

# PANDEMIC: INFLUENZA



## Faith-Based & Community Organizations Planning Checklist

To be prepared in the event of a pandemic influenza, planning is important for Faith-Based and Community Organizations. The following checklist has been developed to assist you in your efforts in developing your pandemic influenza response and preparedness plans. It identifies important specific activities you can do now to prepare, many of which will also help you in other emergencies.

### 1 Plan for the impact of a pandemic on your organization:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine the potential impact of a pandemic on your organization's usual activities and services. Identify your essential services. What services must you keep going?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine the potential impact of a pandemic on outside resources that your organization depends on to deliver its services (e.g. supplies, etc).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outline what the organizational structure will be during an emergency and revise periodically. The outline should identify key contacts with multiple back-ups, roles and responsibilities and who is supposed to report to whom.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify and train essential staff (including full-time, part-time and unpaid or volunteer staff) needed to carry on your organization's work during a pandemic. Include back-up plans, cross-train staff in other jobs so that if staff are sick, others are ready to come in to carry on the work.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test your response and preparedness plan using an exercise or drill, and review and revise your plan as needed.

### 2 Communicate with and educate your staff, members and persons in the communities that you serve:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Find up-to-date, reliable pandemic information and know where to refer staff and members of the community for more information. Check the Calgary Health Region website: <a href="http://www.calgaryhealthregion.ca">www.calgaryhealthregion.ca</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When appropriate, include basic information about pandemic influenza in public meetings (e.g. classes, small group meetings and announcements).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share your response plans with your staff and members, as you develop them.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider your organization's unique contribution to addressing rumors, misinformation, fear and anxiety.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify persons with special needs and incorporate the requirements of such persons into your preparedness plan.

Adapted from CDC Atlanta and Capital Health

### 3 Set up policies to follow during a pandemic:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate your organization's usual activities and services (including rites and religious practices if applicable) to identify those that may facilitate virus spread from person-to-person. Set up policies to modify these activities to prevent the spread of pandemic influenza (e.g. guidance for respiratory etiquette and hand hygiene and instructions for people with influenza symptoms to stay home rather than visit in person).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set up sick-leave policies for staff suspected to be ill, or who become ill at the worksite.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set up policies for staff leave for personal illness or care for sick family members during a pandemic.

### 4 Allocate resources to protect your staff, members and persons in the communities you serve during a pandemic:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine the amount of supplies needed to promote respiratory etiquette (or "cover your cough") and hand hygiene and how they will be obtained.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider focusing your organization's efforts during a pandemic to providing services that are most needed during an emergency (e.g. mental/spiritual health or social services).

### 5 Plan for the impact of a pandemic on your staff, members and persons in the communities that you serve:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan for staff absences during a pandemic due to personal and/or family illnesses, quarantines, school, business and public transportation closures. Staff may include full-time, part-time and volunteers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local health authorities to encourage yearly influenza vaccination for staff, members and persons in the communities that you serve.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate access to mental health and social services during a pandemic for your staff, members and persons in the communities that you serve, and gain an understanding of how to interface with these resources at the time of a pandemic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify persons with special needs (e.g. elderly, disabled, limited English speakers) and be sure to include their needs in your response and preparedness plan. Establish relationships with them in advance so they will expect and trust your presence during a crisis.

### 6 Coordinate with external organizations and help your community:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understand the roles of the federal, provincial and municipal governments and local health authorities and what to expect and what not to expect from each in the event of a pandemic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the regional health authorities, municipal government, insurers and other appropriate agencies to understand their plans and what they can provide. Share your preparedness and response plans and what your organization is able to contribute.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you've learned from developing your preparedness and response plan with other Faith-Based and Community Organizations to improve community response efforts.

## Calgary Health Region

Calgary Health Link 943-LINK (5465) Calgary and area  
1-866-408-LINK (5465) toll free  
[www.calgaryhealthregion.ca](http://www.calgaryhealthregion.ca)

Adapted from CDC Atlanta and Capital Health