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# Seasonal/Pandemic Influenza Plan

## Planning Guide

January 2014





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## Acronyms

Acronym	Terminology
AANDC	Aboriginal Affairs and Northern Development Canada
ATV	All Terrain Vehicle
CHN	Community Health Nurse
CHR	Community Health Representative
EMO	Emergency Management Ontario
FNIHB	First Nations and Inuit Health Branch
HC	Health Canada
H1N1	Human Swine Influenza, Influenza A - subtype H1N1
ICS	Incident Command System
ILI	Influenza Like Illness
LHIN	Local Health Integration Network
MOHLTC	Ministry of Health and Long Term Care
OHPIP	Ontario Health Plan for an Influenza Pandemic
ON	Ontario
PHAC	Public Health Agency of Canada
PPE	Personal Protective Equipment
WHO	World Health Organization

## Overview

All emergencies, including communicable disease emergencies such as influenza or 'flu', may pose a risk to health, environment and society. Most emergencies require urgent actions to minimize the impact of the hazard and rapid response to manage the immediate needs. Planning is essential to improve the effectiveness of preparedness and response activities in a situation that can change rapidly. In Ontario Region, Emergency Management Ontario (EMO) coordinates response in the province to all-hazard emergencies. Their mission states: Through effective leadership, EMO will lead the coordination, development and implementation of prevention, mitigation, preparedness, response and recovery strategies to maximize the safety and security of all residents of Ontario.

All Hazards Emergency Plans include response plans to emergencies (e.g. floods, fires, earthquakes, etc.), but do not address health related events such as a seasonal influenza. The documents in this toolkit will focus on the development of a Seasonal/Pandemic Influenza Plan (commonly referred to in this document as an Influenza Plan). The Seasonal/Pandemic Influenza Plan is an important annex of your community's All Hazards Emergency Plan.

### Why do we need to plan for seasonal influenza and pandemic influenza?

Seasonal influenza happens globally every year. Pandemic influenza happens 3 to 4 times a century. Both influenza scenarios cause illness and death in Canada and there are similar strategies that can be used to decrease these effects in both circumstances (e.g. immunization). Both seasonal and pandemic influenza can affect how the health care system responds by:

1. Causing mild or severe illness,
2. Causing large numbers of people to become sick.

In the case of severe illness, there may be more of a demand for resources and more people who deliver essential services may be away from work due to illness.

It is useful for communities to plan for both events; seasonal influenza and a pandemic influenza in order to prevent the spread of influenza as much as possible. This is in line with the Ministry of Health and Long Term Care which is also planning to address seasonal and pandemic influenza plans into one Influenza Plan.

While the title of the pandemic plans has changed to include planning for annual seasonal flu illness/outbreaks, the components in the plan remain the same. Some First Nation communities have also used their pandemic plan to effectively respond to other events with a health impact occurring in their community. Therefore, this toolkit has built upon the planning work that has been implemented in Ontario Region since 2006.

## **Why is having an Influenza Plan important for your community?**

To effectively respond to the flu season every year, each community should plan response strategies that they will use to protect community members from the flu and decrease the effects of illness.

Planning for influenza, both seasonal and pandemic, includes considering all aspects of a response and assigning roles and responsibilities to key individuals to ensure essential services, including health services, continue to be delivered and public health responses match the severity of the illness. Planning both for seasonal and pandemic influenza has two goals:

1. Minimize illness and overall deaths
2. Minimize societal disruption

**An Influenza Plan will help to decrease illness and disruption in your community every year during seasonal influenza and allow for an effective, rapid response in the event of pandemic influenza. It is an important part of planning for and strengthening the health and wellness of your community.**

## **Why is it important to plan for different levels of severity (scalability)?**

When developing the Influenza Plan, planners should keep in mind that all influenza seasons are not the same. Some seasons may be mild with small numbers of people becoming ill with limited serious effects. However, in other years seasonal influenza can be more severe with many people becoming quite ill and dying. Although rare, pandemic influenza may occur, with large numbers of people becoming seriously ill or dying. Or it may be relatively mild as seen in the 2009 H1N1 pandemic. Thus, it is important for planners to create an Influenza Plan that can be scaled up and down as the severity of the situation becomes known.

## **When should you use your Influenza Plan?**

The Influenza Plan can be used every year during influenza season to help prevent the spread of influenza in the community as much as possible.

As pandemics historically occur 3-4 times per century, the need to use the pandemic portion of the Influenza Plan will not occur on a regular basis. As the pandemic portion of the Influenza Plan builds on the Seasonal Influenza portion which is used annually, communities will be much better prepared should a pandemic occur. In the event of an influenza pandemic, the response to the pandemic will be much more focused and rapid. Following the declaration of a pandemic by the World Health Organization (WHO), countries/provinces are expected to activate their pandemic plans in accordance with the level of local pandemic activity and the level of risk.

**Communities will carry out the seasonal component of the influenza plan every year during the influenza season. During a pandemic, communities will under the direction of the designated leadership, activate the pandemic components of their influenza plan as appropriate to their local situation and level of pandemic influenza activity in their community.**

It is important to note that this plan, although relevant to influenza, can be adapted and used if your community needs to respond to another type of communicable disease emergency, such as measles, or a water-borne illness. As additional tools and templates are developed, they will be added to this toolkit and made available for community use.

#### **What does the toolkit offer?**

The purpose of this toolkit is to assist First Nations communities in Ontario to plan for, document and update their community level Seasonal/Pandemic Influenza Plan. The toolkit has two parts:

1. A **Seasonal/Pandemic Influenza Planning Guide** to assist community planners to consider the different components and related tasks and activities of a Seasonal/Pandemic Influenza Plan. This document also contains templates to organize the information that is gathered.
2. A **Seasonal/Pandemic Influenza Plan Template** to assist community planners to document the planning information once it has been obtained, discussed and agreed upon. This template refers back to the various components in the planning guide to assist planners with the insertion of the corresponding information into their community's Seasonal/Pandemic Influenza Plan template.

The Influenza Plan has six components including:

- surveillance,
- vaccines,
- antivirals & medication,
- health services,
- public health measures, and
- coordination & communication.

Each of these six health-related components address the tasks and activities needed to respond to seasonal and pandemic influenza. Therefore, the components are built into the structure of both the Seasonal/Pandemic Influenza Planning Guide and the Seasonal/Pandemic Influenza Plan Template.

Each component is further broken down into Seasonal Influenza and Pandemic Influenza tables. In the Seasonal Influenza table are the tasks related to preparing and responding to annual seasonal influenza. The Pandemic Influenza tables that follow are shaded in blue to differentiate the two tables. The Pandemic Influenza tables address additional considerations specific to pandemic. Therefore, there are often fewer tasks in the Pandemic as compared to the Seasonal Influenza table for each of the components.

While all communities are strongly encouraged to develop an Influenza Plan, using this toolkit is not mandatory. Communities can adapt or adopt parts or the entire toolkit as they wish to address the components of their influenza plan. For example, your community may choose to use only the Seasonal/Pandemic Influenza Plan Template or perhaps use some of the templates found in the appendix section of the Seasonal/Pandemic Influenza Planning Guide to add to your developed Influenza Plan.



## Background

The H1N1 pandemic in 2009 helped health emergency planners to see that planning is useful not only for worst-case scenarios, but is also essential for various levels of response. Thus it is important when developing a plan to make sure it addresses a response to health emergencies from relatively minor events to a more severe situation. Because of this, the province of Ontario has decided that influenza planning needs to be updated to reflect the degrees of severity by updating the *Ontario Health Plan for an Influenza Pandemic* so that it covers both seasonal influenza and pandemic influenza. In this way, influenza planning will be used every year to reduce influenza illness more effectively in Ontario.

The following questions and answers on seasonal and pandemic influenza is from the Public Health Agency of Canada and is available at: <http://www.phac-aspc.gc.ca/influenza/index-eng.php>

### What is influenza?

Influenza or flu is an infectious respiratory illness that occurs every year. Seasonal flu is caused by both influenza A and B strains. Each year vaccines are developed to prevent the spread of the flu based on what flu strain or type is expected to be circulating that particular year. Communities are encouraged to annually plan prevention and response activities for seasonal flu to help decrease illness, and to prevent people at greater risk for complications from influenza from being exposed and becoming sick.

### What are the symptoms of influenza?

Symptoms can range from mild to severe and usually include:

- fever (usually high, lasting 3 to 4 days),
- headache (often severe),
- aches and pains (often severe),
- fatigue and weakness (can last 2 to 3 weeks),
- extreme exhaustion (very common at the start),
- stuffy nose, sneezing,
- sore throat,
- chest discomfort,
- nausea, vomiting and
- diarrhea.

### How is it spread?

Influenza spreads easily from person to person directly when a person sneezes or coughs on another person who is within 2 metres of them and the droplets land on the mucous membranes of the person's nose, mouth or eyes. It can also spread indirectly when a person touches an object that has the virus on it and then touches their mucous membranes (nose, mouth or eyes).



### How long is the virus contagious?

The influenza virus can stay on hard surfaces for 24 to 48 hours, on soft surfaces for 8 to 12 hours, and on unwashed hands for 5 minutes. Once a person has been exposed to the virus, it can take 1 to 3 days for them to become sick. However, they can begin to spread the virus to others 24 hours before they have any symptoms. Adults can continue to spread the virus 3 to 5 days after they start to have symptoms, and children can continue to spread the virus up to 7 days after they start to have symptoms.

Individuals can take steps to stay healthy. These steps include:

- get the flu shot every year;
- wash your hands frequently;
- cover your cough and sneeze with something other than your hands;
- stay home when you are sick; and,
- avoid close contact with persons who are sick with the flu.

