

ANNEX F: MUNICIPAL/LOCAL GOVERNMENT PLANNING CONSIDERATIONS

F.1. Introduction

Municipalities and regional districts within a health authority should develop consequence management guidelines and procedures for health emergencies. The purpose of these guidelines is to enable local government(s), working in conjunction with the health authorities to maintain the continuity of essential services and support to residents. Local government all-hazard emergency response plans will provide general guidance.

The health authorities, local governments, local first responder agencies (e.g. police, fire), emergency social services, emergency health services, and local non-governmental organizations all have roles and responsibilities in terms of developing and supporting these local emergency response plans.

F.2. Health Authority Roles and Responsibilities for Municipal/Local Pandemic Influenza Planning and Response

- ❑ The health authority, under the leadership of the Medical Health Officer (MHO) is responsible for developing a Pandemic Influenza Contingency Plan.
- ❑ The health authority, through the MHO, will take the lead in providing advice and counsel to local governments' emergency services.
- ❑ The MHO will take whatever steps are reasonably possible to suppress the disease and protect the public as described in the *Health Act*.
- ❑ Whenever possible, the MHO will provide staff to the local government Emergency Operations Centre(s) (EOC).
- ❑ In the event of staff and resource shortages, regional staff will be accessed through the health authority EOC.

Table F-1: Health Authority Roles and Responsibilities for Municipal/Local Pandemic Planning and Response

Stage	Response	Status/Comments
Pre-Pandemic	<ul style="list-style-type: none"> <input type="checkbox"/> Evaluate adequacy of existing local infrastructure to respond to an influenza pandemic. <input type="checkbox"/> Work in conjunction with health service providers, employers, and municipalities to improve annual influenza vaccination levels. <input type="checkbox"/> Review current plans for mass vaccination campaigns. <input type="checkbox"/> Determine availability of alternate sites (see Annex J). <input type="checkbox"/> Identify facilities/resources with sufficient refrigerated storage to serve as temporary morgues. <input type="checkbox"/> Devise a plan for distribution and administration of vaccine to public. <input type="checkbox"/> Educate staff about the nature and significance of pandemic influenza and the local response. <input type="checkbox"/> Work with local private and volunteer organizations to develop and synchronize local response to a pandemic influenza. <input type="checkbox"/> Coordinate pandemic influenza planning with municipal/regional district partners. <input type="checkbox"/> In conjunction with the local emergency response agencies, establish a list of public buildings and review the benefits and disadvantages of closure of those public facilities in the interest of public health. 	
Novel Influenza Strain Identified	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor reports from WHO, CDC. <input type="checkbox"/> Notify appropriate local agencies/staff of alert and provide updates. 	
Pandemic: Human to Human Transmission Confirmed in Other Region(s)	<ul style="list-style-type: none"> <input type="checkbox"/> Report to or send designate to municipal EOC to provide a briefing and receive status reports from partner agencies. <input type="checkbox"/> Activate emergency plans, as required. <input type="checkbox"/> Plan for implementation of alternate care sites. <input type="checkbox"/> Plan for implementation of counselling/psychiatric support services. <input type="checkbox"/> Implement health education campaign with emphasis on following: hand washing, stay home rather than be exposed to/spread the influenza virus, check on family and friends living alone, location of vaccination clinics, signs and symptoms of influenza. <input type="checkbox"/> Review list of alternate care facilities with municipal planners and emergency social services. <input type="checkbox"/> Attend EOC briefings and provide regular updates to the local Government. 	

BC Pandemic Influenza Preparedness Plan: Annex F

Stage	Response	Status/Comments
Pandemic: Confirmation of Arrival in Canada (First Wave)	<ul style="list-style-type: none"> <input type="checkbox"/> Activate health authority pandemic plan. <input type="checkbox"/> Report to municipal EOC to provide a briefing and to receive status reports from partner agencies. <input type="checkbox"/> Increase public information effort designed to keep ill persons at home. <input type="checkbox"/> Implement alternate care sites as necessary to respond to overwhelming caseload. <input type="checkbox"/> Attend EOC briefings and provide regular updates to the municipality. 	
Recovery	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all safety and health issues have been identified and resolved. <input type="checkbox"/> With local government, review and revise plans based on lessons learned. 	
Pandemic: Second Wave	<ul style="list-style-type: none"> <input type="checkbox"/> Continue immunization efforts in lower risk groups as vaccine becomes available. <input type="checkbox"/> Consider need to re-immunize depending upon period between waves. <input type="checkbox"/> Review and revise plans as necessary. <input type="checkbox"/> Monitor resources and staffing requirements. 	

