



VA PANDEMIC RESPONSE ACTION GRIDS – VETERANS BENEFITS 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., 3.3.2 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.

Responding to Pandemic Influenza: VBA Action Grid					
Section	Response Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
<i>3.3.2 Coordination Response</i>					
	Implement Continuity of Operations Plans or other emergency procedures				
	Coordinate information and actions within VA and with other agencies				
<i>3.3.3.1 Workforce Response</i>					
	Use staffing plans, including flexible work standards, leave policies				
<i>3.3.3.2 Closure of regional offices</i>					
	Act on plans, such as rerouting phones, informing veterans and Central office				
<i>3.3.3.3 Infection Control Response</i>					
	Provide PPE as needed, as well as hand hygiene and other supplies.				
	Provide information on availability of antivirals and vaccine				

Responding to Pandemic Influenza: VBA Action Grid					
Section	Response Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
	Provide information to employees on the status of the pandemic, and on public health measures, including hand and respiratory hygiene.				
3.3.3.4 Security Response					
	Inform on the status of the pandemic and on operations;				
	Train on signs and symptoms of influenza				
	Provide PPE, hand hygiene supplies				
3.5.3.3 Communication Response					
	Rapidly produce and disseminate updated information				
	Update Web sites				
	Disseminate information to stakeholders in and out of VA				
	Hold regular conference calls				
	Other:				

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