



State of New Jersey

DEPARTMENT OF HEALTH AND SENIOR SERVICES

OFFICE OF THE STATE EPIDEMIOLOGIST

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Governor

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FRED M. JACOBS, M.D., J.D.
Commissioner

November 13, 2006

Dear Health Officer,

Earlier this year, several local health officers requested that the Department of Health & Senior Services (DHSS) modify the pandemic influenza checklist in the DHSS plan to provide guidance for local planning efforts. A small, multi-disciplinary group of local, LINCS, and state public health staff worked on drafting such a checklist.

Special thanks to the following health departments and associations for their assistance with this project:

Sussex County Division of Health – Emergency Preparedness Program

Mercer County Department of Health

Essex Regional Health Commission

Hudson Regional Health Commission

Middlesex County Public Health Department

Morris County Office of Health Management

Morristown Division of Health

New Jersey Department of Health & Senior Services

President, New Jersey Health Officers Association

President, New Jersey Association of County Health Officers

Somerset County Health Department

Township of Hanover Health Department

The checklist has been developed as a guide for planning and discussion within your LINCS jurisdiction regarding assignment and coordination of responsibilities. It should be noted that the LINCS agency staff title listed in the "LINCS Staff" column is the staff person expected to take the lead and coordinate the activities of all entities listed in the "LHD," "Hospital" and "Other" columns for each of the listed activities to ensure implementation. Please keep in mind that LINCS titles listed are recommendations and may vary among LINCS agencies.

The checklist that was developed is attached, along with a list of acronyms and definitions of the pandemic phases. For your convenience the checklist is provided electronically. It has been developed in Excel and can be easily manipulated to add columns and/or rows for your use.

It is also recommended that LINCS agencies and LHDs refer to NACCHO's "Local Health Department Guide to Pandemic Influenza Planning" when writing plans. It can be found at:

<http://www.naccho.org/topics/infectious/influenza/LHDPanFluGuide.cfm>

If you have any questions that your LINCS Planner cannot answer, please do not hesitate to contact Sylvia Bookbinder at 609-588-7500 or sylvia.bookbinder@doh.state.nj.us.

Thank you for your patience and cooperation as we work through this important planning process together.

Eddy A. Bresnitz, MD, MS
Deputy Commissioner/State Epidemiologist