

PANDEMIC PREPAREDNESS & RESPONSE PLANNING



FOR FAITH BASED ORGANIZATIONS
& PLACES OF WORSHIP



Public Health Preparedness
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Safeguarding our community's health

PLANNING WORKBOOK
Faith Based Organizations
& Places of Worship

While no one knows when the next pandemic will happen, we do know that emerging diseases such as the Avian & Swine Flu is already a pandemic among birds and that it has infected and killed humans in numerous countries over that past several years. Recognizing the ease with which a flu virus can mutate, experts believe that it is only a matter of time before a similar, highly contagious “new” flu appears somewhere in the world. And in view of our mobile society, such a disease will travel rapidly, infecting thousands in a mere few days. It is for these reasons that planning for a pandemic is a responsible and positive activity for every person, family, and group.

The collaboration of faith-based and community organizations with public health agencies will be essential in protecting the public’s health and safety if and when an pandemic occurs. This workbook provides guidance for religious organizations and places of worship (churches, synagogues, mosques, temples, etc.) in developing and improving Pandemic Preparedness and Response (PPR) plans. Many of the points suggested here can improve your organization’s ability to protect your community during emergencies in general.

Now is the time to begin constructing a plan in the instance that a pandemic occurs in your area. These checklists are to encourage thoughts and discussions that will aid in developing a plan and ensuring that you and your staff are prepared, and that you can assist your congregation and the people in the community you serve.

This workbook contains three sections that may be used for the planning process, including a discussion guide, a checklist and a template for the actual plan itself.

Should you have any questions about the content, please do not hesitate to contact Tarrant County Public Health at 817-321-4700 or visit our website at www.tarrantcounty.com/eHealth. There are health educators who can present informative programs for your leaders and for your congregation.

** The strategies and guidelines from this Workbook can be adapted for broader contingency plans encompassing other disasters caused by bioterrorism and the emergence of any new, highly transmissible and/or severe communicable diseases. Pandemic scenarios should also be incorporated into other emergency plans.*

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Pandemic Preparedness and Response ‘PPR’

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First Considerations and Planning Steps

Steps	Planning Notes
<p>Develop a Committee that will write your pandemic preparedness and response plan 'PPR'. Include church leadership, staff representatives, facilities and maintenance, kitchen workers, and parish nurses (if your organization provides them).</p> <p>Eventually, these people will fulfill narrowly-defined (but specific) leadership roles within your PPR plan.</p>	<p><i>The list of these committee members will become the Appendix A of the PPR plan. The list consists of the name, contact phone numbers, email and street addresses of each member. This information should be updated anytime there is a change in personnel, in their contact information, or any other status.</i></p>
<p>Determine what impact a pandemic would have on your church's usual activities (ministry).</p> <ul style="list-style-type: none"> • Will daily operations continue as usual? • Will your ministry increase its services to the community? • If so, which services will be affected? <i>This may vary depending on the severity of the pandemic. Planning for surge of funeral and memorials is recommended.</i> • Do you anticipate your facility will be used differently than usual? (Does your facility have certain resources that the community might view as a "safe haven"?) 	<p><i>These points will help outline and limit your PPR plan. This part does not necessarily need to refer to personnel as much as it should delineate the scope of operations and services your church decides to continue (if any).</i></p>
<p>If your church houses or operates a Child Care Center, please also see CHILD CARE CENTER PPR PLANNING INFORMATION</p>	<p><i>Certain planning steps must be taken for preparation of locations that operate or house Child Care Centers. These planning steps are <u>in addition</u> to those for a church facility. Please see additional planning workbooks.</i></p>
<p>Think about your Supply Chain. In a pandemic, transport and delivery services may be interrupted in order to limit spread of the disease.</p>	<p><i>What resources does your church rely on to ensure daily operations? These may be <u>items</u> such as supplies, food, publications, etc. They may also be the <u>services</u> that are used by your staff at work (maintenance, vendors, meal preparation, etc.) or by your congregation or community (transportation, etc.).</i></p>

