

**Faith-Based and Community Organizations
 Pandemic Flu Checklist**

The Centers for Disease Control and Prevention would like each community to start planning in case of pandemic flu. These plans include being involved in state and local pandemic flu meetings. People need to be aware of pandemic flu and prepare a disaster plan. Taking the extra time to make a plan of action may prevent confusion and panic if pandemic flu occurs. Include all members and staff in the planning process. Also, urge staff and families to have their own plan of action. For further information contact: <http://www.pandemicflu.gov>.

	Completed	In Progress	Not Started
Form a pandemic planning committee			
Develop a plan of action for handling pandemic flu			
Assign a member to maintain updates on pandemic flu			
Determine by whom and when services will be cancelled			
Determine alternative services to be provided for members during closure			
Start a phone tree to stay in contact with members who may become quarantined			
Distribute information on staying healthy such as hand-washing, face masks, staying home if sick			
Ensure that all written and oral materials are culturally sensitive			
Have emergency kits available containing hand sanitizer, soap, paper towels, face masks			

Peggy Riley, RN, MSN, Extension Specialist for Health

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