

PLANNING TODAY FOR A PANDEMIC TOMORROW

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Planning Today for a Pandemic Tomorrow

Objectives

- **Fill a Void**
- **Develop unique resources to assist hospital and healthcare community**
- **Reach beyond New Jersey**




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Module Topics

■ Clinical	■ Operations
■ Communication	■ Human Resources
■ Finance	■ Supplies/Logistics /Support Services
■ Ethics	■ Psycho-Social
■ Leadership	
■ Legal Regulatory	



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SAMPLE MODULES



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 Sample Modules - Leadership

A. CREATING A CULTURE OF PREPAREDNESS CONTINUED

ASSIGNMENT	COMPLETED	IN PROGRESS	NOT STARTED	DATE TO BE COMPLETED	LEAD STAFF MEMBER
7. Ensure plan development includes a diverse and representative group of employees (e.g., employee representatives from union, on-house legal counsel, dietary workers, etc.).					
8. Establish a policy for the distribution of antiviral and prophylaxis to staff and obtain Board of Trustees policy approval. (See HR module)					
9. Incorporate pandemic planning efforts into all hazard approach to facility disaster planning.					
10. Request quarterly pandemic planning progress updates from designated staff.					
11. Disseminate information to all employees to educate them about a pandemic, as well as what the facility is planning to do to protect its staff while continuing to meet community needs during a pandemic.					
12. Upon plan completion, ensure plan is reviewed at least every six months to update information, regulations and standards (e.g., OSHA, Joint Commission, CDC, etc.).					
13. Provide Board of Trustees with final pandemic plan. Provide detailed information/updates regarding specific policy/procedures including or affecting members of the board.					

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B. INITIAL PLANNING

In your plan, consider the following:

ASSIGNMENT	COMPLETED	IN PROGRESS	NOT STARTED	DATE TO BE COMPLETED	LEAD STAFF MEMBER
1. Define roles and responsibilities for senior staff and Board of Trustees.					
2. Review Continuity of Operations plan to identify necessary changes when responding to a pandemic.					
3. Perform an impact analysis using the CDC's FluSurge 2.0 modeling software.					
4. Perform a financial impact analysis.					
5. Decide how emergency duties will be shared between the governing body, senior managers, and organized medical staff.					
6. Review and identify policies and contract provisions that must be addressed to prepare for and respond to a pandemic (e.g., subcontracted emergency room physicians). (See HR module)					
7. Review all insurance policies to identify availability of employee benefits (e.g., workers compensation, life insurance, etc.).					

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Sample Modules – Communications

PRE-EVENT

MESSAGE TO EMPLOYEES

Over the last several months, many of our staff members have been working diligently to develop a flu pandemic planning and response document. This plan will allow us to maintain our operations under what we believe will be challenging conditions. Equally important, we want to ensure your safety and that of our patients and their family members. The safety of your family is also of importance to us.

We will be giving you more specific information regarding our anticipated policies and operations during a pandemic. Having this information now will provide you with an opportunity to ask questions, receive feedback and voice any concerns you may have.

Enclosed are some facts regarding flu pandemic. If you have more specific questions, contact _____ and he/she will be happy to meet with you. You are a valued staff member of the hospital and critical to our day-to-day operations. With your ongoing commitment, we will do our best to meet the needs of our community during a time of crisis.



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Sample Modules – Communications

PRE-EVENT

MESSAGE TO GOVERNMENT LEADERS

We continue to see articles in the newspapers regarding avian flu and flu pandemic. These articles tend to raise concerns about how prepared we are and how people will be protected if we do experience a pandemic. We recognize that you are in a critically important position to educate the members of your constituency on what a pandemic would mean to them. To help in that effort, we are providing you with some materials that will address many of the questions and concerns that could be raised.

We welcome your assistance in providing information and education to your constituency. We want to work together with you to prepare members of our community for an eventual pandemic. I would be happy to schedule time to meet with you and others to discuss the work we are undertaking at (name of hospital). Hopefully, we can discuss the goals we have for each other in planning and preparing for the eventual pandemic. More important, I look forward to an ongoing working relationship that will allow for open communication and mutual assistance both now and in the future.



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Sample Modules – Communications

EVENT

TO THE FAMILY AND FRIENDS OF INPATIENTS

The Governor has declared a public health emergency because of pandemic influenza. A pandemic means that it is widespread. There are cases across the entire U.S. and in other countries as well.

Pandemic influenza is a highly contagious disease; however, there are steps that we are taking to protect both you and our patients. To continue to provide the best possible care for our patients and to protect you from influenza, we are implementing the following:

- In our hospital, patients infected with influenza are isolated in special rooms. These rooms contain the spread of infectious diseases, such as influenza.
- All our employees and volunteers have received information and training in infection control measures. This means they will use the proper equipment to protect themselves and you against the spread of influenza germs. They will wear masks, they will wash their hands and practice good hygiene to prevent the spread of germs.
- Only immediate family members are allowed to visit at this time. In the future, it may be necessary to restrict all visits to protect both patients and the public.
- If you visit our hospital, you will have to wear a mask to prevent the spread of germs and wash your hands frequently.
- Staff availability is less than normal because many are sick or taking care of family members. This will not compromise the quality of care being provided to your loved one. We appreciate your patience since we are taking care of an extremely high number of patients.

Because the health of our patients and their family and friends is our priority, please rest assured that we are taking all precautions to provide protection to both patients and you. You may contact _____ with any concerns or questions you may have.



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Sample Modules – Communications

EVENT
MESSAGE TO MEDIA

We currently have ____ (#) cases of diagnosed influenza being treated at our hospital. At this time, we have implemented our Pandemic Influenza Plan. This means:

Possible responses include:

- We have established an external Web site that will provide information related to flu pandemic. This information will provide background information and guidance to the community on how they can minimize and/or respond to the spread of influenza.
- We are identifying additional space in our hospital to accommodate a greater than usual number of patients.
- We are cancelling all elective surgery at this time.
- Please communicate to the public the information provided from the State Commissioner of Health. Specifically, he recommends that: (see flyer)
- We will hold regular updates with you by conference call. We would prefer no on-site press conferences.
- Any questions you have may be directed to _____

Your assistance in keeping the public informed, prepared and confident in our healthcare system's ability to care for them is critical. We appreciate your help during this challenging time.

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VIGNETTES