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<p>Develop an Organizational Chart that names (by title) all personnel who will be utilized during a pandemic.</p> <p>Designate replacement or back-up personnel (by title or position) who will step in for the First Level.</p> <p>Assignment of roles and responsibilities</p>	<p><i>This chart will be referred to throughout the pandemic event, so we suggest designating a First, Second, and Third level to provide depth of personnel.</i></p> <p><i>Should the pandemic extend into months, then perhaps some personnel could be rotated.</i></p> <p><i>Once the Chart is established, determine the role and scope of authority and the responsibilities for each position.</i></p>
<p>In order for your ministry to continue its daily routine during a pandemic, consider cross-training your staff or using volunteers as replacements.</p> <ul style="list-style-type: none"> ● Train full/part time employees ● Train volunteers ● Cross-train staff to do the work of ill staff members ● Incident Command Training 	<p><i>Which positions to cross-train will become apparent after the Organizational Chart is assembled.</i></p>
<p>For many organizations, it may be beneficial to receive professional training in the Incident Command Structure ('ICS'). This training enables better interface with first responders in any type of disaster.</p>	<p><i>ICS training is available on-line at the Federal Emergency Management web-site www.FEMA.gov</i></p>
<p>Once you have completed your PPR Plan, invite all members of the Planning Committee and volunteers from the congregation to participate in a mock event (drill) to evaluate the plan's functionality.</p>	<p><i>Announcement & invitations should be mailed or distributed 2-4 weeks in advance of the drill date.</i></p> <p><i>Schedule the drill at a time when you will have optimum participation.</i></p> <p><i>Participants' seating arrangements should encourage discussion and exchange of ideas and suggestions.</i></p>

Communication, Education & Outreach

Steps	Planning Notes
<p>Develop a variety of ways to convey your church's PPR planning efforts and activities. Keep in mind the many technology-driven means of communication used daily.</p> <ul style="list-style-type: none"> • Church website • Posting Flyers • Special Announcements 	<p><i>You may also consider having TCPH educators make informative presentations to your congregation or to various classes at your church.</i></p>
<p>Identify resources that provide reliable pandemic information from various public, state and local health departments and make this information available to your members and others.</p> <ul style="list-style-type: none"> • http://health.tarrantcounty.com • www.cdc.gov • www.who.gov 	
<p>Display or distribute materials with basic information about the pandemic. These materials should include information about:</p> <ul style="list-style-type: none"> • Signs and symptoms • Transmission & Containment • Respiratory hygiene and cough etiquette • Family preparedness plans • How to care for an ill person at home 	<p><i>To identify these information resources, keep in mind the various age groups within your congregation and in your community. TCPH can present informative programs that are tailored to each audience. Contact Tarrant County Public Health for more information.</i></p>
<p>Meetings at your facility provide excellent opportunities to educate and inform your members and the community about health issues, including basic information about the pandemic.</p> <ul style="list-style-type: none"> • Group meetings (such as clubs or civic organizations that use your facility) • On-premises training sessions • At church-sanctioned gatherings 	<p><i>Again, bear in mind the level of understanding and ability among your congregation and community. Make sure printed materials are written appropriately, and do not incite anxiety or panic.</i></p>

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<p>Consider the unique way that your church may address fear and anxiety when situations of this type occur, and explore methods that can be used to calm the community.</p> <ul style="list-style-type: none"> • Share your completed Response Plan with all church leadership, your staff, and congregation. • If you have Parish Nurses, make certain they are educated about PPR plans. • Encourage staff and congregation to participate in a drill to test your PPR plan when it is completed. 	<p><i>Your TCPH representative may be helpful with referring you to various resources, developing ideas, or with writing these messages.</i></p>
<p>Advise staff, church members and residents of the community to follow information that is provided by reliable information sources (i.e., Tarrant County Public Health and the Centers for Disease Control and Prevention.)</p> <p><i>This list could become an Appendix to your Plan, and available for circulating among your staff and congregation when an event has occurred or in advance of an expected event, such as a pandemic.</i></p>	<p><i>Preparing to meet the challenges of a pandemic is as much an emotional endeavor as it is a physical one. Having a plan should alleviate some of the anxiety and fear, so communicating that plan is essential to the overall well-being of your staff, congregation, and the community you serve.</i></p>
<p>Ensure that the level at which you communicate is appropriate for the community you serve:</p> <ul style="list-style-type: none"> • Various cultures • Different languages • Reading levels • Visually and Hearing impaired 	<p><i>The broadcast media may <u>not</u> be the best source during a disaster, so you should seek out local authorities and/or people with whom you have a personal relationship, such as your own physician or physicians in your congregation.</i></p>

