

Office of the Director

401 Fifth Avenue, Suite 1300
Seattle, WA 98032

206-296-4600 Fax 206-296-0166

TTY Relay: 711

www.kingcounty.gov/health



Law Enforcement Pandemic Influenza Preparedness Checklist

This checklist provides guidance for law enforcement agencies in developing and improving influenza pandemic response and preparation plans. *Please note that these steps are not listed 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 disease containment 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; coordinate messages with Public Health – Seattle & King County (Public Health).

2. Communicate with and educate your staff and persons in the communities you serve			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invite Public Health to provide an introductory briefing to command staff on influenza pandemics and avian flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local health department to educate staff and their families on pandemic influenza and avian flu, including prevention and treatment information.
<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 www.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 www.metrokc.gov/health/pandemicflu and www.pandemicflu.gov .)
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% 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 Public Health to clarify first responder priority vaccination and antiviral policies in the event of an outbreak.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review potential labor issues and consult with union representatives on emergency plans and policies.
4. Set up/review/clarify policies and protocols 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 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 (e.g., vacated schools, office complexes etc) and special population groups (e.g., 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 recovering from the effects of the illness.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and practices for preventing the spread of influenza at the worksite (e.g., 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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide for sufficient and accessible infection control supplies such as alcohol hand gel and tissues at convenient locations for staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enhance communications and information technology needed to support employee telecommuting where possible.
5. Coordinate with external organizations			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with Public Health, hospitals, and local emergency management to establish clear coordination related to security of health and medical sites and operations during a pandemic, including storage of the Strategic National Stockpile of medication and supplies, if requested.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coordinate with the King County Medical Examiner regarding the security needs involved with storage and disposition of a large number of dead.

Acknowledgements to Contra Costa (CA) Health Services for sharing the template for this checklist.