F.3. Municipal/Local Government Roles and Responsibilities for Pandemic Influenza Planning and Response

Priorities

In the face of an influenza pandemic, the municipality, in consultation with the local health authority, will activate the necessary contingency plans and set priorities for:

- Continuing local government.
- Maintaining public safety services (e.g., fire and police).
- Maintaining essential public works and municipal services such as water treatment/delivery, waste management, garbage disposal and utilities.
- Providing local information and advice to the public via regular announcements, when appropriate (i.e., for information not being coordinated and provided provincially by BCCDC/MOHS or by the health authority).
- Closing public buildings where it is deemed to be in the best interests of public safety and to minimize the spread of infection.
- Cooperating with the local health authority to establish alternative care facilities and triage centers as requested by the health authority to facilitate public immunization and healthcare provision in non-traditional settings.
- Initiating a committee of local business persons with the task of activating their mutual aid pacts to assist one another in maintaining a level of service to the community, particularly those services involving access to pharmaceuticals, retail food purchases, gasoline and other commerce deemed necessary.

Municipal Emergency Operations Centre (EOC)

Upon notification from the local health authority of a pandemic alert, when preparations to respond to an influenza pandemic need to be implemented the municipal or local government will activate the EOC at the appropriate level. Staff representing the health authority (MHO or designate) will report to the EOC to provide a briefing of the situation.

As the pandemic escalates, the functions of the EOC will need to become more aggressive in responding to the seriousness of the situation. This will require communication between the health authorities and local government(s).

The municipal/local government will coordinate the municipal/local response.

Table F-2: Municipal/Local Government Roles and Responsibilities for Municipal/Local Pandemic Planning and Response

Stage	Response	Status/Comments
Pre-Pandemic	<ul style="list-style-type: none"> <input type="checkbox"/> Establish plans and procedures to support health authority initiatives to prepare for a pandemic. <input type="checkbox"/> Develop a program, in conjunction with the health authority, to facilitate routine, annual influenza vaccination of staff. <input type="checkbox"/> Establish a list of public buildings and review the benefits and disadvantages of closure of those public facilities in the interest of public health, in conjunction with the health authority. <input type="checkbox"/> Ensure that areas of responsibility essential for maintenance of government have been backed up so that appropriate designated personnel can take over management in case of absence due to illness. <input type="checkbox"/> Review mutual aid agreements with neighbouring communities to share personnel capable of managing and maintaining essential services. <input type="checkbox"/> Review and confirm availability of facilities for alternate care, triage, cremation, refrigeration, with health authority and Coroners' Services. <input type="checkbox"/> Arrange and facilitate a meeting with the local Chamber of Commerce and local business leaders regarding the need for mutual aid support between businesses. 	
Novel Influenza Strain Identified	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor reports from CDC and the Public Health Agency of Canada (PHAC). Updates will be given to staff as necessary. 	