Staff, Congregation, & the Community You Serve

Steps	Planning Notes
<p>Plan for staff absenteeism during the pandemic as a result of :</p> <ul style="list-style-type: none"> • Personal or family illness • Voluntary Isolation -- “Stay home if you are sick, or if you have been exposed to someone who is sick.” • Quarantines (This is a civil action and will require law enforcement.) • Closures (school, businesses, public transportation) 	<p><i>TCPH recommends that staff be cross-trained so that the ministry can carry on despite being short-handed. In other words, have staff members outline their job duties, and then suggest a process that periodically allows and encourages the exchange of information, experience and job responsibilities so that staff members become familiar with duties of peers.</i></p>
<p>Work with Tarrant County Public Health during a pandemic. For example, promote and encourage seasonal vaccination for staff and their families, church members, and residents of your local community.</p> <p><i>During the annual flu season (Oct-May) Tarrant County Public Health arranges “Flu Shot Events” at various church locations throughout Tarrant County.</i></p>	<p><i>TCPH offers informational presentations that increase understanding and participation about the benefits of having seasonal flu shots among the general population</i></p>
<p>Identify people within your congregation and in the community with special needs (elderly, disabled, limited English speakers) and incorporate their need requirements into your PPR plan.</p> <p>Relate your PPR plans to them and their caregivers in advance so that they can be reassured and so that they can prepare themselves.</p>	<p><i>In many cases, the caregiver or a relative may be your best source of information and it is always appropriate to enlist their assistance with preparedness and response planning.</i></p>
<p>During a disaster such as a flu pandemic, consider augmenting access to mental and social services for your staff, congregation, and to the</p>	<p><i>For example, you and your staff may be trained to participate in telephone banks or to offer grief counseling.</i></p>

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community.	
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Organizational Policies & Procedures

Steps	Planning Notes
<p>Develop non-penalizing Staff Leave policies for personal illness/or to care for sick family members during a pandemic.</p> <ul style="list-style-type: none"> • Will we use our “Vacation Days” as paid sick days? • Should we budget for Flex Days that can be used only during a Disaster, such as a pandemic? 	<p><i>These policies may be dictated by the regional or national or denominational authority.</i></p> <p><i>Making these determinations <u>now</u> will limit confusion and also contribute to better cooperation among staff when the pandemic strikes.</i></p>
<p>Establish mandatory Sick Leave policies for staff suspected to be ill, or who become ill while at work.</p> <ul style="list-style-type: none"> • Employees should remain home until their illness is resolved, and they are physically able to return to work. • Establish policies for prompt attention to employees who have been exposed at work. 	<p><i>Also, it is important to develop a written policy for dealing with employees who become sick at work. Will you isolate them? Will they be sent home? Is there transportation if necessary?</i></p>
<p>To limit the spread of pandemic disease, it is obvious that personal contact must be minimized. Develop policies that allow alternatives within the organization for less face-to-face contact.</p> <ul style="list-style-type: none"> • Flexible work hours or staggered shifts • Working from home 	<p><i>Consider physical barriers (personal protective equipment, or structural, such as glass dividing walls, etc.) whenever possible, and these barriers usually offer safety benefits, as well.</i></p>
<p>Evaluate your church’s usual activities, identify those that may facilitate virus spread from person to person (such as welcoming one another with a handshake), and modify those activities to reduce risk of exposure to the pandemic.</p> <ul style="list-style-type: none"> • Promote healthy hygiene habits • Make suggestions for alternatives to shaking hands, sharing communion cups, etc. 	<p><i>TCPH can assist you with training and printed materials that encourage these good hygiene practices.</i></p>

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<ul style="list-style-type: none"> • Post “MUST Wash Hands” reminders in all restrooms • Instruct proper “Cover Your Cough” etiquette 	
<p>Restricting travel to affected locations during a pandemic (domestic, international) is within the purview of the Local Health Authority, and is one way to curtail the spread of pandemic disease.</p> <p>With your cooperation, our community can ensure that persons returning from an infected location are properly informed.</p>	<p><i>During a pandemic, it may become necessary to limit activities such as travel or visitation. Considerations must also apply to worship services, funerals and hospital visitation, as well.</i></p>
<p>What puts your church’s PPR into action? Consider using threshold for attendance, local school closings, or declarations for social distancing, so that you may alter scheduled public activities accordingly.</p> <p>Once the pandemic has passed, it is important to have some identifiable way to resume normal functions. This step is frequently omitted from the planning process, and that leads to misinformation and extends recovery time for the organization.</p>	<p><i>Just as importantly, you must determine a signal for moving into the RECOVERY stage.</i></p>

Equipment, Services, & Vital Resources

Steps	Planning Notes
<p>Determine the quantity of supplies needed to promote healthy habits and how the supplies will be acquired and stored.</p> <ul style="list-style-type: none"> • Personal Protective Equipment • Respiratory hygiene supplies (masks) • Hand hygiene products (soap, alcohol-based sanitizer) • Tissues • Other disposable items, along with receptacles for proper discarding. 	<p><i>Include in your annual budget some provision for Personal Protective Equipment (PPE) such as N-95 masks, gloves, goggles, and also enough alcohol-based hand sanitizers to place one in each restroom.</i></p> <p><i>Be certain your maintenance crew is trained about Infection Control, and that they regularly sanitize work areas, play areas, and eating areas.</i></p>

