

Checklist for Pandemic Preparedness

Item	Completed	In progress	Not started
Do you have a pandemic planning committee that oversees the planning process in cooperation with other agencies?			
Have you identified the key stakeholders responsible for development and implementation of specific components of the plan?			
Have you identified a process of assessing the risk of pandemic influenza?			
Have you put in place a process of keeping yourself informed about the pandemic situation nationally, provincially and locally?			
Have you identified a person who will be responsible for communicating with other departments/agencies?			
Have you identified channels of communication to keep your employees and community informed?			
Have you identified the essential services that need to be carried on during pandemic?			
Do you have resources (human and material) to carry on these services for an extended period of time?			
Have you done an inventory of all the critical supplies?			
Do you have a plan for stockpiling critical supplies?			
Have you compiled a list of suppliers who would be contacted for providing critical supplies?			
Have you identified essential employees and their replacements/backups?			
Do you have a plan to train employees to replace essential employees?			
Do you have a process to recruit and train former workers/volunteers for provision of essential and other services?			
Have you developed policies for flexible worksites and work hours during a pandemic?			
Have you developed policies for exposed, ill employees like immediate mandatory sick leave, etc.?			
Does your plan address Worker's Compensation and Unemployment Compensation issues related to workers missing work due to isolation or quarantine?			
What provisions are in place for workers whose health is negatively affected while working during the outbreak and what provisions are in place for limitation of liability of workers?			
Have you developed infection control policies for prevention of influenza in your organization?			
Do the elected officials, appointed officials, and other agency heads know their respective responsibilities in the event of pandemic?			

Does your plan address issues like loss of revenue, increased expenses and alternative resources?			
Have you assessed the economic impact of pandemic on your organization, businesses and community?			
Have you set aside a contingency fund to manage exceptional expenses?			
Are there any provisions in place for compensation of persons that are economically impacted?			
Do you have a command system in place (Emergency Operation Center) to govern roles and responsibilities during a multi-agency, multi-jurisdictional event?			
Who will be the controlling authority over modes of public transportation, events and gatherings should these need to be curtailed during a pandemic?			
Do you have MOU in place with other agencies?			
Have you identified the key persons who will assist in maintaining public order and enforcing control measures, if needed, during a pandemic?			
Have you involved unique communities like Aboriginal groups, Hutterite Colonies, etc. in your plan?			
Have you done an inventory of the people in your community with special needs?			
Have you identified facilities for providing care for children and families?			
Have you identified Non-Traditional Sites where persons needing services away from home can be cared for?			
Do you have a plan for providing mental health services to mitigate the impact of a pandemic?			
Do you have a plan for dealing with mass mortality, including transportation and burial of bodies?			
Does your plan address the security needs of your facilities, health facilities and community at large?			
Does your plan address traffic control, public gatherings and the enforcement of isolation/quarantine if requested by the Department of Health?			
Do partners such as health, law enforcement agencies, news media, schools, and colleges know what part they are expected to play during a pandemic and are they prepared to do so?			
Does your plan contain details about recovery activities like stress counseling, food bank and debriefing sessions?			
Have you planned to carry out a community-wide pandemic table-top or field exercise to train for and evaluate your plan?			