

15A. Emergency Medical Services Tools

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Pandemic Preparedness Checklist for EMS

Task/Activity	Yes/No	Action Required
1. Planning		
1.1 Has your Business Continuity plan been reviewed to ensure it can be implemented using pandemic flu assumptions? <ul style="list-style-type: none"> • 35% attack rate over the duration of the pandemic • Peak employee absenteeism rate of 20-25% 		
1.2 Has your EMS agency developed plans to address any issues unique to pandemic influenza?		
1.3 Is your EMS agency involved in developing local pandemic plans?		
2. Training/Education		
2.1. Does the EMS agency have a designated certified Occupational Health and Safety Committee member and backup, who are known to staff and available 24/7?		
2.2 Does the EMS agency include pandemic education material in staff orientations?		
2.3 Are all staff aware of their roles/responsibilities during a pandemic outbreak?		
2.4 Is there a designated area where staff can obtain information and be alerted to a potential influenza pandemic?		
2.5 Does the EMS agency provide ongoing pandemic training and education?		
2.6 Does the EMS agency have policies and procedures to quickly train staff for new or altered roles?		
3. Supply Chains		
3.1 Has the EMS agency identified the supplies required during an influenza pandemic? (See Chapter 10 for supplies template)		
3.2 Will suppliers be able to fulfill contracts during an influenza pandemic (i.e., do they have a pandemic plan)?		
3.3 Will suppliers be able to fulfill contracts if the border with the USA closes?		
3.4 Does EMS agency have a backup source of supply if current vendors are unable to deliver?		
4. Human Resources		
4.1 Has the EMS contingency staffing plan been reviewed to ensure it will be adequate during a pandemic?		
4.2 Does the EMS agency have a policy for addressing work refusal?		
4.3 Does the EMS agency have plans to support staff during a pandemic?		
5. Communications		
5.1 Has the EMS agency established a communication system with the local public health unit and other partners?		

5.2 Does the EMS agency have a plan for communicating with staff, volunteers and family members during a pandemic, including the person/s responsible for notifying staff and families?		
7. Infection Control/Occupational Health and Safety		
7.1 Has the EMS agency implemented engineering controls and administrative practices that will reduce the potential for the spread of influenza?		
7.2 Does the EMS agency have a process in place to implement routine assessment of staff for febrile respiratory infection (FRI) and/or influenza-like illness (ILI) when applicable?		
7.3 Has the EMS agency developed plans to provide support for staff during a pandemic?		