<ul style="list-style-type: none"> Disinfectants and Cleaning products 	
<p>Consider re-focusing your ministry's efforts toward providing services that are most needed during a pandemic emergency.</p> <ul style="list-style-type: none"> Mental/spiritual health Social services Grief counseling Funeral services 	<p><i>During the period of a pandemic, families may experience the loss of a loved one, personal financial hardship, or severe depression. There will almost certainly be a shortage of trained professionals during such times. As a skilled leader, you and your staff may contribute to your community's emotional health by expanding or re-focusing your services to meet these needs.</i></p>

Community Partnerships

Steps	Planning Notes
<p>Share your preparedness plans with your regional or denominational authority, and encourage sister churches and organizations to exchange ideas.</p> <ul style="list-style-type: none"> Also, provide a forum for staff and members to offer suggestions for their personal preparedness plans. Consider utilizing the regional or denominational office as a forum for exchanging "best practices" among member churches. 	<p><i>Opening the dialogue with leaders in other faith communities is also recommended and can lead to shared or pooled resources, possibly even mitigating some expenses. For instance, during a disaster one church location may be ideal as a counseling center, while another location may function better as a safe-haven or protected environment.</i></p>
<p>Collaborate with TCPH and emergency responders to understand their preparedness plans, and what they might contribute to your planning process.</p>	<p><i>It is strongly recommended that you meet local responders and public health representatives, and include them in discussions as you formulate your PPR Plan.</i></p>
<p>Personal preparedness is essential to safety and survival during a pandemic. Working with other faith-based and community organizations will help the</p>	<p><i>Participate in Drills and Exercises that are organized and conducted by the Tarrant County Public Health.</i></p>

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<p>entire community prepare for the pandemic.</p>	<p><i>Tarrant County Public Health can provide educational programs for your congregation, staff, and community outreach groups. Please contact 817-321-4879 for more information.</i></p>
<p>Ensure that your staff, members and community residents have access to medical advice and health care services.</p>	<p>.</p> <ul style="list-style-type: none"> • <i>A local 2-1-1 line may be utilized as a reliable source of information and direction during a pandemic event.</i>

Adapted from the US Department of State Health Services Pandemic Influenza Preparedness Checklists, expanded versions available online at www.pandemicflu.gov by the Pandemic Influenza Planning team, Tarrant County Public Health.

FAITH-BASED & COMMUNITY ORGANIZATIONS PANDEMIC INFLUENZA PREPAREDNESS CHECKLIST



The collaboration of Faith-Based and Community Organizations with public health agencies will be essential in protecting the public's health and safety if and when an influenza pandemic occurs. This checklist provides guidance for religious organizations (churches, synagogues, mosques, temples, etc.), social service agencies that are faith-based, and community organizations in developing and improving influenza pandemic response and preparedness plans. Many of the points suggested here can improve your organization's ability to protect your community during emergencies in general. You can find more information at www.pandemicflu.gov.

1. Plan for the impact of a pandemic on your organization and its mission:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign key staff with the authority to develop, maintain and act upon an influenza pandemic preparedness and response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine the potential impact of a pandemic on your organization's usual activities and services. Plan for situations likely to require increasing, decreasing or altering the services your organization delivers.
<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 (e.g., supplies, travel, 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, role 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.

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

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Find up-to-date, reliable pandemic information and other public health advisories from state and local health departments, emergency management agencies, and CDC. Make this information available to your organization and others.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Distribute materials with basic information about pandemic influenza: signs and symptoms, how it is spread, ways to protect yourself and your family (e.g., respiratory hygiene and cough etiquette), family preparedness plans, and how to care for ill persons at home.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When appropriate, include basic information about pandemic influenza in public meetings (e.g. sermons, classes, trainings, small group meetings and announcements).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share information about your pandemic preparedness and response plan with staff, members, and persons in the communities that you serve.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop tools to communicate information about pandemic status and your organization's actions. This might include websites, flyers, local newspaper announcements, pre-recorded widely distributed phone messages, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider your organization's unique contribution to addressing rumors, misinformation, fear and anxiety.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise staff, members, and persons in the communities you serve to follow information provided by public health authorities--state and local health departments, emergency management agencies, and CDC.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that what you communicate is appropriate for the cultures, languages and reading levels of your staff, members, and persons in the communities that you serve.

continued



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3. Plan for the impact of a pandemic on your staff, members, and the communities that you serve:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan for staff absences during a pandemic due to personal and/or family illnesses, quarantines, and school, business, and public transportation closures. Staff may include full-time, part-time and volunteer personnel.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local health authorities to encourage yearly influenza vaccination for staff, members, and persons in the communities that you serve.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate access to mental health and social services during a pandemic for your staff, members, and persons in the communities that you serve; improve access to these services as needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify persons with special needs (e.g. 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.

