



**VA PANDEMIC RESPONSE ACTION GRIDS – NATIONAL CEMETERY ADMINISTRATION**

Following is a grid that lists steps in responding to pandemic influenza. It reflects the text in Section 3 of the VA Pandemic Influenza Plan and provides numbers of subsections (e.g., 3.4.2 Coordination) for cross reference. The grid provides a snapshot of key actions and enables the user to note responsible offices and individuals to carry out these steps and keep records of what was done.

<b>Responding to Pandemic Influenza: NCA Action Grid</b>					
<b>Section</b>	<b>Response Action</b>	<b>Responsible Office</b>	<b>Responsible Person</b>	<b>Completion Date (Planned)</b>	<b>Completion Date (Actual)</b>
<b>3.4.2 Coordination Response</b>					
	Implement Continuity of Operations Plans or other emergency procedures				
	Coordinate information and actions within VA and with other agencies				
<b>3.4.3.1 Workforce Response</b>					
	Use staffing plans, including flexible work standards, leave policies				
<b>3.4.3.2 Closure of network offices or cemeteries</b>					
	Act on plans, reroute phones as necessary				
	Contact funeral homes, next of kin, notify, reschedule				
<b>3.4.3.3 Infection Control Response</b>					

<b>Responding to Pandemic Influenza: NCA Action Grid</b>					
<b>Section</b>	<b>Response Action</b>	<b>Responsible Office</b>	<b>Responsible Person</b>	<b>Completion Date (Planned)</b>	<b>Completion Date (Actual)</b>
	Provide PPE as needed, as well as hand hygiene and other supplies.				
	Provide information on availability of antivirals and vaccine				
	Provide information to employees on the status of the pandemic, and on public health measures, including hand and respiratory hygiene.				
<b>3.5.3.4 Communication Response</b>					
	Rapidly produce and disseminate updated information				
	Update Web sites				
	Disseminate information to stakeholders in and out of VA				
	Hold regular conference calls				
	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>