

# PANDEMIC PREPAREDNESS & RESPONSE PLANNING



FOR MUNICIPALITIES &  
LOCAL GOVERNMENT



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PLANNING WORKBOOK  
Municipalities & Local Government

*Safeguarding our community's health*

## **Local Government Pandemic Planning**

The objective of this workbook on pandemic planning and response is to assist Municipalities and other local government jurisdictions in preparing to manage a variety of pandemic events and other unforeseen disasters such as public health emergencies and bio-terrorism. Planning can help to reduce transmission or limit the spread of a pandemic disease, thereby decreasing hospitalizations and deaths, while helping to maintain essential services, and reduce the economic and social impact of a pandemic.

In the event of a pandemic, local government and law enforcement will play an integral role in protecting the health and safety of your employees and their families while trying to operate and provide in some case vital services to the community. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed a checklist as a framework to assist local government and law enforcement to develop and/or improve plans to prepare for and respond to an pandemic.

Now is the time to begin constructing a plan in the instance that a pandemic occurs in your area. These activities are to encourage thoughts that will aid in developing a plan and ensuring that you, your staff, and the communities in your jurisdiction are prepared, and that your response is in harmony with those of your neighbors and county.

This workbook contains four sections that may be used for the planning process, including a discussion guide, an example of a three-phased response plan, a planning checklist, an outline for a Pandemic Preparedness and Response Plan, and a helpful glossary of terms.

Should you have any questions about the content, please do not hesitate to contact Tarrant County Public Health at 817-321-4700 or visit our website at [www.tarrantcounty.com/eHealth](http://www.tarrantcounty.com/eHealth).

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## Pandemic Preparedness & Response “PPR”

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## Pandemic Planning & Response “PPR” Checklist

### Community Preparedness Leadership Network

CONSIDERATIONS	Comments & Notes
<p>Establish a Pandemic Preparedness “PPR” Coordinating Committee that represents all relevant stakeholders in your local jurisdiction, i.e., municipality. Ideally, this group will include government officials and representatives from local public health, healthcare, emergency response, agriculture, education, business, communication, community based and service organizations, and faith-based sectors, as well as private citizens.</p>	<p><i>This committee will be relied upon to articulate strategic priorities and oversee the development and execution of the jurisdiction's operational pandemic plan.</i></p> <p><i>(Remember to include representatives who have disabilities or other special needs, including language differences).</i></p>
<p>Delineate accountability and responsibility, capabilities, and resources for key stakeholders engaged in planning and executing specific components of the operational plan.</p>	<p><i>This phase of your planning effort should include timelines, deliverables, and performance measures.</i></p>
<p>Assure that the operational plan for pandemic response is an integral element of the overall municipal (local) emergency response plan established under Federal Emergency Support Function 8 (ESF8): Health and medical service and compliant with National Incident Management System.</p>	<p><i>Within every jurisdiction, clarify which activities will be performed at a state, county, local, or coordinated level, and indicate what role the municipality will have in providing guidance and assistance.</i></p>
<p>Formalize agreements with neighboring jurisdictions and address communication, mutual aid, and other cross-jurisdictional needs.</p>	<p><i>The plan should be integrated with the state, local, tribal, territorial, and regional plans across jurisdictional boundaries in the plan.</i></p>

### Partnerships & Collaborations

<p>Psychosocial support services for the community, including patients and their families – may become necessary if the pandemic lasts a long period of time, or if it causes significant numbers of deaths.</p>	<p><i>The Faith-based organizations or perhaps local behavioral health providers may be engaged to provide these services. Include the likelihood of those affected by community containment procedures in this part of the PPR Plan, as well.</i></p>
<p>Identify the proper authorities (by position) responsible for executing the PPR Plan, especially those authorities responsible for</p> <ul style="list-style-type: none"> <li>• case identification</li> <li>• isolation, quarantine or movement restriction</li> <li>• healthcare services and emergency care</li> <li>• verify mutual aid</li> </ul>	<p><i>Since this information will be needed by a wide array of individuals, it may be prudent to include it on the City's website, as well as to make it part of public announcements that occur before, during and after the pandemic.</i></p>

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CONSIDERATIONS	Comments & Notes
Clarify and delineate the process for requesting, coordinating, and approving requests for resources that from state and federal agencies.	<i>Since this information will be needed by a wide array of individuals, it is suggested that this process be included when testing your PPR Plan.</i>
In order to effectively implement and manage this PPR Plan, and to improve the chances of successful outcomes community-wide, committee members and key officials and personnel must be trained on the Incident Command System.	<i>Utilize the online National Incident Management System (NIMS) compliant trainings available at the Federal Emergency Management website <a href="http://www.FEMA.gov">www.FEMA.gov</a></i>
Assist in recruitment to the Medical Reserve Corps for Tarrant County, and in establishing and promoting other community-based task forces that support healthcare institutions on a local or regional basis.	<i>The Tarrant MRC is an organization of trained volunteers who will be deployed in response to a disaster such as a pandemic. Able persons 18 years old and older are encouraged to sign up at <a href="http://www.bealocalhero.com">www.bealocalhero.com</a></i>
Identify the person who is authorized to officially activate your PPR Plan.  Delineate the chain of command and information flow so that it is clear and direct.	<i>In the case of a pandemic, the Governor may declare a state of emergency, but this may occur <u>after</u> the local emergency has been identified; therefore it is essential to maintain reliable communications at all levels, especially with the Public Health Department or your Local Health Official.</i>
Identify the state and local law enforcement personnel who will maintain public order and help implement control measures.	<i>Determine in advance what will constitute a “law enforcement” emergency and educate law enforcement officials so that they can pre-plan for their families and sustain themselves during the emergency.</i>
Once you have completed your PPR Plan, invite all members of the Planning Committee and volunteers from within the local community to participate in a mock event (drill) to evaluate the plan’s functionality.  <i>Tarrant County Public Health can assist you with organizing and performing this task.</i>	<i>Announcement &amp; invitations should be mailed or distributed 2-4 weeks in advance of the drill date.  Schedule the drill at a time when you will have optimum participation.  Participants’ seating arrangements should encourage discussion and exchange of ideas and suggestions.</i>