### What is a pandemic?

In addition to seasonal influenza that occurs every year, 3 to 4 times each century an influenza pandemic occurs. In these situations, a **new strain** of influenza A develops, often from a bird or swine source, and this new virus easily causes widespread illness since few people have immunity to the strain. The pandemic can vary in clinical severity (how sick people will get when ill) and transmissibility (how easily the virus spreads from person to person).

A pandemic can go around the world in two or more waves. It is anticipated that a pandemic wave could sweep across Canada in 1 to 2 months affecting many locations at the same time as was the case in the 2009 H1N1 pandemic. It is anticipated that the length of each wave of illness will be about 6 to 8 weeks. A pandemic could last for 12 to 18 months and more than one wave could occur within a 12 month period. (See Canadian Pandemic Influenza Plan)

### What are the anticipated effects of a pandemic?

It is difficult to predict how severe a pandemic will be before it arrives because many factors will have an impact. Some of these include: how easily the pandemic virus spreads from person to person, how sick people become with the flu, how well people follow practices to prevent the spread of the flu (eg. number of people who are vaccinated, number of people who stay home

when they are sick), how well the health care system can manage the increased demand on services, and factors that affect certain populations in Ontario, such as overcrowding, nutritional status, access to health care, etc.

### **Planning Assumptions:**

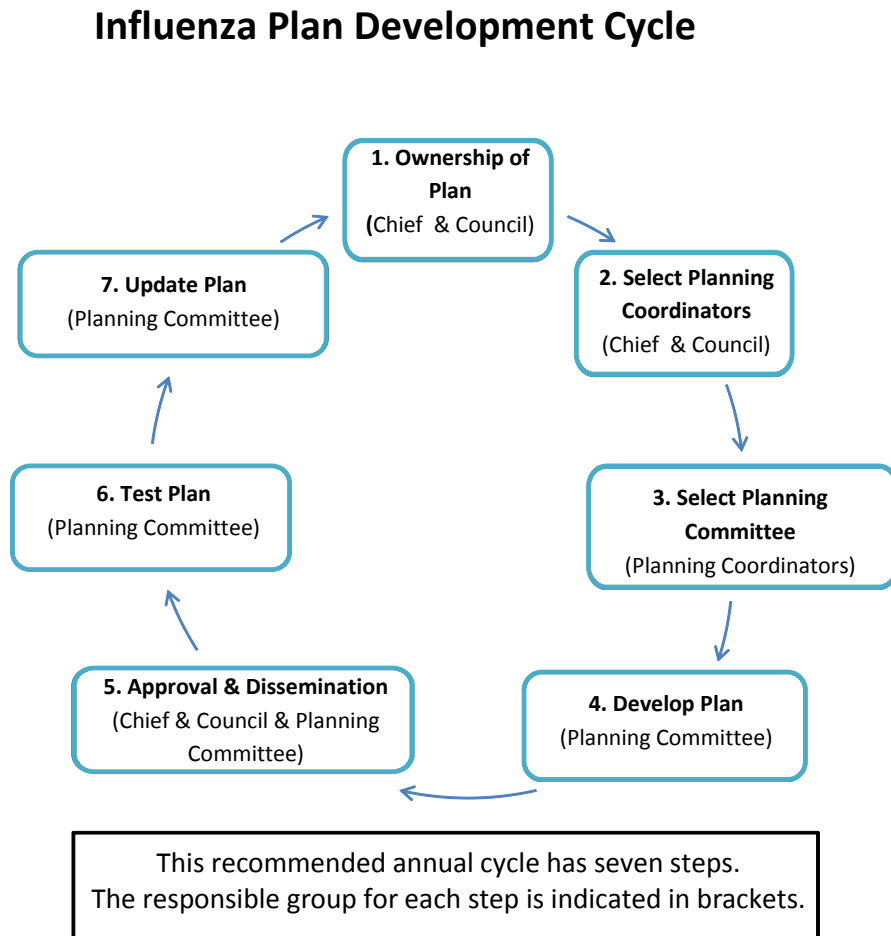
- Seasonal influenza occurs every year and can cause significant illness and death.
- An effective vaccination program with high coverage rates is the most effective means to prevent both seasonal and pandemic influenza.
- Many factors play a role in the impact of influenza such as its severity, an individual's health status and the community's preparedness to respond to influenza.
- An Influenza Plan should have built in scalability based on the severity of the outbreak and impact to the community, that is, increase or decrease its response activities as necessary.
- Pandemic influenza can cause large numbers of people to be ill or die due to the limited immunity to that particular *new strain* of influenza.
- A pandemic vaccine takes 4 to 5 months to develop once the virus has been identified. People may experience illness from a pandemic influenza virus before a vaccine is available.
- Supply chains may be delayed or broken due to illness and weather conditions.

## Influenza Plan Development Cycle

The development of an Influenza Plan is ongoing. That is, a series of steps need to be addressed on an annual basis to ensure that the community's plan is current because people's roles and the plan's response processes can change over a period of time.

All of these steps should ideally be done before the seasonal influenza season so that the community is fully prepared for each influenza season. Having a current Influenza Plan will greatly assist the community in the rare event of pandemic influenza as a pandemic can potentially be more severe than seasonal influenza.

Figure 1 provides an overview of the seven steps that communities are encouraged to undertake in developing their Influenza Plan.



**Figure 1: Influenza Plan Development Cycle**

## Outline of Steps

### **Step 1: Ownership of the Influenza Plan**

Support and endorsement from the Chief and Council is needed throughout the development of the plan. Having senior community leadership championing the Influenza Plan is a key success factor in the long-term sustainability of the community's plan.

### **Step 2: Select the Planning Coordinator(s)**

The coordinator (with a backup person identified) ensures that the planning stays on track while the steps are completed. The coordinator, with the assistance of community leadership, will consider who needs to be on the planning committee. Note: For consistency, all committee positions including the coordinator should have a backup person as people may be ill themselves during an influenza outbreak.

### **Step 3: Selecting the Planning Committee Members**

Developing and updating an Influenza Plan requires feedback from a variety of individuals, both within and external to the community. The Planning Committee membership needs to include representation from those with an understanding of the health impacts of influenza, a working knowledge of essential services within the community as well as those able to link with local health service providers such as the local public health unit. They also need to ensure that community members have access to the information, support and the services they need during an influenza outbreak. Selection of the committee members is very important to the development of an effective plan.

At a minimum, committee membership should include a representative to lead each of the 6 components of the plan (surveillance, vaccines, antivirals & medication, health services, public health measures, and coordination & communication) as well as someone to represent essential services. It is also strongly recommended to have linkages with external resources.

Consider the following positions as possible committee members:

- **Health services:** Health director, CHN, home and community care staff, CHR, spiritual provider, first aid responder
- **Essential services:** Public Works (fire/flood/rescue emergencies, police/security, garbage, roads, water, sewage, electricity/ power/heat, telephone, ambulance/medical transportation, schools, funeral coordinator)
- **Other community resources:** Social worker, medical transportation drivers, communication advisors, volunteers, elders, spiritual leader.
- **Resources external to community:** AANDC, provincial emergency management office, FNIHB Communicable Disease Emergency coordinator, environmental health officer, neighbouring communities/towns, local public health unit, LHIN office

The number and structure of the planning committee will differ from community to community depending on many factors including community size, capacity, the types of services available as well as existing stakeholder relationships.

Note: Staying on track to complete your plan may be difficult with a large committee. As long as the essential services are represented by committee members, various individual services can be consulted during the planning phase of your plan.

Key stakeholders including Planning Committee members and their contact information need to be listed and added to your plan. The Seasonal/Pandemic Influenza Planning Guide includes a template ‘Seasonal/Pandemic Influenza Planning Committee Contact List’ which may be used for this task. (See Appendices)

#### **Step 4: Develop the Plan**

The majority of the work in the plan development cycle occurs in step 4 -- Develop the Plan. The Planning Coordinator and committee members have the main roles in the plan development. They will actively participate in many meetings and consultations with stakeholders (both internal and external to your community) to discuss information and document processes related to influenza planning and response. The planners will identify and prioritize the issues, and assign roles and responsibilities to specific tasks.

The structure of these meetings may include the entire planning team or you may decide to break into smaller, targeted groups when discussing specific components of the plan.

Having a note taker(s) during meetings will be of great value in capturing decisions and items to include in your community’s Influenza Plan.

The majority of the toolkit addresses this step. Please see next section ***Influenza Plan Development (Step 4)*** for more information on developing an Influenza Plan.

#### **Step 5: Approval and Dissemination**

The Seasonal/Pandemic Influenza Planning Committee and community leadership need to discuss the process of having the completed plan approved.

In addition, the Seasonal/Pandemic Influenza Planning Committee and community leadership need to discuss the method to share or disseminate the Seasonal/Pandemic Influenza Plan once the plan has been approved. At the minimum, the people who will be responsible for various tasks during a seasonal or pandemic influenza event need to have access to a copy of the plan. Your community may decide to disseminate it more widely and provide all community members with access to the plan.

Some communities may choose to post their Influenza Plan on their community website. Sharing the plan could also range from offering presentations of the plan to community members, to providing a hardcopy of the plan. Dissemination to other groups within or external to the community or to all members of the community will be determined by the Chief and Council of each community.

#### **Step 6: Testing the Plan**

The testing of your community’s plan is recommended to be completed annually. One method of testing is to participate in a table top exercise. Table top testing of plans occurs when the

committee members and stakeholders review the existing plan and work through various scenarios to determine any gaps or updates needed for their community Influenza Plan. Identifying the gaps and updates will lead to step 7.

While a community could test their Influenza Plan at any point during the calendar year, one ideal time to consider would be prior to the seasonal influenza period which usually begins around the end of October in Canada. Having an updated plan before the start of seasonal influenza will assist the community to have the best response to the influenza season.

