



## IAFF Influenza Pandemic Checklist

| Done | In Progress | Not Started | I. Planning Logistics   |
|------|-------------|-------------|---|
|      |             |             | Establish an Incident Management System that meets NFPA 1561, <i>Standard on Emergency Services Incident Management System</i> , including written Standard Operating Procedures (SOP) and Mitigation Plan.   |
|      |             |             | Identify and define roles and responsibilities of the Incident Commander who will coordinate the emergency response and the response teams (NFPA 1500, chapter 8.1).  |
|      |             |             | Inter-Agency Cooperation: Establish relationships with community public health department and other emergency management groups. Define functional roles and responsibilities of internal and external agencies, organizations, departments, and individuals, and establish lines of authority.   |
|      |             |             | Communications Plan: Establish systems and procedures (how, how often, when, what, and to whom will the information be disseminated) and articulate resource requirements.  |
|      |             |             | Set up authorities, triggers, and procedures for activating and terminating the response plan.  |
|      |             |             | Develop and plan for scenarios likely to result in an increase or decrease in demand for your services during a pandemic (e.g. search and rescue, assist with quarantine, etc). Define potential roles outside of your usual duties (i.e. assisting healthcare facilities in mobilizing patients from one location to a quarantine location or other unusual activities). |
|      |             |             | Determine training and define needs for training (NFPA 1600, 5.12).   |
|      |             |             | Implement an exercise/drill to test your plan, and revise periodically.   |
|      |             |             | Develop a disaster recovery plan.   |



| Done | In Progress | Not Started | IV. Impact on Staff  |
|------|-------------|-------------|--|
|      |             |             | Determine impact on staff – absenteeism due to illness or attending to ill family member or afraid to come into work, and develop Contingency Plan for such an event.  |
|      |             |             | Determine potential safety issues and plan for prevention  |
|      |             |             | Train and prepare ancillary workforce (e.g. contractors, non-first responders, support staff)  |
|      |             |             | Encourage and track vaccination history (annual influenza, HepB, HepA, Td, etc.).  |
|      |             |             | Evaluate staff access to, and availability of, healthcare services during a pandemic. Services should include mental health and social services.   |
|      |             |             | Establish policies for restricting travel and preventing influenza spread at the worksite. Encourage proper hygiene practice and universal precautions.  |
| Done | In Progress | Not Started | V. Resource Allocation   |
|      |             |             | Education: Disseminate Influenza Pandemic Information.   |
|      |             |             | Utilize information developed by IAFF and other materials on pandemic from WHO, CDC and PHAC.  |
|      |             |             | Communication Channel: establish two-way information flow.   |
|      |             |             | Disseminate information frequently to all staff to prevent misinformation or fears based on rumors. Establish a dedicated staff member who is responsible for disseminating information. Staff must also be able to easily provide feedback to designated staff member on what they are facing, including those issues experienced in the field. |
|      |             |             | Establish funding for training sessions.   |