**Response Plan by Pandemic Phase**

Ensure that this PPR Plan is consistent with the existing Emergency Operations and response plan “EOP” and that it coordinates with the Tarrant County pandemic response plan.	<i>This plan should become an annex to your existing Emergency Response Plan and coordinated with the existing Continuity of Operations Plan.</i>
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<b>CONSIDERATIONS</b>	<b>Comments &amp; Notes</b>
<p>Ensure that the plans are scalable, to the magnitude and severity of the pandemic and available resources.</p>	<p><i>It is suggested that your PPR Plan be in a format that directs an appropriate level of response for the Phase of the Pandemic so that resources are preserved or most appropriately utilized. Revise these steps as needed.</i></p>
<p>PPR Plan should include detailed information and direction regarding preparation and possible mitigation activities when a pandemic strain has been identified that threatens humans.</p> <p>Tarrant County Public Health will provide accurate information on the incidence and prevalence of infection internationally, regionally, and locally.</p>	<p><i>These directives might include coordinated efforts to provide regular updates on Pandemic Status, possibly including city-wide efforts to detect, monitor and report any unusual acute illnesses or medical conditions in the community, especially among those who travel abroad.</i></p>
<p>PPR Plan should provide detailed information and direction regarding the continuation of activities in Phase One, PLUS the additional procedures necessary for preparation and protection in connection with wide-spread disease, including testing, reporting, implementing infection control measures, educating all audiences about the threat that is at hand, and ALSO about the subsequent steps that lead to recovery.</p>	<p><i>Pandemic disease will be easily and rapidly transmitted and containment may be the only defense option for weeks; therefore, it will be essential to establish &amp; maintain a “READY” position <u>early</u> among employees and within the community. Accurate, frequent information is vital to this effort so your communications plan must be pre-determined. This effort should go a long way toward controlling panic among all of the populations.</i></p>
<p>PPR Plan should incorporate the responses already described in the Continuity of Operations Plan “COOP” for local emergencies, plus specific directives that reduce the risk of infection or limit the spread to staff and within the community. This phase will also address the distribution of prophylaxis or vaccine to staff, to the community, and whether there have been any designated places to be used as an alternative care sites, or dispensing sites.</p>	<p><i>Activities such as Isolation of those who are sick from those who are well must be addressed. Issues about housing and food services, vital business activities, and directives for continuation, limited, or closure of offices should be specifically outlined and posted in easily accessed formats (signage, web sites, via television or radio, etc.)</i></p>

## Vaccine & Antiviral Drug Distribution & Use

<b>CONSIDERATIONS</b>	<b>Comments &amp; Notes</b>
<p>Work with the SNS Coordinator for Tarrant County to develop community-based plans for vaccine distribution, use, and monitoring; and for communication of vaccine status.</p>	<p><i>Tarrant County Public Health has taken the lead in this effort. Numerous community partners, including school districts, hospitals, and businesses have been engaged to assure there are workable plans, and that the communication avenues are viable.</i></p>
<p>Ensure the PPR Plan delineates procedures for:</p> <ul style="list-style-type: none"> <li>• Who is authorized to request and receive deliveries of vaccine (if it is available) and related supplies</li> <li>• How and when the distribution and/or vaccination process will be communicated to staff</li> <li>• Security, including transport and storage</li> <li>• Biohazard waste issues</li> </ul>	<p><i>When activated, the Tarrant County Pandemic Response Plan includes these processes, but each locale should assure plans are workable and coordinated with the County's Plan.</i></p> <p><i>The pre-determined Points to Dispensing will be managed and staffed by trained personnel. Volunteers &amp; local law enforcement will need to plan for security of each site.</i></p>
<p>The PPR Plan must address the needs of vulnerable and hard-to-reach populations with regard to administering vaccine.</p>	<p><i>Special residential locations, homebound, and others must be included in the PPR Plan, along with how communications will be coordinated, and under whose authority.</i></p>
<p>Test the operational plan that addresses the procurement, storage, security, distribution, and monitoring actions necessary to assure access to treatments during a pandemic.</p>	<p><i>Participate in the drills and exercises that are routinely set up and coordinated by Tarrant County Office of Emergency Management and Tarrant County Public Health.</i></p>
<p>Work with the SNS Coordinator for Tarrant County to develop community-based plans for antiviral distribution, use, and monitoring; and for communication of antiviral drugs availability status.</p>	<p><i>Tarrant County Public Health has taken the lead in this effort. Numerous community partners, including school districts, hospitals, faith communities, and businesses have been engaged to assure there are workable distribution plans, and that the communication avenues are viable.</i></p>
<p>At the local level, it is suggested that representatives from retail pharmacies and other sources of pharmaceuticals be informed about this portion of the PPR Plan.</p>	<p><i>It should be anticipated that in a pandemic these retailers will become overwhelmed in a very short period of time, so it is imperative that their response is coordinated with those of the local government.</i></p>