#### **Resources for Testing an Influenza Plan:**

Module 5 – Exercise Builder for First Nations, Inuit, and Métis Communities available at:

<http://www.phac-aspc.gc.ca/publicat/2009/module5/index-eng.php>

Tabletop Exercise—in the Communicable Disease Emergencies section of OneHealth.ca available at:

<https://www2.onehealth.ca/on/PublicHealthUnit/CommunicableDiseaseHome/CommunicableDiseaseEmergencies.aspx>

#### **Step 7: Updating the Plan**

Updating of your Influenza Plan is an annual task to reflect your community's current situation and often follows a table top exercise. Various items may need to be updated such as committee members and phone numbers, response processes, and others. An updated plan will be vital during your community's response during seasonal or pandemic influenza.

Conducting debriefing meetings following the influenza season or an outbreak can be the community's activity for updating the Influenza Plan as the planners can draw upon the recent event instead of conducting a table top testing session. The debriefing meetings could include a community-wide meeting and a separate more detailed meeting for the Seasonal/Pandemic Influenza Planning Committee. Debriefing templates for these activities are in the appendices of this guide.

## Influenza Plan Development (Step 4)

### Where should you start?

Linking to other key emergency plans within your community as well as those in your local, provincial and federal jurisdictions will assist your community to be in alignment with services and resources should an emergency occur.

A good first step when developing or updating the community's Influenza Plan is to review any existing community emergency plans such as your All-Hazards Emergency Plan and Pandemic Plan. Your community's All-Hazards Emergency Plan outlines the essential services in the community which will also play an important role in developing an Influenza Plan. It is important to link your Influenza Plan to your All-Hazards Emergency Plan because many of the elements in the All-Hazards Plan will also be key in the management of an influenza outbreak (eg. communication plans, essential services plans, business continuity).

### What needs to be included in your Influenza Plan?

It is essential to include the six components in your community's Influenza Plan; surveillance, vaccines, antivirals & medication, health services, public health measures and coordination & communication. Within each of the six components you will find two separate planning tables. The first table plans for the roles and responsibilities of community planners and key activities that must be carried out every year to respond to seasonal influenza. The second planning table (shaded in blue) provides additional questions and planning considerations that could assist during a pandemic. Resources are located throughout the planning guide to provide community planners with assistance with their planning.

You are encouraged to work through each component outlined in the planning guide. This will include discussing the item and what it means to your community, that is, what issues need to be included to provide a comprehensive Influenza Plan.

Planners need to document the roles and responsibilities as well as any relevant processes that are associated with each component and its tasks. This documentation forms your community's Influenza Plan. In addition, your plan may also contain completed templates to assist in your community's response to seasonal and pandemic influenza.

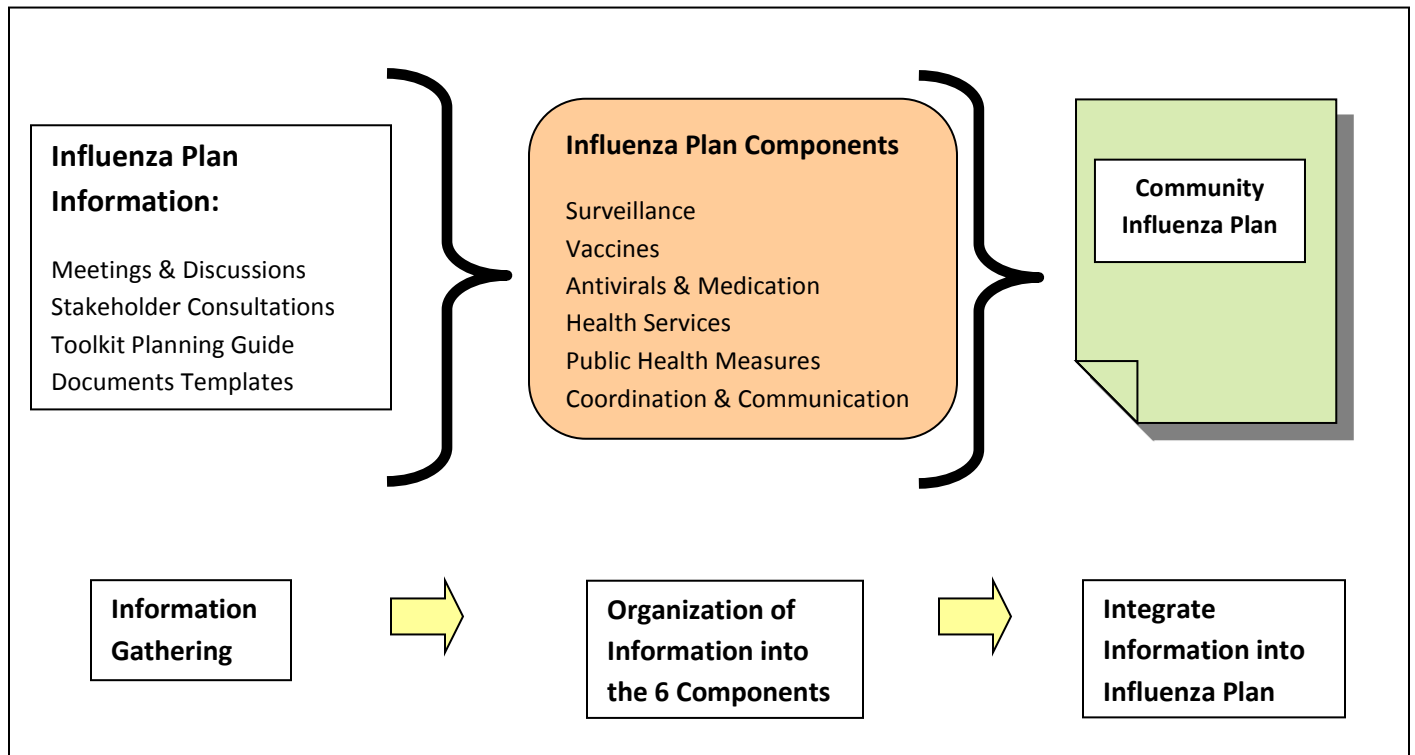
**Once community planners have discussed each component with internal and external stakeholders and decided what their response will be, the information needs to be written in the plan. Written documentation ensures that:**

- **Roles and responsibilities, as well as processes, are clearly outlined**
- **There is continuity if committee members change**



The Seasonal/Pandemic Influenza Plan Template provides a structure to insert the information gathered from working through the planning guide and templates into a complete Influenza Plan (see Figure 2).

**Figure 2**



When documenting the gathered information into your community's Influenza Plan, it is important to include details for activities and processes. This will greatly help your community in the event of an outbreak.

**When documenting items in the Influenza Plan, the following details need to be included (when appropriate) for activities and processes:**

- **Who is responsible for doing what activity**
- **When are they going to do it**
- **Where are they going to do it**
- **How are they going to do it**

# Seasonal/Pandemic Influenza Planning Guide

This section is dedicated to the development of the Seasonal /Pandemic Influenza Plan. The planning guide is made up of a series of questions related to the six components; surveillance, vaccines, antivirals and medications, health services, public health measures, and communication & coordination.

Each component has two tables of questions and considerations to work through. While the first table is labelled Seasonal Influenza Planning, it does apply to both seasonal and pandemic influenza. The second table (shaded blue) has considerations specifically for pandemic influenza.

## Recommended development steps:

1. The planning committee has discussions and consultations with appropriate stakeholders while working through the questions outlined in the six components. Your committee may have additional considerations specific to your community.
2. Identify the people responsible for each task and outline their role.
3. Write down all the processes and people responsible.
4. If using this planning guide as well as the Seasonal/Pandemic Influenza Plan template, insert the information into the plan by following the directions in the far right column of the tables, titled “Record in Plan”. If you are using the Seasonal /Pandemic Influenza Plan template, you are encouraged to review the instructions provided at the beginning of the Seasonal /Pandemic Influenza Plan template.
5. Additional templates have been developed to assist planners in capturing information for some of the sections and are located in the Appendices. Existing templates will be indicated in the Questions & Considerations section with: **Template**

## SURVEILLANCE

### Seasonal Influenza Planning

#### ✓ What You Need To Know

Constant vigilance to tracking of illness in your community will provide the necessary information for the planning and implementation of response measures that may lessen the spread of the illness.

#### ✓ Why This Is Important To Your Community

**Ongoing surveillance shows when influenza activity is increasing in the community and signals the need to respond.**

#### ✓ What To Plan For

Task #	Task	SURVEILLANCE Questions & Considerations	Status	Record in Plan
1.a	Current Surveillance Methods	<ul style="list-style-type: none"><li>Which method of surveillance is your community currently using?<ul style="list-style-type: none"><li>ILI Monitoring for communities with Nursing Stations</li><li>School absenteeism for communities without Nursing Stations</li></ul></li><li>Are there other surveillance methods and processes for your community? For example, monitoring absenteeism in organizations employing large numbers of community members?</li></ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.1.a</b> of Plan template
1.b	Monitoring Processes	<ul style="list-style-type: none"><li>What are the monitoring processes?</li><li>Who is supporting the surveillance monitors and following up on issues?</li><li>Are monitors aware of their roles?</li><li>Have discussions occurred with appropriate stakeholders (i.e. community health nurse, school principal, employers) regarding monitoring of illness related absenteeism in an ongoing manner? What were the results of these discussions?</li></ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.1.b</b> of Plan template

## SURVEILLANCE

Task #	Task	SURVEILLANCE Questions & Considerations	Status	Record in Plan
1.c	Communication	<ul style="list-style-type: none"> <li>What are the triggers to increase or decrease communication between the monitors and the Community Health Nurse (CHN)? FNIHB Zone Office?</li> <li>Who else needs to know of increased influenza-like illness (ILI) within the community (i.e. Health Director, Chief &amp; Council)?</li> <li>Is the community being informed about the status of illness within their community?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.1.c</b> of Plan template

### Resources:

#### Seasonal Influenza Planning Resources for Surveillance:

- **ILI Protocol** located in the Communicable Disease Emergencies section of OneHealth.ca available at: <https://www2.onehealth.ca/on/Home.aspx>
- **School Absenteeism Protocol** located in the Communicable Disease Emergencies section of OneHealth.ca available at: <https://www2.onehealth.ca/on/Home.aspx>
- **Seasonal Influenza 2013/2014: Ontario's Blueprint for Action** available at: [http://www.health.gov.on.ca/en/pro/programs/publichealth/flu/docs/flu\\_blueprint.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/flu/docs/flu_blueprint.pdf)
- **Flu Watch** available at: <http://www.phac-aspc.gc.ca/fluwatch/index-eng.php>.

