

### HOSPITAL PREPAREDNESS CHECKLIST

Planning for pandemic influenza is critical for ensuring a sustainable healthcare response. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to help hospitals assess and improve their preparedness for responding to pandemic influenza. This checklist should be used in conjunction with guidance on healthcare preparedness planning in Supplement 3 of the HHS Pandemic Influenza Plan. Further information can be found at [www.pandemicflu.gov](http://www.pandemicflu.gov), or for an electronic version of this checklist go to: <http://www.health.state.mn.us/divs/idepc/diseases/flu/pandemic/index.html>.

This checklist identifies key areas for pandemic influenza planning. Hospitals can use this tool to identify the strengths and weaknesses of current planning efforts.

#### 1. Structure for planning and decision-making

	Not Started	In Progress	Completed
An internal, multidisciplinary planning committee for influenza preparedness has been created.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A person has been designated as the influenza preparedness coordinator. Name _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members of the planning committee include the following hospital staff members (Insert names)			
<input type="checkbox"/> Administration _____			
<input type="checkbox"/> Legal Counsel _____			
<input type="checkbox"/> Infection Control _____			
<input type="checkbox"/> Hospital Disaster Coordinator _____			
<input type="checkbox"/> Risk Management _____			
<input type="checkbox"/> Facility Engineering _____			
<input type="checkbox"/> Nursing Administration _____			
<input type="checkbox"/> Medical Staff _____			
_____			
<input type="checkbox"/> Emergency Department _____			
_____			
<input type="checkbox"/> Laboratory Services _____			
<input type="checkbox"/> Respiratory Therapy _____			
<input type="checkbox"/> Psychiatry _____			
<input type="checkbox"/> Environmental Services _____			
<input type="checkbox"/> Public Relations _____			
<input type="checkbox"/> Security _____			
<input type="checkbox"/> Materials Management _____			
<input type="checkbox"/> Staff Development _____			
<input type="checkbox"/> Occupational Health _____			
<input type="checkbox"/> Diagnostic imaging _____			
<input type="checkbox"/> Pharmacy _____			
<input type="checkbox"/> Information Technology _____			
<input type="checkbox"/> Other Members _____			
_____			

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	Not Started	In Progress	Completed
A state or local health department person has been identified as a committee liaison (Insert name) _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A linkage with local or regional emergency preparedness groups has been established. (Planning organization) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. Development of a written pandemic influenza plan**

	Not Started	In Progress	Completed
A written plan has been completed or is in progress that includes the elements listed in # 3 below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The plan specifies the circumstances under which the plan will be activated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The plan describes the organization structure that will be used to operationalize the plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibilities of key personnel related to executing the plan have been described.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A simulation exercise has been developed to test the effectiveness of the plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A simulation exercise has been performed. Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3. Elements of an influenza pandemic plan**