**Disease Control & Prevention (managing risk of disease transmission)**

<b>CONSIDERATIONS</b>	<b>Comments &amp; Notes</b>
<p>Review the Tarrant County Pandemic Response Plan to assure that your PPR Plan includes coordinating operational plans for:</p> <ul style="list-style-type: none"> <li>• Containment measures, movement restrictions, isolation and voluntary quarantine</li> <li>• The procedures and legal authorities for implementing and enforcing these containment measures (such as school closures, canceling public transportation, and other movement restrictions within, to, and from the jurisdiction)</li> <li>• The methods that will be used to support, service, and monitor those affected by these containment measures in healthcare facilities, other residential facilities, homes, community facilities, and other settings.</li> <li>• Ensure the jurisdiction has some capacity to implement various levels of movement restrictions within, to, and from the jurisdiction.</li> </ul>	<p><i>Designate by position under whose authority these steps will be activated. Then determine the chain of command and the flow of information so that communication can be achieved and maintained throughout the pandemic response and recovery.</i></p> <p><i>A regional response is anticipated, so working closely with Tarrant County Public Health is vital to this planning process.</i></p>
<p>Disseminate information about pandemic fundamentals:</p> <ul style="list-style-type: none"> <li>• signs and symptoms of</li> <li>• modes of transmission</li> <li>• personal/family protection &amp; response strategies</li> <li>• guidance for the at-home care of ill children &amp; family members</li> <li>• other</li> </ul>	<p><i>At its onset, options for controlling the pandemic will be few; therefore, it will be necessary for reputable, reliable sources to help provide guidance and information across the entire community.</i></p> <p><i>All divisions/department should consider providing “how to” information to employees, families, and the community at large.</i></p>
<p>Educate and inform all employees about infection control measures that will be implemented.</p> <p>Implement effective disease prevention and infection control policies &amp; procedures that help limit the spread of <u>on your premises (for example: influenza)</u>.</p> <p>These steps may escalate as the pandemic develops into a local threat.</p>	<p><i>Provide printed information and training regarding these practices, including</i></p> <ul style="list-style-type: none"> <li>• <i>hand hygiene</i></li> <li>• <i>cough/sneeze etiquette</i></li> <li>• <i>encourage annual vaccinations for all staff and for children</i></li> <li>• <a href="http://www.cdc.gov/flu/protect/preventing.htm">www.cdc.gov/flu/protect/preventing.htm</a></li> </ul>
<p>Establish policies &amp; procedures for staff and children</p> <ul style="list-style-type: none"> <li>• extended absences unique to a pandemic</li> <li>• address payroll issues with regard to sick leave and accrued vacation time</li> </ul>	<p>Consider liberal leave policies (include those who cannot work because they must stay home to care for sick family members).</p> <p>Pre-determine attendance requirements and</p>

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	communicate these to staff.
CONSIDERATIONS	Comments & Notes
Provide sufficient and accessible infection control & prevention supplies	<ul style="list-style-type: none"> <li>● soap</li> <li>● alcohol-based/waterless hand hygiene products</li> <li>● tissues &amp; proper waste receptacles</li> </ul>
Educate and inform citizens in advance about what containment procedures may be used in the community.	<i>Tarrant County Public Health can provide helpful and informative presentations for employees, civic, private and other groups. These programs offer reliable and current tips about preparedness and response for families and individuals.</i>

## Public Health Communications

<p>Assure your PPR Plan identifies communications that address internal and external audiences.</p> <ul style="list-style-type: none"> <li>● Identifies modes of communication;</li> <li>● Delineates the network of communication personnel, including lead spokespersons and persons trained in emergency risk communication;</li> <li>● Links to other communication networks</li> <li>● Ensure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.</li> </ul>	<p><i>Implement and maintain, as appropriate, community resources, such as hotlines and Web site, to respond to local questions from the public and professional groups.</i></p> <p><i>Assess readiness to meet communications needs in preparation for a pandemic, including regular review, exercise, and update of communications protocols and plans.</i></p>
<p>Disseminate information about your jurisdiction's PPR Plan relative to</p> <ul style="list-style-type: none"> <li>● continuity of business operations</li> <li>● community containment measures</li> <li>● other</li> </ul>	<p><i>Your PPR Plan will state the "triggers" for each level of response, but the timing for sharing this information should be pre-determined.</i></p>

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<p>Plan and coordinate emergency communication activities with private industry, education, and non-profit partners (e.g., local Red Cross chapters).</p> <p>Identify and train lead subject-specific spokespersons.</p>	<p><i>Besides your public constituencies, consider communications with private sector, governmental, public health, medical, and emergency response audiences.</i></p> <p><i>Develop and maintain up-to-date communications contacts of key stakeholders to assure that information is accurately and timely communicated.</i></p> <p><i>Exercise the plan and provide regular updates as the pandemic unfolds.</i></p>
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## Continuity Planning

CONSIDERATIONS	Comments & Notes
<p>Develop a continuity of operations plan "COOP" for essential services, including contingency planning for increasing the workforce in response to absenteeism.</p>	<p><i>Each locality must plan to remain operational with minimal staff, anticipating that employees will be instructed to stay home if sick or exposed. This fact will require significant training/planning for staff and management.</i></p>
<p>Ensure availability of psychosocial support services (including educational and training materials) for employees who participate in or provide support for the response.</p>	<p><i>Develop workforce resilience programs and ensure readiness to maximize responders' performance and personal resilience during an emergency.</i></p>

Adapted from the US Department of State Health Services Pandemic Preparedness Checklists (expanded versions available online at [www.pandemicflu.gov](http://www.pandemicflu.gov))  
by the Pandemic Planning team, Tarrant County Public Health.

## CONTINUITY OF OPERATIONS

*Outline with explanations*

### **I. Executive Summary**

Briefly describes the purpose of the plan, whom it affects, and situations under which it should be initiated

#### **Introduction**

Explain the importance of COOP planning to the organization, and provide background leading to the development of the COOP plan.

#### **Purpose**

Defines the direction and explains the desired outcome.

#### **Mission**

This is a clear statement of the approach to creating, disseminating, training and testing the COOP Plan.

#### **Applicability & Scope**

Answers the questions: To what and whom does the COOP Plan apply?  
Is this a new plan or an update to an existing COOP plan?

#### **Authorities and References**

This section references an annex, appendix, or law that supports the guidance and authority for the content of the COOP plan.

