette and hand hygiene.	Encourage individuals and organizations to suspend low priority activities that involve social contact. Encourage cough etiquette and hand hygiene; encourage alternatives to handshaking.
Organizational Actions	Support individual decisions to isolate sick and quarantine household members through liberal sick leave policies. Support affected households with deliveries and moral support.	Suspend low priority extracurricular activities. Support individual decisions to isolate sick and quarantine exposed through sick leave policies. Screen children and staff for illness and send ill home. Provide supplies for cough etiquette and hand hygiene; actively encourage cough etiquette and hand hygiene. Support home learning for households that choose it.	Suspend low priority activities. Support individual decisions to isolate sick and quarantine exposed through sick leave policies. Screen employees for illness and send ill home. Provide supplies for cough etiquette and hand hygiene; actively encourage cough etiquette and hand hygiene; encourage alternatives to handshaking. Support working from home or modifications to work schedules, especially if there are essential workers or vulnerable individuals in the household.
Individual Actions	Have <i>primary responsibility</i> for voluntary isolation of the sick. Households that can may choose to voluntarily quarantine household members when someone in the household is ill.	Keep sick children home from school or day care. Practice cough etiquette and hand hygiene; teach and encourage children to do so. Suspend low priority extracurricular activities. Households that are able may choose to implement a home learning plan, especially if there is an essential worker or vulnerable individual in the household.	Stay home when ill. Practice cough etiquette and hand hygiene; use alternatives to handshaking. Suspend low priority extracurricular activities. Households that are able may choose to work from home or modify work schedules, especially if there is an essential worker or vulnerable individual in the household.

Table 2: Suggested Actions by Pandemic Severity and Type of Non-pharmaceutical Intervention

Category 4 or 5 Pandemic			
	Isolation and Quarantine	Child Social Distancing	Adult Social Distancing
Official Actions	<p>Encourage voluntary isolation of the sick and voluntary quarantine of household members.</p> <p>Coordinate systems that support affected households with deliveries and moral support.</p>	<p>Close schools and day care facilities for up to 12 weeks.</p> <p>Cancel extracurricular school activities.</p> <p>Encourage individuals and organizations to suspend non-essential activities that involve social contact.</p> <p>Encourage cough etiquette and hand hygiene.</p>	<p>Cancel public gatherings.</p> <p>Close recreational and entertainment facilities.</p>
Community Leadership (e.g., Segment Task Forces) Actions	<p>Encourage voluntary isolation of the sick and voluntary quarantine of household members.</p> <p>Coordinate systems that support affected households with deliveries and moral support.</p>	<p>Coordinate systems that support continued student learning while schools are closed.</p> <p>Encourage individuals and organizations to suspend non-essential activities that involve social contact.</p> <p>Encourage cough etiquette and hand hygiene.</p>	<p>Encourage individuals and organizations to suspend non-essential activities that involve social contact.</p> <p>Encourage cough etiquette and hand hygiene.</p>
Organizational Actions	<p>Support individual decisions to isolate sick and quarantine household members through liberal sick leave policies.</p> <p>Support affected households.</p>	<p>Suspend non-essential activities.</p> <p>Support those with school age children at home through sick leave policies, schedule modifications, or allowing working from home.</p> <p>Implement plans for continuing student learning while schools are closed.</p> <p>Provide supplies for cough etiquette and hand hygiene; actively encourage cough etiquette and hand hygiene.</p>	<p>Modify workplace and work schedules to increase distances between people.</p> <p>Allow working from home, if possible.</p> <p>Suspend non-essential activities.</p> <p>Support individual decisions to isolate sick and quarantine exposed through sick leave policies.</p> <p>Screen employees for illness and send ill home.</p> <p>Provide supplies for cough etiquette and hand hygiene; actively encourage cough etiquette and hand hygiene.</p>
Individual Actions	<p>Have <i>primary responsibility</i> for voluntary isolation of the sick.</p> <p>Have <i>primary responsibility</i> for voluntary quarantine of household members.</p>	<p>Implement home learning plan.</p> <p>Limit children’s exposure to other children.</p> <p>Suspend non-essential activities.</p> <p>Practice cough etiquette and hand hygiene; teach and encourage children to do so.</p>	<p>Stay home when ill.</p> <p>Work from home or modify work schedule, if possible.</p> <p>Suspend non-essential activities.</p> <p>Practice cough etiquette and hand hygiene.</p>

Response Steps

The steps between recognition that a pandemic is imminent and the decision to activate specific response plans are critical. CDC has defined three response steps to reflect the escalation of response action given specific triggers:

- *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.

Table 3 shows what events trigger each of these response steps.

Table 3: Triggers for Response Steps

Pandemic Severity Index	Response Steps		
	Alert Notification of critical systems and personnel	Standby Initiation of decision-making processes; mobilization of resources and personnel	Activate Implementation
1	Widespread human outbreaks in multiple locations overseas	First human case in North America	First laboratory confirmed cluster in a state or region*
2 and 3	Widespread human outbreaks in multiple locations overseas	First human case in North America	First laboratory confirmed cluster in a state or region*
4 and 5	Confirmed human outbreak overseas	Widespread human outbreaks in multiple locations overseas	First laboratory confirmed cluster in a state or region* (may be the first human case in North America)

* In metropolitan areas that cross state boundaries, the first cluster in the region would trigger activation, even if the cluster is in another state encompassed by the metropolitan area.

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As part of your pandemic planning, we are asking you to identify what specific personnel should do during each of these response steps, what critical resources they will need, and the processes that they will follow, so that the transition time between *Alert*, *Standby*, and *Activate* can be minimized. Plans should be developed to address all pandemic severities.

Preparing Georgia

Influenza pandemics have historically taken the world by surprise, giving health services little time to prepare for the abrupt increases in cases and deaths that characterize these events and make them so disruptive. Vaccines – the most important intervention for reducing morbidity and mortality – were available for the 1957 and 1968 pandemic viruses, but arrived too late to have an impact. As a result, great social and economic disruption, as well as loss of life, accompanied the three pandemics of the previous century.

The present situation is markedly different because the world has been warned in advance. For more than a year, conditions favoring another pandemic have been unfolding in parts of Asia. This advance warning has brought an unprecedented opportunity to prepare for a pandemic and develop ways to mitigate its effects.

While neither the timing nor the severity of the next pandemic can be predicted, there is general agreement among scientists that the present level of risk is significant enough to require planning and preparation in all countries around the world.

Preparing Georgia for a pandemic involves more than just the Division of Public Health (DPH) planning its epidemiological surveillance activities to identify and track when the pandemic reaches Georgia. And it is more than the hospitals in the state planning how they could take care of very large numbers of patients. And it is more than the Georgia Emergency Management Agency (GEMA) planning how it will move resources to help an affected community.

The effect of a pandemic will be very widespread. Every community will be affected. Even people who do not get sick will feel the effects of the pandemic because some activities will be cancelled and some businesses will close temporarily.

Georgia's pandemic flu community preparedness activities have the following goals:

1. Every resident of Georgia knows how to protect themselves and their families when a pandemic strikes.
2. Every resident of Georgia knows who to call/where to go if someone in their family gets sick during the pandemic.
3. Services and systems are in place to care for large numbers of flu patients.
4. Essential services continue, with modifications planned in advance to minimize the impact of the pandemic.
5. Economic disruption is managed through pre-planning and community-wide cooperation.

100% participation in pandemic flu preparation is important!

Each county is being asked to create a County Pandemic Flu Planning Committee to help achieve these goals. Smaller, rural counties may wish to join with a neighbor to ensure sufficient resources for planning.

Why County Pandemic Flu Planning Committees?

Why are these goals best accomplished through county-based flu planning committees?

- Resources and services are locally-based. Doctors and hospitals care for their local community. Schools educate local children. Grocery stores, power companies, and banks, even though they may have corporate offices in a distant city, all provide their services with local resources.
- Care and services for the sick will be provided in each community. When people get sick, they want to be cared for as close to home as possible. They don't want to travel far from their loved ones. Because every community will be affected by the pandemic, each community will need to be prepared to take care of its own, without significant resources from outside of the community.

The Division of Public Health, district public health offices, and the Georgia Emergency Management Agency will provide guidance and assistance to the County Pandemic Flu Planning Committees, but leaders in each community know best how to muster resources, and organize local government, businesses, schools, churches and other organizations.

To help communities plan for a pandemic, we have identified nine community segments that should be actively involved in planning:

1. Government
2. Public Health
3. Health Care System
4. Media
5. Business
6. Schools
7. Transportation
8. Volunteer/Service Organizations
9. Faith-Based Organizations
10. General Public

Each of these segments has a somewhat different role in planning, and when the pandemic arrives. The role of the County Pandemic Flu Planning Committees can be summarized as: Identify, Communicate, Plan, and Coordinate:

- **Identify** all of the organizations in each segment in the community.
- Determine the best way to **communicate** with all of these organizations and develop a communication plan, to be used during planning activities and during the actual pandemic.
- Help each organization in each segment **plan** how it will prepare and what role it will play during the actual pandemic.
- **Coordinate** the plans of all the organizations in each segment to maximize the effectiveness of the community's planning and to create a pandemic flu plan for your community.

The roles of organizations in each community segment are described on the following pages.

