



# **The Douglas County Pandemic Influenza Planning Guide**

**Compliments of the Douglas County Health Department  
& Illinois Dept. of Public Health  
217-253-4137  
[www.douglascountyhealth.org](http://www.douglascountyhealth.org)**

## Pandemic Flu Planning Checklist for Individuals and Families

You can prepare for an influenza pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of an influenza pandemic on you and your family. This checklist will help you gather the information and resources you may need in case of a flu pandemic.

- ▣ To plan for a pandemic:
  - Store a **two week** supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
  - Periodically check your regular prescription drugs to ensure a continuous supply in your home.
  - Have any nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
  - Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
  - Volunteer with local groups to prepare and assist with emergency response.
  - Get involved in your community as it works to prepare for an influenza pandemic.
  
- ▣ To limit the spread of germs and prevent infection:
  - Teach your children to wash hands frequently with soap and water, and model the correct behavior.
  - Teach your children to cover coughs and sneezes with tissues, and be sure to model that behavior.
  - Teach your children to stay away from others as much as possible if they are sick.
  - **Stay home from work and school if sick.**

For more information, visit [www.pandemicflu.gov](http://www.pandemicflu.gov)

## Items to have on hand for an extended stay at home or a disaster situation:

### Examples of food and non-perishables

Ready-to-eat canned meats, fish, fruits, vegetables, beans, and soups (remember to include a non-electric can opener, for other disasters)

Protein or fruit bars

Dry cereal or granola

Peanut butter or nuts

Dried Fruit

Crackers

Canned juices

Bottled water

Canned or jarred baby food and formula

Pet food

Other nonperishable foods

### Examples of medical, health, and emergency supplies

Prescribed medical supplies such as glucose and blood-pressure monitoring equipment

Soap and water, or alcohol-based (60-95%) hand wash

Medicines for fever, such as acetaminophen or ibuprofen

Thermometer

Anti-diarrheal medication

Vitamins

Fluids with electrolytes

Cleansing agent/soap

Flashlight

Batteries

Portable radio

Manual can opener

Garbage bags

Tissues, toilet paper, disposable diapers

## Emergency Pet Preparedness for Homebound and Disaster Situations

In the event of being homebound for a lengthy time or during a disaster situation, it is important for pet owners to be prepared. Here is a list of items to keep in a handy, easy to carry bag, specifically geared to your pet's needs:

- A pet first aid guide
- 7 days worth of canned food (pop top preferred) or dry food (dry food should be rotated out every two months)
- Disposable litter trays (aluminum roasting pans work well)
- Litter or paper toweling
- Liquid dish soap and disinfectant
- Garbage bags for clean up
- Pet feeding dishes
- Extra harness and leash (harnesses are better than collars)
- Photocopies of medical records
- Contact information for your veterinarian
- Waterproof container of any pet medications (rotate these as well)
- 7 days worth of water, specifically for each pet (and each person, too!)
- A carrier for each pet
- Flashlight
- Blanket
- Recent photos of your pet (in case he or she becomes lost)

Note for cats: use scoopable litter in your kit, have a pillow case and some toys available.

Note for dogs: have a tie out, yard stake, and chew toys available.

**Remember, if you are preparing for the possibility of pandemic influenza, increase your supplies to 14 days worth.**

For more information, visit [www.aspca.org](http://www.aspca.org)

## Stopping the Spread of Germs From the Centers for Disease Control Fact Sheet

### How Germs Spread

- Illnesses like the flu (influenza) and colds are caused by viruses that infect the nose, throat, and lungs. The flu and colds usually spread from person to person when an infected person coughs or sneezes.

### How to Help Stop the Spread of Germs

- Take care to:
  - Cover your mouth and nose when you sneeze or cough
  - Clean your hands often
  - Avoid touching your eyes, nose or mouth
  - Stay home when you are sick and check with a health care provider when needed
  - Practice other good health habits.

### Cover your mouth and nose when you sneeze or cough

- Cough or sneeze into a tissue and then throw it away. Cover your cough or sneeze if you do not have a tissue. Then, clean your hands, and do so every time you cough or sneeze.

### Clean your hands often

- When available, wash your hands -- with soap and warm water - - then rub your hands vigorously together and scrub all surfaces. Wash for 15 to 20 seconds. It is the soap combined with the scrubbing action that helps dislodge and remove germs. When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used.

### Avoid touching your eyes, nose, or mouth

- Germs are often spread when a person touches something that is contaminated with germs and then touches their eyes, nose, or mouth. Germs can live for a long time (some can live for 2 hours or more) on surfaces like doorknobs, desks, and tables.

## Stopping the Spread of Germs (continued)

### Stay home when you are sick and check with a health care provider when needed

- When you are sick or have flu symptoms, stay home, get plenty of rest, and check with a health care provider as needed. Your employer may need a doctor's note for an excused absence. Remember: Keeping your distance from others may protect them from getting sick. Common symptoms of the flu include:
  - fever (usually high)
  - headache
  - extreme tiredness
  - cough
  - sore throat
  - runny or stuffy nose
  - muscle aches, and
  - nausea, vomiting, and diarrhea, (much more common among children than adults).