### **II. Planning Assumptions**

Detail the “givens” of the COOP plan.

### **III. Core Functions**

List the organization’s prioritized functions and activities that must be continued under any circumstances.

#### **Essential Operations**

List of core processes and services that must be continued under any circumstances.

#### **Delegations of Authority & Succession Planning**

Establish the rules and processes defining the conditions and order of succession, notification, and limitations.

### **IV. Concept of Operations**

Explains how the COOP plan will be implemented, consists of three phases: 1) activation and relocation; 2) alternate facility operations; 3) reconstitution.

*COOP outline with explanations continued*

### **V. Implementation**

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Describes the process for dealing with known (with warning) and unknown (without warning) threats and emergencies.

**Vital Records, Databases, and Systems**

Procedures protections, duplication, movement of records (hard copy and electronic) vital to the organization's core functions including emergency operating records (e.g., plans, staff assignment, succession plans, etc.) and legal and financial records (e.g., payroll records, contracts, etc.)

**Alternate facilities**

Identify, pre-position, and maintain equipment and other resources required at alternate site: e.g., computer equipment and software, file cabinets, desks, chairs, office supplies, etc.

**VI. Interoperable Communications**

Identify and make available at alternate facility the data and communications systems to support core functions – secure, and non-secure communications – voice, fax, data, internet, e-mail.

**Media Communications**

Process for appointing a Public Information Officer (PIO) and integrating into the Joint Information Center (JIC)

**VII. Training**

The process and methods for training the workforce in all aspects of the COOP plan.

**VIII. Testing, Exercises, and After Action Reports**

Methods and means for testing all systems, schedules for drills and exercises, and the format and content prescription for after action reports.

**IX. COOP Plan Maintenance**

Review COOP plan annually focusing on these essential issues:

- Maintaining overall plan currency and readiness

- Procedures

- Equipment

- Systems

- Personnel and rosters

- Resolving COOP Plan policy issues

- Advising the State Health Officer on COOP-related matters;

- Coordinating with related plans

- Conducting training, testing, and exercises

- Incorporate lessons learned from testing and exercises as well as any actual events that have occurred during the year.

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**STATE AND LOCAL PANDEMIC INFLUENZA PLANNING CHECKLIST**



Planning for pandemic influenza is critical. To assist you in your efforts, the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist. It identifies important, specific activities you can do now to prepare. Many are specific to pandemic influenza, but a number also pertain to any public health emergency.

This checklist is based on the HHS Pandemic Influenza Plan, Public Health Guidance for State and Local Partners, but is not intended to set forth mandatory requirements. Each state and local jurisdiction should determine for itself whether it is adequately prepared for disease outbreaks in accordance with its own laws and procedures.

**Community Preparedness Leadership and Networking** [Preparedness Goal 1—Increase the use and development of interventions known to prevent human illness from chemical, biological, radiological agents, and naturally occurring health threats.]

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Establish a Pandemic Preparedness Coordinating Committee that represents all relevant stakeholders in the jurisdiction (including governmental, public health, healthcare, emergency response, agriculture, education, business, communication, community-based, and faith-based sectors, as well as private citizens) and that is accountable for articulating strategic priorities and overseeing the development and execution of the jurisdiction's operational pandemic plan.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Delineate accountability and responsibility, capabilities, and resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Within every state, clarify which activities will be performed at a state, local, or coordinated level, and indicate what role the state will have in providing guidance and assistance.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Assure that the operational plan for pandemic influenza response is an integral element of the overall state and local emergency response plan established under Federal Emergency Support Function 8 (ESF8): Health and medical service and compliant with National Incident Management System.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Address integration of state, local, tribal, territorial, and regional plans across jurisdictional boundaries in the plan.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Formalize agreements with neighboring jurisdictions and address communication, mutual aid, and other cross-jurisdictional needs.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ensure existence of a demographic profile of the community (including special needs populations and language minorities) and ensure that the needs of these populations are addressed in the operation plan.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Address provision of psychosocial support services for the community, including patients and their families, and those affected by community containment procedures in the plan (see Supplement 11).</li> </ul>

*continued*



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Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Test the communication operational plan that addresses the needs of targeted public, private sector, governmental, public health, medical, and emergency response audiences; identifies priority channels of communication; delineates the network of communication personnel, including lead spokespersons and persons trained in emergency risk communication; and links to other communication networks (see Supplement 10).</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Identify for all stakeholders the legal authorities responsible for executing the operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Make clear to all stakeholders the process for requesting, coordinating, and approving requests for resources to state and federal agencies.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Create an Incident Command System for the pandemic plan based on the National Incident Management System and exercise this system along with other operational elements of the plan.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Assist in establishing and promoting community-based task forces that support healthcare institutions on a local or regional basis.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the pandemic influenza response plan.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Identify the state and local law enforcement personnel who will maintain public order and help implement control measures. Determine in advance what will constitute a “law enforcement” emergency and educate law enforcement officials so that they can pre-plan for their families to sustain themselves during the emergency.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Ensure that the plans are scalable, to the magnitude and severity of the pandemic and available resources. Revise as necessary.</li> </ul>

**Surveillance** [HHS Supplement 1. Preparedness Goal 3—Decrease the time needed to detect and report chemical, biological, or radiological agents in tissue, food, or environmental agents that cause threats to the public’s health. Preparedness Goal 5—Decrease the time to identify causes, risk factors, and appropriate interventions for those affected by threats to the public’s health.]