# SURVEILLANCE

## Pandemic Influenza Planning

### ✓ What You Need To Know

Tracking of pandemic influenza illness in the community will provide the necessary information to the community's emergency response team to activate plans to ensure essential services including health services are available to the community. Increased demand for surveillance information will be requested by federal and provincial health ministries during a pandemic.

### ✓ Why This Is Important To Your Community

**The additional surveillance information will give your community information regarding the severity and extent of illness in the community. You can use this to plan for things like additional health care resources, etc.**

### ✓ What To Plan For

Task #	Task	SURVEILLANCE Questions & Considerations	Status	Record in Plan
1.a	Surveillance Methods	<ul style="list-style-type: none"><li>What is the plan to monitor and manage additional requested surveillance information at the start of a pandemic? This may include:<ul style="list-style-type: none"><li># of hospitalizations</li><li># of medevac's</li><li># of deaths</li></ul></li></ul> <p>How would this information be collected, by whom, and how would it be communicated back to FNIHB?</p>	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into <b>Section 4.1.a</b> of Plan template
1.b	Monitoring Processes	<p>Additional monitoring processes may be requested during a pandemic.</p> <ul style="list-style-type: none"><li>What would be the changes to the current monitoring processes? (e.g. frequency, communication of data to additional appropriate stakeholders)</li><li>When would the community return to its regular monitoring methods?</li></ul>	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into <b>Section 4.1.b</b> of Plan template

## SURVEILLANCE

Task #	Task	SURVEILLANCE Questions & Considerations	Status	Record in Plan
1.c	Communication	<ul style="list-style-type: none"> <li>How will the community respond to the increased necessity of participating on information calls related to surveillance for the pandemic?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.1.c</b> of Plan template

### Resources:

#### Pandemic Influenza Resources for Surveillance:

- Ontario Health Plan for Influenza Pandemic (OHPIP) - Chapter 3: Surveillance available at: [http://www.health.gov.on.ca/en/pro/programs/emb/pan\\_flu/docs/ch\\_03.pdf](http://www.health.gov.on.ca/en/pro/programs/emb/pan_flu/docs/ch_03.pdf)

# VACCINES

## Seasonal Influenza Planning

### ✓ What You Need To Know

Vaccination is an essential public health intervention and is the most effective way to prevent influenza. Seasonal Influenza Plans should include vaccination of the entire community. Pneumococcal vaccination for eligible individuals will help prevent complications of influenza.

### ✓ Why This Is Important To Your Community

**Planning for community wide vaccination is important as vaccination is the most effective way to prevent communicable diseases such as influenza.**

### ✓ What To Plan For

Task #	Task	VACCINES Questions & Considerations	Status	Record in Plan
2.a	Community Awareness	<ul style="list-style-type: none"><li>What is the plan to increase community awareness about the need for seasonal influenza vaccination (radio, Facebook, flyers, etc.)?</li><li>What is the plan to increase community awareness about the need for routine vaccinations?</li></ul>	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into Section 4.2.a of Plan template
2.b	Vaccine	<ul style="list-style-type: none"><li>How is the Community Health Nurse (CHN) informed when vaccines are available to be ordered?</li><li>What is the process for receipt of vaccine in your community from the local Public Health Unit, airport, etc.? Is there a back-up driver to pick up the supply?</li><li>Who manages the tracking of the vaccine usage and wastage? How is this recorded and reported?</li></ul>	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into Section 4.2.b of Plan template
2.c	Vaccination	<ul style="list-style-type: none"><li>What methods of providing seasonal influenza vaccinations does your community use? Will your community use a mass immunization plan or will vaccinations occur as per a regular clinic or other method once</li></ul>	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into Section 4.2.c of Plan

## VACCINES

Task #	Task	VACCINES Questions & Considerations	Status	Record in Plan
		<p>the vaccine is available? If needed, does your community have a current Mass Immunization Plan? Who manages the setup, running and taking down of the clinic?</p> <ul style="list-style-type: none"> <li>• Will you be partnering with neighbouring communities to participate in a mass immunization?</li> <li>• If so, what impact will this have on the number of vaccine doses and related supplies and personnel needed to do a mass immunization clinic?</li> <li>• What is the plan to address any gaps in routine immunizations for community members?</li> </ul>		template
2.d	Health Service Professionals	<ul style="list-style-type: none"> <li>• Who is managing the list of essential health service professionals?</li> <li>• Have other health professionals been considered as potential alternate immunizers? Who is responsible to call alternate staff if needed?</li> <li>• What are the triggers to the activation of transporting health care workers and volunteers as required (e.g. Mass immunization clinic, home immunization visits)?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.2.d</b> of Plan template
2.e	Adverse Events	<ul style="list-style-type: none"> <li>• What is the plan to monitor and manage any adverse events following immunization?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.2.e</b> of Plan template
2.f	Storage & Transportation of Vaccines	<ul style="list-style-type: none"> <li>• Are monitoring of cold chain guidelines being maintained for vaccine storage location in the health facility? In off-site location?</li> <li>• Are appropriate vaccine transport containers and cooling packs available to transfer vaccine from the health facility to an off-site location if necessary?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.2.f</b> of Plan template
2.g	Communication	<ul style="list-style-type: none"> <li>• If neighbouring communities will be accessing your vaccination clinics, have they been informed of the dates/times/locations?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.2.g</b> of Plan template



## VACCINES

Task #	Task	VACCINES Questions & Considerations	Status	Record in Plan
2.h	Education for Health Care Workers	<ul style="list-style-type: none"> <li>How will health care workers receive appropriate training as well as any updates on influenza vaccine?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.2.h</b> of Plan template

### Resources:

#### Seasonal Influenza Resources for Vaccines:

- **Ontario Regional Mass Immunization Clinic Guide** located in the Communicable Disease Emergencies section of OneHealth.ca available at:  
<https://www2.onehealth.ca/on/Home.aspx>
- **Influenza Immunization** - available at:  
<http://www.phac-aspc.gc.ca/im/iif-vcg/index-eng.php>
- **MOHLTC – About the flu** available at:  
[http://www.health.gov.on.ca/en/public/programs/publichealth/flu/about\\_flu.aspx](http://www.health.gov.on.ca/en/public/programs/publichealth/flu/about_flu.aspx)
- **MOHLTC Fact Sheet: *The Flu is Everywhere*** available at:  
[http://www.health.gov.on.ca/en/pro/programs/publichealth/flu/promotional/posters/factsheet\\_en.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/flu/promotional/posters/factsheet_en.pdf)
- **FNIHB Ontario Region Immunization Protocol** available in the Immunization binder in all communities

# VACCINES

## Pandemic Influenza Planning

### ✓ What You Need To Know

Vaccine for a pandemic strain of influenza will not be available until the second wave of illness. The full supply will arrive over a period of time. Therefore, it is expected that priority groups will be identified by the MOHLTC and will receive the vaccine first. Communities need to plan vaccination of their members as soon as the vaccine is available.

### ✓ Why This Is Important To Your Community

**Ideally your community will need to be immunized in a short period of time (days), once the vaccine is accessible from the local Public Health Unit.**

### ✓ What To Plan For

Task #	Task	VACCINES Questions & Considerations	Status	Record in Plan
2.a	Community Awareness	Vaccine information may be changing during the early weeks of pandemic vaccine development due to many unknowns. <ul style="list-style-type: none"><li>• What methods will be used to increase community awareness about the need for pandemic influenza vaccinations during a pandemic (radio, Facebook, flyers, etc.)?</li><li>• What is the plan to increase community awareness about accurate and updated vaccine information? This would include vaccine information (when it becomes available) and how it will be administered (e.g. dosage, types).</li></ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.2.a</b> of Plan template
2.b	Vaccine	As more information is known to provincial health officials, changes to the dosage and the number of doses needed for various groups may be necessary. As a result, there will be a need for detailed tracking of immunizations. <ul style="list-style-type: none"><li>• Who manages the tracking of vaccine usage and wastage? How will this be recorded and reported?</li></ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.2.b</b> of Plan template

## VACCINES

Task #	Task	VACCINES Questions & Considerations	Status	Record in Plan
2.c	Vaccination	<p>There will be an urgency to vaccinate a large number of people within a short period of time (days/weeks) which is different from seasonal vaccine which can be given over a longer period of time (weeks).</p> <ul style="list-style-type: none"> <li>Will your community need a mass immunization plan or will vaccinations occur as per routine immunization clinic or other method once the vaccine is available?</li> <li>If appropriate, does your community have a current mass immunization plan?</li> <li>What is the trigger to set up the clinic? Who will manage the setup, running and taking down of the clinic?</li> <li>Will there be a need to increase the number of vaccine doses and related supplies, and personnel to assist due to: 1) Inflow of returning community members , 2) Partnering with neighbouring communities to participate in a mass immunization clinic</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.2.c</b> of Plan template
2.d	Health Service Professionals	<p>Having enough immunizers available for timely vaccinations may be challenging for some communities due to limited immunizers within the community.</p> <ul style="list-style-type: none"> <li>What are the triggers to seek external resources for health service professionals? What is the process?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.2.d</b> of Plan template
2.e	Adverse Events	<p>Additional reporting may be necessary with the new vaccine resulting in increased and quick reporting of any adverse events following immunization.</p> <ul style="list-style-type: none"> <li>Who will manage the reporting requests?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.2.e</b> of Plan template
2.f	Communication	<ul style="list-style-type: none"> <li>If neighbouring communities will be accessing your vaccination clinics, how will they be informed of the dates/times/locations as well as vaccine information?</li> </ul> <p>In the early weeks of a declared pandemic conflicting information will be circulating (e.g. word-of-mouth, internet).</p> <ul style="list-style-type: none"> <li>What is the plan to address misinformation to decrease anxiety?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.2.f</b> of Plan template

