



VA Pandemic Preparation Action Grids - VHA Facility Action Grid

This grid outlines planning steps for pandemic influenza and reflects the text in Section 2 of the VA Pandemic Influenza Plan, with numbers of subsections (e.g., 2.1.2 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: VHA Facility Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
2.2.3.1 Facility Pandemic Influenza Plans					
	Develop and test plans				
	Participate in state/local drills				
	Adapt sample SOP for use during a pandemic				
2.2.3.2 Workforce Preparation					
	Identify essential functions				
	Provide education				
	Identify provider skill sets				
	Recruit & credential non-VA providers				
	Create staff & volunteer tracking system				

**Preparing for Pandemic Influenza:
VHA Facility Action Grid**

Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
	Identify staff able to work using respirators				
	Name & create a Pandemic Response Team				
	Identify child care, home support				
2.2.3.3 Physical Site Preparation					
	Develop plans to free clinical space				
	Identify space for new separate waiting and emergency room areas				
	Consider reactivating closed space or buildings				
	Map patient flow to plan use of restricted areas				
	Identify & develop plans for alternative usable space				
	Assess building & engineering systems				
	Plan locations of hand cleaning stations				
	Identify space, plan for cohorting of infected patients				
	Plan for transportation of staff & patients				
	Plan for management of fatalities				

Preparing for Pandemic Influenza:

VHA Facility Action Grid

Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
<i>2.2.3.4 Infection Control & Precautions Preparation</i>					
	Ensure ongoing employee education				
	Establish & maintain seasonal influenza vaccinations				
	Heighten institutional surveillance for influenza				
	Plan to educate staff re symptoms and develop call-in system				
	Work with HR on authorized absences and other leave policies				
	Develop protocols to track & manage sick staff				
	Develop criteria for limiting visitor access.				
	Create strategy for supply maintenance				
	Ensure adequate PPE & hand hygiene supplies				
<i>2.2.3.5 Countermeasure Preparation</i>					
	Use established acquisition and contracting systems or the NAC				
	Plan for vaccine administration				

**Preparing for Pandemic Influenza:
VHA Facility Action Grid**

Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
	Plan for antiviral acquisition & distribution				
	Plan for lab & diagnostic resources				
<i>2.2.3.6 Medical Materiel Preparation</i>					
	Identify all resources, supplies & equipment needed to treat infected patients				
	Obtain & stockpile durable & consumable supplies				
	Identify systems for how/where to store supplies				
	Evaluate existing contracts for supplies, enhance if necessary				
	Identify security issues				
	Assess transportation routes for supplies				
	Develop distribution plan for supplies				
	Participate in table top exercises on supply management				
<i>2.2.3.7 Health Care Delivery Preparation</i>					
	Prepare and ready the Pandemic Response Team				

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VHA Facility Action Grid

Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
	Know response & “trigger” for first case				
	Estimate potential surge in demand				
	Develop triage systems for care delivery				
	Identify separate waiting areas for the symptomatic				
	Plan for isolation rooms, ICU & assisted ventilation				
	Plan for novel care delivery strategies				
<i>2.2.3.8 Support for and Management of Exposed & Ill Staff</i>					
	Plan provisions to protect staff				
	Plan for treatment of staff				
	Create surveillance & triage systems				
	Identify lab diagnostic systems				
	Create lab reporting & disclosure system				
	Develop plans for excluding staff from work based on health				

Preparing for Pandemic Influenza:

VHA Facility Action Grid

Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
	Plan possible provisions for staff's family members in order to keep staff at work in an emergency, depending on availability of equipment, supplies, and medications and on responsibilities and assignments of facility under the National Response Plan				
<i>2.2.3.9 Mental Health Preparation</i>					
	Plan resources for increase in services				
	Plan consultation processes				
<i>2.2.3.10 Surveillance and Reporting Preparation</i>					
	Plan for use of available diagnostics				
	Plan to use established reporting mechanisms				
	Plan to collaborate with state and local health departments				
<i>2.2.3.11 Security Preparation</i>					
	Plan for security of facilities to prevent unrest and assist with flow of crowds				
	Review local support agreements				

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VHA Facility Action Grid**

Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
	Educate on medical procedures, especially use of PPE				
2.2.3.12 Communications Preparation					
	Provide information & education on pandemic-related issues for stakeholders				
	Establish communication plans for use before and during a pandemic				
	Develop information on the Plan, roles, responsibilities, pandemic influenza, its mitigation, local resources				
	Identify stakeholders in and out of VA				
	Engage in dialogue where possible				
	Plan streamlined information approval process for emergencies				
	Identify and train spokespersons				
	Develop information templates				
	Update contact lists				
	Expand emergency communications capabilities				

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Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
<i>Other:</i>					
	Other:				
	Other:				

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