County Pandemic Influenza Planning Committee

Roles of Each Segment of the Community

County and Municipal Government

Planning:

- Organize local planning committees
- Review local emergency operations plans to determine whether modifications are needed to address the following in a pandemic:
 - Maintaining essential services when high rates of absenteeism are to be expected.
 - Supporting health care providers
 - Announcing and enforcing containment measures
- Coordinate with public health and other segments of community (e.g., meetings, newsletter, website)
- Ensure coordination of flu planning committee's efforts with local emergency management agency

When pandemic arrives:

- Implement plans for
 - Maintaining essential services
 - Supporting health care providers
 - Announcing and enforcing containment measures
- Coordinate with public health and other segments of community

Resource:

County Pandemic Influenza Planning Committee Kit

Government Segment Task Force Worksheet

Pandemic Influenza Planning Committee Kit for Local Government

County Pandemic Influenza Planning Committee

Roles of Each Segment of the Community

County Public Health

Planning:

- Develop epidemiological components of county pandemic flu plan consistent with State Pandemic Flu Plan
- Communicate latest information to all segments of community on an ongoing basis
- Support District Public Health in developing a district-wide plan for caring for flu patients at home, including:
 - Staffing of phone lines
 - Providing support services for affected households through community resources
 - Providing non-emergency patient transportation through community resources
- Complete Pandemic Flu Planning Kit for Outpatient Providers for county health department clinics to plan for maintaining and surging these services.
- Support District Public Health office in planning for temporary health care facilities to be used during a pandemic
- Develop local public information plan consistent with state plan
- Coordinate with other segments of community

When pandemic arrives:

- Implement epidemiological components of county pandemic flu plan consistent with State Pandemic Flu Plan
- Communicate latest information to all segments of community on an ongoing basis
- Implement local plan for caring for flu patients at home.
- Implement surge capacity plan for health department clinics
- Support District Public Health office in implementing plan for temporary health care facilities to be used during a pandemic
- Implement local public information plan in conjunction with activation of state plan
- Coordinate with other segments of community

Resource:

Public Health Segment Task Force Worksheet

Pandemic Influenza Planning Kit for Outpatient Providers

County Pandemic Influenza Planning Committee

Roles of Each Segment of the Community

Health Care System

Planning:

- Develop surge capacity plans using planning kits provided by the Division of Public Health (see below)
- Develop pandemic influenza plans
- Plan and place stockpiles of critical equipment and supplies
- Ensure that patient care protocols to be used during health emergencies with resource shortages (personnel, supplies, and equipment) are consistent with state and Centers for Disease Control guidelines
- Support District Public Health in planning for temporary health care facilities
- Coordinate with public health and other segments of community

When pandemic arrives:

- Implement surge capacity plans
- Implement pandemic influenza plans
- Deploy stockpiles, as necessary
- Implement altered standards, as necessary
- Coordinate with public health and other segments of community

Resources:

Healthcare Segment Task Force Worksheet

Hospital Surge Capacity Planning Kit

EMS Surge Capacity Worksheets

Pandemic Influenza Planning Kit for Outpatient Providers

Emergent Care Surge Capacity Planning Kit

County Pandemic Influenza Planning Committee

Roles of Each Segment of the Community

Schools

Planning:

- Learn, teach and practice protecting behaviors
- Develop plan for implementing higher level infection control procedures during a Category 1, 2, or 3 pandemic using Pandemic Flu Planning Kit for Schools provided by the Division of Public Health
- Develop plan for continuing instruction during extended closure for a Category 2 - 5 pandemic using Pandemic Flu Planning Kit for Schools provided by the Division of Public Health
- Develop a plan for supporting the community response, through the Schools Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

When Pandemic Arrives:

- Implement higher level infection control procedures
- Implement home instruction plan when schools are closed
- Implement plan for supporting the community response, through the Schools Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

Resource:

Schools Segment Task Force Worksheet

Pandemic Influenza Planning Kit for Schools

County Pandemic Influenza Planning Committee

Roles of Each Segment of the Community

Volunteer/Service and Faith-based organizations

Planning:

- Learn, teach and practice protecting behaviors
- Using Pandemic Flu Planning Kit provided by the Division of Public Health
 - Develop plan for canceling activities during pandemic or continuing them in a different way
 - Develop a plan for supporting the community response, through the Community Organizations Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

When Pandemic Arrives:

- Emphasize protecting behaviors to members
- Cancel or change activities as planned
- Implement plan for supporting the community response, through the Community Organizations Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

Resources:

Community Organizations Segment Task Force Worksheet

Faith-Based Organizations Segment Task Force Worksheet

Pandemic Influenza Planning Kit for Community Organizations

County Pandemic Influenza Planning Committee

Roles of Each Segment of the Community

Transportation

Planning:

- Communicate with employees regularly about protecting behaviors
- Develop a plan for protecting employees at work
- Develop a plan for protecting passengers en route
- Create flu care stockpile for vehicles/planes/boats and terminals/waiting areas (masks, alcohol-based handwash, etc.)
- Plan for revising/reducing schedules during a pandemic, as appropriate
- Participate in planning for Patient Transportation System
- Develop a plan for supporting the community response, through the Transportation Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

When pandemic arrives:

- Implement plan for protecting employees at-work; deploy stockpiled supplies
- Implement plan for protecting passengers en route; deploy stockpiled supplies
- Emphasize importance of protecting behaviors to employees and passengers
- Implement schedule changes
- Participate in implementation of Patient Transportation System
- Implement plan for supporting the community response, through the Transportation Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

Resources:

Transportation Segment Task Force Worksheet

Pandemic Influenza Planning Committee Kit for Local Government

Pandemic Influenza Planning Kit for Community Organizations

County Pandemic Influenza Planning Committee

Roles of Each Segment of the Community

Businesses – Essential

Planning:

- Communicate with employees regularly about protecting behaviors
- Develop a plan for protecting employees at work
- Develop a plan for protecting customers
- Develop a plan for maintaining operations in the face of high absenteeism (business continuity plan)
- Increase inventories of critical supplies
- Create flu care stockpile for work locations (masks, alcohol-based handwash, etc.)
- Develop a plan for supporting the community response, through the Business Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

When Pandemic Arrives:

- Implement plan for protecting employees at-work; deploy stockpiled supplies
- Implement plan for protecting customers; deploy stockpiled supplies
- Emphasize importance of protecting behaviors to employees and customers
- Implement business continuity plan based on actual absenteeism as pandemic progresses
- Implement plan for supporting the community response, through the Business Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

Resources:

Business Segment Task Force Worksheet

County Pandemic Influenza Planning Committee

Roles of Each Segment of the Community

Businesses – Non-Essential

Planning:

- Communicate with employees regularly about protecting behaviors
- Determine if there are ways to continue operations on a limited basis in support of pandemic response; develop plan
- Develop a plan for supporting the community response, through the Business Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

When Pandemic Arrives:

- Implement plan for supporting pandemic response, as appropriate
- Implement plan for supporting the community response, through the Business Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

Resources:

Business Segment Task Force Worksheet

County Pandemic Influenza Planning Committee

Roles of Each Segment of the Community

Local Media

Planning:

- Communicate with employees regularly about protecting behaviors
- Plan messages about protecting behaviors to be incorporated into regular programming
- Support schools in development of plan for continuing instruction during extended closure
- Support public health in developing local public information plan
- Develop a plan for supporting the community response, through the Media Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

When pandemic arrives:

- Provide accurate information to the public to support informed personal decision-making**
- Communicate with employees regularly about protecting behaviors
- Include messages about protecting behaviors in regular programming
- Support schools in implementation of plan for continuing instruction during extended closure
- Support public health in implementing local public information plan
- Provide information on cancellations and other changes to community activities
- Implement plan for supporting the community response, through the Media Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

Resource:

Media Segment Task Force Worksheet

County Pandemic Influenza Planning Committee

Roles of Each Segment of the Community

General Public

Planning:

- Learn and practice protecting behaviors (e.g., handwashing)
- Stockpile regular supplies
- Create flu care kit
- Plan for reduced income if furloughed during the pandemic
- Plan for family home activities
- Develop a plan for supporting the community response, through the General Public Segment Task Force of the County Pandemic Influenza Planning Committee

When pandemic arrives:

- Children stay home and follow school's home learning plan
- Essential workers use at-work protecting behaviors
- Non-essential workers telecommute, if possible; use at-work protecting behaviors, if not; may be furloughed if employer's business is closed during the pandemic
- Support the community response, if able, through a community organization to which you belong, or through the General Public Segment Task Force of the County Pandemic Influenza Planning Committee
- Limit activity out of the house to essential activities; avoid gathering with other people

Resource:

General Public Segment Task Force Worksheet

County Pandemic Influenza Planning Committee

Appointing Your Committee

Your committee should have as broad a representation of your community as possible. You should definitely include a representative of each of the following segments of your community. You want to include others as well.

Government

County Administrator

Municipal Governments

County Emergency Management Agency (EMA)

Public Health

The County Health Department will have a leading role in your planning committee.

Health Care System

Your local hospital or hospitals should be asked to provide a representative for your committee. If you have several hospitals, one of them may be a Regional Coordinating Hospital (RCH). It may be easier to include only the RCH on your committee. The RCH works with the other hospitals on emergency planning through a Mutual Aid Group coordinated by the Georgia Hospital Association. Including the RCH on your committee will link your planning efforts to the work already being done by the hospitals in your area.

You will probably also want to include doctors, particularly primary care doctors, on your committee, as well as pharmacies, home health agencies, and nursing homes.

Media

Local radio, television (especially cable stations), and newspapers and regional magazines.

Schools

A representative of the public school district should be included on your committee. Colleges and universities should also be asked to send a representative. Health professions schools may play a special role in a pandemic and should be included on both your education working group and your health care working group.

Private schools should also be included in your planning.

County Pandemic Influenza Planning Committee

Appointing Your Committee

Transportation

County/municipal transportation services should be included on your committee, as well as a representative from government agencies and social service organizations that provide transportation as part of their mission (e.g., senior transport services).

Volunteer/Service Organizations

Organizations such as Rotary, 4H, and Kiwanis can be very important in helping a community in times of need. We have developed a Pandemic Influenza Planning Kit for Community Organizations to help these organizations decide how they would like to help during a pandemic. There may be an organization or organizations in your community that would be a good choice for providing leadership in this sector: helping each organization to do its flu planning and recruiting community organizations to help provide support services. Include representatives of those organizations on your County Flu Planning Committee.

Faith-based Organizations

Faith-based organizations will likely be one of the most important pillars of support during a pandemic. There are also probably many, many faith-based organizations in your community. You may have existing systems in place for reaching out to these organizations in times of need through your local Emergency Management Agency. Organizing this segment of your community may be the most challenging because of the numbers of different denominations and individual churches. Some denominations may already have organizations linking individual churches to each other, but there may be many unaffiliated churches in your community. It will be important to identify a respected church leader, or leaders, in your community who can provide leadership for this segment, and represent it on the Committee.

County	District

County Pandemic Influenza Planning Committee

<u>Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

<u>Vice Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Members:

<u>Segment</u>	<u>Representative</u>

<u>Segment</u>	<u>Representative</u>

Have the members of your CPIPC participated in a pandemic awareness program? <input type="checkbox"/> Yes <input type="checkbox"/> No
--

County Pandemic Influenza Planning Committee

Instructions

The County Commissioners of each county in Georgia have been asked to appoint, in consultation with the Board of Health, a County Pandemic Influenza Planning Committee (CPIPC) to coordinate community-based planning. This committee should work closely with the District Health Director (DHD) and emergency preparedness staff in the District Public Health office.