## VACCINES

Task #	Task	VACCINES Questions & Considerations	Status	Record in Plan
2.g	Education for Health Care Workers	<ul style="list-style-type: none"> <li>How will health care workers access training and updates on the pandemic influenza vaccine throughout the vaccination period?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.2.g</b> of Plan template

### Resources:

#### Pandemic Influenza Resources for Vaccines:

- Ontario Regional Mass Immunization Clinic Guide** located in the Communicable Disease Emergencies section on OneHealth.ca available at:  
<https://www2.onehealth.ca/on/Home.aspx>

## ANTIVIRALS & MEDICATIONS

### Seasonal Influenza Planning

#### ✓ What You Need To Know

Antiviral medications should be taken within 24 to 48 hours of first experiencing symptoms. It is important that community members are aware of this, and know how and where to obtain the appropriate medications.

#### ✓ Why This Is Important To Your Community

**Antivirals and medications are often given to decrease symptoms and reduce the risk of complications from influenza.**

#### ✓ What To Plan For

Task #	Task	ANTIVIRALS & MEDICATIONS Questions & Considerations	Status	Record in Plan
3.a	Community Awareness	In those cases where antivirals are necessary, antiviral medications should be taken within 24-48 hours of first experiencing symptoms. <ul style="list-style-type: none"><li>What is the plan to increase awareness about when to seek medical attention if people experience the signs and symptoms of influenza?</li></ul>	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into <b>Section 4.3.a</b> of Plan template
3.b	Access to Antivirals & Medications	<ul style="list-style-type: none"><li>In those cases where it is necessary, how will community members access antivirals and medications?</li></ul>	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into <b>Section 4.3.b</b> of Plan template
3.c	Administration & Monitoring	<ul style="list-style-type: none"><li>If antivirals are dispensed in the community, how is the community's antiviral usage tracked?</li></ul>	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into <b>Section 4.3.c</b> of Plan template
3.d	Communication	<ul style="list-style-type: none"><li>If applicable, what is the communication plan to inform the Zone Office about antiviral usage as well as any issues (adverse events)?</li></ul>	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into <b>Section 4.3.d</b> of Plan template
3.e	Education for Health Care Workers	<ul style="list-style-type: none"><li>Is material on antivirals and medications related to influenza treatment including usage indications, access, administration and adverse events reviewed annually?</li></ul>	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into <b>Section 4.3.e</b> of Plan

## ANTIVIRALS & MEDICATIONS

Task #	Task	ANTIVIRALS & MEDICATIONS Questions & Considerations	Status	Record in Plan
		<ul style="list-style-type: none"><li>How will nurses and Community Health Representatives (CHRs) receive appropriate training as well as any updates?</li></ul>		template

### Resources:

#### Seasonal Influenza Resources for Antivirals & Medications:

- Seasonal Influenza 2013/2014: Ontario's Blueprint for Action available at:  
[http://www.health.gov.on.ca/en/pro/programs/publichealth/flu/docs/flu\\_blueprint.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/flu/docs/flu_blueprint.pdf)

## ANTIVIRALS & MEDICATIONS

### Pandemic Influenza Planning

#### ✓ What You Need To Know

Antiviral medications are stockpiled at the provincial level in preparation for a pandemic. The Federal and Provincial governments will organize the supply and distribution of the antivirals. Antivirals may be in short supply. Remote and isolated communities may preposition antiviral medications in the community so that they are available when needed.

#### ✓ Why This Is Important To Your Community

**Community members need to know how to access antivirals during a pandemic.**

#### ✓ What To Plan For

Task #	Task	ANTIVIRALS & MEDICATIONS Questions & Considerations	Status	Record in Plan
3.a	Community Awareness	The period between the declaration of a pandemic and the presence of pandemic influenza in communities may be a matter of weeks. <ul style="list-style-type: none"><li>• How will community members receive information including updates about antivirals and related medications for treatment of pandemic influenza during a pandemic (e.g. radio, flyers, townhalls, etc.)?</li><li>• What is the plan to rapidly increase awareness about antiviral information during a pandemic?</li></ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.3.a</b> of Plan template
3.b	Access to Antivirals & Medications	<ul style="list-style-type: none"><li>• In those cases where it is necessary, how will community members access antivirals and medications related to treating pandemic influenza? If the numbers of people needing antivirals/medications are large, are there streamlined processes to consider?</li></ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.3.b</b> of Plan template
3.c	Administration & Monitoring	<ul style="list-style-type: none"><li>• Are antivirals prepositioned in your community?</li><li>• If so, how and where will the antivirals be stored appropriately in your community?</li><li>• Who will monitor and manage the administration guidelines process?</li></ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.3.c</b> of Plan template

## ANTIVIRALS & MEDICATIONS

Task #	Task	ANTIVIRALS & MEDICATIONS Questions & Considerations	Status	Record in Plan
3.d	Communication	Additional provincial or federal information on antiviral usage may be requested during a pandemic. <ul style="list-style-type: none"> <li>How will the community respond to the additional information requests during the pandemic?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.3.d</b> of Plan template
3.e	Education for Health Care Workers	Information on antivirals may change often at the beginning of a pandemic. <ul style="list-style-type: none"> <li>How will health care workers receive appropriate training as well as any updates during a pandemic?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.3.e</b> of Plan template

### Resources:

#### Pandemic Influenza Resources for Antivirals & Medications:

**Ontario Health Plan for Influenza Pandemic (OHPIP) 2013** available at:

[http://www.health.gov.on.ca/en/pro/programs/emb/pan\\_flu/pan\\_flu\\_plan.aspx](http://www.health.gov.on.ca/en/pro/programs/emb/pan_flu/pan_flu_plan.aspx)



## HEALTH SERVICES

### Seasonal Influenza Planning

#### ✓ What You Need To Know

In this document, health services refers to all health services delivered to the community including primary and public health care facilities and home and community care services. During a busy seasonal influenza period there is the potential for some changes in the delivery of routine health services.

Equally important is the need to communicate information regarding self-care at home, and infection control practices to community members.

#### ✓ Why This Is Important To Your Community

**Planning in advance for possible changes to health services needs ensures that essential services will be maintained.**

#### ✓ What To Plan For

Task #	Task	HEALTH SERVICES Questions & Considerations	Status	Record in Plan
4.a	Health Care Workers	<ul style="list-style-type: none"><li>Is there a current list of essential health care workers and alternates (e.g. retired personnel, agency personnel)? Who ensures the list is current?</li><li>What is the plan to access temporary additional health care workers if regular staff are ill?</li></ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.4.a</b> of Plan template
4.b	Essential Health Services	<ul style="list-style-type: none"><li>What are the essential health services/programs in the community? What are the anticipated changes in health services that could occur during an influenza season?</li></ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.4.b</b> of Plan template
4.c	Transportation	<ul style="list-style-type: none"><li>What is the current process for medical transportation of community members out of the community?</li><li>What is the current process for medical transportation of community</li></ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.4.c</b> of Plan

## HEALTH SERVICES

Task #	Task	HEALTH SERVICES Questions & Considerations	Status	Record in Plan
		<p>members to the health care facility/station in the community?</p> <ul style="list-style-type: none"> <li>What is the plan in the case of increased medical transportation service needs? Are there additional drivers available if regular drivers are ill?</li> </ul>		template
4.d	Emotional Support	<ul style="list-style-type: none"> <li>What is the plan to provide emotional support should it be needed during an influenza event?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.4.d</b> of Plan template
4.e	Additional Care	<ul style="list-style-type: none"> <li>What is the plan for checking on those in the community that may need care but are unable to access it by themselves such as members living on their own/more vulnerable?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.4.e</b> of Plan template
4.f	Education for Health Care Workers	<ul style="list-style-type: none"> <li>What is the plan to train and provide updates to the health care workers on seasonal influenza (self-learning, group training sessions, etc.)?</li> <li>What is the plan to educate health care workers on the proper use and selection of personal protective equipment (PPE)?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.4.f</b> of Plan template
4.g	Communication	<ul style="list-style-type: none"> <li>What is the plan to communicate health service delivery changes to community members?</li> <li>What is the process to provide status updates to external key stakeholders? (e.g. FNIHB Zone Office, local Public Health Unit)</li> <li>Are community members aware of the Ontario Telehealth Line? 1-866-797-0000 Telehealth Ontario is a free service provided by the Ontario MOHLTC that allows Ontario residents to speak to a Registered Nurse with their medical questions at any time.</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.4.g</b> of Plan template
4.h	Triage	<ul style="list-style-type: none"> <li>What is the policy for screening clients with influenza-like-illness (ILI) when they enter a health facility? How will clients flow through the facility to prevent the spread of ILI to clients that are not ill?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.4.h</b> of Plan template
4.i	Personal Protective Equipment	<ul style="list-style-type: none"> <li>Is there a 4-6 week stockpile of personal protective equipment in the community?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.4.i</b> of Plan template

## HEALTH SERVICES

Task #	Task	HEALTH SERVICES Questions & Considerations	Status	Record in Plan
4.j	Sharing Health Service & Resources	<ul style="list-style-type: none"> <li>Has your community discussed the possibility of sharing health services or health resources with a neighbouring community?</li> <li>If so, have the appropriate people been consulted?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.4.j</b> of Plan template

### Resources:

#### Influenza Resources for Health Services:

- **MOHLTC – What to do if you have the flu: An Adult Guide** available at:  
[http://www.health.gov.on.ca/en/public/programs/publichealth/flu/tools/assessment/sa\\_adults\\_fs.aspx](http://www.health.gov.on.ca/en/public/programs/publichealth/flu/tools/assessment/sa_adults_fs.aspx)
- **Public Health Ontario - Best Practice Manual; Cleaning Disinfecting and Sterilization** available at  
<http://www.oahpp.ca/resources/pidac-knowledge/best-practice-manuals/cleaning-disinfection-and-sterilization.html>
- **PHAC – Fact Sheet: Understanding influenza** available at:  
<http://www.phac-aspc.gc.ca/influenza/faf2-eng.php>
- **Guidelines for storage of PPE** available in Influenza Toolkit appendix

## HEALTH SERVICES

### Pandemic Influenza Planning

#### ✓ What You Need To Know

During a severe pandemic influenza non-essential health services will either not be delivered, or will be delivered at a decreased level of service, as a result of health services staff illness or increased workload related to influenza illness in the community. Planning is required to identify which health services must be maintained and which health services can be temporarily reduced.

