

Local Public Health Pan Flu Checklist

ACTIVITIES BY PANDEMIC PHASE	LINCS STAFF	LINCS AGENCY	LHD	HOSPITAL	OTHER
INTERPANDEMIC PERIOD - Phases 1 and 2					
Command & Control					
Create LINCS plan	Health Planner	X	X	X	PHC partners
Address pandemic flu needs in existing county emergency response plans	Health Planner	X	X	X	OEM
Create local plans	Health Planner	X	X	X	PHC partners, VOAD, LEPC, County Mental Health Administrator
Ensure consistency of plans with County/Municipal OEM Annexes	Health Planner/Health Officer	X	X		
Review and update plans bi-annually	Health Planner	X	X	X	PHC partners
Exercise and revise plans bi-annually	Health Planner	X	X	X	PHC partners
Assess resources: human, material, monetary and facility	Health Officer/Health Planner/PH Nurse	X	X	X	FQHCs + CLFs
With partners and stakeholders evaluate the level of preparedness	Health Planner/Local Preparedness Task Force	X	X		
Surveillance & Laboratory Diagnostics					
Participate in national surveillance activities	Epidemiologist	X			physicians, schools, nursing homes
Year-round ILI surveillance	Epidemiologist	X		X	physicians, schools, nursing homes, emergency departments
Animal Surveillance	Epidemiologist	X			veterinarians
Lab confirmation					labs
RSV Surveillance	Epidemiologist	X		X	
Weekly ILI report	Epidemiologist	X			
CDRSS	Epidemiologist	X	X		labs and HCPs
Pharmacy Data	Epidemiologist	X			pharmacists
Emergency Dept. Volume Data	Epidemiologist	X		X	physicians
Deaths/Critical Cases	Epidemiologist	X	registrars		
Childhood Influenza Deaths/Severe Disease	Epidemiologist	X	X	X	physicians
NJ Business Absenteeism Reports	Epidemiologist	X			businesses
Febrile Respiratory Illness Surveillance	Epidemiologist	X		X	
Healthcare Planning					
Promote flu vaccination among HCWs	HERC/PH Nurse	X	X	X	PHC partners
Infection Control					
Instruct HCWs on optimal infection control practices, providing necessary supplies and training				X	PHC partners
Vaccine Distribution & Use					
Develop plan to administer flu vaccine to NJDHSS identified priority groups during times of vaccine shortage	PH Nurse/Health Planner	X	X	X	PHC partners
Develop plan to administer flu vaccine to general public	PH Nurse/Health Planner	X	X	X	PHC partners
Coordinate flu vaccine distribution	Health Officer/PH Nurse	X	X		other states
Track flu vaccine administration	Health Officer/PH Nurse	X	X	X	HCPs
Review, exercise, and modify flu vaccine distribution plans	PH Nurse/Health Planner	X	X		MRC
Antiviral Drug Distribution & Use					
Plan for storage and distribution of antivirals	PH Nurse/Health Planner	X	X	X	
Community Disease Control & Prevention (incl. Travel)					
Promote URP	HERC/PH Nurse	X	X	X	PHC partners

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INTERPANDEMIC PERIOD - Phases 1 and 2 (cont.)					
PH Communications (with ample supply of vaccine)					
Maintain on-going communications with PHC partners	HERC	X	X		
Conduct flu immunization campaigns and develop educational materials	HERC/PH Nurse	X	X	X	PHC partners
Promote flu vaccination in targeted groups, including health care workers	HERC/PH Nurse	X	X	X	PHC partners
Promote pneumococcal vaccination coverage in high risk groups, including those over age 65	HERC/PH Nurse	X	X	X	PHC partners
Promote practice of universal respiratory precautions (URP) among PHCWs and the general public to prevent spread of infection	HERC/PH Nurse	X	X	X	PHC partners
Provide info on flu symptoms, treatment and control	HERC/PH Nurse	X	X	X	PHC partners
PANDEMIC ALERT PERIOD - Phase 3					
Command & Control					
Confirm availability of resources: human, material, monetary and facility	Health Planner	X	X	X	PHC partners
Ensure a system for resource inventory control	Health Planner	X	X		
Ensure procedures for requesting additional resources	Health Planner	X	X		OEM
Plan after hours access to supplies/equipment from distributors (3 deep)	Health Planner	X	X	X	OEM
Update MOUs	Health Officer	X	X		
Prepare to work with 1/3 fewer staff (COOP, cross training, personal preparedness)	Health Officer	X	X	X	PHC partners
Prepare to document expenses (per OEM)	Health Officer	X	X	X	PHC partners
Identify what priority activities of the department must continue and what staff can be reassigned to support pandemic response	Health Officer	X	X		
Review major elements of plan & modify as needed	BT Team/Health Planner	X	X		
Educate county and local emergency response coordinators	HERC	X	X		OEM
Surveillance & Laboratory Diagnostics					
Continue Interpandemic Period surveillance activities and add others as instructed by NJDHSS	Epidemiologist	X	X	X	TBD
Increase case detection among travelers to outbreak areas	Epidemiologist	X		X	HCPs
Increase submission of specimens from high risk patients	Epidemiologist	X		X	HCPs
Increase laboratory diagnosis of influenza	Epidemiologist			X	
Monitor unusual influenza cases/deaths	Epidemiologist	X	X	X	physicians
Healthcare Planning					
Provide education for HCWs	HERC/PH Nurse	X	X	X	PHC partners
Develop plan for Phase 6: triage, surge capacity, and alternative care centers	Health Planner/Health Officer	X	X	X	PHC partners
Infection Control					
Instruct HCWs on optimal infection control practices, providing necessary supplies and training	HERC/PH Nurse	X	X	X	PHC partners

