



Pandemic Flu

Residential Enclave Planning Guide



Continuity of Operations

Issues That Should Be Addressed By Your Community:

1. Plan for the impact of a pandemic on your community.

- Assign key staff with the authority to develop maintain and act upon a pandemic preparedness and response plan.
- Identify functions essential to accomplishing the mission of your organization.
- Identify critical functions and clearly document so resources can be pulled from non-essential functions in an emergency.
- Determine the potential impact of a pandemic on outside resources that your organization depends on to deliver it's services. (e.g., Supplies, travel, etc.)
- Identify the technology needs related to large-scale disasters (i.e. purchase of laptops, VPN access for telecommuting, information security issues, etc.)

2. Communicate with, and educate staff, members, and persons in the communities you serve.

- Find up-to-date, reliable pandemic information and make this information available to your organization and others. www.pandemicflu.gov and www.collier.floridahealth.gov
- Distribute materials basic information about pandemic: signs and symptoms, how it is spread, ways to protect yourself and your family (e.g., respiratory etiquette), family preparedness plans, and how to care for ill persons at home.
- Provide information via newsletters, e-mails, posters, phone messages, websites etc.
- Ensure the communication is culturally appropriate.
- Consider your community's unique contribution to addressing rumors, misinformation, fear and anxiety.
- Work with local health agencies to encourage yearly influenza vaccinations for the community.

3. Plan for impact of a pandemic on your staff, members and communities you serve:

- Plan on staff/volunteer absences during a pandemic by making task checklists for jobs so people can perform new duties easily.
- Identify staff/volunteers that can be cross trained to fill critical functions.
- Identify functions that can be suspended while staff is reassigned to more critical roles.

4. Set up policies to follow during a pandemic.

- Set up policies for staff leave for personal illness or care for sick family members.
- Establish policy whereas staff/volunteers stay home if they are symptomatic for influenza.
- Determine if working from home is an option for your employees.
- Follow CDC travel recommendations during an influenza pandemic.
- Set up procedures for activating your organization's response plan when an influenza pandemic is declared by authorities and act accordingly.
- Evaluate aspects of your operations and determine if they could promote the spread of disease. (e.g., hand shaking)

5. Allocate resources to protect your staff, members and persons in the communities that you serve during a pandemic.

- Determine the amount of supplies needed to promote respiratory hygiene and cough etiquette and how they will be obtained.
- Make alcohol hand gel and disinfectant wipes available and accessible.
- Consider focusing your organization's efforts during a pandemic to providing services that are most needed during the emergency (e.g. mental/spiritual health or social services).

6. Coordinate with external organizations and help your community:

- Work with other community organizations to help them plan for the pandemic.
- If you have questions about the contents of your plan, call DOH-Collier at 732-2631 or Jefferson_Welle@flhealth.gov

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