



# Non-Profit/Voluntary Sector Preparedness Checklist

To be prepared in the event of a pandemic influenza, planning is important for your non-profit or voluntary sector organization. The following checklist has been developed to assist you in your efforts in developing your pandemic influenza response and preparedness plans. It identifies activities you can do now to prepare, many of which will also help you in other emergencies.

## Plan for the impact of a pandemic on your organization:

	Not Started	In Progress	Completed
Identify a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine the potential impact of a pandemic on your organization's usual activities and services. Identify your essential services. What services must you keep going?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine the potential impact of a pandemic on outside resources that your organization depends on to deliver its services (i.e. supplies, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outline what the organizational structure will be during an emergency and revise periodically. The outline should identify key contacts with multiple back-ups, roles and responsibilities and who is supposed to report to whom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify and train essential staff (including full-time, part-time and unpaid or volunteer staff) needed to carry on your organization's work during a pandemic. Include back-up plans, cross-train staff in other jobs so that if staff are sick, others are ready to come in to carry on the work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test your response and preparedness plan using an exercise or drill, and review and revise your plan as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Communicate with and educate your staff, members and persons in the communities that you serve:

	Not Started	In Progress	Completed
Find up-to-date, reliable pandemic information and know where to refer staff and members of the community for more information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When appropriate, include basic information about pandemic influenza in public meetings (i.e. classes, small group meetings and announcements).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share your response plans with your staff and members, as you develop them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider your organization's unique contribution to addressing rumours, misinformation, fear and anxiety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify persons with special needs and incorporate the requirements of such persons into your preparedness plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Set up policies to follow during a pandemic:

Evaluate your organization's usual activities and services (including rites and religious practices if applicable) to identify those that may facilitate virus spread from person-to-person. Set up policies to modify these activities to prevent the spread of pandemic influenza (i.e. guidance for respiratory etiquette and hand hygiene and instructions for people with influenza symptoms to stay home rather than visit in person).

Not Started	In Progress	Completed
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Set up sick-leave policies for staff suspected to be ill, or who become ill at the worksite.

Set up policies for staff leave for personal illness or care for sick family members during a pandemic.

### Allocate resources to protect your staff, members and persons in the communities you serve during a pandemic:

Determine the amount of supplies needed to promote respiratory etiquette (or "cover your cough") and hand hygiene and how they will be obtained.

Not Started	In Progress	Completed
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Consider focusing your organization's efforts during a pandemic to providing services that are most needed during an emergency (i.e. mental/spiritual health or social services).

### Plan for the impact of a pandemic on your staff, members and persons in the communities that you serve:

Plan for staff absences during a pandemic due to personal and/or family illnesses, quarantines, school, business and public transportation closures. Staff may include full-time, part-time and volunteers.

Not Started	In Progress	Completed
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Work with Alberta Health Services to encourage yearly influenza immunization for staff, members and persons in the communities that you serve.

Evaluate access to mental health and social services during a pandemic for your staff, members and persons in the communities that you serve, and gain an understanding of how to interface with these resources at the time of a pandemic.

Identify persons with special needs (i.e. elderly, disabled, limited English speakers) and be sure to include their needs in your response and preparedness plan. Establish relationships with them in advance so they will expect and trust your presence during a crisis.

### Coordinate with external organizations and help your Community:

Understand the roles of the federal, provincial, municipal governments and Alberta Health Services and what to expect from each in the event of a pandemic.

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Work with your municipality, Alberta Health Services, Alberta Health and Wellness, insurers and other appropriate agencies to understand their plans and what they can provide. Share your preparedness and response plans and what your organization is able to contribute.

Share what you've learned from developing your preparedness and response plan with other Non-profit and Voluntary Sector Organizations to improve community response efforts.

**Your source for more pandemic information:**

[www.health.alberta.ca](http://www.health.alberta.ca)

**HEALTHLink Alberta 780-408-LINK (5465) Calgary 403-943-LINK (5465)  
toll free 1-866-408-LINK [www.healthlinkalberta.ca](http://www.healthlinkalberta.ca)**