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Conduct year-round traditional surveillance for seasonal influenza (e.g., virologic, outpatient visits, hospitalization, and mortality data), including electronic reporting.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Improve capacity for rapid identification of unusual influenza strains by working with federal partners to enhance laboratory-based monitoring of seasonal influenza subtypes, as described in Supplement 1 (Surveillance).</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Develop and be prepared to implement enhanced surveillance once a pandemic is detected to ensure recognition of the first cases of pandemic virus infection in time to initiate appropriate containment protocols, and exercise regularly.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Link and routinely share influenza data from animal and human health surveillance systems.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Obtain and track information daily during a pandemic (coordinating with epidemiologic and medical personnel) on the numbers and location of newly hospitalized cases, newly quarantined persons, and hospitals with pandemic influenza cases. Use these reports to determine priorities among community outreach and education efforts.</li> </ul>

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**Public Health and Clinical Laboratories** [HHS Supplement 2. Preparedness Goal 3—Decrease the time needed to detect and report chemical, biological, and radiological agents in tissue, food, or environmental agents that cause threats to the public’s health.]

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Institute surveillance for influenza-like illnesses (ILI) among laboratory personnel working with novel influenza viruses.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Develop and test a plan for surge capacity of public health and clinical laboratories to meet the needs of the jurisdiction during a pandemic.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Assess regularly the influenza diagnostic testing proficiency and adherence to biosafety containment and biomonitoring protocols.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Inform frontline clinicians and laboratory personnel of protocols for safe specimen collection and testing, how and to whom a potential case of novel influenza should be reported, and the indications and mechanism for submitting specimens to referral laboratories (see Supplements 3, 4, 5).</li> </ul>

**Healthcare and Public Health Partners** [HHS Supplement 3. Preparedness Goal 6—Decrease the time needed to provide countermeasures and health guidance to those affected by threats to the public’s health.]

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Test the operational plan for the healthcare sector (as part of the overall plan) that addresses safe and effective 1) healthcare of persons with influenza during a pandemic, 2) the legal issues that can affect staffing and patient care, 3) continuity of services for other patients, 4) protection of the healthcare workforce, and 5) medical supply contingency plans.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ensure all components of the healthcare delivery network (e.g., hospitals, long-term care, home care, emergency care) are included in the operational plan and that the special needs of vulnerable and hard-to-reach patients are addressed.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ensure that plan provides for real-time situational awareness of patient visits, hospital bed and intensive care needs, medical supply needs, and medical staffing needs during a pandemic.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Test the operational plan for surge capacity of healthcare services, workforce, and supplies to meet the needs of the jurisdiction during a pandemic.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Test the plan provisions for mortuary services during a pandemic.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Maintain a current roster of all active and formerly active healthcare personnel available for emergency healthcare services.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Determine what constitutes a medical staffing emergency and exercise the operational plan to obtain appropriate credentials of volunteer healthcare personnel (including in-state, out-of-state, international, returning retired, and non-medical volunteers) to meet staffing needs during a pandemic.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ensure healthcare facilities in the jurisdiction have tested a plan for isolating and cohorting patients with known or suspected influenza, for training clinicians, and for supporting the needs for personal protective equipment.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ensure the healthcare facilities in the jurisdiction have tested an operational plan to initiate, support, and implement quarantine of potentially exposed healthcare personnel (see Supplements 4 and 5).</li> </ul>

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**Infection Control and Clinical Guidelines** [HHS Supplements 4 and 5. Preparedness Goal 6—Decrease the time needed to provide countermeasures and health guidance to those affected by threats to the public’s health.]

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Ensure the Health Alert Network in the jurisdiction reaches at least 80% of all practicing, licensed, frontline healthcare personnel and links via the communication network to other pandemic responders (see Supplements 3, 10).</li> <li>• Craft messages to help educate healthcare providers about novel and pandemic influenza, and infection control and clinical guidelines, and the public about personal preparedness methods.</li> <li>• Develop and test a plan (as part of the communication plan) to regularly update providers as the influenza pandemic unfolds.</li> <li>• Ensure appropriate local health authorities have access to EPI-X and are trained in its use.</li> </ul>
<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"/>	

**Vaccine Distribution and Use** [HHS Supplement 6. Preparedness Goal 6—Decrease the time needed to provide countermeasures and health guidance to those affected by threats to the public’s health.]

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Work with healthcare partners and other stakeholders to develop state-based plans for vaccine distribution, use, and monitoring; and for communication of vaccine status.</li> <li>• Exercise an operational plan that addresses the procurement, storage, security, distribution, and monitoring actions necessary (including vaccine safety) to ensure access to this product during a pandemic.</li> <li>• Ensure the operational plan delineates procedures for tracking the number and priority of vaccine recipients, where and by whom vaccinations will be given, a distribution plan for ensuring that vaccine and necessary equipment and supplies are available at all points of distribution in the community, the security and logistical support for the points of distribution, and the training requirements for involved personnel.</li> <li>• Address vaccine security issues, cold chain requirements, transport and storage issues, and biohazardous waste issues in the operational plan.</li> <li>• Address the needs of vulnerable and hard-to-reach populations in the operational plan.</li> <li>• Document with written agreements the commitments of participating personnel and organizations in the vaccination operational plan.</li> <li>• Inform citizens in advance about where they will be vaccinated.</li> </ul>
<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"/>	

**Antiviral Drug Distribution and Use** [HHS Supplement 7. Preparedness Goal 6—Decrease the time needed to provide countermeasures and health guidance to those affected by threats to the public’s health.]

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Develop state-based plans for distribution and use of antiviral drugs during a pandemic via the Strategic National Stockpile (SNS), as appropriate, to healthcare facilities that will administer them to priority groups. Establish methods for monitoring and investigating adverse events.</li> <li>• Test the operational plan that addresses the procurement, storage, security, distribution, and monitoring actions necessary to assure access to these treatments during a pandemic.</li> <li>• Ensure the jurisdiction has a contingency plan if unlicensed antiviral drugs administered under Investigational New Drug or Emergency Use Authorization provisions are needed.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**Community Disease Control and Prevention (including managing travel-related risk of disease transmission)** [HHS Supplements 8 and 9. Preparedness Goal 6—Decrease the time needed to provide countermeasures and health guidance to those affected by threats to the public’s health.]