### Practice other good health habits

- Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food. Practicing healthy habits will help you stay healthy during flu season and all year long.

### More Facts, Figures, and How-To Ideas

CDC and its partner agencies and organizations offer a great deal of information about handwashing and other things you can do to stay healthy and avoid the germs that cause flu, the common cold, and other illnesses. See Other Resources (<http://www.cdc.gov/germstopper/resources.htm>) and Posters (<http://www.cdc.gov/germstopper/materials.htm>) on this Stop the Spread of Germs site for a select listing of Web sites, materials, and contact information. For more information, visit [www.cdc.gov/flu](http://www.cdc.gov/flu), or call the CDC Flu Information Line at (800) CDC-INFO.

## Emergency Disaster Information

### Contact Information

Name:	Address:	
Home Phone:	Cell Phone:	Work Phone:

### Emergency Contact Information

Name:	Address:	
Relationship:	Home Phone:	Other Phone:

### Medical Information

List All Prescription Medications	
List All Allergies (medicines, foods, etc)	Electrical Medical Devices:
	Alternative Medical Devices:


**Specific Medical Conditions and Special Needs (check all that apply)**

<input type="checkbox"/> Blindness	<input type="checkbox"/> Epilepsy
<input type="checkbox"/> Deafness (TDD/TTY)	<input type="checkbox"/> Dialysis
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Other Medical Conditions:
<input type="checkbox"/> Heart Problems	

Are you ambulatory (able to walk)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you wheelchair bound?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you use a walker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you on Oxygen:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Treatments Only	<input type="checkbox"/> No
Do you live:	<input type="checkbox"/> Alone	<input type="checkbox"/> With Spouse	<input type="checkbox"/> With Parents
	<input type="checkbox"/> With Children	<input type="checkbox"/> Other_____	

**Pet Information (if applicable, indicate how many)**

<input type="checkbox"/> Cat_____
<input type="checkbox"/> Dog_____
<input type="checkbox"/> Guide Dog_____
<input type="checkbox"/> Other (Explain)

## Partial Business Pandemic Planning Checklist

In the event of pandemic influenza, businesses will play a key role in protecting employees' health and safety as well as limiting the negative impact to the economy and society. Planning for pandemic influenza is critical. To assist you in your efforts, the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist for large businesses. It identifies important, specific activities large businesses can do now to prepare, many of which will also help you in other emergencies.

Further information can be found at [www.pandemicflu.gov](http://www.pandemicflu.gov)  
and [www.cdc.gov/business](http://www.cdc.gov/business).

Plan for the impact of a pandemic on your employees and customers:

Tasks	Not Started	In Progress	Completed
<ul style="list-style-type: none"> <li>Forecast and allow for employee absences during a pandemic due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Implement guidelines to modify the frequency and type of face-to-face contact (e.g. hand-shaking, seating in meetings, office layout, shared workstations) among employees and between employees and customers (refer to CDC recommendations).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Encourage and track annual influenza vaccination for employees.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Evaluate employee access to and availability of healthcare services during a pandemic, and improve services as needed.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Evaluate employee access to and availability of mental health and social services during a pandemic, including corporate, community, and faith-based resources, and improve services as needed.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Identify employees and key customers with special needs, and incorporate the requirements of such persons into your preparedness plan.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Establish policies to be implemented during a pandemic:

Tasks	Not Started	In Progress	Completed
<ul style="list-style-type: none"> <li>Establish policies for employee compensation and sick-leave absences unique to a pandemic (e.g. non-punitive, liberal leave), including policies on when a previously ill person is no longer infectious and can return to work after illness.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Establish policies for flexible worksite (e.g. telecommuting) and flexible work hours (e.g. staggered shifts).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Establish policies for preventing influenza spread at the worksite (e.g. promoting respiratory hygiene/ cough etiquette, and prompt exclusion of people with influenza symptoms).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Establish policies for employees who have been exposed to pandemic influenza, are suspected to be ill, or become ill at the worksite (e.g. infection control response, immediate mandatory sick leave).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Establish policies for restricting travel to affected geographic areas (consider both domestic and international sites), evacuating employees working in or near an affected area when an outbreak begins, and guidance for employees returning from affected areas (refer to CDC travel recommendations).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Set up authorities, triggers, and procedures for activating and terminating the company's response plan, altering business operations (e.g. shutting down operations in affected areas), and transferring business knowledge to key employees.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Allocate resources to protect your employees and customers during a pandemic:

Tasks	Not Started	In Progress	Completed
<ul style="list-style-type: none"> <li>Provide sufficient and accessible infection control supplies (e.g. hand-hygiene products, tissues and receptacles for their disposal) in all business locations.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Enhance communications and information technology infrastructures as needed to support employee telecommuting and remote customer access.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Ensure availability of medical consultation and advice for emergency response.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

