

# Homeless Facilities

## Planning Checklist

Planning Issues	Completed Yes/No/Not Applicable	COMMENTS Document who is responsible for each action and the decision making process
<b>Activation/Termination of Pandemic Influenza (PI) Response Operations Plan</b>		
Who has responsibility for activating your PI Operations plan for your organization and who is that person's back up?		
Has your organization identified a process through which the decision will be made to activate and terminate the PI Operations Plan?		
Do you have a communication strategy for reaching employees and business partners as a result of having to implement any section of the PI Operations Plan?		
<b>Decision-making and Reporting</b>		
Who needs to approve the PI Operations Plan?		
Who will be in charge and make decisions within your organization on services during a pandemic/emergency episode?		
Who is identified as being in charge in the event of a pandemic influenza and are the roles of the various stakeholders clearly defined?		
Who makes what decisions?		
Who will make decisions about reducing or changing levels of service and/or terminating services temporarily?		
<b>Agencies and Stakeholder Communications</b>		
Do you have a relevant list of all agencies and stakeholders?		
Who notifies the various stakeholders?		
<b>Communications with Staff and the General Public</b>		
Who will be in charge of communicating to the employees in your organization and who is their back up person(s) to resume this responsibility?		
Have you prepared site-specific procedures for notification of office closures and have you delegated staff as contacts for the public?		

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If mail service is interrupted, is their critical mail delivery for which you need to make alternative arrangements?		
Have you identified which staff responsibilities can only be handled in person-onsite?		
Av you identified which staff responsibilities can be managed from home or a remote site(teleworking)		
How will reduction/temporary termination of regular services be communicated to local stakeholders and the public?		
Who has authority to issue public service announcements/new releases and who is their alternative?		
How fast can these announcements be produced and approved?		
Do you know where to get up-to-date and accurate information about influenza and the pandemic? <ul style="list-style-type: none"> <li>• Vaccine and antiviral medications</li> <li>• Infection control</li> <li>• Personal care</li> <li>• Public health measures</li> </ul>		
<b>Planning</b>		
Who do you need input from both internally and externally to prepare and review a PI Operations Plan for your agency/business? <ul style="list-style-type: none"> <li>• Elected officials</li> <li>• Legal counsel</li> <li>• Community partners</li> </ul>		
Who is in charge in the event of a pandemic episode and are the roles of the various stakeholders clearly defined? Who makes what decisions? Who notifies the stakeholders?		
Is the PI operations plan integrated with your other emergency preparedness plan(s)?		
Who needs to approve the PI Operations Plan?		
Is your organization's PI Operations Plan integrated with the municipal/county emergency plan and Knox County Health Department Pandemic Influenza Plan?		
What is the staff capacity and are there provisions to bring in additional staff or volunteers?		

Have you identified the key services that must be provided? (Note: take into account minor to major lack of availability of staff due to illness.)		
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Has your organization identified possible key functions, staff positions, and supplies for each key service?		
<b>Testing of the Plan</b>		
How will you test and/or evaluate your PI Operations Plan?		
How will you test your communication systems, e.g. phone tree		
<b>Training and Orientation</b>		
What are the training needs pertaining to an influenza pandemic and the operations plan for internal (staff) and external stakeholders? <ul style="list-style-type: none"> <li>• Infection control measures</li> <li>• Environmental cleaning</li> <li>• Equipment use</li> <li>• Roles and responsibilities</li> </ul>		
What additional training will volunteers and reassigned staff require?		
<b>Educational Materials</b>		
Have educational materials been prepared/obtained?		
Have public education efforts been planned?		
<b>Human Resources</b>		
Is there a list of all employees complete with telephone numbers (home and business) and job titles (including those recently retired)?		
Does your organization maintain a phone tree list to contact employees?		
Is there a contact list of all senior staff within your agency?		
If transportation becomes a problem, can employees arrange alternate forms of transportation to work, e.g. carpooling?		
Has your organization addressed the issue of staff being unable to report to work due to being ill, taking care of an ill family member or possible school-daycare closures?		
Do you currently have adequate staffing for regular day-to-day function?		
Do you have a mechanism to monitor increases in staff absenteeism?		

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Has your organization prepared an inventory of skills and professional competencies in the event that people from your organization are required to perform duties/functions in other divisions/programs to maintain essential services?		
How has your organization planned to maintain the employee payroll?		
<b>Health and Safety</b>		
Have insurance and union issues been addressed?		
Has an inventory been prepared for specialized equipment/facilities that may be needed during an influenza pandemic?		
Have liability issues been addressed for volunteers and re-assigned staff?		
Have support care services been planned for employees? <ul style="list-style-type: none"> <li>• Psychosocial support</li> <li>• Grief counseling</li> </ul>		
<b>Materials and Support</b>		
Who is signing authority for expenditures during an emergency and who is their alternate?		
Are there clearly stated policies and procedures that cover signing authority and acquisitions?		
Is there a mechanism that will ensure that additional equipment (e.g., cell phones, pagers, refrigerators, etc.) can be obtained with minimum delay?		
Who has authority for ordering repair/replacement for equipment and who is their alternate?		
Are you currently stocked with all of the necessary supplies/food for regular day-to- day function?		
Does your organization have contact lists for all your supplies/ food vendors and alternate suppliers/food vendors?		
Who authorizes repairs and supply/equipment orders? Are there other employees who can take over this responsibility during influenza pandemic?		
Who is planning the recovery phase (e.g., depleted supplies or backlogs)?		

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<b>Documentation and Record Keeping</b>		
Has your organization developed appropriate record keeping procedures for such items as: <ul style="list-style-type: none"> <li>• Complaints and issues raised</li> <li>• Significant decisions made</li> <li>• Regular reporting to provincial/federal governments as required.</li> </ul>		
Are there people in your organization who have sole access to incoming information (e.g., reports, complaints, etc.) and who are their alternates?		
<b>Information and Technology</b>		
Does your organization maintain a central inventory of passwords to office equipment and electronic files?		
If your information and technology person is ill, who is their alternate?		
Does your organization have access to inventory (including serial numbers) of all computer equipment, printers, fax machines, and photocopiers in case repairs are needed?		
Does your organization have contact lists for all equipment repair persons?		
Will there be a website/telephone call-in line to update staff and public?		
<b>Facilities</b>		
Could any of the organization's services be provided from another work location?		
If necessary, could staff live at the work location or alternative work location for some period of time?		
Who is your security contact should there be a problem with physical access to your work location and who is their alternate?		
How are courier packages generally sent out and received?		
<b>Procurement of additional resources</b>		
Who has the responsibility for procurement, e.g., ordering resources and/or equipment during a PI, food supplies		
Who will be responsible for payment issues related to overtime and/or additional salary issues and who is their alternate?		

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Who has the authority to hire contract/temporary workers and to take		
Is there a pre-approval process in place for purchasing additional food/		
<b>Post Pandemic Influenza</b>		
What are the immediate lessons learned		
Who will be responsible for		
What factors should be included in the		
Who will have the authority to notify the various employees, clients		
Who will decide to		

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