This planning kit includes the following tools to support your pandemic planning:

- A Projections Spreadsheet to allow you to project, using your county's population, the number of individuals in your county who would become ill during a pandemic of various severities. An Excel file with this worksheet is available at www.health.state.ga.us/pandemicflu, or from Clarity Healthcare, Inc. (see below).
- A Segment Task Force Workplan and Worksheets to guide the work of the task forces for each segment of your community
- Operational Component Worksheets to assist you in planning for key components of a pandemic response. You may want to set up work groups to address some of these worksheets. Others, such as the Authorities worksheet, you can probably fill out immediately based on work you have done in other emergency planning efforts.
- A Quarterly Report Form based on the Center for Disease Control and Prevention (CDC) checklist for state and local government. This report should be sent quarterly to the District Public Health office, the All Hazards Council for GEMA Area, and your county commissioners. Submission of these quarterly reports will be a requirement for receiving any funds from the Division of Public Health to support pandemic influenza planning.
- A Resource Request Form for your use in requesting funds from the Georgia Division of Public Health (GDPH) for specific resource needs that you identify during the course of your planning. Resource requests should be submitted to your Public Health District Emergency Preparedness Coordinator.
- 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:

Dennis L. Jones, RN, BSN
Hospital Community Preparedness Coordinator
Georgia Division of Public Health
Phone: 404-597-9836
Fax: 404-463-5395
dljones1@gdph.state.ga.us

Kathleen Hoza Lysak
Clarity Healthcare, Inc.
Phone: 678-264-8144
OR Fax: 303-495-3846
kathleen.lysak@clarityhealthcare.com

Projected Number of Persons Who Will Get Sick During an an Influenza Pandemic

County

<div style="border: 1px solid black; padding: 5px; width: 90%;"> Fill in the best estimate you have of your population. The rest of the calculations will be done for you. You can test assumptions that differ from CDC's by changing the numbers in the blue and green boxes. </div>			Total number of people who will get sick, assuming an illness rate of *						
		Total population	30%			Pandemic Severity	Case Fatality Rate *	Projected Admissions Rate *	Projected Ratio OP Visits:Sick *
		1	(up to) 0.1%	0.5%	0.4				
	<18	2	0.1 - < 0.5%	1.0%	0.76				
	18-64	3	0.5 - < 1.0%	3.0%	1.8				
	65+	4	1.0 - < 2.0%	5.0%	2.5				
Total	5	+ 2%	7.0%	3.8					

Second Wave

Assuming 25% of cases occurring in this wave									
Distribution over an 8 week wave (CDC projection)									
Week	1	2	3	4	5	6	7	8	
Percent of the total	6%	10%	15%	19%	19%	15%	10%	6%	
Number who will get sick									
Assuming the illness rate in the blue box above									
0-19	-	-	-	-	-	-	-	-	-
20-64	-	-	-	-	-	-	-	-	-
65+	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-
Number of outpatient visits									
Assuming 3.8 ratio of visits : number sick (Not all of the sick will seek health care, but those that do may have more than one visit.)									
0-19	-	-	-	-	-	-	-	-	-
20-64	-	-	-	-	-	-	-	-	-
65+	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-
Number of hospitalizations									
Assuming 7% of those who get sick will require hospitalization									
0-19	-	-	-	-	-	-	-	-	-
20-64	-	-	-	-	-	-	-	-	-
65+	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-
Number requiring hydration/infusion									
Assuming 25% of those hospitalized will require hydration									
0-19	-	-	-	-	-	-	-	-	-
20-64	-	-	-	-	-	-	-	-	-
65+	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-
Number of hospitalizations if hydration patients are treated as outpatients									
Assuming 75% of hydration patients can be treated as outpatients									
0-19	-	-	-	-	-	-	-	-	-
20-64	-	-	-	-	-	-	-	-	-
65+	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-
Number who will need ventilators									
Assuming 50% of those who die will have needed a ventilator									
0-19	-	-	-	-	-	-	-	-	-
20-64	-	-	-	-	-	-	-	-	-
65+	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-
Number who will die									
Assuming 2% of those who get sick will die									
0-19	-	-	-	-	-	-	-	-	-
20-64	-	-	-	-	-	-	-	-	-
65+	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-

CDC assumes a 30% illness rate for all pandemic severities. The case fatality rate varies by Pandemic Severity Index (PSI) as shown in the box above. The projected admissions rate and the projected ratio of outpatient visits to the number sick were derived from the default data in CDC's FluAid 2.0, which can be downloaded at <http://www.pandemicflu.gov/plan/tools.html>.

Operational Component Worksheets

County	District

Authorities

[CDC State and Local Government Checklist: 1.10 and 1.14]

List the individuals, by title who are responsible for declaring a public health emergency and activating the pandemic influenza response plan:

	<u>State</u>	<u>District</u>	<u>County</u>	<u>Municipal</u>
Declaring a public health emergency	State Health Officer			
Activating pandemic influenza response plan	State Health Officer			
Declaring a law enforcement emergency	???			

Citations:

List the citations for county and municipal ordinances covering the following authorities. State authorities are provided for you.

	<u>State</u>	<u>County</u>	<u>Municipal</u>
Power to require immunization and other preventative measures.	Official Code of Georgia Annotated (OCGA) Section 31-12-3		
Duty, functions, and powers of the Department (isolation, quarantine and surveillance)	OGCA Section 31-2-1		
Isolation and segregation of diseased persons; quarantine; surveillance.	OCGA Section 31-12-4		
Governor's emergency management powers and duties	Georgia Emergency Management Act OCGA Section 38-3-1 et. Seq. Emergency Powers OCGA Sections 38-3-50 to 38-3-56 OCGA Section 38-3-22		

	<u>State</u>	<u>County</u>	<u>Municipal</u>
Governor's emergency powers during a state of emergency resulting from a public health emergency	OCGA Section 38-3-51(i)		
Emergency rule making authority; imminent danger to public health, safety or welfare.	OCGA Section 50-13-4		
County board of health and wellness; quarantine	OCGA Section 31-12-2.1(c)		
Sovereign immunity granted to those who allow their premises to be used for emergency management purposes	OCGA Section 38-3-32		
Immunity granted to those who provide equipment in emergencies	OCGA Section 38-3-33		
Immunity of state and political subdivisions; Immunity of emergency management workers	OCGA Section 38-3-35		
Immunity for individuals, partnerships, associations or corporations	OCGA Section 38-3-51		
Liability of persons rendering emergency care	OCGA Section 51-1-29 (Good Samaritan Law)		
Liability of voluntary health care provider Liability of sponsoring organization Exception; gross negligence	OCGA Section 51-1-29.1		

	<u>State</u>	<u>County</u>	<u>Municipal</u>
Immunity for volunteers of nonprofit organizations and governmental entities	<p>State Policy</p> <p>The Department of Human Resources Risk Management Program and Claims Manual Liability Insurance Coverage for Volunteers; reference O.C.G.A. Section 50-21-20 et. Seq</p> <p>Volunteer Protection Act of 1997 (42 U.S.C. §14501 et. Seq.)</p>		
Liability protection for individuals conducting public health related activities	Homeland Security Act of 2002, Section 304		

County	District

Priorities

[CDC State and Local Government Checklist: 1.1]

The questions listed below address areas of significant importance for community- based planning for a pandemic. However, you should feel free to list priorities that your local committee deems to be of the highest importance.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a Risk Communication Plan in place for public health emergencies?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Under normal circumstances, do you have adequate health care resources within your county?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a mechanism in place for extensive use of community volunteers to assist in emergency response?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have significant special needs populations and/or language minorities?

This worksheet is for issues that can be addressed with local actions. Issues requiring action at the state or federal level should be listed in your Quarterly Report.

In the space below, list the areas that you feel are your highest priority items for local action in your community. Attach additional pages, if necessary.

County	District

Incident Command Structure

[CDC State and Local Government Checklist: 1.12]

Is the Incident Command Structure in your Local Emergency Operations Plan (LEOP) based on the National Incident Management System?

Yes No

Does your LEOP identify (by position) who will serve as incident commander in a health emergency?

Yes, the _____ No

Has your ICS been exercised?

Yes No

For each Operational Component, indicate whether the Incident Command Structure in your Local Emergency Operations Plan includes a point of contact for that component. In the Reference column, indicate the page or section number where it can be found.

Operational Component	Point of Contact Included in LEOP?	Reference
Operational Communications	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Volunteer Coordination	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Risk Communication / Community Outreach and Public Information	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Needs Populations	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Health Care System Support	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Containment Measures	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Psychosocial services	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Law Enforcement	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mortuary Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Operational Communications

[CDC State and Local Government Checklist: 1.1, 9.2 and 9.7.]

The purpose of this worksheet is to identify *how* you will communicate community-wide (i.e., what methods you will use) during planning for a pandemic and during an actual pandemic. It also identifies who is responsible for addressing issues that arise with communications technology. Your local EMA likely has a plan for operational communications as part of Emergency Support Function 2 (ESF2) in the Local Emergency Operations Plan (LEOP). But it may not provide for communicating with as many different entities as will be involved in your community's response to a pandemic.

Each segment task force worksheets asks the task force to develop a plan for communicating with all of the organizations in its segment during planning for a pandemic and during an actual pandemic. On this worksheet, you should identify how you will ensure that segment task forces have up-to-date information to share with the organizations in their segment. Taken together, this becomes your operational communication plan.

Emergency Operations Center (EOC)

During a pandemic, your local Emergency Operations Center (EOC) may be activated to coordinate community services supporting the health care system, implementing containment measures, or maintaining essential services. In addition to the usual functions, the EOC may need to provide the means to coordinate community support services, through a Lead Community Organization and/or a Lead Transportation Agency (for the Patient Transportation System)

Capabilities and Resources

A pandemic will likely require that you draw on resources in your community outside of government agencies and the handful of organizations that typically support a local emergency response. In this section you are asked to catalog the resources you have within your community that are willing to help in a pandemic, or other large scale health emergency. This resource catalog will become part of a database of community capabilities and resources.

County	District

Operational Communications

[CDC State and Local Government Checklist: 1.1, 9.2 and 9.7.]

In your county, who is responsible for maintaining an operational communication system in a state of readiness for an emergency, for ensuring that it continues to function in an emergency, and for implementing backup systems and procedures should it fail?

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

Methods:

How will you ensure that the following segment task forces have up-to-date information during planning for a pandemic and during an actual pandemic (e.g., meetings, website, calling trees)?

