

**ACTIONS CHECKLIST—FIRST CASE**

**If the region’s first case of pandemic influenza comes to this  
VA health care facility: \_\_\_\_\_**

Actions (these may be done concurrently)	Details	Assigned to (name, contact info)	✓
Isolate the patient in negative airflow room on Airborne Infection Isolation + Contact Precautions, if possible.			
Record names and address/phone/email of possible case contacts within your facility (patients and staff).			
Implement your facility’s emergency plan for pandemic influenza. This will likely include the following steps:			
Contact infection control.			
Contact others pertinent to your facility (for example, VAMC leadership, emergency manager, safety officer, occupational health, clinical laboratory, public affairs etc).			
Contact local public health per your plan to: <ul style="list-style-type: none"> <li>• Review epidemiology.</li> <li>• Plan diagnostic testing: specimens, handling, transport.</li> <li>• Review patient care strategies, including use of antivirals.</li> <li>• Review your VA facility’s responsibilities in public health measures likely to be used (vaccine, quarantine, contact tracing, etc).</li> </ul>			
Contact VISN leadership per your plan.			
Assemble team per plan to prepare for surge of patients. Consider: <ul style="list-style-type: none"> <li>• Space availability (triage space, negative airflow or isolation rooms; cohorting areas)</li> <li>• Staffing</li> <li>• Critical supplies</li> </ul>			
Coordinate with leadership and public affairs to communicate with staff, patients, media, community at large.			

Actions (these may be done concurrently)	Details	Assigned to (name, contact info)	✓
Update, download, print, and distribute instructions, educational materials, and signage for patients and staff (screening on entry, hand and respiratory hygiene, home care, self-triage, what is pandemic influenza?) available on Web from VA ( <a href="http://www.publichealth.va.gov/infectiondontpassiton">http://www.publichealth.va.gov/infectiondontpassiton</a> ), and from Federal government at <a href="http://www.pandemicflu.gov">http://www.pandemicflu.gov</a>			

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