Pandemic Influenza Plan Review Checklist **Date of Review:**

These are some of the common elements found in basic plans plus elements specific to pandemic influenza. Some items listed here might not be appropriate for your plan, situation, or jurisdiction. Plans should fit the community in which they were developed and written in collaboration with members and responders within that community.

**Jurisdiction:** **Plan Reviewer:** **Current Plan Date & Version:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  |  | Needs Developed or Updated | | Target Date for Development or |
| **Element** | | | **Yes** | **No** | **Yes** | **No** | **Update** |
| **Table of Contents** | | |  |  |  |  |  |
| **Letter of Promulgation/Concurrence**  (Document signed by officials authorizing implementation of the plan) | | |  |  |  |  |  |
| **Purpose Statement** | | |  |  |  |  |  |
| **Scope**  (States the limits to which the plan can be implemented) – Capability 1 & 3 | | |  |  |  |  |  |
| **Situation**  (Describes the impact widespread influenza would have on your county or tribe) Capability 1 | | |  |  |  |  |  |
| **Access and Functional Needs/Accommodations**  (Statement about planning with AFN populations or organizations to address unique pandemic influenza concerns.) - Capabilities 1 & 2 | | |  |  |  |  |  |
| **Planning Assumptions**  (Lists what must be in place or exist in order for the plan to be used) -Capability 3 | | |  |  |  |  |  |
| **Concept of Operations**  (1. The steps or processes to implement the plan for a Pan Flu response; 2. Includes strategies and processes for engaging the plan; 3. Includes a statement acknowledging the adoption of the National Incident Management System (NIMS) and the policies on training for personnel to ensure compliance with NIMS requirements 4. Defines strategies and actions that are specific to a pandemic that are not typical of a normal disease outbreak.) – Capability 3, 6, 8, 9, 10, 11, 13, & 14 | | |  |  |  |  |  |
| **Risk Communications**  (Public information procedures; May exist as another plan and only need reference in the Pan Flu plan) – Capability 4 | | |  |  |  |  |  |
| **Information Communications**  (How operations information can be sent and received during a pan flu event, e.g., procedures for platforms, software, data protocols, etc.; May exist as another plan and only need reference in the Pan Flu plan) - Capability 6 | | |  |  |  |  |  |
| **Roles & Responsibilities**  (Describes emergency responsibilities of the local Public Health Board, public health officials, lead PH officer or Tribal Chairs, and Tribal Health Directors, and other emergency response partners) – Capabilities 1, 2, & 3 | | |  |  |  |  |  |
| **Reference to** | |  | |  |  |  |  |
| **Communicable Disease Response Plan/Protocols** | |  |  |  |  |  |
| **Medical Surge Plan** | |  |  |  |  |  |
| **Nonpharmaceutical Interventions** | |  |  |  |  |  |
| **Medical Countermeasures Supply Management** (SNS) | |  |  |  |  |  |
| **Mass Care** (plan for supporting the lead agency) | |  |  |  |  |  |
|  | | |  |  | **Needs Developed or Updated** | | **Target Date for** **Development or** |
| **Element** | | | **Yes** | **No** | **Yes** | **No** | **Update** |
| **Resource providers or request procedures** | | |  |  |  |  |  |
| **Appropriate Memos of Understanding** (MOU) or Agreement (MOA) | | |  |  |  |  |  |
| **Plan Review and Maintenance**  (State how and when the plan is reviewed. Usually includes a statement about exercise and training of the plan) Capability 3 | | |  |  |  |  |  |
| **Record of Review** | | |  |  |  |  |  |
| **Record of Distribution** | | |  |  |  |  |  |
| **Record of Changes** | | |  |  |  |  |  |
| **References** (if pertinent) | | |  |  |  |  |  |
| **List of Authorities** | | |  |  |  |  |  |

**Notes:**