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Exercise the jurisdiction’s operational plan to investigate and contain potential cases or local outbreaks of influenza potentially caused by a novel or pandemic strain.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Exercise the jurisdiction’s containment operational plan that delineates procedures for isolation and quarantine, the procedures and legal authorities for implementing and enforcing these containment measures (such as school closures, canceling public transportation, and other movement restrictions within, to, and from the jurisdiction) and the methods that will be used to support, service, and monitor those affected by these containment measures in healthcare facilities, other residential facilities, homes, community facilities, and other settings.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ensure the jurisdiction has exercised the operational plan to implement various levels of movement restrictions within, to, and from the jurisdiction.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Inform citizens in advance about what containment procedures may be used in the community.</li> </ul>

**Public Health Communications** [HHS Supplement 10. Preparedness Goal 4—Improve the timeliness and accuracy of communications regarding threats to the public’s health.]

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Assess readiness to meet communications needs in preparation for an influenza pandemic, including regular review, exercise, and update of communications plans.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Plan and coordinate emergency communication activities with private industry, education, and non-profit partners (e.g., local Red Cross chapters).</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Identify and train lead subject-specific spokespersons.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Provide public health communications staff with training on risk communications for use during an influenza pandemic.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Develop and maintain up-to-date communications contacts of key stakeholders and exercise the plan to provide regular updates as the influenza pandemic unfolds.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Implement and maintain, as appropriate, community resources, such as hotlines and Web site, to respond to local questions from the public and professional groups.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ensure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.</li> </ul>

**Workforce Support: Psychosocial Considerations and Information Needs** [HHS Supplement 11. Preparedness Goal 6—Decrease the time needed to provide countermeasures and health guidance to those affected by threats to the public’s health.]

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Develop a continuity of operations plan for essential health department services, including contingency planning for increasing the public health workforce in response to absenteeism among health department staff and stakeholder groups that have key responsibilities under a community’s response plan.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ensure availability of psychosocial support services (including educational and training materials) for employees who participate in or provide support for the response to public health emergencies such as influenza pandemics. <span style="float: right;"><i>continued</i></span></li> </ul>

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Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Develop workforce resilience programs and ensure readiness to deploy to maximize responders' performance and personal resilience during a public health emergency.</li><li>• Assure the development of public health messages has included the expertise of behavioral health experts (see Supplement 10).</li></ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**Pandemic Preparedness Plan  
for the  
City of**

**This Pandemic Preparedness Plan has been approved by:**

---

Leading Official

Date

---

Pandemic Coordinator

Date

***Note:** The signature(s) will be based upon normal administrative practices. Typically, the individual having primary responsibility for the leadership of this jurisdiction signs the Plan in the first block and the individual responsible for managing this emergency function signs in the second signature block. Alternatively, each person assigned tasks within the Plan may sign the Plan.*

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## PANDEMIC PREPAREDNESS & RESPONSE PLAN

### PURPOSE

The leadership in insert city/jurisdiction name is aware of the effect a pandemic or other public health emergency will have on constituencies, employees, and regular operations. This Pandemic Preparedness & Response Plan (PPR Plan) outlines the strategic steps our municipality will take in response to an event, especially to minimize the negative effects such a disaster may have on governing operations, city services, our residents and life in the community, and physical assets. This plan outlines the operational concepts, responsibilities, communications, and procedures that will provide and coordinate effective response of staff and our entire community during an outbreak or pandemic communicable disease.

### OPERATIONS

1. We will identify the authority responsible for declaring a public health emergency at the state and local level.
2. After notification, the Pandemic Coordinator will begin alerting critical call list members that the PANDEMIC Plan has been activated. Based on the event size and geographic location the plan may be fully or partially activated.
3. Upon activation of the PPR Plan, a line of authority and assigned responsibilities will be established using the Incident Command System (ICS). The city will communicate with the following Local, State, and Federal agencies using the ICS system to better understand their capabilities and plans. *See Appendix B*
  - Local City Office of Emergency Management
  - Tarrant County Office of Emergency Management
  - Neighboring municipalities
  - Other
4. City officials, staff, and residents can find our operation status by checking the city's website                      or by listening to a trusted news source... *See Appendix C*
5. We will also engage and inform our insurers about the affects of the event on our municipality.
  - Health Insurance Carrier -                     insert contact info
  - Business Insurance Carrier -                     insert contact info
  - Business Interruption Carrier -                     insert contact info
6. Financial impact is an important part of our PPR Plan, and costs have been estimated by the tangible and intangible impact.

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Tangible Impacts include reduced number of city services provided, decision to limit or close public gatherings, supplier interruptions, lack of transportation, other;

Intangible Impacts include lost tax revenue , hiring temporary help, adjusted benefits, increased demands for services during and after event, other

<i>Tangible Impacts</i>		<i>Intangible Impacts</i>	
0-24 hours	\$ _____	0-24 hours	\$ _____
2-7 days	\$ _____	2-7 days	\$ _____
8-14 days	\$ _____	8-14 days	\$ _____
15+ days	\$ _____	15+ days	\$ _____
Other	\$ _____	Other	\$ _____