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PANDEMIC ALERT PERIOD - Phase 3 (cont.)					
Vaccine Distribution & Use					
Continue Interpandemic Activities	PH Nurse/Health Planner/HERC	X	X		
Refine and expand plans to vaccinate large numbers of people quickly	PH Nurse/Health Planner	X	X		
Antiviral Drug Distribution & Use					
Notify PHC partners as to the status of plan and antiviral availability	Health Planner/Health Officer	X	X	X	PHC partners
Provide training for antiviral tracking	IT Specialist/PH Nurse/HERC	X	X		
Community Disease Control & Prevention (incl. Travel)					
Promote URP	HERC/PH Nurse	X	X	X	PHC partners
Provide appropriate PPE and training to PH staff (fit testing, if necessary)	Health Officer/PH Nurse/HERC	X	X		
Plan for flu training of MRC volunteers	HERC/PH Nurse	X	X		
Develop implementation plan for home isolation and quarantine	Health Planner/PH Nurse/Health Officer/HERC	X	X		VNAs, Prosecutor's Office, VOAD, CERT, MRC
Develop plan for social distancing	Health Planner/PH Nurse/Health Officer/HERC	X	X		PHC partners
PH Communications					
Notify PHC partners of Phase change	LINCS Coordinator/Partnership Coordinator	X	X	X	PHC partners
Continue Interpandemic Period activities as appropriate	HERC/PH Nurse	X	X	X	PHC partners
Provide education for PH staff	HERC/PH Nurse	X	X	X	PHC partners
Educate PH officials, elected officials, and media about pandemic flu	HERC/Health Officer	X	X		
Stress importance of single, coordinated messages	HERC/NJDHSS Office of Communications	X	X	X	PHC partners
Assure departmental phone bank/hotline system is ready for activation and staff scheduling and training is complete; test system	IT Specialist/HERC/Health Officer	X			County Director of IT/County Administrator
Collaborate with County Mental Health Administrator	HERC	X			
Psychosocial Considerations (see task above)					
HEIGHTENED PANDEMIC ALERT PERIOD - Phases 4 and 5					
Command & Control					
Prepare for distribution of medical supplies and materials	PH Nurse/Health Planner	X	X	X	HCPs
Assess resources: human, material, facility	Health Officer/Health Planner	X	X	X	FQHCs + CLFs
Notify public officials of need for additional resources	Health Officer	X	X		OEM
Document expenses of pandemic response (per OEM)	Health Officer/Finance Officer	X	X	X	PHC partners
Periodically review and adjust pandemic response and modify plan	Health Officer/Health Planner/BT Team	X	X		
Surveillance & Laboratory Diagnostics					
Ensure surveillance activities are underway	Epidemiologist	X	X		
Hospital triage/case counts	Epidemiologist	X		X	
Continue increased submission of specimens from high risk patients	Epidemiologist	X		X	HCPs
(cont.)					