	Not Started	In Progress	Completed
<b>A surveillance plan has been developed.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Syndromic surveillance has been established in the emergency room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria for distinguishing pandemic influenza are part of the syndromic surveillance plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility has been assigned for reviewing global, national, regional, and local influenza activity trends and informing the pandemic influenza coordinator of evidence of an emerging problem. Name _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thresholds for heightened local surveillance for pandemic influenza have been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A system has been created for internal review of pandemic influenza activity in patients presenting to the emergency department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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A system for monitoring for nosocomial transmission of pandemic has been implemented and tested by monitoring for non-pandemic influenza.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A communication plan has been developed.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility for external communication has been assigned.			
Person responsible for updating public health reporting _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clinical spokesperson for the facility _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Media spokesperson for the facility _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key points of contact outside the facility have been identified.			
State health department contact _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local health department contact _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newspaper contract(s) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio contract(s) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public official(s) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A list of other healthcare facilities with which it will be necessary to maintain communication has been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A meeting with local healthcare facilities has been held to discuss a communication strategy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Plan for updating key facility personnel on a daily basis has been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The person(s) responsible for providing these updates are _____			
_____			
A system to track pandemic influenza admissions and discharges has been developed and tested by monitoring non-pandemic influenza admissions and discharges in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A strategy for regularly updating clinical, ED, and outpatient staff on the status of pandemic influenza, once detected, has been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible person(s) _____			
A plan for informing patients and visitors about the level of pandemic influenza activity has been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>An education and training plan on pandemic influenza has been developed.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language and reading level-appropriate materials for educating all personnel about pandemic influenza and the facility's pandemic influenza plan, have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current and potential sites for long-distance and local education of clinicians on pandemic influenza have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Means for accessing state and federal web-based influenza training programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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have been identified.			
A system for tracking which personnel have completed pandemic influenza training is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A plan is in place for rapidly training non-facility staff brought in to provide patient care when the hospital reaches surge capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The following groups of healthcare personnel have received training on the facility's influenza plan:</b>			
Attending physicians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
House staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laboratory staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Department personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outpatient personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Services personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering and maintenance personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nutrition personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A triage and admission plan has been developed.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A specific location has been identified for triage of patients with possible pandemic influenza.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The plan includes use of signage to direct and instruct patients with possible pandemic influenza on the triage process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patients with possible pandemic influenza will be physically separated from other patients seeking medical attention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A system for phone triage of patients for purposes of prioritizing patients who require a medical evaluation has been developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria for determining which patients need a medical evaluation are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A method for tracking the admission and discharge of patients with pandemic influenza has been developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The tracking method has been tested with non-pandemic influenza patients. Date(s) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A facility access plan has been developed.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria and protocols for closing the facility to new admissions are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria and protocols for limiting visitors have been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital security has had input into procedures for enforcing facility access controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>An occupational health plan has been developed.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A system for rapidly delivering vaccine or antiviral prophylaxis to healthcare personnel has been developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The system has been tested during a non-pandemic influenza season	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A method for prioritizing healthcare personnel for receipt of vaccine or antiviral prophylaxis based on level of patient contact and personal risk for influenza complications has been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A system for detecting symptomatic personnel before they report for duty has been developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This system has been tested during a non-pandemic influenza period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A policy for managing healthcare personnel with symptoms of or documented pandemic influenza has been established. The policy considers:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When personnel may return to work after having pandemic influenza.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When personnel who are symptomatic but well enough to work, will be permitted to continue working.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A method for furloughing or altering the work locations of personnel who are at high risk for influenza complications (e.g., pregnant women, immunocompromised healthcare workers) has been developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental health and faith-based resources who will provide counseling to personnel during a pandemic have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A strategy for housing healthcare personnel who may be needed on-site for prolonged periods of time is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A strategy for accommodating and supporting personnel who have child or elder care responsibilities has been developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A vaccine and antiviral use plan has been developed.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A contact for obtaining influenza vaccine has been identified. Name _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A contact for obtaining antiviral prophylaxis has been identified. Name _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A priority list (based on HHS guidance for use of vaccines and antivirals in a pandemic when in short supply) and estimated number of patients and healthcare personnel who would be targeted for influenza vaccination or antiviral prophylaxis has been developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of first priority personnel _____			
Number of second priority personnel _____			
Number of remaining personnel _____			

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Number of first priority patients _____ Number of second priority patients _____			
A system for rapidly distributing vaccine and antivirals to patients has been developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Issues related to surge capacity have been addressed.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A plan is in place to address unmet staffing needs in the hospital.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The minimum number and categories of personnel needed to care for a group of patients with pandemic influenza has been determined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility for assessing day-to-day clinical staffing needs during an influenza pandemic has been assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persons responsible are: (Names and/or titles) _____ _____ _____			
Legal counsel has reviewed emergency laws for using healthcare personnel with out-of-state licenses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal counsel has made sure that any insurance and other liability concerns have been resolved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria for declaring a "staffing crisis" that would enable the use of emergency staffing alternatives have been defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The plan includes linking to local and regional planning and response groups to collaborate on addressing widespread healthcare staffing shortages during a crisis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A priority list for reassignment and recruitment of personnel has been developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A method for rapidly credentialing newly recruited personnel has been developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mutual AID Agreements (MAAs) and Memoranda of Understanding/Agreement (MOU/As) have been signed with other facilities that have agreed to share their staff, as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Strategies to increase bed capacity have been identified.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A threshold has been established for canceling elective admissions and surgeries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOUs have been signed with facilities that would accept non-influenza patients in order to free up bed space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Areas of the facility that could be utilized for expanded bed space have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The estimated patient capacity for this facility is _____ _____			

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Plans for expanded bed capacity have been discussed with local and regional planning groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Anticipated durable and consumable resource needs have been determined.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A primary plan and contingency plan to address supply shortages has been developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for obtaining limited resources have been discussed with local and regional planning and response groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A strategy for handling increased numbers of deceased persons has been developed.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for expanding morgue capacity have been discussed with local and regional planning groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local morticians have been involved in planning discussions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mortality estimates have been used to estimate the number of body bags and shrouds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply sources for postmortem materials have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>