BC Pandemic Influenza Preparedness Plan: Annex F

Stage	Response	Status/Comments
<p>Pandemic: Human to Human Transmission Confirmed in Other Region(s)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Advise chief elected official and council. <input type="checkbox"/> Activate the EOC. <input type="checkbox"/> Provide a briefing to all EOC members. <input type="checkbox"/> Consider obtaining declaration of local state of emergency, if necessary. <input type="checkbox"/> Be prepared to respond to media inquiries regarding the outbreak. <input type="checkbox"/> Post information on appropriate websites. <input type="checkbox"/> Plan for implementation of mass clinics and alternate care sites. <input type="checkbox"/> All areas will implement plans for procedures to address supply and personnel shortfalls. <input type="checkbox"/> Plan with health authority for the implementation of a ESS Reception Centre to provide social service and mental health assistance. <input type="checkbox"/> Plan for implementation with utilization of ESS Reception Centre(s). <input type="checkbox"/> Arrange for the local Chamber of Commerce to meet with businesses to ensure continuity of services. <input type="checkbox"/> Working with the health authority, ensure that self-help guidelines are distributed to businesses and public. <input type="checkbox"/> Meet with representatives of local businesses to ensure essential businesses remain open. <input type="checkbox"/> Confirm arrangements with local funeral directors for burial plots, cremation, and refrigeration. <input type="checkbox"/> Confirm security arrangements for facilities to be used for mass clinics and health care. <input type="checkbox"/> Alert neighbourhood watch or other community based response organizations. <input type="checkbox"/> Consult with the health authority on the need to close public buildings and cancel public events. <input type="checkbox"/> Consult with the health authority on the need for control of movement of people and commodities in and out of the community. <input type="checkbox"/> Continue with updates and briefing with EOC personnel. 	

BC Pandemic Influenza Preparedness Plan: Annex F

Stage	Response	Status/Comments
Pandemic: Confirmation of Arrival in Canada (First Wave)	<ul style="list-style-type: none"> <input type="checkbox"/> Activate EOC (if not already activated) and operate, as needed. <input type="checkbox"/> Declare a local state of emergency (if necessary). <input type="checkbox"/> Respond to media inquiries regarding the outbreak. <input type="checkbox"/> Increase public information effort designed to keep ill persons at home. <input type="checkbox"/> If police, fire, ambulance mutual aid is overwhelmed, request military assistance from provincial level. <input type="checkbox"/> Implement alternate care sites, as necessary, to respond to overwhelming caseload. <input type="checkbox"/> Ensure transportation available to those individuals unable to transport themselves to access treatment and/or immunization. <input type="checkbox"/> Determine availability of burial plots and assign staff/crews to assist local funeral homes with tasks associated with burial and/or cremation. <input type="checkbox"/> Continue with updates and briefing with EOC personnel. 	
Recovery	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinated support services with health authorities for persons impacted by the influenza pandemic through the ESS Reception Centre. <input type="checkbox"/> Review, evaluate and assess impact of municipal pandemic response. <input type="checkbox"/> Monitor and redistribute resources, as appropriate. 	
Pandemic: Second Wave	<ul style="list-style-type: none"> <input type="checkbox"/> Receive notification from health authority. <input type="checkbox"/> Notify mayor and council. <input type="checkbox"/> Activate or escalate activation of EOC as required. 	

F.4. Local Government Communications/Public Information Leader(s) Roles and Responsibilities for Municipal/Local Pandemic Influenza Planning and Response

The local government communications department(s) and/or public information leader(s) ensures that information about the influenza pandemic and the pandemic response are delivered to communities and staff within the health authority municipalities and to the appropriate levels of government.

Table F-3: Local Government Communications/Public Health Information Leader(s) Roles and Responsibilities for Municipal/Local Pandemic Planning and Response

Stage	Response	Status/Comments
Pre-Pandemic	<ul style="list-style-type: none"> <input type="checkbox"/> Work with health authority and local emergency services agencies to develop contingency communications templates and plans for pandemic influenza. <input type="checkbox"/> Encourage agency personnel to receive annual influenza vaccine. <input type="checkbox"/> Raise public awareness of pandemic influenza, the importance of hand washing, vaccination, and self-care. <input type="checkbox"/> Ensure all essential positions are backed up with an alternate. <input type="checkbox"/> Review current emergency plans and extract all relevant sections that may be used for pandemic planning. <input type="checkbox"/> Develop tools and networks for effective and efficient communication to mitigate the effects of pandemic influenza. 	
Novel Influenza Strain Identified	<ul style="list-style-type: none"> <input type="checkbox"/> The health authority will monitor reports from CDC and the Public Health Agency of Canada (PHAC). Updates will be given to staff as necessary. 	
Pandemic: Human to Human Transmission Confirmed in Other Region(s)	<ul style="list-style-type: none"> <input type="checkbox"/> Designate to report to municipal EOC, if activated. <input type="checkbox"/> Review contingency plans for pandemic influenza. <input type="checkbox"/> Prepare media briefings in conjunction with local health authority. <input type="checkbox"/> Liaise with health authority to coordinate distribution of self-help information to general public. <input type="checkbox"/> Activation of Declaration of Local State of Emergency Notification Procedure, when necessary. <input type="checkbox"/> Review plans to establish a 1-800 line and updates on municipal websites. 	

