

This checklist has been developed by the CHA Hospital Preparedness Program to assist hospital CEOs in assessing their facility’s preparation for the H1N1/Seasonal Influenza. The checklist recommendations are general in nature with the purpose of prompting review and action. As public health is the lead agency in this event, every effort should be made to remain up to date with rapidly changing local, state, and federal guidance and regulations. A comprehensive, expanded checklist has been developed for hospital disaster coordinators, infection control preventionists and employee health coordinators to assist them with their preparedness activities as well. Additional emergency preparedness resources can be found at the new CHA Emergency Preparedness Website www.calhospitalprepare.org.

H1N1 Hospital CEO Checklist	
<input type="checkbox"/>	Review and update surge plans with an emphasis on infectious disease surge, including Pandemic Influenza Plan and related policies and procedures (e.g. mass fatality, mental health support).
<input type="checkbox"/>	Ensure that protocols and processes are in place to prioritize limited services and scarce resources
<input type="checkbox"/>	Ensure resources and/or supply chain plan to meet surge of influenza patients (e.g., ventilators, masks, N95 respirators, antivirals).
<input type="checkbox"/>	Plan for vaccination of employees for both seasonal and H1N1, assuming separate vaccination cycles. Educate and encourage staff to be vaccinated to reduce absences and reduce transmission.
<input type="checkbox"/>	Ensure your hospital has pre-registered for H1N1 vaccine at www.CalPanFlu.org . Vaccine is in production and currently expected to be available by mid-October.
<input type="checkbox"/>	Ensure triage plan identifies and separates potential H1N1 patients from non-infected patients to minimize exposures.
<input type="checkbox"/>	Develop plans to monitor workforce for influenza-like-illness to minimize exposure and to comply with hospital exclusion-from-work-policy.
<input type="checkbox"/>	Provide education and cross-training for specific needs (e.g., PPE, pediatric care, ventilator management, security). Plan for clear and regular communication with staff regarding guidance, protocols and situation status.
<input type="checkbox"/>	Review infection control management protocols for patients, visitors, vendors and others entering the facility
<input type="checkbox"/>	Identify and establish communication protocols with Operational Area medical-health agency(ies) for coordination, resource management/mutual aid, guidance updates and status reporting.
<input type="checkbox"/>	Ensure continuity of operations plans assume reduced workforce and potential financial impacts (e.g., reduction in scheduled admissions, registry use and increased use of resources).
<input type="checkbox"/>	Address potential need for security to limit/manage facility access, and protect scarce resources (e.g., masks, N95 respirators, vaccine, antivirals).

*The websites for official state and federal information regarding the Pandemic (H1N1) 2009 Influenza are:
<http://www.cdc.gov/h1n1flu>; <http://www.cdph.ca.gov/healthinfo/discond/pages/swineinfluenzahealthpros.aspx>.*