	<u>During Planning</u>	<u>During Pandemic</u>	<u>Backup During Pandemic</u>
Government			
Public Health			
Health Care System			
Media			
Business			
Schools			
Transportation			
Volunteer/Service Organizations			
Faith-Based Organizations			
General Public			

County	District

Capabilities & Resources for Operational Communications:

Operational Component	Category	Description	Contact	Location
Operational Communications	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Operational Communications	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Operational Communications	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Operational Communications	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Operational Communications	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			

Volunteer Coordination

[CDC State and Local Government Checklist: 1.1]

Your local EMA may have a plan for coordinating volunteers in an emergency as part of Emergency Support Function 6 (ESF6) in the Local Emergency Operations Plan (LEOP). But it may not provide for recruiting and coordinating as many volunteers as will be needed for your community's response to a pandemic. Each segment task force should develop a plan for volunteer recruitment and coordination that is consistent with the LEOP. The LEOP may need to be revised to accommodate a volunteer operation of the scale required for a pandemic.

In a pandemic, the need for volunteers to support the health care system will be extensive. In addition to assisting in health care facilities, there will be a need to support large numbers of households caring for patients in their homes. A Home Patient Care Management (HPCM) system is being developed to provide clinical management of patients being cared for at home. The HPCM concept calls for a Lead Community Organization to coordinate support services (e.g., grocery & medication delivery) for affected households and a Lead Transportation Agency to coordinate non-emergency patient transportation.

Databases of individual volunteers are difficult to keep current. It is recommended that you maintain contact lists for the position designated as the volunteer coordinator within each organization providing volunteers. Contact information for these positions is less likely to change.

Capabilities and Resources

A pandemic will likely require that you draw on resources in your community outside of government agencies and the handful of organizations that typically support a local emergency response. In this section you are asked to catalog the resources you have within your community that are willing to help in a pandemic, or other large scale health emergency. This resource catalog will become part of a database of community capabilities and resources.

County	District

Volunteer Coordination

[CDC State and Local Government Checklist: 1.1]

In your county, who is responsible for coordinating volunteers during a health emergency?			
Primary		Backup	
Position:		Position:	
Organization:		Organization:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

Does your Local Emergency Operations Plan (LEOP) provide for the following?

<input type="checkbox"/> Yes <input type="checkbox"/> No	Recruiting and registering volunteers in advance of an event
<input type="checkbox"/> Yes <input type="checkbox"/> No	Utilizing volunteers, both those registered in advance and those that show up when event occurs
<input type="checkbox"/> Yes <input type="checkbox"/> No	Coordinating volunteer services
<input type="checkbox"/> Yes <input type="checkbox"/> No	Maintaining a database of volunteer coordinators for individual organizations
<input type="checkbox"/> Yes <input type="checkbox"/> No	A stockpile of personal protective equipment, such as masks and gloves, for volunteers

County	District

Capabilities & Resources for Volunteer Coordination

Operational Component	Category	Description	Contact	Location
Volunteer Coordination	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Volunteer Coordination	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Volunteer Coordination	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Volunteer Coordination	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Volunteer Coordination	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			

Risk Communication Plan for Community Outreach and Public Information

Your local EMA likely has a plan for Risk Communications / Public Information as part of Emergency Support Function 15 (ESF15) in the Local Emergency Operations Plan (LEOP). It is most likely geared to an event of relatively short duration (hours or days) such as a natural disaster, accident, or terrorist attack. Public Information planning for a pandemic in which the first wave is likely to last 8 to 12 weeks, followed by one or more subsequent waves, requires more intensive planning.

To assist you in developing a plan for communicating with all segments of your community, we have identified three distinct goals for pandemic influenza public information plans, each with three specific objectives:

1. Develop an initial awareness of the pandemic threat throughout the community (Begin with the leaders in each segment of your community, and with them develop a plan for reaching every organization and individual in your community.)
 - a. Establish contact and a means for maintaining it (e.g., directory)
 - b. Provide information
 - c. Recruit for participation in community planning
2. Provide updates during the planning phase
 - a. Maintain contact
 - b. Provide information
 - c. Encourage continued participation
3. Provide a communication link to the community once the pandemic starts
 - a. Maintain contact
 - b. Provide information
 - c. Encourage compliance with non-pharmaceutical interventions and support of community plans

Each segment task force should develop a communication plan for meeting the above goals and objectives that is consistent with the LEOP.

Capabilities and Resources

In order to achieve compliance in a pandemic, consistent information will need to be provided to the public from a number of different sources, including community leaders from all segments of the community. In this section you are asked to identify the resources in your community that can help you achieve the objectives above, including spokespersons representing different segments of the community, local media, and resources for creating written materials. These resources become a part of a database of community capabilities and resources.

County	District

Community Outreach and Public Information

[CDC State and Local Government Checklist: 1.1, 8.4, 9.1, 9.3]

In your county, who is responsible for providing information to the public during a health emergency?			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

Does your local emergency operations plan (LEOP) provide the means for achieving the following goals and objectives:.

	1. Develop an initial awareness of the pandemic threat throughout the community
<input type="checkbox"/> Yes <input type="checkbox"/> No	a. Establish contact and a means for maintaining it (e.g., directory)
<input type="checkbox"/> Yes <input type="checkbox"/> No	b. Provide information
<input type="checkbox"/> Yes <input type="checkbox"/> No	c. Recruit for participation in community planning
	2. Provide updates during the planning phase
<input type="checkbox"/> Yes <input type="checkbox"/> No	a. Maintain contact
<input type="checkbox"/> Yes <input type="checkbox"/> No	b. Provide information
<input type="checkbox"/> Yes <input type="checkbox"/> No	c. Encourage continued participation
	3. Provide a communication link to the community once the pandemic starts
<input type="checkbox"/> Yes <input type="checkbox"/> No	a. Maintain contact
<input type="checkbox"/> Yes <input type="checkbox"/> No	b. Provide information
<input type="checkbox"/> Yes <input type="checkbox"/> No	c. Encourage compliance with implementation of community plans

County	District

Capabilities & Resources for Public Information:

Operational Component	Category	Description	Contact	Location
Risk Communications	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Risk Communications	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Risk Communications	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Risk Communications	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Risk Communications	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			

Special Needs Populations

[CDC State and Local Government Checklist: 1.1, 1.7]

The purpose of this worksheet is to identify who is responsible for and how you will meet the needs of special needs populations during a pandemic. Your Local Emergency Operations Plan (LEOP) may cover special needs populations as part of Emergency Support Function 6 (ESF6).

Be sure that your plan includes all types of special needs individuals, including those that may not be an issue in traditional disaster scenarios, but could be significant during a pandemic. Examples of the special needs populations your plan should address include:

- Disabled
- Elderly living alone
- Homeless
- Individuals with chronic diseases requiring daily medication
- Children orphaned by the pandemic or other event.
- Language minorities
- Households with children and a single parent who is an essential worker
- Households with children and both parents are essential workers

Capabilities and Resources

A pandemic will likely require that you draw on resources in your community outside of government agencies and the handful of organizations that typically support a local emergency response. In this section you are asked to catalog the resources you have within your community that could assist with special needs populations and language minorities in a pandemic, or other health emergency. This resource catalog will become part of a database of community capabilities and resources.

County	District

Special Needs Populations

[CDC State and Local Government Checklist: 1.1, 1.7]

In your county, who is responsible for coordinating services for special needs populations and language minorities during a health emergency?			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

<input type="checkbox"/> Yes <input type="checkbox"/> No	Does your local emergency operations plan identify the special needs populations in your community?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does your local emergency operations plan describe what services or assistance these groups might need during a pandemic or other emergency?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does your local emergency operations plan describe how you will provide these services or assistance?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does your local emergency operations plan identify the language minorities in your community?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does your local emergency operations plan identify a liaison to each minority community, either a member of your staff, or a leader in that minority community?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is a list of translators maintained that includes all of the language minorities in your community?

County	District


Capabilities & Resources for Special Needs Populations:

Operational Component	Category	Description	Contact	Location
Special needs populations	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Special needs populations	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Special needs populations	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Special needs populations	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Special needs populations	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			

Health Care System Support

[CDC State and Local Government Checklist: 1.1, 1.13]

The purpose of this worksheet is to identify how you will support the health care facilities in your community as they care for very large numbers of patients during a pandemic or other health emergency and who is responsible for coordinating that effort. Your Local Emergency Operations Plan (LEOP) may cover Health Care System Support Services as part of Emergency Support Function 8 (ESF8).

 The hospital(s) that serve your county have been planning how they can take care of many more patients than normal using Surge Capacity Planning materials provided by the Georgia Division of Public Health (GDPH). You should be aware of these plans, have copies of them, and integrate your community-wide planning with them, *even if they are not physically located in your county*. Contact the emergency preparedness coordinator of your hospital(s), or the public health district Emergency Coordinator for more information on the surge capacity plans for your community.

In addition, 13 Regional Coordinating Hospitals (RCHs) have been designated to coordinate resources and provide mutual assistance among hospitals in health emergencies that are beyond the resources of individual hospitals. If you are not aware of which RCH covers your county, your hospital emergency preparedness coordinator or your public health District Emergency Coordinator can also provide you with that information.

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 at health care facilities or in the community assisting patients being cared for at home. The Health Care Segment Task Force should work with health care facilities in your community to identify the ways in which volunteers, both health care workers and laypersons, can help during a pandemic.

Capabilities and Resources

A pandemic will likely require that you draw on resources in your community outside of government agencies and the handful of organizations that typically support a local emergency response. In this section you are asked to catalog the resources you have within your community that could assist health care facilities during a pandemic or other health emergency. This resource catalog will become part of a database of community capabilities and resources.

County	District

Health Care System Support

[CDC State and Local Government Checklist: 1.1, 1.13]

In your county, who is responsible for coordinating community activities in support of the health care system during a health emergency?

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

Does your local emergency operations plan (LEOP):

- Yes No Identify the Regional Coordinating Hospital for your county?
- Yes No Include a description of the internal surge capacity (ISC) identified by your hospital(s) using GPH planning materials?
- Yes No Integrate with the surge capacity and pandemic influenza plans of your local hospital(s)?
- Yes No Include copies of the surge capacity and pandemic influenza plans of your local hospital(s)?

Does your local emergency communications plan provide the means for achieving the following objectives?

- Yes No Recruiting and registering volunteers in advance of an event
- Yes No Utilizing volunteers, both those registered in advance and those that show up when an event occurs
- Yes No Identifying volunteers with the following specific skill sets:
- Yes No Licensed health care workers (e.g., doctors, nurses, therapists)
- Yes No Non-licensed health care workers (e.g., nurses aides)
- Yes No Mental health workers
- Yes No Providing advance training in the following areas for registered volunteers:
- Yes No Psychosocial services



County	District

Capabilities & Resources for Health Care System Support Services:

Operational Component	Category	Description	Contact	Location
Health Care System Support Services	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Health Care System Support Services	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Health Care System Support Services	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Health Care System Support Services	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Health Care System Support Services	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			

Psychosocial Support Services

[CDC State and Local Government Checklist: 1.1, 1.8, 10.1 – 10.4]

The purpose of this worksheet is to identify who is responsible for and how you will provide Psychosocial Support Services during a pandemic. Your Local Emergency Operations Plan (LEOP) may cover Psychosocial Support Services as part of Emergency Support Function 8 (ESF8).

