

# **AABB Interorganizational Task Force on Pandemic Influenza and the Blood Supply**

## **BLOOD COLLECTION FACILITY AND TRANSFUSION SERVICE PANDEMIC INFLUENZA PLANNING CHECKLIST**

In the event of pandemic influenza, blood centers and transfusion services must be aggressive in protecting employees' health and safety and in working to limit the negative impact on health care by disruptions to the blood supply.

Planning for pandemic influenza is critical. To assist blood collection facilities and transfusion services, the AABB Interorganizational Task Force on Pandemic Influenza and the Blood Supply (Task Force) has developed this checklist to identify specific steps facilities can take to prepare for a pandemic. Many of these steps will also help in other emergencies and in preparedness for annual influenza activity.

Additional information on pandemic flu can be obtained from the following Web sites:

- Link to the main page for AABB's Disaster Response Web site.  
[http://www.aabb.org/Content/Programs\\_and\\_Services/Disaster\\_Response/disastercontact.htm](http://www.aabb.org/Content/Programs_and_Services/Disaster_Response/disastercontact.htm)
- Link to the AABB Interorganizational Task Force on Domestic Disasters and Acts of Terrorism *Disaster Operations Handbook*.  
[http://www.aabb.org/Documents/Programs\\_and\\_Services/Disaster\\_Response/dohdbk030503.pdf](http://www.aabb.org/Documents/Programs_and_Services/Disaster_Response/dohdbk030503.pdf)
- Link to the AABB Interorganizational Task Force on Domestic Disasters and Acts of Terrorism *Disaster Operations Handbook – Hospital Supplement*.  
[http://www.aabb.org/Documents/Programs\\_and\\_Services/Disaster\\_Response/dohdbksupp030503.pdf](http://www.aabb.org/Documents/Programs_and_Services/Disaster_Response/dohdbksupp030503.pdf)
- US Government avian and pandemic flu information. <http://www.pandemicflu.gov>
- Federal Emergency Management Agency (FEMA) listing of all emergency management agencies and state offices. [www.fema.gov/about/contact/statedr.shtm](http://www.fema.gov/about/contact/statedr.shtm)
- Link to each state's pandemic influenza preparedness plan.  
<http://www.cste.org/specialprojects/influenzaplans/statemap.asp>
- Centers for Disease Control and Prevention Web site for emergency preparedness and response.  
[www.bt.cdc.gov/planning](http://www.bt.cdc.gov/planning)
- *Morbidity and Mortality Weekly Report* on the recommendations of the Advisory Committee on Immunization Practices (ACIP) for prevention and control of influenza.  
<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr55e628a1.htm>
- World Health Organization Web site for information on pandemic influenza.  
<http://www.who.int/en/>
- Health Resources and Services Administration (HRSA) Web site for the National Vaccine Injury Compensation Program (VICP).  
<http://www.hrsa.gov/vaccinecompensation>