7. Our municipality will revise the emergency budget to accommodate the demands of a pandemic event.
8. The following strategies will be implemented based on the increase in demand for our services:
  - Eliminate non-essential functions & re-assign personnel
  - Increase business hours by department
  - Supply chain- receiving, seek out additional suppliers for raw materials
  - Man-power – use labor pools or modify work schedules to meet demand
  - Other
9. We will dramatically curtail city operations when the following criteria are met:
  - Essential Staff absenteeism reaches \_\_\_\_ %
  - Non-essential Staff absenteeism reaches \_\_\_\_ %
  - Inter-city transportation is interrupted
  - Supply interruption
  - Local Public Health Authority issues restriction orders
  - Other
10. If critical employees are absent, the following steps will be taken to maintain/distribute the work load of absent employees. *See Appendix E*
  - Step 1 – Report absent personnel to PANDEMIC Coordinator (or designee)
  - Step 2 – Assess our cross training list for capable replacement employees
  - Step 3 – Mayor (or designee) will notify cross trained staff/employees of new or additional duties
11. The following personnel expenses will be addressed for high absenteeism:
  - Overtime cost
  - Vacation/sick leave
  - Temporary agency costs
  - Excessive medical benefits cost
  - Potential workers compensation claims
  - Other

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12. Interruptions in city services and operations due to management or staff shortage will be handled as follows:
  - Cross training
  - Modified hours for facilities / shift changes
  - Canceling non-essential activities
  - Restricted visitation / travel / mass transit
  - Web-based or telephonic conferences and meetings
  - Isolation / Quarantine (when ordered by State or Local Public Health Authority)
  - City government closure – *last resort*
  - City limits closure – *last resort*
  - Other

\* All information pertaining to these changes will be provided (via public announcements and/or emergency broadcasts) to staff and residents as these changes are declared.
13. *We have a location that has been designated as a Point of Dispensing (POD) for our local community ... See Section 2 of the PPR Plan*
14. Based on functioning capabilities the city may reopen as usual or operations may be modified based on internal staffing and attendance issues.

## COMMUNICATIONS

1. When activated, the PPR Plan will be communicated to employees by the following:
  - E-mail or text messaging
  - Employee information boards – time-clock postings
  - Training/in-services
  - Telephone
  - Other
2. Medical information will be obtained from Tarrant County Public Health. Other sources may include local hospitals, the Department of State Health Services, or national emergency reports. *See Appendix C*
3. Status of Government operations (or closure information) in our geographic area will be obtained by contacting the Tarrant County EOC.
4. Using ICS guidelines, a Media Contact will be designated to relay accurate local information to the public. This person must be trained in emergency risk communication procedures and processes.
5. To improve our response efforts, the following Federal, State, and Local agencies will be contacted to share essential practices and to understand their capabilities and plans as they would affect our needs. *See Appendix C*
  - Offices of adjacent municipalities
  - Tarrant County Office of Emergency Management
  - Local offices of the Texas Department of Transportation
  - Other

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6. To improve our response efforts, the following business sectors will be contacted to share essential practices. *See Appendix B*
  - Local Chamber of Commerce
  - Locally operating Business Trade Groups
  - Businesses with 100+ employees
  - Our vendors whose offices are located within our jurisdiction
  - Other
7. We will attempt to address the communication issues among each demographic within our jurisdiction, including
  - Special medical needs
  - Transportation deprived groups
  - Language
  - Other

## INFECTION CONTROL

1. Upon their request, we will regularly communicate with the following public health agencies about the health status among our employees, using the process for reporting suspected and confirmed cases as outlined on page [redacted] of this Plan. *See Appendix B*
  - Tarrant County Public Health
  - Other
3. Guidelines will be developed to limit face-to-face contact by implementing the following procedures, if necessary:
  - Web-based conference
  - Teleconferencing
  - Email
  - Posting Boards
  - Other
4. The following infection control measures will be taken at all city-operated locations:
  - Hand-washing supplies
    - Soap
    - Alcohol based hand sanitizer
    - Clean paper towels at all sinks
    - Proper trash receptacles
  - Facial tissue
  - Anti-bacterial wipes
  - Barrier Protection
    - Surgical Masks for employees, if recommended
    - 3M-N95 particulate respirators, if recommended
      - Fit testing equipment
      - Wall posters
    - Gloves
  - Other

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5. We will identify critical supplies needed to support surge demand, and take steps to have those supplies on hand, and include these among budgeted items.

Reallocation of resources will be considered to order additional essential supplies.

- Medical supplies
  - Fuel
  - General EMS Supplies
  - Other
6. If quarantines or border closures interrupt regular supply chain functions, domestic travel, or international travel, but we have not met the thresholds for closing our facilities, the following steps will be implemented to maintain regular essential functions:
    - Alternate supplier of materials
    - Web-based meetings
    - Alternate labor pools
    - Internationally traveling officials or staff will remain in their location until instruction is received for their safe return
    - Other

## EMPLOYEES

1. To help eliminate communication issues we will inform our employees about our PPR Plan during regularly-scheduled meetings about health and safety protocols. Information will also be made available to employees in their Employee Handbooks or on the city's webpage for employees. Our jurisdiction will strive to anticipate employee fear, anxiety, and rumors so that everyone receives accurate information. We value our employees and we will make available medical consultation and advice by allowing time off to see a family physician concerning infection/exposure. Tarrant County Public Health contact information will be made available for questions.  
*See Appendix C*
2. Annual flu vaccinations will be encouraged for all employees.
3. All employees will provide updated Emergency Contact Information to Human Resources on a regular basis.
4. Programs and materials covering fundamentals, family preparedness, personal protection, and response strategies will be provided to employees.
  - Symptoms of contagion
  - Modes of transmissions
  - Hand hygiene
  - Coughing/sneezing etiquette,
  - Pandemic preparedness and response plan
  - Other
5. Policies will be developed for preventing disease transmission and minimizing potential exposure to other employees and customers.