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HEIGHTENED PANDEMIC ALERT PERIOD - Phases 4 and 5 (cont.)					
Surveillance & Laboratory Diagnostics (cont.)					
Implement NJDHSS investigation/containment protocol	Epidemiologist	X	X	X	
Possibly expand pharmacy data surveillance	Epidemiologist	X			pharmacists, RODS
List influenza as cause of death on death certificate	Epidemiologist	X		X	physicians
Healthcare Planning					
Provide education for HCWs	HERC/PH Nurse	X	X	X	PHC partners
Prepare to implement plan for Phase 6	Health Planner/Health Officer	X	X	X	PHC partners
Infection Control					
Instruct HCWs on optimal infection control practices, providing necessary supplies and training				X	PHC partners
Promote URP and provide masks to visitors				X	PHC partners
Vaccine Distribution & Use					
Review mass clinic plans including locations, staffing needs, volunteer training, security needs, MOUs, etc.	PH Nurse/Health Planner/ Health Officer/HERC/MRC Coordinator/	X	X		
Remind LHDs of steps to take to prepare for mass clinics	PH Nurse/Health Planner/ Health Officer	X	X		
Prepare for distribution of available vaccine	PH Nurse/Health Planner	X	X	X	HCPs
If advised by CDC that the private sector is to be involved in vaccination, provide training to private sector	HERC/PH Nurse	X	X		
Antiviral Drug Distribution & Use					
Coordinate efforts to ensure equitable availability of antivirals	Health Officer/Health Planner	X			
Prepare for distribution of available antivirals	PH Nurse/Health Planner	X	X	X	HCPs
Community Disease Control & Prevention (incl. Travel)					
Provide appropriate PPE and training to PH staff (fit testing, if necessary)	Health Officer/PH Nurse/HERC	X	X		
Prepare to implement home isolation and quarantine plan	HERC/PH Nurse	X	X		VOAD, VNA, MRC, CERT
Prepare to implement social distancing plan	Health Officer/HERC	X	X		PHC partners, Law Enforcement
PH Communications					
Implement communications plan	HERC	X	X		DMHS
Notify PHC workers of human-to-human transmission	HERC/ITS	X	X		
Review strategies to reach 'hard to reach' populations (homebound, disabled) and Spanish speaking population.	HERC/Health Planner				local human services providers
Use credible local spokespeople to convey essential messages	HERC/Health Officer	X	X		
Activate hotlines, revising recordings and scripts as needed	HERC/NJDHSS Office of Communications	X	X		
Continue to collaborate with County Mental Health Administrator	HERC	X			
Psychosocial Considerations (see task above)					

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PANDEMIC PERIOD - Phase 6					
Command & Control					
Coordinate medical supplies & vaccine	PH Nurse	X	X		OEM, Sheriff's Office
Document expenses (per OEM)	Health Officer	X	X	X	PHC partners
Periodically review and adjust pandemic response and modify plan	Health Officer/Health Planner	X	X	X	
Surveillance & Laboratory Diagnostics					
Continue previous surveillance activities and add others as instructed by NJDHSS	Epidemiologist	X	X		labs
Reduce non-essential lab and PH services				X	labs
Increase monitoring & reporting of critical cases/deaths from flu	Epidemiologist	X		X	LTCFs
Assess community impact with respect to absenteeism	Epidemiologist	X	X		PHC partners
Continue to list influenza as cause of death on death certificates	Epidemiologist	X		X	HCPs
Healthcare Planning					
Ensure that flu does not spread during triage of patients				X	EMS
Increase vigilance/restrictions in LTCFs (limit visitors, etc.)					LTCFs
Implement surge capacity plan				X	
Activate alternative care centers if needed	PH Nurse/HERC/Health Planner	X		X	OEM
Control migration of people for clinical and/or PH services	Health Officer/HERC/Health Planner	X	X	X	PHC partners, Law Enforcement, OEM, Prosecutor's Office
Reinforce infection control measures	PH Nurse/HERC	X	X	X	PHC partners
Monitor staff for disease clusters	Epidemiologist/Partnership Coordinator	X		X	FQHCs + CLFs
Monitor for nosocomial influenza infection	Epidemiologist	X		X	CLFs
Infection Control					
Ensure that flu does not spread during triage of patients				X	EMS
Increase vigilance/restrictions in LTCFs (limit visitors, etc.)					LTCFs
Reinforce infection control measures	PH Nurse/HERC	X	X	X	PHC partners
Vaccine Distribution & Use (If available)					
Vaccinate priority groups, then general public	PH Nurse	X	X	X	HCPs
Deliver vaccine to clinics & other locations	Health Planner	X			State OEM, Sheriff's Office
Provide vaccine to private sector if allowed by CDC	PH Nurse/Health Officer	X			
Coordinate reallocation of vaccine if necessary	PH Nurse	X	X		
Oversee & monitor distribution & administration of vaccine, tracking of doses, and storage & handling	PH Nurse	X	X		
Coordinate resources with LINCS	LINCS Coordinator/PH Nurse/NJDHSS	X			

