

# PANDEMIC ILLNESS PREPAREDNESS AND RESPONSE PLAN

**AGENCY:**

**DEPARTMENT:**

**DATE:**

## 1.1 AGENCY/DEPARTMENT SPECIFIC EFFORTS

### Tasks

1. Incorporate pandemic influenza preparedness into current Continuity of Operations Plan. Review Federal, State, and local public health and emergency management agencies' pandemic plans in areas where you operate or have jurisdictional responsibilities. Reference [www.healthvermont.gov](http://www.healthvermont.gov) and/or <http://flu.gov/plan/workplaceplanning/index.html> for your individual planning efforts. Determine the potential impact of a pandemic on the agency or organization by using multiple possible scenarios of varying severity relative to illness, absenteeism, supplies, availability of resources, access to legal system representatives, etc. Reference <http://www.flu.gov/plan/federal/fedresponsestages.html> for U.S. federal response stages to pandemic planning.
2. Your existing COOP Planning Team Chief should be responsible for monitoring State public health advisories and for coordinating pandemic influenza preparedness planning. Ensure that your COOP identifies a minimum of three alternate contacts if that person becomes ill during a pandemic.
3. Ensure that your existing alert notification procedures, chain of command, and communication plans are accurate and kept up-to-date. This includes files in your COOP file archive which could contain org. charts, phone trees, contact lists, etc.

## 1.2 DEPARTMENT - PROGRAM AND FACILITY EFFORTS

### Tasks

	Completed	In Progress	Not Started
<p>1. Institute a system for tracking absenteeism trends during seasonal influenza to ensure that the program can detect pressure that may affect operating capacity, including staffing and supply needs, during a pandemic. Assign responsibility for assessing day-to-day staffing and other needs during an influenza pandemic to someone with proper authority and training. Reference <a href="http://www.healthvermont.gov">www.healthvermont.gov</a>.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>2. Develop contingency plans for 30 - 40% employee absences. Keep in mind that absences may occur due to personal illness, family member illness, community mitigation measures, quarantines, school, childcare, or business closures, public transportation disruptions, or fear of exposure to ill individuals, as well as first responder, National Guard, or military reserve obligations.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>3. Develop succession plans for each mission essential function to ensure the continued effective performance of your organization by identifying and training replacements for key people when necessary. These replacements should be integrated into employee development activities, and should include critical contracted services as well.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>4. Provide cross training of facility staff to help sustain operating capacity. As necessary, plan for use of auxiliary personnel and recent retirees during a crisis, or establishing flexible worksite options (e.g., telecommuting) and flexible work hours (e.g., staggered shifts) if appropriate.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>5. Develop a mechanism for employees to immediately report their own possible influenza illness during a pandemic (24/7).</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 1.2 DEPARTMENT - PROGRAM AND FACILITY EFFORTS (cont'd)

	Completed	In Progress	Not Started
6. With the guidance of the Vermont Health Department ( <a href="http://www.healthvermont.gov">www.healthvermont.gov</a> ) develop procedures that focus on preventing the spread of respiratory infections in the workplace. This could include social distancing practices, the promotion of respiratory hygiene/cough etiquette, and appropriate attention to environmental hygiene and cleaning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Ask employees to visit <a href="http://www.ready.gov">www.ready.gov</a> for information to help them and their families prepare and plan for a pandemic.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Identify other critical inputs (e.g. raw materials, suppliers, sub-contractor services/products, and logistics) required to maintain business operations by location and function during a pandemic. Begin discussions with suppliers and develop a plan to obtain the critical supplies needed in the event of an emergency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Review your pandemic influenza preparedness and response plan with key stakeholders inside and outside the agency, including employee representatives, and determine opportunities for collaboration, modification of the plan, and the development of complementary responsibilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit completed electronic plans to the Commissioner of Buildings and General Service Office of Security Division ([sheila.lapoint@state.vt.us](mailto:sheila.lapoint@state.vt.us)) and to the file archives section of your COOP plan by September 4, 2009 for review and approval.