#### ✓ Why This Is Important To Your Community

**Non-essential health services may be impacted in communities during a severe pandemic influenza. Essential health services will still need to be delivered.**

#### ✓ What To Plan For

Task #	Task	HEALTH SERVICES Questions & Considerations	Status	Record in Plan
4.a	Health Care Workers	During a severe pandemic many people will become ill including the regular health care workers in the community. <ul style="list-style-type: none"><li>What is the plan to access temporary additional health care workers if the regular staff are ill?</li></ul>	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into Section 4.4.a of Plan template
4.b	Essential Health Services	A pandemic may continue for many months resulting in a long period of impact on health services to the community members. <ul style="list-style-type: none"><li>Who will manage the processes to ensure external essential health services (i.e. dialysis, doctor appointments) and internal essential health services (i.e. homecare, routine immunizations) remain accessible to community members?</li></ul>	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into Section 4.4.b of Plan template
4.c	Transportation	<ul style="list-style-type: none"><li>What is the plan in the case of increased service needs? Are there additional drivers available?</li><li>Have you considered having separate vehicles designated to transport people who are showing symptoms of influenza?</li></ul>	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into Section 4.4.c of Plan template
4.d	Emotional Support	Increased anxiety may result during a pandemic due to increased illness, deaths, social disruption, multiple waves of the pandemic as well as the many unknowns about the pandemic itself.	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into Section 4.4.d of Plan

## HEALTH SERVICES

Task #	Task	HEALTH SERVICES Questions & Considerations	Status	Record in Plan
		<ul style="list-style-type: none"> <li>Have counsellors been identified to support community members, particularly when there is increased severe illness and death?</li> <li>What is the plan to provide emotional support to health care workers who may be overwhelmed by increased illness and death?</li> </ul>		template
4.e	Additional Care	<ul style="list-style-type: none"> <li>In the case of a severe outbreak, will your community be considering an alternate care site (temporary site for looking after those persons who are ill but cannot look after themselves at home or those not ill enough for hospitalization)? If so, what is the plan including consulting with stakeholders and suitable location?</li> <li>If you choose to set up a alternate care site, has the insurance policy coverage been checked regarding the change of purpose for the building?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.4.e</b> of Plan template
4.f	Education for Health Care Workers	<p>During a pandemic additional training may be needed in a relatively short period of time in order to respond to the pandemic. Training may include:</p> <ul style="list-style-type: none"> <li>Changes in roles and responsibilities in health service delivery</li> <li>Health service delivery orientation to external health care providers who have come to assist the community</li> </ul> <ul style="list-style-type: none"> <li>What is the plan to train and provide updates to the health care workers on the pandemic including external health care workers who have come to assist the community (e.g. self-learning, group training sessions, etc.)?</li> <li>What is the plan to educate health care workers on the proper use and selection of PPE during the pandemic?</li> <li>What is the plan to access fit testing for N95 respirators for appropriate health care workers?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.4.f</b> of Plan template
4.g	Communication	<p>Some urban and rural centres may set up influenza assessment centres for people in Ontario so they can be assessed during the pandemic.</p> <ul style="list-style-type: none"> <li>If applicable, what is the plan to share information about the local influenza assessment centres with community members?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.4.g</b> of Plan template

## HEALTH SERVICES

### Resources:

#### Pandemic Influenza Specific Resources for Health Services:

- **Ontario Health Plan for Influenza Pandemic (OHPIP) 2013** available at:  
[http://www.health.gov.on.ca/en/pro/programs/emb/pan\\_flu/pan\\_flu\\_plan.aspx](http://www.health.gov.on.ca/en/pro/programs/emb/pan_flu/pan_flu_plan.aspx)
- If appropriate for your community, develop a plan for the establishment and management of alternate care sites. **Annex J – Guidelines for Non-Traditional Sites and Workers - of the CPIP** available at:  
<http://www.phac-aspc.gc.ca/cpip-pclcpi/ann-j-eng.php>.

## PUBLIC HEALTH MEASURES

### Seasonal Influenza Planning

#### ✓ What You Need To Know

Public health measures during seasonal influenza include interventions such as social distancing. Community seasonal influenza plans should contain recommended public health measures and messages, which may include:

- Stressing the need for hand washing and proper cough etiquette; where possible, provide hand-sanitizing stations in public areas;
- Self-isolation - people with influenza symptoms should stay home and avoid public locations; and
- Increasing the cleaning of surfaces in public areas.

In addition, depending on the severity of the seasonal influenza illness:

- Restricting public gatherings
- Closing public facilities.

#### ✓ Why This Is Important To Your Community

**Public health measures can slow the spread of influenza in your community.**

#### ✓ What To Plan For

Task #	Task	PUBLIC HEALTH MEASURES Questions & Considerations	Status	Record in Plan
5.a	Community Awareness	<ul style="list-style-type: none"><li>• How will community members access information on public health measures such as hand washing, covering their cough, staying home when sick and getting the annual flu vaccination?</li><li>• How will public facilities in the community such as health care facilities, day care settings and schools access public health measures information concerning seasonal influenza?</li></ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.5.a</b> of Plan template
5.b	Education for Health Care Workers	What is the plan to review/develop/update educational materials and provide training to health care workers annually?	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.5.b</b> of Plan template

## PUBLIC HEALTH MEASURES

Task #	Task	PUBLIC HEALTH MEASURES Questions & Considerations	Status	Record in Plan
5.c	Occupational Health & Safety	<ul style="list-style-type: none"> <li>What is the plan to encourage essential service workers including health care workers to keep their immunizations current including seasonal influenza?</li> </ul>	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into Section 4.5.c of Plan template
5.d	Cleaning of Public Areas	Do health facility staff and housekeeping staff (i.e. janitors) have access to training material/resources on proper cleaning methods and techniques?	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into Section 4.5.d of Plan template
5.e	Travel Advisories	What methods are used to notify community members of any provincial travel advisories?	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into Section 4.5.e of Plan template

### Resources:

#### Seasonal Influenza Resources for Public Health Measures:

- **Healthy Canadians- Get the Facts-Not the Flu**; available at: <http://www.healthycanadians.gc.ca/init/flu-grippe/index-eng.php>
- **Poster for First Nations – Get the Facts-Not the Flu** available at: [http://www.hc-sc.gc.ca/fniah-spnia/alt\\_formats/pdf/pubs/diseases-maladies/influenza/2011\\_sf-gs-fn/2011\\_sf-gs-fn-eng.pdf](http://www.hc-sc.gc.ca/fniah-spnia/alt_formats/pdf/pubs/diseases-maladies/influenza/2011_sf-gs-fn/2011_sf-gs-fn-eng.pdf)
- **Seasonal Influenza information** available at: <http://www.phac-aspc.gc.ca/influenza/index-eng.php>
- **Fact sheets available on public health measures and prevention:**
  - **Proper Hand Washing** available at: <http://pandemic.knet.ca/node/39>
  - **Cover your Cough** available at: <http://pandemic.knet.ca/node/27>
  - **Preventing the Flu: Good Health Habits Can Help Stop Germs** available at: <http://pandemic.knet.ca/node/28>



## PUBLIC HEALTH MEASURES

### Pandemic Influenza Planning

#### ✓ What You Need To Know

Public health measures during pandemic influenza include the same activities as during seasonal influenza. However, because pandemic influenza may be more widespread, with more individuals becoming ill, planning may be required to ensure that these measures can be applied. This may include such activities as ensuring information on public health measures is widely shared in the community, at the workplace and in homes. Policies may need to be updated or adjusted during a pandemic to support public health measures such as staying home when sick, particularly when there is the potential for larger numbers of individuals needing to be away from work. As well, role modelling of public health measures by leadership, key community members, health care workers, and others is an effective method for reinforcing public health practices in the community.

