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 its 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](http://www.pandemicflu.gov) and [www.collier.floridahealth.gov](http://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](mailto:Jefferson_Welle@flhealth.gov)