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PANDEMIC PERIOD - Phase 6 (cont.)					
Antiviral Drug Distribution & Use (If available)					
Activate distribution plan	PH Nurse/Health Planner	X			
Track inventories	PH Nurse	X			
Coordinate resources with LINCS	NJDHSS/LINCS Coordinator/PH Nurse	X			
Possibly report the number of antiviral prescriptions filled	Epidemiologist				pharmacists
Community Disease Control & Prevention (incl. Travel)					
Ensure that flu does not spread during triage of patients	PH Nurse/HERC			X	EMS
Activate alternative care centers if needed	PH Nurse/HERC/Health Planner	X		X	OEM
Control migration of people for clinical and/or PH services	Health Officer/HERC/Health Planner	X	X	X	PHC partners, Law Enforcement, OEM, Prosecutor's Office
Reinforce infection control measures	PH Nurse/HERC	X	X	X	PHC partners
Implement home isolation and quarantine plan	Health Officer/PH Nurse/HERC	X	X		VOAD, VNA, MRC, CERT
Implement social distancing measures per NJDHSS instructions	Health Officer/HERC	X	X	X	PHC & Community partners, Law Enforcement
Monitor staff for disease clusters	Epidemiologist/Partnership Coordinator	X		X	FQHCs + CLFs
Monitor for nosocomial influenza infection	Epidemiologist	X		X	CLFs
Instruct exposed individuals to practice URP and reduce personal contact	PH Nurse/HERC	X	X	X	PHC partners
Provide masks in certain situations (Home Isolation & Quarantine/POD)	PH Nurse/HERC	X	X		
PH Communications					
Notify PHC partners & public of Phase change	HERC/Partnership Coordinator	X	X		
Stress importance of single, coordinated messages	HERC	X	X		
Routinely update PHC partners	HERC/ LINCS Coordinator/Partnership Coordinator	X	X		
Continue hotlines, revising recordings and scripts as needed	HERC/NJDHSS Office of Communications	X	X		
Continue to collaborate with County Mental Health Administrator	HERC	X			
Psychosocial Considerations (see task above)					

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ACTIVITIES BY PANDEMIC PHASE	LINCS STAFF	LINCS AGENCY	LHD	HOSPITAL	OTHER
POST PANDEMIC					
Command & Control					
Coordinate recovery efforts and damage & needs assessments	Health Officer/Health Planner/	X	X		OEM
Resume routine PH, medical and emergency medical services	BT Team	X	X	X	EMS
Assess impact on health care resources; prepare & submit report	Health Officer	X	X	X	PHC partners
Assess experience and recommend modifications to the plan	Health Officer/Health Planner/BT Team	X	X	X	PHC partners & OEM
Return to Interpandemic Period activities		X	X	X	PHC partners
Surveillance & Laboratory Diagnostics					
Assess experience and recommend modifications to the plan	Epidemiologist/Health Planner	X	X	X	PHC partners
Return to Interpandemic Period activities		X	X	X	PHC partners
Healthcare Planning					
Assess experience and recommend modifications to the plan	Health Planner/Health Officer	X	X	X	PHC partners
Return to Interpandemic Period activities		X	X	X	PHC partners
Infection Control					
Assess experience and recommend modifications to the plan	Health Planner/PH Nurse	X	X	X	PHC partners
Return to Interpandemic Period activities		X	X	X	PHC partners
Vaccine Distribution & Use					
Discontinue enhanced vaccine monitoring systems	Epidemiologist	X	X		
Assess experience and recommend modifications to the plan	PH Nurse/Health Planner	X	X	X	PHC partners
Return to Interpandemic Period activities		X	X		
Antiviral Drug Distribution & Use					
Assess experience and recommend modifications to the plan	PH Nurse/Health Planner	X	X	X	PHC partners
Return to Interpandemic Period activities		X	X	X	HCPs
Community Disease Control & Prevention (incl. Travel)					
Assess experience and recommend modifications to the plan	PH Nurse/Health Planner	X	X	X	VOAD, VNA, MRC, CERT, PHC & Community partners, Law Enforcement
Return to Interpandemic Period activities		X	X	X	PHC partners
PH Communications					
Notify PHC partners & the public	HERC/Partnership Coordinator	X	X		
Continue to collaborate with County Mental Health Administrator	HERC	X			
Assess experience and recommend modifications to the plan	HERC/Health Planner	X	X	X	PHC partners
Return to Interpandemic Period activities		X	X		
Psychosocial Considerations					
Assess experience and recommend modifications to the plan	Health Planner	X	X	X	County Mental Health Admin., PHC partners
Eventually, return to Interpandemic Period activities					County Mental Health Admin., PHC partners