#### ✓ Why This Is Important To Your Community

**Community members need to take care of their health and that of other community members especially during a pandemic influenza.**

#### ✓ What To Plan For

Task #	Task	PUBLIC HEALTH MEASURES Questions & Considerations	Status	Record in Plan
5.a	Community Awareness	There will be an increased need for community members to understand the importance of public health measures to help reduce the spread of pandemic influenza. <ul style="list-style-type: none"><li>How are ongoing measures such as hand washing, covering your coughs, staying home when sick and promoting pandemic influenza vaccination being communicated?</li></ul>	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into Section 4.5.a of Plan template
5.b	Occupational Health & Safety	Essential service workers will play an important role in maintaining services to the community during the pandemic and therefore it is important that they take steps to remain healthy throughout the pandemic period.	<input type="checkbox"/> Not started <input type="checkbox"/> Started <input type="checkbox"/> Completed	Insert into Section 4.5.b of Plan template

## PUBLIC HEALTH MEASURES

Task #	Task	PUBLIC HEALTH MEASURES Questions & Considerations	Status	Record in Plan
		<ul style="list-style-type: none"> <li>What is the plan to encourage essential service workers including health care staff to keep their immunizations current including the pandemic influenza vaccination?</li> <li>How will the appropriate use of proper PPE be maintained and monitored throughout the pandemic?</li> </ul>		
5.c	Travel Advisories	<p>During a pandemic there may be an increased need to limit travel between communities to help reduce the spread of pandemic influenza.</p> <ul style="list-style-type: none"> <li>Who is responsible for obtaining and distributing travel advisories?</li> <li>Within the community, who is responsible for addressing any issues related to travel advisories including travel by boat, ATV, snowmobile, truck, etc.?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.5.c</b> of Plan template

### Resources:

#### Influenza Pandemic Specific Resources for Public Health Measures:

- Ontario Health Plan for Influenza Pandemic (OHPIP) 2013 available at:  
[http://www.health.gov.on.ca/en/pro/programs/emb/pan\\_flu/pan\\_flu\\_plan.aspx](http://www.health.gov.on.ca/en/pro/programs/emb/pan_flu/pan_flu_plan.aspx)

## COORDINATION & COMMUNICATION

### Seasonal Influenza Planning

#### ✓ What You Need To Know

During seasonal influenza there will be a need for a communications strategy which ensures that community members receive relevant, complete and timely information. This will require the community to have communication between federal, provincial/territorial, regional and local health agencies and other partners.

It is important to raise awareness about seasonal influenza preparations and response plans within the community. The community Seasonal/Pandemic Influenza Plan needs to be communicated to the community, as well as information about other measures that would be effective in minimizing the impacts of seasonal influenza, e.g., awareness of public health measures.

#### ✓ Why Is This Important To Your Community?

**Community members can be confident that the response is planned and that people are aware of their responsibilities during the response.**

#### ✓ What To Plan For

Task #	Task	COORDINATION & COMMUNICATION Questions & Considerations	Status	Record in Plan
<b>Coordination</b>				
6.a	Phone Fan-out List	<ul style="list-style-type: none"><li>Has a phone fan-out list been developed to contact essential workers including health care workers in an emergency?</li><li>What is the trigger to initiate a phone fan out list?</li></ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.6.a</b> of Plan template
6.b	Volunteers	<ul style="list-style-type: none"><li>What is the plan to recruit, organize, train, and supervise volunteers to support the functioning of the community during seasonal influenza? <i>Template</i></li></ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.6.b</b> of Plan template

## COORDINATION & COMMUNICATION

Task #	Task	COORDINATION & COMMUNICATION Questions & Considerations	Status	Record in Plan
6.c	External Stakeholders & Partners	<ul style="list-style-type: none"> <li>Has the Seasonal/Pandemic Influenza Planning Committee identified external stakeholders and partners which may play a role in coordinating a response during influenza including federal (e.g. FNIHB Regional and Zone Offices) and provincial (e.g. local Public Health Unit)?</li> <li>Who is responsible to contact them if needed?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.6.c</b> of Plan template
6.d	Community Resources	<ul style="list-style-type: none"> <li>Has a list been created for the essential services and their contact numbers for the community? (e.g. water, sewage, power, heat, gas, store, health, emergency responders, etc.) <b>Template</b> Has it been distributed?</li> <li>Has the Planning Committee reviewed the community's All Hazards Plan?</li> <li>What will be your emergency response structure during an outbreak, for example, will you be using the Ontario Incident Management System? If not, what will your response structure look like? How often and when will you meet for updates and to discuss and delegate response activities during an event?</li> <li>How will you know when to significantly scale up as well as down the response?</li> <li>Has a secure but accessible place to store your community plan been identified?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.6.d</b> of Plan template
6.e	Supplies	<ul style="list-style-type: none"> <li>What is the plan to address other essential supplies for the community such as food, dry goods, cleaning supplies during severe illness?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.6.e</b> of Plan template
<b>Communication</b>				
6.f	Information	<ul style="list-style-type: none"> <li>Have you determined who the key sources of information will be for such items as health related information on antivirals, vaccines, fact sheets for community, facility closures, transportation, situation updates?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.6.f</b> of Plan template

## COORDINATION & COMMUNICATION

Task #	Task	COORDINATION & COMMUNICATION Questions & Considerations	Status	Record in Plan
		<ul style="list-style-type: none"> <li>Does information need to be translated before dissemination? What is the process?</li> </ul>		
6.g	Information Dissemination	Distributing accurate information quickly helps to eliminate misinformation. <ul style="list-style-type: none"> <li>What are the current methods of information dissemination across your community? (radio, flyers, town hall meetings, etc.)</li> <li>What methods could be used if the usual communication routes don't work? (i.e. runners)</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.6.g</b> of Plan template
6.h	Media	<ul style="list-style-type: none"> <li>Who will be the person responsible to talk to the media if necessary?</li> <li>What is the process to obtain message approval prior to any press release?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.6.h</b> of Plan template

### Resources:

#### Seasonal Influenza Resources for Communication & Coordination:

- Ontario's Incident Management System:** available at:  
[http://www.emergencymanagementontario.ca/english/emcommunity/ProvincialPrograms/IMS/ims\\_main.html](http://www.emergencymanagementontario.ca/english/emcommunity/ProvincialPrograms/IMS/ims_main.html)
- Seasonal Influenza 2013/2014: Ontario's Blueprint for Action** available at:  
[http://www.health.gov.on.ca/en/pro/programs/publichealth/flu/docs/flu\\_blueprint.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/flu/docs/flu_blueprint.pdf)

## COORDINATION & COMMUNICATION

### Pandemic Influenza Planning

#### ✓ What You Need To Know

During pandemic influenza there will be a critical need for adequate and accurate communication to ensure that community members receive relevant, complete and timely information which will result in a more effective community response. This will require the community to have ongoing collaboration between federal, provincial/territorial, regional and local health agencies.

#### ✓ Why This Is Important To Your Community

**Accurate and timely communication is key to reduce anxiety and illness in your community during uncertain times such as during pandemic influenza.**

#### ✓ What To Plan For

Task #	Task	COORDINATION & COMMUNICATION Questions & Considerations	Status	Record in Plan
<b>Coordination</b>				
6.a	Community Resources	<p>A coordinated response for pandemic influenza in a community will result in a more effective response to a situation that may have many unknowns.</p> <ul style="list-style-type: none"><li>• Have you planned for an inflow of community members living off-reserve returning to the community during a pandemic?</li><li>• What is the plan for having a community-wide meeting after the outbreak is over to discuss the event:<ul style="list-style-type: none"><li>○ Impact to community members</li><li>○ Community response (feedback to be considered in the updating of the community Influenza Plan) <b>Template</b></li><li>○ Recognition of support</li></ul></li><li>• Is there a separate plan for the Seasonal/Pandemic Influenza Planning Committee to debrief?</li></ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.6.a</b> of Plan template

## COORDINATION & COMMUNICATION

Task #	Task	COORDINATION & COMMUNICATION Questions & Considerations	Status	Record in Plan
		<p>What is the plan to obtain external assistance if systems such as health services become overwhelmed during an event? <b>Template</b></p> <ul style="list-style-type: none"> <li>What is the plan to transport supplies such as food, medical and other essential supplies as necessary during a severe influenza outbreak (this may include scenarios such as delivery to people confined to their homes due to illness and to mass immunization locations)?</li> </ul>		
<b>Communication</b>				
6.b	Information	<p>There will be a great need to have accurate information provided to the community as quickly as possible when faced with a pandemic situation. Other jurisdictions will also need to have information from your community in order to respond better to needs.</p> <ul style="list-style-type: none"> <li>How will information flow between the community's emergency response structure and the providers of essential services within the community?</li> <li>How will you address the increased need for information to be shared between the community and external stakeholders?</li> </ul>	<input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Started</b> <input type="checkbox"/> <b>Completed</b>	Insert into <b>Section 4.6.b</b> of Plan template

### Resources:

#### Influenza Pandemic Specific Resources for Coordination & Communication:

- **Ontario Health Plan for Influenza Pandemic (OHPIP) 2013** available at: [http://www.health.gov.on.ca/en/pro/programs/emb/pan\\_flu/pan\\_flu\\_plan.aspx](http://www.health.gov.on.ca/en/pro/programs/emb/pan_flu/pan_flu_plan.aspx)
- **Annex B – Influenza Pandemic Planning Consideration in On-Reserve First Nation Communities - of the CPIP** available at: <http://www.phac-aspc.gc.ca/cpip-pclcpi/ann-b-eng.php>.
- **Business Planning Influenza Pandemic Checklist** available at: <http://www.flu.gov/planning-preparedness/business/businesschecklist.pdf>

## **Appendices**

### **Templates:**

- Seasonal/Pandemic Planning Committee Contact List
- Essential Services Contact List
- Volunteer Contact List
- Debriefing Templates
  - Community Debriefing Template
  - Seasonal/Pandemic Influenza Planning Committee Debriefing Template

### **Resources:**

- Guidelines to storage of personal protective equipment (PPE)



## Seasonal/Pandemic Planning Committee Contact List

Coordinator #1:

Coordinator #2:

Area of Representation	Contact Name & Backup	Contact #	Area of Representation	Contact Name & Backup	Contact #
Surveillance	1.		Vaccine	1.	
	2.			2.	
Antivirals & Medication	1.		Health Services	1.	
	2.			2.	
Public Health Measures	1.		Coordination & Communication	1.	
	2.			2.	
Essential services	1.		External resources	1.	
	2.			2.	
Emergency Response /Security	1.		Other	1.	
	2.			2.	
	1.			1.	
	2.			2.	

