

### Regional Hospital Resource Center Influenza Planning Checklist

This checklist identifies key areas for pandemic influenza planning for Regional Hospital Resource Centers. Regional Hospital Resource Center Coordinators can use this tool to identify the strengths and weaknesses of current regional planning efforts. For more information on Pandemic Influenza planning and an electronic version of this checklist see the MDH website at:  
<http://www.health.state.mn.us/divs/idepc/diseases/flu/pandemic/index.html>

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

	Not Started	In Progress	Completed
A planning and decision-making structure for responding to pandemic influenza, using a Multi-Agency Coordination (MAC) system has been created.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The RHRC role in the MAC has been identified with backup. _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
The PHPC role in the MAC has been identified with backup. _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
The EMS role in the MAC has been identified with backup. _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
The HSEM role in the MAC has been identified with backup. _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
An incident commander or unified command structure has been determined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 2. Development of a written regional Patient Care Plan

	Not Started	In Progress	Completed
A written Regional Health and Medical All Hazard Response and Recovery Plan that contains a Patient Care Plan (statewide standardized template) with an	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Not Started	In Progress	Completed
incident-specific pandemic influenza annex is complete.			
A written Regional Patient Care Plan is incorporated into the Regional Health and Medical All Hazard Response and Recovery Plan. The Patient Care Plan contains the elements listed in the Regional Health and Medical All Hazard Response and Recovery Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Patient Care Plan specifies the circumstances under which the plan will be activated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Patient Care 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 Table Top exercise has been performed. Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Functional exercise has been performed. Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Full Scale exercise has been performed. Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3. Elements of regional patient care plan**

	Not Started	In Progress	Completed
<b>A Patient Care Plan has been developed.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The region has a transportation plan that takes into account the increased transportation needs during a pandemic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The region has a plan for the coordination of patient care during a pandemic influenza outbreak, including how and where pandemic influenza patients will be cohorted, in-hospitals surge capacity, use of off-site care facilities, clinics and transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The region has a plan to coordinate patient flow in non hospital-based settings such as clinics, off-site care facilities, and other types of non-hospital facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The region has a plan to coordinate patient care in the hospital setting including emergency departments and inpatient units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The region has a surge capacity plan to triage, transport and treat a minimum of 1,500 to 2,500 patients per million population with symptoms of pandemic influenza.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The region has developed a plan to open at least one off-site care facility to accommodate an anticipated overflow of acutely ill patients with pandemic influenza.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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The region has a plan to address the needs of special populations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The region has a medical cache of PPE, ventilators, cots, linens, pharmaceuticals, and other items that will be necessary during a pandemic influenza.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each hospital in the region has the capacity to maintain, in negative pressure isolation, at least one suspected case of pandemic influenza.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least one regional healthcare facility in each region is able to support the initial evaluation and treatment of at least 10 adult and pediatric patients at a time in negative pressure with pandemic influenza.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospitals in the region have completed isolation capacity improvements identified in the Hospital Isolation Capacity Report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospitals in the region are considering cost-effective renovations to increase isolation surge capacity in large spaces, such as entire units, wings or buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each region has a clinic preparedness committee that is developing Clinic Emergency Preparedness Plans with a Pandemic Influenza incident-specific annex containing relevant aspects of communicable disease control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each region has a behavioral health committee that is developing a plan to address the behavioral health needs that will arise during a pandemic influenza.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regions have incorporated tribes in pandemic influenza planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regions with border states have developed a plan for addressing border populations (citizens and healthcare personnel).			
A regional plan for education and training needs has been developed.			
<b>A communication plan has been developed for the Multi-Agency Coordination system.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility for external communication has been assigned.			
Public health spokesperson for the MAC _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clinical spokesperson for the MAC _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public information officer for the MAC _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Not Started	In Progress	Completed
Other Key regional partners that may be involved in a MAC have been identified. _____ _____ _____ _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A list of 24/7 contact information with 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.  <i>(Regions should collaborate with local, regional and state health departments and with the Minnesota Hospital Association to develop plans for coordinating communication among healthcare facilities and determine the hospitals' and clinics' roles in communicating with the media and the public.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Plan for updating key facility personnel on a daily basis has been established.  The person(s) responsible for providing these updates are _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A system to track regional beds capacity, negative pressure rooms, ICU capacity, ventilators, PPE, and selected pharmaceuticals such as vaccines and antiviral medications is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A regional education and training plan on pandemic influenza has been developed.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current and potential sites for long-distance 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 have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A system for tracking personnel that 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 HEICS and MnIMS:</b>			

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RHRC <input type="checkbox"/> HEICS <input type="checkbox"/> MnIMS			
RHRC <input type="checkbox"/> HEICS <input type="checkbox"/> MnIMS			
RHRC <input type="checkbox"/> HEICS <input type="checkbox"/> MnIMS			
PHPC <input type="checkbox"/> HEICS <input type="checkbox"/> MnIMS			
EMSRB <input type="checkbox"/> HEICS <input type="checkbox"/> MnIMS			
EMS Program Specialist <input type="checkbox"/> HEICS <input type="checkbox"/> MnIMS			
HSEM RPC <input type="checkbox"/> HEICS <input type="checkbox"/> MnIMS			
<input type="checkbox"/> HEICS <input type="checkbox"/> MnIMS			
<input type="checkbox"/> HEICS <input type="checkbox"/> MnIMS			
<input type="checkbox"/> HEICS <input type="checkbox"/> MnIMS			
<input type="checkbox"/> HEICS <input type="checkbox"/> MnIMS			
<input type="checkbox"/> HEICS <input type="checkbox"/> MnIMS			
<b>A regional vaccine and antiviral distribution plan has been developed, if applicable.</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 system for rapidly distributing vaccine and antiviral medications 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 region.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The minimum number and categories of personnel needed to care for patients with pandemic influenza has been determined for the region.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Regional MN Responds MRC Coordinator for the region is: _____ _____			

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_____			
The region has a plan to link 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 method for rapidly registering and verifying the credentials of 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"/>
Hospitals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Care Clinics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialty Clinics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day Surgery Centers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedure Centers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colleges and Universities	<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 at hospitals in the region.	<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"/>
Hospitals in the region have a written plan for how they will expand internal bed surge capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The estimated patient bed capacity for this region is: Staffed Beds _____ Unstaffed but Available Beds _____ Total Available Beds _____ Average Daily Census _____ Number of Emergency Room Beds _____ Number of Operating Rooms _____ Number of Same Day Surgery Beds _____ Number of Psychiatric Beds _____ Number of Off-Site Care Facility Beds _____			

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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 regional resource needs have been determined.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A primary plan and contingency plan to address regional 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"/>