

LAW ENFORCEMENT PANDEMIC INFLUENZA PREPAREDNESS CHECKLIST – Contra Costa

This checklist¹ provides guidance for law enforcement agencies in developing and improving influenza pandemic response and preparation plans. These steps are not in chronological order. More information about pandemic flu is available at www.pandemicflu.gov. An influenza pandemic occurs when a new influenza virus emerges that people have little or no immunity to and for which there may be no vaccine. The disease spreads easily through person-to-person contact and causes serious illness or death. It can sweep across the country and around the world very quickly. Currently, Avian (bird) flu — H5N1 — is spread by birds, not through person-to-person contact. However, there is concern that it may mutate to become easily spread person-to-person. At that point, it could become a pandemic flu. In the event of a global disease outbreak, law enforcement agencies will play a critical role in ensuring secure transportation of medical supplies, smooth operation of mass vaccination clinics and assistance in enforcing potential quarantine orders.

1. Plan for the impact of a pandemic on your organization and its mission			
Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review the organization’s mission to determine what organizational functions would have to be altered in the event of a pandemic
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine the potential impact of a pandemic on outside resources your organization depends on (vehicle towing, jail capacity, hospital services)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outline the organizational structure to be used during a pandemic when staffing is reduced, including key contacts with multiple back-ups and clarity regarding an alternative chain of command
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test your response and coordination using a drill or exercise
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review the authority granted to law enforcement to take action during a health emergency
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop templates and messages for the PIO and other spokespeople to use during the outbreak to provide information to the public in a timely and accurate manner regarding security and other issues and coordinate those messages with your local health department (925-313-6268)
2. Communicate with and educate your staff and persons in the communities you serve			
Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invite your local health department (925-313-6740) to provide an introductory briefing to command staff on the bird flu situation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local health department to provide prevention and treatment information to staff and their families
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide individual and family preparedness guidance and information to staff to be self-sustaining during an emergency
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Educate and inform residents through crime watch groups, neighborhood councils, websites, community workshops and other mechanisms about the situation, the need for personal and family readiness and principles of self-care. (Community organization checklists available online at pandemicflu.gov)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encourage local businesses to prepare for a pandemic flu outbreak. (Business checklists available online at pandemicflu.gov)

¹ Information from this checklist is based on Information Bulletin 3/13/06 from the California Governor’s Office of Emergency Services, written by Robert Gerber, Deputy Chief and from similar checklists developed by the Federal Center for Disease Control and Prevention

3. Plan for the impact of a pandemic on your staff and the communities you serve			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish mechanisms to cover essential tasks if 30-50% of your sworn staff were ill or caring for their seriously ill family members
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish a list of critical priorities to be covered and determine alternative mechanisms or work-arounds for addressing vital tasks such as dispatch
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local health department (925-313-6740) to clarify first responder priority vaccination policies in the event of an outbreak
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review appropriate Memorandums of Understanding with employee unions and consult with union representatives on emergency plans and policies
4. Set up/review/clarify policies to follow during a pandemic			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review local and state mutual aid agreements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish/review general orders and other written policies related to enforcement of quarantine orders and other restrictions and the escalation of force and use of lethal force to accomplish containment of diseases
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider vulnerable targets for crimes of opportunity and fraudulent schemes (vacated schools, office complexes etc) and special population groups (elderly) and develop a training bulletin to insure all patrol staff are aware of those issues
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider the use of light duty for employees no longer infectious but still suffering from the after affects of the disease
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and practices for preventing the spread of influenza at the worksite (requiring respiratory hygiene in places and situations with public interaction)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and thresholds for mandatory sick leave use to prevent the spread of influenza
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review policies to establish flexible return-to-work requirements that reflect shortage of primary care physicians to certify fitness for duty
5. Allocate resources to protect your staff and persons in the community you serve			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide for sufficient and accessible infection control supplies (hand-hygiene products, tissues, face masks) at convenient locations for staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arrange for availability of medical consultation and advice
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enhance communications and information technology needed to support employee telecommuting where possible and remote citizen access
6. Coordinate with external organizations			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider participating in the multi-discipline Contra Costa Health Services Health Emergency Response/Bioterrorism monthly meeting (call 925-313-6648)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with other local law enforcement agencies (Sheriff's Office) to establish clear coordination related to security during the transportation and storage of the Strategic National Stockpile of medication and supplies, if requested
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coordinate with the Coroner regarding storage and disposition of a large number of dead.