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- Respiratory hygiene
  - Office layout – shared workstations
  - Infection control measures – hygiene products, disposal bins, hand shaking
  - Personal Protective Equipment (PPE)
  - Immediate mandatory sick leave
  - Transport of employees who become ill or those who are exposed at work
  - Return to work policies
  - Working sick – non-infectious illness only
  - Other
6. Policy may be established for restricting affected work sites.
- Buildings and facilities (work sites)
  - Separate sites within a geographical area
  - Other
7. Based on critical employee needs, certain employees will be cross trained in different job duties. As training is completed a list will be developed to indicate the jobs that individuals are capable of performing. *See Appendix E*
8. Employees may be allowed to work from other locations or home, based on availability of home computers or other technology assets. *See appendix F*
- Payroll
  - Continued communications with staff
  - Other
9. Compensation and exceptions for absenteeism may be handled by the following criteria.
- Personal illness
  - Family illness
  - Community containment
  - Government quarantines
  - School closure
  - Business closure
  - Public transportation closure
  - Other
10. Special needs for employees will be addressed and reasonable solutions will be incorporated into our preparedness plan.
11. In the event of family illness or school closure, consideration will be given to those who are care givers for family members. Staff members should feel comfortable when leaving their family for work as well as when leaving work for family.
12. We will evaluate all personnel's access to behavioral health services. The following services should be available during and following the event:
- Emotional/psychological counseling services
  - Social services
  - Community support

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- Faith based resources
  - Other
13. A time length will be established for employees to wait before returning to work after contracting an infectious illness. Public health or government agency guidance will be used to determine policy.

## COMMUNITY

1. Encourage all sectors of the public to take the annual flu vaccine.
2. In the event of an outbreak we will continue to meet the public's needs and provide information to the best of our ability. Communication will be provided via:
  - Newspaper, Radio and Television announcements
  - Website [www.city's website.com](http://www.city's website.com)
  - TCPH website [www.tarrantcounty.com/eHealth](http://www.tarrantcounty.com/eHealth)
  - Flyers and postings in public facilities
3. The following services should remain operational at all times:
  - Fire/EMS
  - Law Enforcement
  - Water
  - Natural gas
  - Trash collection
  - Other
4. The following functions may be temporarily suspended and reassigned during an event:
  - Parks and recreation
  - Property issues
  - Inspections
  - Road construction and repair
  - Other
5. We will ensure that law enforcement groups are educated on maintaining order, and inform those that will be involved with emergency situations so they can pre-plan for themselves and their families.
6. Infection Control Measures will be implemented consistently and uniformly, including:
  - When necessary protective masks will be made available for people entering our facilities as well as receptacles for discarding them after use.
  - Waterless hand cleaner will be placed strategically throughout all publicly-accessed buildings.
  - Whenever possible, payment transactions will be made by debit or credit cards to minimize the spread of infection through money handling (drop boxes, online pay, etc).
  - Members of the public with special needs will be accommodated when reasonably possible.
7. We will plan and agree on crossing jurisdictional boundaries to help aid other groups.

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8. Local public transportation is crucial to operations and pre-planning may be necessary.

For operators of transportation services within our jurisdiction, we will provide guidance for:

- Transport of ill employees
- Directives to privately or publicly operated taxi cabs & other passenger vehicles
- Other

**EXERCISE**

1. We will utilize an Incident Command System (ICS) and exercise this system with other operational components of the plan.
2. Once the PPR Plan has been completed the PANDEMIC Coordinator will establish a scenario for the purpose of testing all aspects of the PPR Plan (an exercise of the plan).
3. The exercise should include testing and performing the following:
  - Critical employee call list
  - Emergency contact numbers
  - Infection control measures
  - Government continuity
  - Vendor status
  - City status
  - Supplier status
  - Communicate status of city to public
4. Periodically the exercise will be repeated to ensure viability of all components. The PANDEMIC Committee will review the PPR Plan's effectiveness and changes will be made according to those results.

**APPENDIX A**

**Pandemic Team**

<b>Name</b>	<b>Phone</b>	<b>Address</b>	<b>Email</b>
Tarrant County Public Health			

## APPENDIX B

### Emergency Contact Numbers

#### **Neighbors:**

This section may include churches, stores, and other businesses that are adjacent to your property. If an isolation order is issued during a pandemic, it may become necessary to control traffic flow. Be sure to include the local police and sheriff's department phone numbers!

#### **Suppliers:**

These are the people with whom you deal with regularly, including office supply, food supply, delivery, etc. It would be wise to include the local information as well as the national number, if applicable.

#### **Contractors:**

These are the people whom you may have coming into your facility as workers, such as an outside maintenance or grounds-keeping service, food catering services, laundry service, water delivery, etc. Again, use the local numbers but if there are national numbers, be sure to include them, as well, in case their local employees are not available or able to receive your messages.

#### **Transportation:**

This section should include all bus and taxi service numbers that are normally used by staff and clientele. In a pandemic, these vehicles may be re-assigned to perform other duties, so it may be necessary to verify that their services are still available to assist your staff and clientele on an on-going basis. Also, if an isolation order should come, then these services may be terminated without much advance notice.

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**APPENDIX C**

**Trusted Resource List**

*This list should (at the minimum) include the following information:*

**817- 321-4700      Tarrant County Public Health**  
1101 S. Main Street  
Fort Worth, TX 76104

211              Local 211 Community Information telephone hotline

Phone & Email of a practicing physician who may office nearby

Phone contact at Local 24-hour news Radio Station

Phone contact at Local TV News Channel

Phone contact at Local newspaper

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**APPENDIX D**

**Critical Call List**

This is the list of everyone in authority at your location and in your corporate organization, if applicable. You may also wish to include anyone who may regularly arrive on the premises without notice (daily visitors such as grandparents, relatives, "helping hands", etc.)

Information should include name and phone numbers, but also may extend to family members' contact information in the event there is no cell phone number provided.

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**APPENDIX E**

**Cross Training Chart**

<b>Position</b>	<b>Duties</b>	<b>Training Completed by</b>
		Names of staff who have been trained to fulfill this role

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**APPENDIX F**

**Remote Work Location**

This list includes the POSITION and PLACE where those duties will be performed, along with all communications means (telephone, cell phone, email, fax, etc.)