## Essential Services Contact List

Essential Service	Contact Name & Backup	Contact #	Essential Service	Contact Name & Backup	Contact #
Water	1.		Sewage	1.	
	2.			2.	
Power	1.		Security	1.	
	2.			2.	
Heat/Gas	1.		Emergency Responders	1.	
	2.			2.	
Fire	1.		Store	1.	
	2.			2.	
Airport	1.		Other:	1.	
	2.			2.	
Other:	1.		Other:	1.	
	2.			2.	

## Volunteer Contact List

Name	Contact #	Skills	Area Assigned

## Debriefing Templates

Debriefing sessions are recommended after an influenza event both for the entire community as well as another for the Planning Committee. It is important to provide an opportunity for community members to discuss their experience and how they were impacted during the event. Another purpose for the community meeting is to obtain members' suggestions for improvement. In addition, a community wide debriefing session can also be used as an opportunity to provide recognition of support. A template provided in this section, **Community Debriefing Template** can be used for a community-wide debriefing meeting.

The template includes a few questions specific to each of the six components. These questions are aimed to get the discussion started. Further questioning during the discussion will assist you in obtaining information on the strengths, areas needing improvement and other comments. It is recommended that you have at least one note taker during the community debriefing session.

The structure and questions in the Community Debriefing Template are suggestions. You may choose to structure your debriefing session with community members differently with a different set of questions. The important point is to provide the community with an opportunity to provide their feedback which can be included when updating the community's Influenza Plan.

It is also important for Seasonal/Pandemic Influenza Planning Committee to debrief after an Influenza activity (seasonal or pandemic) to determine any gaps or areas needing improvement in the community's Influenza Plan. You may want to consider the template **Planning Committee Debriefing Template** to collect the relevant information. It is recommended that a formal meeting, or several if necessary, be scheduled to complete this task with the members of the Seasonal/Pandemic Influenza Planning Committee.

As the Seasonal/Pandemic Planning Committee works through the components, refer back to the questions and considerations associated with each task as outlined in the Seasonal/Pandemic Planning Guide as well your community's current Influenza Plan. It is recommended that you have at least one note taker during the Planning Committee debriefing session. The information collected from the **Planning Committee Debriefing Template** will assist in updating your

Influenza Plan. The Seasonal/Pandemic Influenza Planning Committee should also consider the feedback received from the community debriefing meeting in the updating of the community's Influenza Plan.

Conducting debriefing meetings following an influenza outbreak can be an activity for updating your Influenza Plan--the seventh step in the Influenza Plan Development Cycle. Usually annual updating of the plan will follow a testing of the plan (step 6), but if there has been a severe influenza outbreak such as a pandemic, then a debriefing session is an appropriate follow-up activity.

Components	Areas of Interest	Strengths	Improvements Needed	Other Comments
<b>Surveillance</b>	<ul style="list-style-type: none"> <li>Did you feel that you were receiving updated status of illness within the community?</li> </ul>			
<b>Vaccines</b>	<ul style="list-style-type: none"> <li>Did the vaccination of the community run smoothly?</li> <li>Comment about the information you received about getting the vaccine.(quantity, quality, timing). Was there a lot of misinformation heard in the community about the vaccine and vaccine clinic?</li> <li>Are you aware of the need for all members of your family to be up-to-date with all vaccinations? Where did you learn/see this?</li> </ul>			
<b>Antivirals &amp; Medication</b>	<ul style="list-style-type: none"> <li>Were you aware of how you or your family could access antivirals if they were needed?</li> <li>Was the information you received on antivirals too much, too little, or just right (who needs them &amp; when, and how to access them)?</li> </ul>			
<b>Health Services</b>	<ul style="list-style-type: none"> <li>Were your ongoing/regular health needs met during the recent influenza event?</li> <li>Were your health needs specific to influenza met during the recent event?</li> </ul>			

Components	Areas of Interest	Strengths	Improvements Needed	Other Comments
	<ul style="list-style-type: none"> <li>Did you use the medical transportation in your community to go to the health facility? What was your experience?</li> </ul>			
<b>Public Health Measures</b>	<ul style="list-style-type: none"> <li>Did you feel you received enough influenza information when you needed it?</li> <li>Specifically, did you receive or hear about information on hand washing, covering your cough, staying home if sick and getting vaccinated?</li> </ul>			
<b>Coordination &amp; Communication</b>	<ul style="list-style-type: none"> <li>Did you feel there was a good coordinated response in your community? Did you know who was in charge and managing the response?</li> <li>Did you feel you had a good awareness of situation in your community?</li> </ul>			

## Seasonal/Pandemic Influenza Planning Committee Debriefing Template

<b>SURVEILLANCE</b>				
<b>Tasks</b>	<b>Strengths</b>	<b>Areas for Improvement</b>	<b>Additional Items to Include in Influenza Plan</b>	<b>Other Comments</b>
<b>Current Surveillance Methods</b>				
<b>Monitoring Processes</b>				
<b>Communication</b>				
<b>Other Considerations</b>				



## Seasonal/Pandemic Influenza Planning Committee Debriefing Template

<b>VACCINES</b>				
<b>Tasks</b>	<b>Strengths</b>	<b>Areas for Improvement</b>	<b>Additional Items to Include in Influenza Plan</b>	<b>Other Comments</b>
<b>Community Awareness</b>				
<b>Vaccine</b>				
<b>Vaccination</b>				
<b>Health Service Professionals</b>				
<b>Adverse Events</b>				
<b>Storage &amp; Transportation of Vaccines</b>				
<b>Communication</b>				
<b>Education for Health Care Workers</b>				
<b>Other Considerations</b>				

## Seasonal/Pandemic Influenza Planning Committee Debriefing Template

<b>ANTIVIRALS &amp; MEDICATIONS</b>				
<b>Tasks</b>	<b>Strengths</b>	<b>Areas for Improvement</b>	<b>Additional Items to Include in Influenza Plan</b>	<b>Other Comments</b>
<b>Community Awareness</b>				
<b>Access to Antivirals &amp; Medications</b>				
<b>Administration &amp; Monitoring</b>				
<b>Communication</b>				
<b>Education for Health Care Workers</b>				
<b>Adverse Events</b>				
<b>Other Considerations</b>				

## Seasonal/Pandemic Influenza Planning Committee Debriefing Template

<b>HEALTH SERVICES</b>				
<b>Tasks</b>	<b>Strengths</b>	<b>Areas for Improvement</b>	<b>Additional Items to Include in Influenza Plan</b>	<b>Other Comments</b>
<b>Health Care Workers</b>				
<b>Essential Health Services</b>				
<b>Transportation</b>				
<b>Emotional Support</b>				
<b>Additional Care</b>				
<b>Education for Health Care Workers</b>				
<b>Communication</b>				
<b>Triage</b>				
<b>Personal Protective Equipment Supplies</b>				

## Seasonal/Pandemic Influenza Planning Committee Debriefing Template

Tasks	Strengths	Areas for Improvement	Additional Items to Include in Influenza Plan	Other Comments
Sharing of Health Services & Resources				
Other Considerations				

## Seasonal/Pandemic Influenza Planning Committee Debriefing Template

<b>PUBLIC HEALTH MEASURES</b>				
<b>Tasks</b>	<b>Strengths</b>	<b>Areas for Improvement</b>	<b>Additional Items to Include in Influenza Plan</b>	<b>Other Comments</b>
<b>Community Awareness</b>				
<b>Education for Health Care Workers</b>				
<b>Occupational Health &amp; Safety</b>				
<b>Cleaning of Public Areas</b>				
<b>Travel Advisories</b>				
<b>Other Considerations</b>				

## Seasonal/Pandemic Influenza Planning Committee Debriefing Template

<b>COORDINATION &amp; COMMUNICATION</b>				
<b>Tasks</b>	<b>Strengths</b>	<b>Areas for Improvement</b>	<b>Additional Items to Include in Influenza Plan</b>	<b>Other Comments</b>
<b>COORDINATION</b>				
Phone Fan-out List				
Volunteers				
External Stakeholders & Partners				
Community Resources				
Supplies				
<b>COMMUNICATION</b>				
Information				
Information Dissemination				

## Seasonal/Pandemic Influenza Planning Committee Debriefing Template

Tasks	Strengths	Areas for Improvement	Additional Items to Include in Influenza Plan	Other Comments
Media				
Other Considerations				

# Storage of Personal Protective Equipment

The storage area must be protected from damage by the elements. It must be neat, clean and free from fire hazards, dampness and rodents.

**PPE supplies must be stored in ideal storage conditions which include:**

- controlled temperature in the range of 15° to 30°C;
- relative humidity between 30% and 50%;
- equipment must be stored at least 15cm (6 inches) off the floor;
- equipment must not be piled closer than 3 ft. (91 cm or 36 inches) to any heat source or 18 inches (46 cm) from light fixtures and exterior walls; and
- Alcohol-based hand sanitizers should be kept away from fire or flame, including electrical outlets.

**Recommended temperatures can vary if no temperature sensitive material is stored (e.g., gowns, face shields).**

**Special Requirements for Consideration:**

- The building and all service components must be kept in good operating conditions to maintain satisfactory storage conditions.
- The storage area must be inspected periodically for any evidence of leakage, ground seepage, insect or rodent infestation, pilferage and deterioration of any of the supplies.
- The storage area must be secured by lock and key. Security measures must be taken for windows, if any. The key must be kept in the possession of authorized personnel only.
- Rotate supplies (i.e., use old stock before using newly purchased stock) on a regular basis.