The psychosocial needs of your community during a pandemic will be on a much larger scale than other types of disasters. The impact of a pandemic will touch everyone in your community and its duration will try even the most resilient individuals. It will be especially important to engage your local faith-based community in addressing the needs of people trying to care for loved ones at home and in providing grief counseling.

Constrained health care resources during a pandemic will likely also create a need for psychosocial support, both for patients who will not receive all of the health care services that they would under normal circumstances, and for the health care providers faced with applying alternate standards of care, for weeks or even months.

Capabilities and Resources

A pandemic will likely require that you draw on resources in your community outside of government agencies and the handful of organizations that typically support a local emergency response. In this section you are asked to catalog the resources you have within your community that could assist with the provision of Psychosocial Support Services in a pandemic, or other health emergency. This resource catalog will become part of a database of community capabilities and resources.

County	District

Psychosocial Support Services

[CDC State and Local Government Checklist: 1.1, 1.8, 10.1 – 10.4]

In your county, who is responsible for coordinating activities to address the psychosocial needs of health care and public health workers, emergency personnel, and the general population during a health emergency?

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

Does your local emergency operations plan provide for identifying the following types of volunteers?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Mental health workers
<input type="checkbox"/> Yes <input type="checkbox"/> No	Volunteers with training in disaster mental health services
Is there a program in your community for:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Providing advanced training in disaster mental health services for registered volunteers
<input type="checkbox"/> Yes <input type="checkbox"/> No	Providing training in grief counseling for registered volunteers?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Addressing the psychosocial effects of constrained health care resources?

County	District

Capabilities & Resources for Psychosocial Support Services:

Operational Component	Category	Description	Contact	Location
Psychosocial Support Services	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Psychosocial Support Services	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Psychosocial Support Services	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Psychosocial Support Services	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Psychosocial Support Services	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			

Law Enforcement

[CDC State and Local Government Checklist: 1.1, 1.15, 8.2, 8.3]

The purpose of this worksheet is to identify how you will meet the increased demand for law enforcement activities during a pandemic and who is responsible for coordinating those activities. Your local EMA likely has a plan for law enforcement as part of Emergency Support Function 13 (ESF13) in the Local Emergency Operations Plan (LEOP). But it may not provide for meeting an increased need for law enforcement activity when law enforcement personnel throughout the state are themselves affected by the pandemic. It is important that your elected officials and law enforcement agencies work with community leaders from all groups within the community to engage their support in maintaining order.

Capabilities and Resources

A pandemic will likely require that you draw on resources in your community outside of government agencies and the handful of organizations that typically support a local emergency response. In this section you are asked to catalog the resources you have within your community that are willing to help in a pandemic, or other large scale health emergency. This resource catalog will become part of a database of community capabilities and resources.

County	District

Law Enforcement

[CDC State and Local Government Checklist: 1.1, 1.15, 8.2, 8.3]

In your county, who is responsible for maintaining and coordinating law enforcement activities in an emergency?			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

What constitutes a law enforcement emergency?

County	District

Does your local emergency operations plan (LEOP) address the following?

Enforcement of containment procedures ordered by public health	<input type="checkbox"/> Yes <input type="checkbox"/> No
Personal Protective Equipment (PPE) for law enforcement personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No
Optional housing for off duty officers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Protection of health care facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Protection of shipments of medical supplies and pharmaceuticals	<input type="checkbox"/> Yes <input type="checkbox"/> No
Protection of shipments of food and other essential supplies	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have caches of PPE for law enforcement personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Training and Exercises

What percentage of the law enforcement <i>leadership</i> in your county has participated in a pandemic awareness program?	
What percentage of the law enforcement <i>personnel</i> in your county have participated in a pandemic awareness program?	
What percentage of the law enforcement personnel in your county have participated in a program on personal protection and family preparedness for a pandemic?	
What percentage of the law enforcement personnel in your county have participated in a program on containment measures that might be used in a pandemic?	
Have you conducted an exercise on implementing containment measures?	<input type="checkbox"/> Yes <input type="checkbox"/> No

County	District

Capabilities & Resources for Law Enforcement:

Operational Component	Category	Description	Contact	Location
Law Enforcement	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Law Enforcement	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Law Enforcement	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Law Enforcement	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Law Enforcement	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			

Containment Measures

[CDC State and Local Government Checklist: 1.1, 8.2 and 8.3]

The purpose of this worksheet is to identify who is responsible for announcing and enforcing containment measures should they become necessary during a pandemic. Your Local Emergency Operations Plan (LEOP) may cover containment measures as part of Emergency Support Function 8 (ESF8).

Capabilities and Resources

A pandemic will likely require that you draw on resources in your community outside of government agencies and the handful of organizations that typically support a local emergency response. In this section you are asked to catalog the resources you have within your community that could assist with announcement and enforcement of containment measures in a pandemic, or other health emergency. This resource catalog will become part of a database of community capabilities and resources.

County	District

Containment Measures

In your county, who is responsible for announcing containment measures to the public during a health emergency?			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

In your county, who is responsible for enforcing containment measures during a health emergency?			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

County	District

Capabilities & Resources for Containment Measures:

Operational Component	Category	Description	Contact	Location
Containment Measures	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Containment Measures	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Containment Measures	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Containment Measures	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			
Containment Measures	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge <input type="checkbox"/> Systems/Organization			

Mortuary Services

[CDC State and Local Government Checklist: 1.1, 4.6]

The purpose of this worksheet is to identify who is responsible for and how you will ensure adequate mortuary services during a pandemic. Your Local Emergency Operations Plan (LEOP) may cover mortuary services as part of Emergency Support Function 13 (ESF13).

Capabilities and Resources

A pandemic will likely require that you draw on resources in your community outside of government agencies and the handful of organizations that typically support a local emergency response. In this section you are asked to catalog the resources you have within your community that could assist with the provision of mortuary services in a pandemic, or other health emergency. This resource catalog will become part of a database of community capabilities and resources.

County	District

Mortuary Services

[CDC State and Local Government Checklist: 1.1, 4.6]

In your county, who is responsible for coordinating mortuary services during a health emergency when there are large numbers of deceased?			
Primary		Backup	
Position:		Position:	
Name:		Name:	
Email Address:		Email Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
Fax:		Fax:	

Does your local emergency operations plan provide for:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Temporary storage of remains
<input type="checkbox"/> Yes <input type="checkbox"/> No	Volunteers for mortuary operations

County	District

Capabilities & Resources for Mortuary Services:

Operational Component	Category	Description	Contact	Location
Mortuary Services	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Mortuary Services	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Mortuary Services	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Mortuary Services	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			
Mortuary Services	<input type="checkbox"/> People <input type="checkbox"/> Equipment & Supplies <input type="checkbox"/> Knowledge/Training <input type="checkbox"/> Systems/Organization			

Requesting Resources from District, State and Federal Authorities

[CDC State and Local Government Checklist: 1.1, 1.11]

The purpose of this worksheet is to identify the procedures for requesting additional resources should they become necessary during a pandemic. Your Local Emergency Operations Plan (LEOP) should address requesting resources as part of Emergency Support Function 7 (ESF7), Resource Support.

Segment Task Force Worksheets

Segment Task Force Workplan

	<u>Task</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Status</u>
1.	Organizational			
1.1.	Appoint members			
1.2.	Appoint chair			
1.3.	Identify any sub-groupings within the segment, by function or geography and whether these sub-groupings will be used during planning and response			
1.4.	Identify capabilities and resources among task force members			
1.5.	Develop plan for identifying all organizations in the segment in the county			
1.6.	Create list of organizations in the segment in the county			

Segment Task Force Workplan

	Task	Responsibility	Target Date	Status
2.	Communications			
2.1.	Develop communication plan for the segment including: <ul style="list-style-type: none"> ○ How initial contact with organizations will be made and by whom ○ How to communicate with the organizations in the segment during the planning process ○ How to encourage organizations to participate in community pandemic planning (and complete the planning kit for their type of organization) ○ How to communicate with the organizations in the segment during the pandemic 			
2.2.	Implement communication plan			

Segment Task Force Workplan

	<u>Task</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Status</u>
3.	Awareness and Education			
3.1.	Develop a plan for completing an awareness and education activity with each organization			
3.2.	Implement plan for awareness and education			

Segment Task Force Workplan

<u>Task Number</u>	<u>Task</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Status</u>
4.	Continuity of Purpose			
4.1.	<i>Essential Services</i>			
4.1.1.	Identify essential services performed by organizations in this segment			
4.1.2.	Identify challenges to continuing essential services for organizations in this segment			
4.1.3.	Identify possible ways to overcome these challenges that can be applied by individual organizations or by groups of organizations working together			
4.1.4.	Identify resources needed from outside the segment to maintain essential services			
4.1.5.	Craft a segment plan for maintaining essential services, coordinating among the members of the segment and with the CIPIC.			
4.2.	<i>Core Activities</i>			
4.2.1.	Identify core activities for organizations in this segment that are important, but not essential			
4.2.2.	Identify challenges to continuing core activities for organizations in this segment			
4.2.3.	Identify possible ways to overcome these challenges that can be applied by individual organizations or by groups of organizations working together			

Refer to Essential Services –
Segment Level worksheet?

Segment Task Force Workplan

<u>Task Number</u>	<u>Task</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Status</u>
4.2.4.	Craft a segment plan for maintaining core activities, coordinating among the members of the segment and with the CPIP.			
4.3.	<i>Coordination</i>			
4.3.1.	Develop a summary document to submit to CPIP that includes a list of essential services provided by organizations in the segment, strategies for maintaining them during a pandemic, and resources needed from other segments			
4.3.2.	Work with the CPIP and other segment task forces to develop a plan for sharing resources, and identifying, training and utilizing volunteers.			
4.3.3.	Provide the CPIP with a copy of your segment plan for maintaining essential services and core activities, and with any updates to the plan as it evolves.			

