

Pandemic Flu Planning: A Checklist for You & Your Family

You can prepare for an influenza pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of an influenza pandemic on you and your family. This checklist will help you gather the information and resources you may need in case of a flu pandemic.

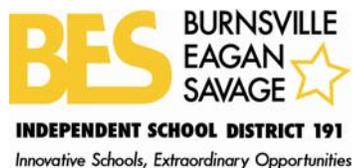


To plan for a pandemic ...

- Store a two-week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies such as power outages and disasters.
- Periodically check your regular prescription drugs to ensure a continuous supply in your home.
- Have non-prescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for an influenza pandemic.

To limit the spread of germs and prevent infection ...

- Teach your children to wash hands frequently with soap and water, and model the current behavior.
- Teach your children to cover coughs and sneezes with tissues, and be sure to model that behavior.
- Teach your children to stay away from others as much as possible if they are sick. Stay home from work and school if sick.



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Items to have on hand for an extended stay at home ...

Examples of food and non-perishables:

- Ready-to-eat canned meats, fish, fruits, vegetables, beans and soups
- Protein or fruit bars
- Dry cereal or granola
- Peanut butter or nuts
- Dried fruit
- Crackers
- Canned juices
- Bottled water
- Canned or jarred baby food and formula
- Pet food
- Other non-perishable foods

Examples of medical, health and emergency supplies:

- Prescribed medical supplies, such as glucose and blood-pressure monitoring equipment
- Soap and water, or alcohol-based (60-95%) hand wash
- Medicines for fever, such as acetaminophen or ibuprofen
- Thermometer
- First-aid kit, to include bandages and cleansing agent
- Anti-diarrheal medication
- Vitamins
- Fluids with electrolytes
- Tissues, toilet paper, disposable diapers, feminine hygiene products
- Flashlight
- Portable Radio
- Batteries
- Manual can opener
- Garbage bags



Faith-Based & Community Organizations Pandemic Flu Preparedness Checklist

The collaboration of Faith-Based and Community Organizations with public health agencies will be essential in protecting the public's health and safety if and when an influenza pandemic occurs. This checklist provides guidance for religious organizations (churches, synagogues, mosques, temples, etc.), social service agencies that are faith-based, and community organizations in developing and improving influenza pandemic response and preparedness plans. Many of the points suggested here can improve your organization's ability to protect your community during emergencies in general.

Not Started In Progress Completed

Plan for the impact of a pandemic on your organization and its mission ...

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assign key staff with the authority to develop, maintain and act upon an influenza pandemic preparedness and response plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Determine the potential impact of a pandemic on your organization's usual activities and services. Plan for situations likely to require increasing, decreasing or altering the services your organization delivers. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Determine the potential impact of a pandemic on outside resources that your organization depends on to deliver its services (e.g., supplies, travel, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Outline what the organization structure will be during an emergency and revise periodically. The outline should identify key contacts with multiple back-ups and responsibilities, and who is supposed to report to whom. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify and train essential staff (full-time, part-time and unpaid or volunteer staff) needed to carry on your organization's work during a pandemic. Include back-up plans, cross-train staff in other jobs so that if staff are sick, others are ready to come in to carry on the work. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Test your response and preparedness plan using an exercise or drill, and review and revise your plan as needed. |

Communicate with staff, members and persons in the community that you serve ...

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Find up-to-date, reliable pandemic information and other public health advisories from state and local health departments, emergency management agencies, and DCD. make this information available to your organization and others. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Distribute materials with basic information about pandemic influenza—the signs and symptoms, how it is spread, ways to protect yourself and your family (e.g., respiratory hygiene and cough etiquette), family preparedness plans, and how to care for ill persons at home. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | When appropriate, include basic information about pandemic influenza in public meetings (e.g., sermons, classes, trainings, small group meetings and announcements). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Share information about your pandemic preparedness and response plan with staff, members and persons in the communities that you serve. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Develop tools to communicate information about pandemic status and your organization's actions. This might include websites, flyers, local newspaper announcements, pre-recorded widely distributed phone messages, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Consider your organization's unique contribution to addressing rumors, misinformation, fear and anxiety. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Advise staff, members and persons in the community you serve to follow information provided by public health authorities—state and local health departments, emergency management agencies and CDC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ensure that what you communicate is appropriate for the cultures, languages and reading levels of your staff, members and persons in the communities that you serve. |

Faith-Based & Community Organizations Pandemic Flu Preparedness Checklist

Not Started In Progress Completed

Plan for the impact of a pandemic on your staff, members and the communities that you serve ...

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plan for staff absences during a pandemic due to personal and/or family illnesses, quarantines, and school, business and public transportation closures. Staff may include full-time, part-time and volunteer personnel. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Work with local health authorities to encourage yearly influenza vaccination for staff, members and persons in the communities that you serve. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Evaluate access to mental health and social services during a pandemic for your staff, members and persons in the communities that you serve—improve access to these services as needed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify persons with special needs (e.g., elderly, disabled, limited English speakers) and be sure to include their needs in your response and preparedness plan. Establish relationships with them in advance so they will expect and trust your presence during a crisis. |

Set up policies to follow during a pandemic ...

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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Set up policies for non-penalized staff leave for personal illness or care for sick family members during a pandemic. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Set up mandatory sick-leave policies for staff suspected to be ill or who become ill at the worksite. Employees should remain at home until their symptoms resolve and they are physically ready to return to duty. Know how to check up-to-date CDC recommendations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Set up policies for flexible work hours and working from home. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Evaluate your organization's usual activities and services (including rites and religious practices if applicable) to identify those that may facilitate virus spread from person to person. Set up policies to modify these activities to prevent the spread of pandemic influenza (e.g., guidance for respiratory hygiene and cough etiquette, and instructions for persons with influenza symptoms to stay home rather than visit in person.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Follow CDC travel recommendations during an influenza pandemic. Recommendations may include restricting travel to affected domestic and international sites, recalling non-essential staff working in or near an affected site when an outbreak begins, and distributing health information to persons who are returning from affected areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Set procedures for activating your organization's response plan when an influenza pandemic is declared by public health authorities and altering your organizations' operations accordingly. |

Allocate resources to protect your staff, members and persons in the communities that you serve during a pandemic ...

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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Determine the amount of supplies needed to promote respiratory hygiene and cough etiquette and how they will be obtained. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Consider focusing your organization's efforts during a pandemic to provide services that are most needed during the emergency (e.g., mental/spiritual health or social services). |

Coordinate with external organizations and help your community ...

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Understand the roles of federal, state and local public health agencies and emergency responders and what to expect and what not to expect from each in the event of a pandemic. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Work with local and/or state public health agencies, emergency responders, local health care facilities and insurers to understand their plans and what they can provide, share about your preparedness and response plan and what your organization is able to contribute, and take part in their planning. Assign a point of contact to maximize communication between your organization and your state and local public health systems. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Share what you've learned from developing your preparedness and response plan with other Faith-Based and Community Organizations to improve community response efforts. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Work together with other Faith-Based and Community Organizations in your local area and through networks to help your communities prepare for pandemic influenza. |