Facility Pandemic Influenza Preparedness & Response Checklist
Level Ready- Green ERI Alert
Interpandemic Period (WHO)

Form a Facility Incident Command Team

Pre-Incident activity list completed

A. Access Control

Develop a plan and a timeline for implementing a policy that enables controlling access to the facility
Develop a plan to close down or curtail facility transportation, including facility shuttles if necessary, when ordered by the Facility Incident Command Team

B. Surveillance, Screening and Triage

Have the facility’s medical personnel screen all individuals upon intake.
Report possible clusters to the Director of Institutions.
Post informative infection control signs at building entrances and common areas.
Monitor national, regional and local data related to the pandemic influenza.

C. Infection Control/Precautions

Maintain adequate supplies of Personal Protective Equipment (PPE), waterless hand sanitizers surface disinfectants and tissues throughout public areas and meeting rooms.
Display hand-washing posters, biohazard bags and waste receptacles in high-traffic areas.

D. Communication/Education

Implement a plan for communication and promotion of messages relating to Epidemic Respiratory Infection (ERI) to staff.
Implement a plan to orient and educate staff regarding basic readiness activities at the facility.
Deploy translation services needs within facility population.
Identify counseling personnel to incorporate into communication plans.

E. Additional Preparedness Activities

Implement vaccination campaign (offer vaccine on-site or provide references to area clinics, as applicable.)
Develop educational and promotional materials to promote availability and desirability of influenza vaccine
If administering flu vaccine on-site, documents administration of vaccine, preferably in a computerized data base (like the health departments Mississippi Immunization Registry).
Provide regular updates to staff and youth.
Health Authority will monitor the Health Alert Network.