Segment Task Force Workplan

	<u>Task</u>	<u>Responsibility</u>	<u>Target Date</u>	<u>Status</u>
5.	Support of Community Response			
[Resource needs for community response (maintaining essential services and addressing needs created by the pandemic) should be developed by CPIPC and shared with Segment Task Forces]				
5.1.	Identify resources that can be contributed to other segments in order to maintain essential services and/or address needs created by the pandemic			



_____ **County CIPIC**
_____ Segment Plan

Purpose

The purpose of the _____ segment plan is to provide guidance and direction for the coordination and preparedness of _____ services to the citizens of _____ County before, during and immediately after a pandemic flu outbreak.

Scope

The scope of the _____ segment committee is to coordinate with _____ sources prior to and in the event of a pandemic outbreak. The goal of the _____ segment committee is to enhance preparedness efforts, develop a strategic response with key personnel, and plan for the long term recovery after such a pandemic.

Committee Members

Name & Organization	Committee Assignment	Cell	Email

Preparedness Phase

(All activities prior to the first pandemic case.)

Developing Your Plan

- Awareness and Education - Providing information to segment organizations
 - Pandemic flu awareness
 - Education on infection control practices
 - Education on community containment measures
- Incident Command - How the organizations in this segment integrate with the community's incident command structure
- Continuity of Operations
 - Essential Functions
 - Identification of the essential functions of organizations in this segment
 - Detailing what the segment task force will do to support individual organizations in planning;
 - Providing a forum for collaboration, idea sharing, and coordination of volunteers
 - Development of cooperative plans/agreements
 - Security planning
 - Planning for the impact of community containment measures
 - Voluntary isolation and quarantine
 - Child social distancing (e.g., school closures)
 - Adult social distancing (e.g., cancellation of public gatherings, closure of some types of businesses)
- Support of the Community Response
 - Caring for the affected
 - Keeping the community functioning

Preparedness Phase (cont'd)

Maintaining Your Plan

- Awareness and Education - Providing pandemic influenza updates to members of task force and segment organizations, as needed
- Incident Command - ICS training completed for any new personnel designated for key ICS roles
- Continuity of Operations – Plan and contact lists reviewed at least annually and revised, if necessary
- Support of Community Operations - Plan and contact lists reviewed at least annually and revised, if necessary
- Revised copies of plans and contact information sent to response partners
- Issues raised by segment organizations are documented and a follow-up plan identified.

Response Phase

(During all waves of the pandemic)

Alert

All Categories

- Notifying ICS Key Roles, employees, and customers/users/clients/members of alert status
- Reviewing plans with response partners, County Pandemic Influenza Planning Committee, and employees.
- Testing communications systems and methods
- Reviewing infection control policies with employees and customers/users/clients/members

Category 1 pandemic

- Ensuring sufficient infection control supplies are on hand
- Ensuring sufficient supplies are on hand for continuing operations; obtain additional deliveries, if necessary

Category 2/3 pandemic

- Reviewing plans for modifying operations to accommodate community containment measures with employees and customers/users/clients/members
- Ensuring sufficient infection control supplies are on hand
- Ensuring sufficient supplies are on hand for continuing operations; obtain additional deliveries, if necessary

Category 4/5 pandemic

- Reviewing plans for modifying operations to accommodate community containment measures with employees and customers/users/clients/members
- Ensuring sufficient infection control supplies are on hand
- Ensuring sufficient supplies are on hand for continuing operations; obtain additional deliveries, if necessary

Standby

All Categories

- Notifying ICS Key Roles, employees, and customers/users/clients/members of standby status
- Reviewing plans with response partners, County Pandemic Influenza Planning Committee, and employees.
- Testing communications systems and methods
- Reviewing infection control policies with employees and customers/users/clients/members

Category 1 pandemic

Category 2/3 pandemic

- Preparing to implement modified operations to accommodate community containment measures
- Preparing to implement plan to support community response

Category 4/5 pandemic

- Preparing to implement modified operations to accommodate community containment measures
- Preparing to implement plan to support community response

Activate

All Categories

- Notifying ICS Key Roles, employees, and customers/users/clients/members of activation of pandemic response plan
- Standing up incident command structure
- Implementing stringent infection control practices
- Implementing screening of employees
- Implementing Continuity of Operations Plan
 - Deploying personnel and activation of support systems such as transportation and/or housing for essential staff, if necessary
 - Activating volunteer coordination systems
 - Deploying of stockpiles and activation of re-supply plans
 - Activating financial contingency plans
 - Activating security plans
- Implementing plan for supporting the community response

Category 1 pandemic

Category 2/3 pandemic

- Implementing social distancing procedures such as increased spacing within work environments
- Implementing modified operations and policies to accommodate community containment measures (e.g., policies on sick leave, teleworking, and altering work hours to support voluntary isolation, quarantine and child social distancing)

Category 4/5 pandemic

- Implementing social distancing procedures such as increased spacing within work environments
- Implementing modified operations and policies to accommodate community containment measures (e.g., policies on sick leave, teleworking, and altering work hours to support voluntary isolation, quarantine and child social distancing)

Recovery Phase

(Between waves and after the last case.)

- Notifying ICS Key Roles, employees, and customers/users/clients/members of transition to recovery phase
- Stepping down incident command structure
- Standing down stringent infection control practices
- Standing down screening of employees
- Stepping down Continuity of Operations Plan
- Stepping down security plans
- Stepping down support of the community response
- Stepping down modified operations and policies
- Activating financial recovery plans
- Cleaning/sanitizing facilities
- After action reporting and modification of plans

County	District

Government Segment Task Force

Includes officials of the county government, as well as officials from any municipalities within the county.

<u>Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

<u>Vice Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Members:

<u>Jurisdiction</u>	<u>Representative</u>

<u>Jurisdiction</u>	<u>Representative</u>

Have the members of this task force participated in a pandemic awareness program? <input type="checkbox"/> Yes <input type="checkbox"/> No

County	District

Government Segment Task Force

Accountable to:	County Pandemic Influenza Planning Committee (PIPC)
Responsibilities:	<p>Education:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help government agencies to understand the pandemic threat <input type="checkbox"/> Convey to government agencies the roles of public health agencies and emergency responders during a pandemic, and what to expect and not to expect from each <p>Continuity of Services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support government agencies in developing their continuity of services plans. <p>Support of Community Response:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help government agencies decide what role they can and will play in support of the community's response to the pandemic <input type="checkbox"/> Coordinate the efforts of government agencies in support of the community response, consistent with the community's incident command structure. <p>Other (as assigned by County PIPC):</p> <ul style="list-style-type: none"> <input type="checkbox"/>
Capabilities & Resources: (relevant to the operational components of a pandemic influenza response }	People:
	Things:
	Knowledge:
	Systems & Organization:

County	District

Government Segment Task Force

Estimated number of jurisdictions within the county:

Outreach/Recruitment Plan:

To assist you in developing a plan for communicating with all organizations within your segment, we have identified the three distinct goals for pandemic influenza awareness and education plans shown in the table below, each with three specific objectives. Describe your plan for meeting each of these objectives in the column on the right.

Goals and Objectives	Plan
1. Develop an initial awareness of the pandemic threat among organizations in the Government Segment <ul style="list-style-type: none"> a. Establish contact and a means for maintaining it (e.g., directory) b. Provide information c. Recruit for participation in segment planning 	
2. Provide updates during the planning phase <ul style="list-style-type: none"> a. Maintain contact b. Provide information c. Encourage continued participation 	
3. Provide a communication link to organizations within your segment once the pandemic starts <ul style="list-style-type: none"> a. Maintain contact (include in your plan at least one back-up communication method) b. Provide information c. Encourage compliance with non-pharmaceutical interventions and support of community plans 	

County	District

Government Segment Task Force

Activities: Describe the specific activities that the members of the task force will undertake in support of the operational components of your county's pandemic influenza response plan.

County	District

Public Health Segment Task Force

Includes representatives from any organizations representing public health agencies within the county, as well as a representative sample of individual public health agencies.

<u>Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

<u>Vice Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Members:

<u>Organization</u>	<u>Representative</u>

<u>Organization</u>	<u>Representative</u>

Have the members of this task force participated in a pandemic awareness program? <input type="checkbox"/> Yes <input type="checkbox"/> No

County	District

Public Health Segment Task Force

Accountable to:	County Pandemic Influenza Planning Committee (PIPC)
Responsibilities:	<p>Education:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that the CPIPC and all segment task forces are aware of normal surveillance activities and plans for surveillance during a pandemic. <input type="checkbox"/> Ensure that health care providers in the community are aware of normal surveillance activities and plans for surveillance during a pandemic. <p>Continuity of Services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support public health agencies in developing their continuity of services plans. <p>Support of Community Response:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Incorporate data from patient tracking systems to be used in the community during a pandemic into surveillance activities. <input type="checkbox"/> Coordinate the efforts of public health agencies in support of the community response, consistent with the community's incident command structure. <p>Other (as assigned by County PIPC):</p> <ul style="list-style-type: none"> <input type="checkbox"/>
Capabilities & Resources: (relevant to the operational components of a pandemic influenza response }	People:
	Things:
	Knowledge:
	Systems & Organization:

County	District

Public Health Segment Task Force

Estimated number of organizations in this segment within the county:

Outreach/Recruitment Plan:

To assist you in developing a plan for communicating with all organizations within your segment, we have identified the three distinct goals for pandemic influenza awareness and education plans shown in the table below, each with three specific objectives. Describe your plan for meeting each of these objectives in the column on the right.

Goals and Objectives	Plan
1. Develop an initial awareness of the pandemic threat among organizations in the Public Health Segment <ul style="list-style-type: none"> a. Establish contact and a means for maintaining it (e.g., directory) b. Provide information c. Recruit for participation in segment planning 	
2. Provide updates during the planning phase <ul style="list-style-type: none"> a. Maintain contact b. Provide information c. Encourage continued participation 	
3. Provide a communication link to organizations within your segment once the pandemic starts <ul style="list-style-type: none"> a. Maintain contact (include in your plan at least one back-up communication method) b. Provide information c. Encourage compliance with non-pharmaceutical interventions and support of community plans 	

County	District

Public Health Segment Task Force

Activities: Describe the specific activities that the members of the task force will undertake in support of the operational components of your county's pandemic influenza response plan.

County	District

Healthcare Segment Task Force

Includes representatives from hospitals and other healthcare providers, such as physicians, Emergency Medical Services (EMS), Community Health Centers (CHCs), nursing homes, and home health agencies.

