



**Policies and Practices**  
**Infection Control – Bioterrorism & Disaster Preparedness**  
**Pandemic Influenza Planning Committee & Response Coordinator**

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**Policy Statement**

A multidisciplinary Pandemic Influenza Planning Committee has been established to develop and oversee the facility’s pandemic influenza preparedness planning, including the written plan. A Pandemic Influenza Response Coordinator has been appointed to facilitate and implement the plan and to provide feedback to the committee.

**Policy Interpretation and Implementation**

1. The Pandemic Influenza Planning Committee is a multidisciplinary group established to develop and oversee this facility’s pandemic influenza preparedness.
2. Members of the committee include the following individuals and/or departments:
  - a. Facility administration representative;
  - b. Medical Director;
  - c. Nursing Services;
  - d. Infection Preventionist;
  - e. Employee health representative;
  - f. Staff Development Coordinator;
  - g. Maintenance services;
  - h. Environmental/Housekeeping services;
  - i. Dietary services;
  - j. Pharmacy services;
  - k. Physical therapy services;
  - l. Resident/family representative; and
  - m. Other:

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3. The Influenza Planning Committee appoints the Pandemic Influenza Response Coordinator to:
  - a. Help implement the pandemic influenza preparedness plan throughout the facility;
  - b. Maintain contact with state and regional pandemic influenza preparedness groups;
  - c. Attend regional meetings, workshops and training sessions to obtain information on pandemic influenza preparedness and coordinate the facility's plans with other pandemic influenza plans;
  - d. Monitor public health advisories on a weekly basis (or more often, as necessary);
  - e. Participate in facility surveillance of influenza-like illness and confirmed disease (in collaboration with the Infection Preventionist);
  - f. Communicate with residents and family members regarding the status and impact of pandemic influenza in the facility; and
  - g. Coordinate the training of facility staff (in collaboration with the Staff Development Coordinator).
4. Committee members' names, titles, and contact information are listed on the Pandemic Influenza Planning Committee Roster located in the written pandemic influenza communications plan.

<b>References</b>	
<b>Related Documents</b>	Pandemic Influenza Planning Committee Roster
<b>Generations Revision</b>	March 2020
<b>Version</b>	1.2 (H5MAPL1007)