

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.