

# **Pandemic Influenza Plan Checklist for Local Health Departments in North Carolina**

## *Essential Elements*

### **An Annex to the County All Hazards or Emergency Operations Plan**

This checklist contains the essential elements that should be addressed by local health departments as they develop a pandemic influenza plan. The plan does not need to be a stand alone plan; it can be an annex to the county's all hazards or emergency operations plan. As such, the pandemic influenza annex only needs to focus on elements unique to an influenza pandemic.

### **Recommendations for Organizing the Plan**

We recommend that the plan can be organized first by "essential element" (with the exception of Command and Control) and then by WHO pandemic phase, with specific activities as relevant to each phase of an influenza pandemic:

- I. Introduction
- II. Command and Control
- III. Surveillance
  - A. Pandemic Phase I activities
  - B. Pandemic Phase II activities
  - C. Etc.
- IV. Lab Diagnostics
  - a. Pandemic Phase I activities
  - b. Pandemic Phase II activities
  - c. Etc.
- V. Vaccines, Etc.

Note: In some cases different pandemic phases will have the same activities, and can thus be collapsed (especially in the cases of phases 1 and 2).

### **Planning Resource**

The National Association of County and City Health Officials (NACCHO) recently published an excellent resource – The Local Health Department Guide to Pandemic Influenza Planning. It can be downloaded [here](#). Also note that the resources listed below are hyperlinks to actual documents and can be accessed by CTRL + clicking on the link.

## **The Essential Elements**

### **I. Introduction**

Outline the purpose of the plan

List assumptions of an influenza pandemic

*Resource:* [HHS Pandemic Influenza Plan Assumptions](#)

Outline phases of a pandemic

*Resource:* [WHO Pandemic Phases](#)

Use FluAid to describe impact of a moderate (1968-like) pandemic in county / jurisdiction in terms of: outpatient visits, hospitalizations, and deaths

*Resource:* *NC Pandemic Influenza Plan:* [Local Health Department Toolkit: Determining County Level Impact of Pandemic Influenza](#)

List members of pandemic planning committee / key partners, stakeholders in the planning process

### **II. Command and Control**

Discuss local emergency operations or all hazards plan and where/how pandemic influenza fits in with this plan

Discuss role of public health during an influenza pandemic

Discuss roles and responsibility of state vs. county during an influenza pandemic

Discuss legal authority for isolation/quarantine and declaring a state of emergency

*Resources:* [NC Statutory Authority to Address Pandemic Influenza](#); [Isolation Order](#); [Quarantine Order](#)

Outline the incident command structure for the local health department and provide an organizational chart for chain of command, including operations, logistics, planning, and finance/administration (reference all hazards/emergency operations plan as appropriate)

### **III. Surveillance**

Mention sentinel surveillance programs in the county / district (if there are no sentinel sites, are there any plans for recruiting some?) and plans for enhanced surveillance

*Resource:* [Enhanced Surveillance for Avian Influenza in Humans](#)

Discuss reporting procedures for how healthcare providers and laboratories will report cases of novel influenza viruses to the local health department

Discuss reporting procedures for cases of novel influenza viruses to the state

Discuss how cases of novel influenza viruses would be investigated (collaboration with hospital personnel, infection control practitioner, public health epidemiologist, etc)

Discuss plans for counting cases, deaths, etc.

### **IV. Lab Diagnostics**

Reference or include [NC State Laboratory of Public Health Pandemic Influenza Preparedness and Response Plan](#)

Reference or include [Laboratory Submission Form NC DHHS 3431](#)

**V. Vaccine**

Discuss priority groups for vaccine, noting any additional groups that may be important based on local circumstance

*Resource: [NVAC/ACIP Recommendations for Prioritization of Pandemic Influenza Vaccine and NVAC Recommendations on Pandemic Antiviral Drug Use](#)*

Estimate doses needed

*Resource: [Influenza Vaccine Estimations Worksheet; Instructions](#)*

Address storage and distribution (reference county SNS plan, existing standard operating procedures for influenza vaccine administration during a pandemic, and/or standard operating procedure for mass vaccination clinics)

**VI. Antivirals**

Discuss priority groups for antivirals, noting any additional groups that may be important based on local circumstances

*Resource: [NVAC/ACIP Recommendations for Prioritization of Pandemic Influenza Vaccine and NVAC Recommendations on Pandemic Antiviral Drug Use](#)*

Estimate doses needed

*Resource: [Antiviral Medication Estimations Worksheet](#)*

Address storage and distribution (reference county SNS plan)

Note any private sector supplies that LHD is aware of (e.g., hospital)

**VII. Disease Containment**

Discuss when, where, and how isolation and quarantine might be used

*Resource: [Community Containment Measures Including Isolation and Quarantine and Home Care](#)*

Discuss plan for monitoring those individuals in isolation / quarantine and caring for people in home isolation and quarantine

*Resource: [Community Containment Measures Including Isolation and Quarantine and Home Care](#)*

Discuss plan for addressing needs of vulnerable populations

Discuss any plan for the use and stockpiling of masks/PPE at the local health department and community level

Discuss social distancing measures such as cancellation of mass gatherings, school closures, building closures

### **VIII. Emergency Response**

Discuss medical surge preparations and integration with local partners. Reference hospital pandemic influenza plans as well as plans of other major medical providers in the county/area.

Discuss support issues for vulnerable populations

Discuss mass fatality planning

*Resources:* [Mass Fatality Planning](#); [Contact Info for Key Stakeholders in Mass Fatality Planning](#)

Discuss psychosocial support issues and plans

*Resource:* [Division of Mental Health Influenza Pandemic Response](#)

Discuss security / public safety issues (while public health is not in the lead on this, plan should address at a minimum who is in the lead)

### **IX. Communications**

Discuss plan for dissemination of public information including special provisions for non English speaking groups and/or other vulnerable groups in the county

Discuss how healthcare providers will be kept informed during an influenza pandemic (reference all hazards/emergency operations plan, as appropriate)

Discuss how local health departments will stay up to date during an influenza pandemic, including plan for maintaining access to the NC HAN, Epi X users in the LHD (reference all hazards/emergency operations plan, as appropriate)

### **X. Continuity of Operations**

Reference LHD plan for continuity of operations

Reference county plan for continuity of essential infrastructure in the county (water, electricity, transport, etc.)

Discuss plans for outreach to local businesses regarding the creation of continuity of operations plans