

Pandemic Flu Checklist

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This checklist is intended to be used in conjunction with the All Hazards Checklist in Appendix 1.

PHASE 1 – PREPARATION	Not Started	In Progress	Complete
Distribute materials with basic information about pandemic influenza: signs and symptoms, how it is spread, ways to protect yourself and your family (e.g., respiratory hygiene and cough etiquette), and how to care for ill persons at home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distribute sources for information on pandemic influenza: www.pandemicflu.gov and the Centers for Disease Control and Prevention (CDC) Hotline at: 1-800-CDC-INFO (1-800-232-4636). This line is available in English and Spanish, 24 hours a day, 7 days a week. TTY: 1-888-232-6348. Questions can be e-mailed to cdcinfo@cdc.gov .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post reminders throughout your facility to encourage the following behaviors: - Wash hands frequently with soap and water - Cover your mouth and nose with a tissue when you cough or sneeze - Put used tissues in a waste basket - Cough or sneeze into your upper sleeve if you don't have a tissue - Clean your hands after coughing or sneezing. Use soap and water or an alcohol-based hand cleaner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set up policies to modify activities (including religious rites) that may facilitate virus spread from person to person 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"/>
Encourage yearly influenza vaccination for staff, members, and persons in the congregation and communities that you serve. (This will not protect individuals from the pandemic influenza, but it will help them stay healthy and protect them from the seasonal flu.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtain supplies needed to promote respiratory hygiene and cough etiquette to supplement the church's disaster supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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PHASE 2 – IMPACT	Not Started	In Progress	Complete
Follow information provided by public health authorities--state and local health departments, emergency management agencies, and CDC, including when to use facemasks and respirators (see Attachment 14, Recommendation for Facemask and Respirator Use During an Influenza Pandemic).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alter your organization's operations according to the recommendations of public health authorities (modify activities to prevent virus spread of pandemic influenza)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Focus 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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 3 – IMMEDIATE RESPONSE	Not Started	In Progress	Complete
Consult the All Hazards Checklist in Appendix 1 for actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 4 – RELIEF	Not Started	In Progress	Complete
Consult the All Hazards Checklist in Appendix 1 for actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 5 – RECOVERY	Not Started	In Progress	Complete
Consult the All Hazards Checklist in Appendix 1 for actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>