<u>Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

<u>Vice Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Members:

<u>Organization</u>	<u>Representative</u>

<u>Organization</u>	<u>Representative</u>

Have the members of this task force participated in a pandemic awareness program? <input type="checkbox"/> Yes <input type="checkbox"/> No

County	District

Healthcare Segment Task Force

Accountable to:	County Pandemic Influenza Planning Committee (PIPC)
Responsibilities:	<p>Education:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help healthcare providers to understand the pandemic threat <input type="checkbox"/> Convey to healthcare providers the roles of public health agencies and emergency responders during a pandemic, and what to expect and not to expect from each <input type="checkbox"/> Ensure that all employees and medical staff are aware of surge capacity plans <p>Continuity of Services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support healthcare providers in developing their continuity of services plans. <p>Support of Community Response:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help healthcare providers decide what role they can and will play in support of the community's response to the pandemic <input type="checkbox"/> Coordinate the efforts of healthcare providers in support of the community response, consistent with the community's incident command structure. <p>Other (as assigned by County PIPC):</p> <ul style="list-style-type: none"> <input type="checkbox"/>
Capabilities & Resources: (relevant to the operational components of a pandemic influenza response }	People:
	Things:
	Knowledge:
	Systems & Organization:

County	District

Healthcare Segment Task Force

Estimated number of organizations in this segment within the county:



	Total Number	Number Contacted by Task Force	Number That Have Completed Planning Kits
Hospitals			
Physicians Offices			
How many of these are Primary Care?			
Total Number of Physicians			
How many of these are Primary Care			
Community Health Centers			
EMS Services			
Long Term Care Facilities			
Home Health Agencies			
Medical Reserve Corps			

County	District

Healthcare Segment Task Force

Outreach/Recruitment Plan:

To assist you in developing a plan for communicating with all organizations within your segment, we have identified the three distinct goals for pandemic influenza awareness and education plans shown in the table below, each with three specific objectives. Describe your plan for meeting each of these objectives in the column on the right.

Goals and Objectives	Plan
1. Develop an initial awareness of the pandemic threat among organizations in the Healthcare Segment <ul style="list-style-type: none"> a. Establish contact and a means for maintaining it (e.g., directory) b. Provide information c. Recruit for participation in segment planning 	
2. Provide updates during the planning phase <ul style="list-style-type: none"> a. Maintain contact b. Provide information c. Encourage continued participation 	
3. Provide a communication link to organizations within your segment once the pandemic starts <ul style="list-style-type: none"> a. Maintain contact (include in your plan at least one back-up communication method) b. Provide information c. Encourage compliance with non-pharmaceutical interventions and support of community plans 	

County	District

Healthcare Segment Task Force

The Projections spreadsheet on [page X](#) of this planning kit is available in electronic form at www.health.state.ga.us/pandemicflu. You can use it to generate projections of the demand for inpatient and outpatient influenza care. Planning for health care capacity, in most areas of the state, will need to take place at a multiple county or public health district level. You should work together with neighboring counties, based on the way people in your county normally travel for health care. Your public health district may already have an ESF8 Committee (Emergency Support Function 8 – Public Health and Medical Services) that can coordinate this planning. Your job at the county level is to recruit as many health care providers as possible to participate in pandemic influenza planning, and to integrate the planning for health care surge capacity with your other community-based planning.

Inpatient Surge Capacity

The hospital(s) that serve your county have been planning how they can take care of many more patients than normal using Surge Capacity Planning materials provided by the Georgia Division of Public Health (GDPH). You should be aware of these plans, have copies of them, and integrate your community-wide planning with them, *even if they are not physically located in your county*. Contact the emergency preparedness coordinator of your hospital(s), or the public health district Emergency Coordinator for more information on the surge capacity plans for your community.

Outpatient Care

We have developed a **Pandemic Influenza Planning Kit for Outpatient Providers** to help physicians in private practice plan how they will care for their patients in a pandemic. We provide different planning steps for three different types of physicians:

1. Primary Care Providers – These providers normally care for patients with flu symptoms, and need to be prepared to provide this care for higher than normal volumes of patients, and to do so while protecting their non-pandemic patients.
2. Specialist Physicians who care for patients with chronic diseases – Physicians like cardiologists and endocrinologists can provide management of influenza for these patients to reduce the burden on primary care providers and ensure that the specialized needs of their patients are not overlooked in care environments stretched to accommodate higher than normal volumes,
3. Specialist Physicians who will likely experience a decrease in volume during a pandemic can support the surge capacity plans of other providers and their community by offering their services and those of their staff for phone triage, staffing of temporary facilities, etc.

You can help to plan outpatient care for your community by reaching out to your outpatient providers, encouraging them to participate in health care planning, and keeping them linked to the planning process, whether it is being conducted by the public health district's ESF8 Committee, or a multi-county health care segment Task Force.

County	District

Healthcare Segment Task Force

Outpatient Infusion Centers

It is estimated that about 25% of patients hospitalized for influenza are hospitalized only because of a need for intravenous hydration or medication. During a pandemic, some of these patients may be able to be infused as outpatients, reducing the demand on scarce hospital resources. Planning for outpatient infusion centers should be coordinated by whatever group is doing your other health care surge capacity planning. But these facilities will likely depend on community-based resources, which you can help to recruit and coordinate.

Activities: Describe the specific activities that the members of the task force will undertake in support of the operational components of your county's pandemic influenza response plan.

County	District

Media Segment Task Force

Includes representatives from print and broadcast media located in or covering the county.

<u>Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

<u>Vice Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Members:

<u>Organization</u>	<u>Representative</u>

<u>Organization</u>	<u>Representative</u>

Have the members of this task force participated in a pandemic awareness program? <input type="checkbox"/> Yes <input type="checkbox"/> No

County	District

Media Segment Task Force

Accountable to:	County Pandemic Influenza Planning Committee (PIPC)
Responsibilities:	<p>Education:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help media organizations to understand the pandemic threat <input type="checkbox"/> Convey to media organizations the roles of public health agencies and emergency responders during a pandemic, and what to expect and not to expect from each <p>Continuity of Services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support media organizations in developing their continuity of services plans. <p>Support of Community Response:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help media organizations decide what role they can and will play in support of the community's response to the pandemic <input type="checkbox"/> Coordinate the efforts of media organizations in support of the community response, consistent with the community's incident command structure. <p>Other (as assigned by County PIPC):</p> <ul style="list-style-type: none"> <input type="checkbox"/>
Capabilities & Resources: (relevant to the operational components of a pandemic influenza response }	People:
	Things:
	Knowledge:
	Systems & Organization:

County	District

Media Segment Task Force

Estimated number of organizations in this segment within the county:

Outreach/Recruitment Plan:

To assist you in developing a plan for communicating with all organizations within your segment, we have identified the three distinct goals for pandemic influenza awareness and education plans shown in the table below, each with three specific objectives. Describe your plan for meeting each of these objectives in the column on the right.

Goals and Objectives	Plan
1. Develop an initial awareness of the pandemic threat among organizations in the Media Segment <ul style="list-style-type: none"> a. Establish contact and a means for maintaining it (e.g., directory) b. Provide information c. Recruit for participation in segment planning 	
2. Provide updates during the planning phase <ul style="list-style-type: none"> a. Maintain contact b. Provide information c. Encourage continued participation 	
3. Provide a communication link to organizations within your segment once the pandemic starts <ul style="list-style-type: none"> a. Maintain contact (include in your plan at least one back-up communication method) b. Provide information c. Encourage compliance with non-pharmaceutical interventions and support of community plans 	

County	District

Media Segment Task Force

Activities: Describe the specific activities that the members of the task force will undertake in support of the operational components of your county's pandemic influenza response plan.

County	District

Business Segment Task Force

Includes representatives from organizations representing businesses, representatives of the largest employers, as well as a representative sample of individual businesses.

<u>Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

<u>Vice Chair</u>	
Position:	
Name:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Members:

<u>Organization</u>	<u>Representative</u>

<u>Organization</u>	<u>Representative</u>

Have the members of this task force participated in a pandemic awareness program? <input type="checkbox"/> Yes <input type="checkbox"/> No

County	District

Business Segment Task Force

Accountable to:	County Pandemic Influenza Planning Committee (PIPC)
Responsibilities:	<p>Education:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help businesses to understand the pandemic threat <input type="checkbox"/> Convey to businesses the roles of public health agencies and emergency responders during a pandemic, and what to expect and not to expect from each <p>Continuity of Services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support businesses in developing their continuity of services plans. <p>Support of Community Response:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help businesses decide what role they can and will play in support of the community's response to the pandemic <input type="checkbox"/> Coordinate the efforts of businesses in support of the community response, consistent with the community's incident command structure. <p>Other (as assigned by County PIPC):</p> <ul style="list-style-type: none"> <input type="checkbox"/>
Capabilities & Resources: (relevant to the operational components of a pandemic influenza response }	People:
	Things:
	Knowledge:
	Systems & Organization:

County	District

Business Segment Task Force

Estimated number of organizations in this segment within the county:

Outreach/Recruitment Plan:

To assist you in developing a plan for communicating with all organizations within your segment, we have identified the three distinct goals for pandemic influenza awareness and education plans shown in the table below, each with three specific objectives. Describe your plan for meeting each of these objectives in the column on the right.

Goals and Objectives	Plan
1. Develop an initial awareness of the pandemic threat among organizations in the Business Segment <ul style="list-style-type: none"> a. Establish contact and a means for maintaining it (e.g., directory) b. Provide information c. Recruit for participation in segment planning 	
2. Provide updates during the planning phase <ul style="list-style-type: none"> a. Maintain contact b. Provide information c. Encourage continued participation 	
3. Provide a communication link to organizations within your segment once the pandemic starts <ul style="list-style-type: none"> a. Maintain contact (include in your plan at least one back-up communication method) b. Provide information c. Encourage compliance with non-pharmaceutical interventions and support of community plans 	

County	District

Business Segment Task Force

Activities: Describe the specific activities that the members of the task force will undertake in support of the operational components of your county's pandemic influenza response plan.

County	District

Schools Segment Task Force

Includes representatives from each public school system, higher education institution, and technical school within the county, as well as a representative sample of individual schools.

<u>Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

<u>Vice Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Members:

<u>Organization</u>	<u>Representative</u>

<u>Organization</u>	<u>Representative</u>

Have the members of this task force participated in a pandemic awareness program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Accountable to:	County Pandemic Influenza Planning Committee (PIPC)
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County	District

Schools Segment Task Force

Responsibilities:	Education: <input type="checkbox"/> Help educational institutions to understand the pandemic threat <input type="checkbox"/> Convey to educational institutions the roles of public health agencies and emergency responders during a pandemic, and what to expect and not to expect from each Continuity of Services: <input type="checkbox"/> Support educational institutions in developing their continuity of services plans. Support of Community Response: <input type="checkbox"/> Help educational institutions decide what role they can and will play in support of the community's response to the pandemic <input type="checkbox"/> Coordinate the efforts of educational institutions in support of the community response, consistent with the community's incident command structure. Other (as assigned by County PIPC): <input type="checkbox"/>
	People:
	Things:
	Knowledge:
Capabilities & Resources: (relevant to the operational components of a pandemic influenza response)	Systems & Organization:

Estimated number of organizations in this segment within the county:

County	District

Schools Segment Task Force

Outreach/Recruitment Plan:

To assist you in developing a plan for communicating with all organizations within your segment, we have identified the three distinct goals for pandemic influenza awareness and education plans shown in the table below, each with three specific objectives. Describe your plan for meeting each of these objectives in the column on the right.