## Plan for the Impact of a Pandemic on Your Business

### 1.0 Operational Risk Planning

TASKS	Not Started	In Progress	Completed	Not Applicable
1.1 Identify a pandemic coordinator and/or team with defined roles/responsibilities for preparedness and response planning. Coordinator: _____ Member: _____ Member: _____ Member: _____ Member: _____ Member: _____ Member: _____ Member: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Develop a written plan to address all of the elements contained within this checklist, including an organizational chart delineating lines of authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Develop a generic disaster plan, including an overall assessment of the critical infrastructure of the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Identify essential employees and other critical inputs required to maintain business operations by location and function during a pandemic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Develop a plan for surveillance and detection of pandemic infection in the population served.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Develop and plan for scenarios likely to result in an increase or decrease in demand for your products and/or services during a pandemic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Conduct an exercise/drill to test your plan at least annually, increased frequency preferred. Revise the plan as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Determine the potential impact of a pandemic on facility's financials using multiple possible scenarios that affect different product lines and/or production sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Determine the potential impact of a pandemic on business-related domestic/international travel and shipping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Establish infection control policies for the prevention of the spread of influenza at the worksite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Establish policies for restriction of travel to affected geographic areas, evacuation of employees, and return of employees from affected areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>TASKS</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Completed</b>	<b>Not Applicable</b>
1.12 Set up authorities, triggers, and procedures for activating and terminating the facility's response plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.0 Donor Issues</b>				
<b>TASKS</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Completed</b>	<b>Not Applicable</b>
2.1 Review the AABB Disaster Operations Manual and maintain open communications with the AABB task force for changes regarding donor eligibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Develop strategies to encourage donors to make and keep appointments during a pandemic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Plan with key blood drive sponsors for blood drives before a pandemic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Develop strategies to sustain and reinforce collections of critical products through models of pandemic impact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Plan for facility entry checkpoints to screen donors for signs and symptoms of flu.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Develop material for donors to educate and encourage influenza immunization, both annual and pandemic, as available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Advocate access to vaccines and antiviral drugs for committed donors with local and state priority setting agencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Develop a process regarding collection and use of flu-related postdonation information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.0 Staff Issues</b>				
<b>TASKS</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Completed</b>	<b>Not Applicable</b>
3.1 Establish policies for employee compensation and sick-leave absences unique to a pandemic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Provide sufficient and accessible infection control supplies in all business locations. These should initially emphasize hand hygiene and appropriate disinfection procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Establish policies for employees who have been exposed to pandemic influenza, are suspected to be ill, or become ill at the worksite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Implement guidelines to reduce the frequency and type of face-to-face contact among employees and customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Plan for facility entry checkpoints to screen employees for signs and symptoms of flu.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Establish policies for flexible work hours and alternate worksites where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Train and prepare an ancillary workforce (eg, contractors, other employees, retirees).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>TASKS</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Completed</b>	<b>Not Applicable</b>
3.8 Educate staff on infection control process and influenza.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9 Encourage and track employee influenza vaccination (both annual and pandemic).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10 Advocate with local and state priority-setting agencies for vaccines and antiviral drugs for critical staff as available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.11 Maintain awareness of current recommendations from public health authorities on the utility, use, availability and stockpiling of antiviral medications by critical health infrastructure organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.12 Prioritize activities that may need to be suspended during a pandemic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.13 Enhance communications and information technology infrastructures to support employee telecommuting and remote customer access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.14 Encourage staff to construct emergency supply stockpiles at home per HHS guidance and develop their own family care plans for dependents and seniors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.15 Evaluate employee access to and availability of health-care services during a pandemic and improve services as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.16 Identify employees and key customers with special needs and incorporate the requirements of such persons into your preparedness plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.17 Ensure availability of medical consultation and advice for emergency response.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.0 Blood Safety and Availability</b>				
<b>TASKS</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Completed</b>	<b>Not Applicable</b>
4.1 Develop a process to maintain awareness of FDA guidance, AABB task force guidance, and AABB standards on blood safety and availability in regards to a pandemic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Establish a plan for the triage of available blood components in the event of a shortage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Ascertain from the blood supplier its plans for allocation and delivery of blood components in the event of acute shortages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Identify key clinical services affected by reduced blood resources and establish a chain of notification by the transfusion service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Develop a policy for the delivery of blood components to a location other than within the facility in the event of a facility lockdown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Develop plans to adjust hospital blood inventory in preparation for and/or response to a pandemic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>5.0 Supply Chain Issues</b>				
<b>TASKS</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Completed</b>	<b>Not Applicable</b>
5.1 Conduct inventory of critical supplies and suppliers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Develop strategies to address critical supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Gather information from vendors regarding their plans for pandemic influenza.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Develop a plan for working with transportation companies in anticipation of the closure of borders and reduction of staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Involve transportation companies in the planning process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.0 Local and State Public Health</b>				
<b>TASKS</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Completed</b>	<b>Not Applicable</b>
6.1 Identify local, state, tribal and/or territorial government emergency operation centers (EOCs) and their key contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Share the facility's pandemic preparedness plan with the EOC and state/local public health departments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Coordinate with state and local authorities to ensure that blood drives are exempted from designation as public meetings or mass meetings if social distancing measures are instituted. Be prepared to describe employee/donor screening procedures and infection control procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Coordinate with local and regional emergency management/public health authorities to ensure timely access to surveillance information and awareness of blood-related issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5 Collaborate with insurers, health plans, and major local health-care facilities to share your pandemic plans and understand their capabilities and plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6 Collaborate with state and local public health agencies and/or emergency responders to participate in their planning processes, share your plans, and understand their capabilities and plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7 Communicate with local and state public health agencies and/or emergency responders about the assets and/or services your facility could contribute to the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.8 Enlist the support for blood collection from other businesses in your communities, chambers of commerce, and associations in case there is an identified blood shortage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.9 Ensure state and local governments' acceptance of priority for access to vaccines and antiviral drug stockpiles for critical operational staff as they become available during a pandemic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>7.0 Communications Planning</b>				
<b>TASKS</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Completed</b>	<b>Not Applicable</b>
7.1 Establish a communications plan before emergency and revise periodically. This plan should address internal and external communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Establish a communication mechanism with the AABB Disaster Task Force.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3 Develop and disseminate to employees programs/materials covering pandemic fundamentals, personal and family protection, and response strategies. (Ensure that communications are culturally and linguistically appropriate.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4 Disseminate information to employees about your facility's pandemic preparedness and response plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5 Provide information for pandemic preparation and at-home care of ill employees/family members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6 Develop or identify platforms for communicating pandemic status and actions to employees, vendors, suppliers, donors and customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.7 Identify a media point person and alternative(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>