



Behavioral Health Pandemic Preparedness Checklist

Agency Preparedness Planning

- Does your agency's emergency plan include pandemic influenza?
- Has your agency developed plans to ensure continuity of services in the event of pandemic (e.g., lack of water, food, and gasoline) related to a disruption of community services?
- Does your agency have a collaborative planning relationship with other behavioral health care organizations in the community (e.g., county services, mental health centers, clinics and treatment facilities, psychiatric hospitals)?
- Has your agency identified services that must be maintained during a pandemic?
- Has your agency identified services that could be reduced or curtailed during a pandemic?
- Has your agency identified the supplies required during an influenza pandemic and a supplier?
- Will suppliers be able to fulfill contracts during an influenza pandemic? If not, does the agency/organization have a backup source of supply?

Human Resources Preparedness Planning

- Is there a chain of command for implementing the pandemic plan? (i.e., if an administrator is not available, who is next in command?)
- Has your agency identified the skills that will be required during a pandemic?
- Have you informed your staff of their roles/responsibilities during an influenza pandemic?
- Does your agency have a staffing contingency plan in case 20 to 35% of staff is unable to work due to illness or the need to care for an ill family member?
- Does your agency have a policy for addressing work refusal?
- Has your agency identified potential outside sources of human resources (e.g., other community organizations, volunteers, family members)?
- Has your agency developed plans to support staff during a pandemic (e.g., child care, transportation, psychosocial support, meals, accommodation, assistance with pet care)?
- Is there a designated area where staff can obtain information on/be alerted to a potential influenza pandemic?

Staff Preparedness Planning

- Has your agency encouraged staff to develop individual and family preparedness plans?
- Does your agency provide pandemic influenza educational materials to staff (i.e., Fact sheets on Novel H1N1 signs and symptoms, home health care, agency updates)?
- Has your staff been trained in Psychological First Aid and stress related to a pandemic influenza in order to reduce stress in clients and increase your agency's workforce resilience?



Client Preparedness Planning

- Has your agency identified clients at high-risk of complications from influenza and identified strategies to reduce their risk?
- Does your agency have an up-to-date assessment/plan of your clients' mental health and/or addiction needs?
- Does the client assessment/plan specify the skill and/or expertise required to meet the client's needs?
- Does your agency have plans to ensure clients continue to have access to prescribed medications (e.g., anti-depressants, methadone, and needle exchange services)?
- Has your agency developed plans to meet the practical needs of highly vulnerable clients (i.e., food, shelter)?
- Has your agency identified clients who could be cared for in other settings if necessary?
- Has your agency provided education on pandemic influenza to your clients (i.e., transmission, symptoms, how to take care of yourself)?
- Has your agency assisted clients in developing personal preparedness plans?

Communications Preparedness Planning

- Has your agency established a communication system with the local public health unit and other partners?
- Does your agency have a plan for communicating with staff, guardians, clients, volunteers and family members during a pandemic?
- Does your agency have alternative methods of internal and external communication if the main method of communication is not available?
- Has your agency designated a media spokesperson? Is there a plan for this person to coordinate messages with local public health?
- Has your agency developed procedures for handling requests for information from the media? Are these provisions consistent with the Health Insurance Portability and Accountability Act (HIPAA)?

Influenza Screening/Surveillance Preparedness Planning

- Does your agency provide an annual flu shots for staff and clients?
- Has your agency posted "Cover your Cough," and "Hand Hygiene: Wash Your Hands!" posters in staff and client areas?
- Does your agency have plans to screen staff, clients, volunteers and visitors for symptoms of influenza-like illness (ILI) and refer them to Triage hotline or a Flu Center for assessment?
- Does your agency encourage staff and clients to report ILI symptoms?
- Have provisions been made for restricted access to your facility (i.e., closing communal rooms, creating sick rooms, restricting visitors)?