4. Set up policies to follow during a pandemic:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set up policies for non-penalized staff leave for personal illness or care for sick family members during a pandemic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set up mandatory sick-leave policies for staff suspected to be ill, or who become ill at the worksite. Employees should remain at home until their symptoms resolve and they are physically ready to return to duty (Know how to check up-to-date CDC recommendations).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set up policies for flexible work hours and working from home.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 (e.g. guidance for respiratory hygiene and cough etiquette, and instructions for persons with influenza symptoms to stay home rather than visit in person.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Follow CDC travel recommendations during an influenza pandemic. Recommendations may include restricting travel to affected domestic and international sites, recalling non-essential staff working in or near an affected site when an outbreak begins, and distributing health information to persons who are returning from affected areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set procedures for activating your organization's response plan when an influenza pandemic is declared by public health authorities and altering your organization's operations accordingly.

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

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine the amount of supplies needed to promote respiratory hygiene and cough etiquette and how they will be obtained.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider focusing your organization's efforts during a pandemic to providing services that are most needed during the emergency (e.g. mental/spiritual health or social services).

6. Coordinate with external organizations and help your community:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understand the roles of federal, state, and local public health agencies and emergency responders and what to expect and what not to expect from each in the event of a pandemic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state public health agencies, emergency responders, local healthcare facilities and insurers to understand their plans and what they can provide, share about your preparedness and response plan and what your organization is able to contribute, and take part in their planning. Assign a point of contact to maximize communication between your organization and your state and local public health systems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coordinate with emergency responders and local healthcare facilities to improve availability of medical advice and timely/urgent healthcare services and treatment for your staff, members, and persons in the communities that you serve.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you've learned from developing your preparedness and response plan with other Faith-Based and Community Organizations to improve community response efforts.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work together with other Faith-Based and Community Organizations in your local area and through networks (e.g. denominations, associations, etc) to help your communities prepare for pandemic influenza.

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APPENDIX A

Pandemic Team

Name	Phone	Address	Email

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APPENDIX B

Emergency Contact Numbers

Neighbors:

This section may include churches, stores, and other businesses that are adjacent to your property. If an isolation order is issued during a pandemic, it may become necessary to control traffic flow. Be sure to include the local police and sheriff's department phone numbers!

Suppliers:

These are the people with whom you deal with regularly, including office supply, food supply, delivery, etc. It would be wise to include the local information as well as the national number, if applicable.

Contractors:

These are the people whom you may have coming into your facility as workers, such as an outside maintenance or grounds-keeping service, food catering services, laundry service, water delivery, etc. Again, use the local numbers but if there are national numbers, be sure to include them, as well, in case their local employees are not available or able to receive your messages.

Transportation:

This section should include all bus and taxi service numbers that are normally used by staff and congregation. In a pandemic, these vehicles may be re-assigned to perform other duties, so it may be necessary to verify that their services are still available to assist your staff and congregation on an on-going basis. Also, if an isolation order should come, then these services may be terminated without much advance notice.

APPENDIX C

Trusted Resource List

This list should (at the minimum) include the following information:

817- 321-4700 Tarrant County Public Health
1101 S. Main Street
Fort Worth, TX 76104

211 Local 211 Community Information telephone hotline

Phone & Email of a practicing physician within your congregation

Phone contact at Local 24-hour news Radio Station

Phone contact at Local TV News Channel

Phone contact at Local newspaper

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APPENDIX D

Critical Call List

This is the list of everyone in authority at your church, including members who may regularly arrive on the premises without notice (daily worship routine, "helping hands", etc.)

Information should include name and phone numbers, but also may extend to family members' contact information in the event there is no cell phone number provided.

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APPENDIX E

Cross Training Chart

Position	Duties	Training Completed by
		names of staff who have been trained to fulfill this role

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APPENDIX F

Remote Work Location

This list includes the POSITION and PLACE where those duties will be performed, along with all communications means (telephone, cell phone, email, fax, etc.)