



VA Pandemic Preparation Action Grids – Veterans Benefits Administration

This grid outlines planning steps for pandemic influenza for the Veterans Benefits Administration and reflects the text in Section 2 of the VA Pandemic Influenza Plan, with numbers of subsections (e.g., 2.3.2 Coordination) for cross reference. The grid can be a starting point to identify steps, name responsible offices and individuals to carry out these steps, and track progress.

Preparing for Pandemic Influenza: VBA Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
<i>2.3.2 Coordination Preparation</i>					
	Be familiar with Continuity of Operations Plans				
	Review how all operations will be affected				
	Be represented on the VA Pandemic Influenza Advisory Group				
<i>2.3.3.1 Creation of Pandemic Influenza Plans</i>					
	Plan for operations under altered work conditions				
<i>2.3.3.2 Workforce Preparation</i>					
	Plan to provide PPE, hand hygiene supplies, vaccine, and antiviral medications				
	Prepare policies to cover a range of staffing issues				

Preparing for Pandemic Influenza:

VBA Action Grid

Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
	Provide staff education				
	Plan procedures for temporary office closings				
2.3.3.3 Infection Control Preparation					
	Provide education				
	Develop protocols to track & manage sick staff				
2.3.3.4 Security Preparation					
	Educate security on pandemic influenza and the use of PPE				
2.3.3.5 Communication Preparations					
	Develop a communications plan				
	Plan alternate pathways of communications for use during a pandemic outbreak				
	Other:				

Office of Public Health and Environmental Hazards (13)
 Veterans Health Administration, Department of Veterans Affairs
 Washington, DC 20420 - (202) 273-8567
<http://www.publichealth.va.gov>