Goals and Objectives	Plan
1. Develop an initial awareness of the pandemic threat among organizations in the Schools Segment <ul style="list-style-type: none"> a. Establish contact and a means for maintaining it (e.g., directory) b. Provide information c. Recruit for participation in segment planning 	
2. Provide updates during the planning phase <ul style="list-style-type: none"> a. Maintain contact b. Provide information c. Encourage continued participation 	
3. Provide a communication link to organizations within your segment once the pandemic starts <ul style="list-style-type: none"> a. Maintain contact (include in your plan at least one back-up communication method) b. Provide information c. Encourage compliance with non-pharmaceutical interventions and support of community plans 	

County	District

Schools Segment Task Force

Activities: Describe the specific activities that the members of the task force will undertake in support of the operational components of your county's pandemic influenza response plan.

County	District

Transportation Segment Task Force

Includes officials from each transportation agency or service within the county, both public and private, as well as from organizations that provide transportation services as part of a larger mission.

<u>Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

<u>Vice Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Members:

<u>Organization</u>	<u>Representative</u>

<u>Organization</u>	<u>Representative</u>

Have the members of this task force participated in a pandemic awareness program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Accountable to:	County Pandemic Influenza Planning Committee (PIPC)
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County	District

Transportation Segment Task Force

Responsibilities:	Education: <input type="checkbox"/> Help transportation agencies to understand the pandemic threat <input type="checkbox"/> Convey to transportation agencies the roles of public health agencies and emergency responders during a pandemic, and what to expect and not to expect from each Continuity of Services: <input type="checkbox"/> Support transportation agencies in developing their continuity of services plans. Support of Community Response: <input type="checkbox"/> Help transportation agencies decide what role they can and will play in support of the community's response to the pandemic <input type="checkbox"/> Coordinate the efforts of transportation agencies in support of the community response, consistent with the community's incident command structure. Other (as assigned by County PIPC): <input type="checkbox"/>
	People:
	Things:
	Knowledge:
Capabilities & Resources: (relevant to the operational components of a pandemic influenza response }	Systems & Organization:

Estimated number of organizations in this segment within the county:

County	District

Transportation Segment Task Force

Outreach/Recruitment Plan:

To assist you in developing a plan for communicating with all organizations within your segment, we have identified the three distinct goals for pandemic influenza awareness and education plans shown in the table below, each with three specific objectives. Describe your plan for meeting each of these objectives in the column on the right.

Goals and Objectives	Plan
1. Develop an initial awareness of the pandemic threat among organizations in the Transportation Segment <ul style="list-style-type: none"> a. Establish contact and a means for maintaining it (e.g., directory) b. Provide information c. Recruit for participation in segment planning 	
2. Provide updates during the planning phase <ul style="list-style-type: none"> a. Maintain contact b. Provide information c. Encourage continued participation 	
3. Provide a communication link to organizations within your segment once the pandemic starts <ul style="list-style-type: none"> a. Maintain contact (include in your plan at least one back-up communication method) b. Provide information c. Encourage compliance with non-pharmaceutical interventions and support of community plans 	

Activities: Describe the specific activities that the members of the task force will undertake in support of the operational components of your county's pandemic influenza response plan (e.g., transportation of essential workers, maintenance of supply lines).

County	District

Community Organizations Segment Task Force

Includes representatives from any organizations representing service, volunteer and faith-based organizations within the county, as well as a representative sample of individual organizations. You may choose to have a separate faith-based organizations task force, if that is more appropriate for your local circumstances.

<u>Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

<u>Vice Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Members:

<u>Organization</u>	<u>Representative</u>

<u>Organization</u>	<u>Representative</u>

Have the members of this task force participated in a pandemic awareness program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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County	District

Community Organizations Segment Task Force

Accountable to:	County Pandemic Influenza Planning Committee (PIPC)
Responsibilities:	<p>Education:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help community organizations to understand the pandemic threat <input type="checkbox"/> Convey to community organizations the roles of public health agencies and emergency responders during a pandemic, and what to expect and not to expect from each <p>Continuity of Services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support community organizations in developing their continuity of services plans. <p>Support of Community Response:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help community organizations decide what role they can and will play in support of the community's response to the pandemic <input type="checkbox"/> Coordinate the efforts of community organizations in support of the community response, consistent with the community's incident command structure. <p>Other (as assigned by County PIPC):</p> <ul style="list-style-type: none"> <input type="checkbox"/>
Capabilities & Resources: (relevant to the operational components of a pandemic influenza response }	People:
	Things:
	Knowledge:
	Systems & Organization:

County	District

Community Organizations Segment Task Force

Estimated number of organizations in this segment within the county:

Outreach/Recruitment Plan:

To assist you in developing a plan for communicating with all organizations within your segment, we have identified the three distinct goals for pandemic influenza awareness and education plans shown in the table below, each with three specific objectives. Describe your plan for meeting each of these objectives in the column on the right.

Goals and Objectives	Plan
1. Develop an initial awareness of the pandemic threat among organizations in the Community Organizations Segment <ul style="list-style-type: none"> a. Establish contact and a means for maintaining it (e.g., directory) b. Provide information c. Recruit for participation in segment planning 	
2. Provide updates during the planning phase <ul style="list-style-type: none"> a. Maintain contact b. Provide information c. Encourage continued participation 	
3. Provide a communication link to organizations within your segment once the pandemic starts <ul style="list-style-type: none"> a. Maintain contact (include in your plan at least one back-up communication method) b. Provide information c. Encourage compliance with non-pharmaceutical interventions and support of community plans 	

County	District

Community Organizations Segment Task Force

Activities: Describe the specific activities that the members of the task force will undertake in support of the operational components of your county's pandemic influenza response plan.

County	District

Faith-Based Organizations Segment Task Force

Includes representatives of any organizations representing volunteer or service organizations within the county, as well as a representative sample individual organizations.

<u>Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

<u>Vice Chair</u>	
Name:	
Organization:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Members:

<u>Organization</u>	<u>Representative</u>

<u>Organization</u>	<u>Representative</u>

Have the members of this task force participated in a pandemic awareness program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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County	District

Faith-Based Organizations Segment Task Force

Accountable to:	County Pandemic Influenza Planning Committee (PIPC)
Responsibilities:	<p>Education:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help volunteer/service organizations to understand the pandemic threat <input type="checkbox"/> Convey to volunteer/service organizations the roles of public health agencies and emergency responders during a pandemic, and what to expect and not to expect from each <p>Continuity of Services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support volunteer/service organizations in developing their continuity of services plans. <p>Support of Community Response:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help volunteer/service organizations decide what role they can and will play in support of the community's response to the pandemic <input type="checkbox"/> Coordinate the efforts of volunteer/service organizations in support of the community response, consistent with the community's incident command structure. <p>Other (as assigned by County PIPC):</p> <ul style="list-style-type: none"> <input type="checkbox"/>
Capabilities & Resources: (relevant to the operational components of a pandemic influenza response }	People:
	Things:
	Knowledge:
	Systems & Organization:

County	District

Faith-Based Organizations Segment Task Force

Estimated number of organizations in this segment within the county:

Outreach/Recruitment Plan:

To assist you in developing a plan for communicating with all organizations within your segment, we have identified the three distinct goals for pandemic influenza awareness and education plans shown in the table below, each with three specific objectives. Describe your plan for meeting each of these objectives in the column on the right.

Goals and Objectives	Plan
1. Develop an initial awareness of the pandemic threat among organizations in the Faith-Based Organizations Segment <ul style="list-style-type: none"> a. Establish contact and a means for maintaining it (e.g., directory) b. Provide information c. Recruit for participation in segment planning 	
2. Provide updates during the planning phase <ul style="list-style-type: none"> a. Maintain contact b. Provide information c. Encourage continued participation 	
3. Provide a communication link to organizations within your segment once the pandemic starts <ul style="list-style-type: none"> a. Maintain contact (include in your plan at least one back-up communication method) b. Provide information c. Encourage compliance with non-pharmaceutical interventions and support of community plans 	

County	District

Faith-Based Organizations Segment Task Force

Activities: Describe the specific activities that the members of the task force will undertake in support of the operational components of your county's pandemic influenza response plan.

County	District

General Public Segment Task Force

Includes individuals living or working within the county.

<u>Chair</u>	
Name:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

<u>Vice Chair</u>	
Name:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Members:

<u>Subgroup</u>	<u>Representative</u>

<u>Subgroup</u>	<u>Representative</u>

Have the members of this task force participated in a pandemic awareness program? <input type="checkbox"/> Yes <input type="checkbox"/> No

County	District

General Public Segment Task Force

Accountable to:	County Pandemic Influenza Planning Committee (PIPC)
Responsibilities:	<p>Education:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help the general public to understand the pandemic threat <input type="checkbox"/> Convey to the general public the roles of public health agencies and emergency responders during a pandemic, and what to expect and not to expect from each <p>Continuity of Services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support the general public in developing pandemic influenza plans for themselves and their families. <p>Support of Community Response:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help the general public decide what role they can and will play in support of the community's response to the pandemic <input type="checkbox"/> Coordinate the efforts of the general public in support of the community response, consistent with the community's incident command structure. <p>Other (as assigned by County PIPC):</p> <ul style="list-style-type: none"> <input type="checkbox"/>
Capabilities & Resources: (relevant to the operational components of a pandemic influenza response }	People:
	Things:
	Knowledge:
	Systems & Organization:

County	District

General Public Segment Task Force

Estimated number of households within the county:

Outreach/Recruitment Plan: Describe your plan for contacting all of the households in your county and encouraging their participation in pandemic influenza planning.

How will you communicate (e.g., fax, email, newsletter) with the households in your county:

During planning?	
During pandemic?	
What is your backup method of communication during a pandemic?	

County	District

General Public Segment Task Force

Activities: Describe the specific activities that the members of the task force will undertake in support of the operational components of your county's pandemic influenza response plan.