Stage	Response	Status/Comments
Pandemic: Confirmation of Arrival in Canada (First Wave)	<ul style="list-style-type: none"> <input type="checkbox"/> Designate to report to municipal EOC. <input type="checkbox"/> Media given regular up-to-date information. <input type="checkbox"/> Activation of Declaration of Local State of Emergency Notification Procedure, when necessary. <input type="checkbox"/> Liaise with health authority to coordinate distribution of self-help information to general public. <input type="checkbox"/> Monitoring media for correct information. <input type="checkbox"/> Ensure websites, phone lines, etc. are kept current. <input type="checkbox"/> Apprise EOC of critical gaps in ability to provide communications updates. 	
Recovery	<ul style="list-style-type: none"> <input type="checkbox"/> Assess ability to resume normal provision of services. <input type="checkbox"/> Report results of assessment to EOC. <input type="checkbox"/> Review and revise plans, as necessary. 	
Pandemic: Second Wave	<ul style="list-style-type: none"> <input type="checkbox"/> Review, evaluate and modify pandemic response, as needed. <input type="checkbox"/> Monitor staff and resource requirements. 	

F.5. Police Service/RCMP Roles and Responsibilities for Municipal/Local Pandemic Influenza Planning and Response

The police and/or RCMP provide security for the protection of lives, public and private property and they assist in the evacuation of buildings and sites as authorized to do so in support of the health authority and municipal/local pandemic influenza response.

Table F-4: Police Services/RCMP Roles and Responsibilities for Municipal/Local Pandemic Planning and Response

Stage	Response	Status/Comments
Pre-Pandemic	<ul style="list-style-type: none"> <input type="checkbox"/> Work with health authority and local emergency services agencies to develop contingency plans for pandemic influenza. <input type="checkbox"/> Encourage agency personnel to receive annual influenza vaccine. <input type="checkbox"/> Establish a registry of former and retired personnel and suitable volunteers. <input type="checkbox"/> Ensure all essential positions are backed up with an alternate. <input type="checkbox"/> Review current emergency plans and extract all relevant sections that may be used for pandemic planning. 	
Novel Influenza Strain Identified	<ul style="list-style-type: none"> <input type="checkbox"/> The health authority will monitor reports from CDC and the Public Health Agency of Canada (PHAC). Updates will be given to staff as necessary. 	

BC Pandemic Influenza Preparedness Plan: Annex F

Stage	Response	Status/Comments
Pandemic: Human to Human Transmission Confirmed in Other Region(s)	<ul style="list-style-type: none"> <input type="checkbox"/> Designate to report to municipal EOC, if activated. <input type="checkbox"/> Review contingency plans for pandemic influenza. <input type="checkbox"/> Prepare for providing security for vaccination clinics. 	
Pandemic: Confirmation of Arrival in Canada (First Wave)	<ul style="list-style-type: none"> <input type="checkbox"/> Designate to report to municipal EOC. <input type="checkbox"/> Implement contingency plans. <input type="checkbox"/> Cease non-essential services. <input type="checkbox"/> Apprise EOC of critical gaps in ability to provide essential services. <input type="checkbox"/> Enforce any travel restrictions in and out of the community. <input type="checkbox"/> Control traffic to facilitate movement of emergency vehicles. <input type="checkbox"/> Provision of security for mass vaccination clinics. <input type="checkbox"/> Provision of security for vaccine. 	
Recovery	<ul style="list-style-type: none"> <input type="checkbox"/> Assess ability to resume normal provision of emergency essential services. <input type="checkbox"/> Report results of assessment to EOC. <input type="checkbox"/> Review and revise plans, as necessary. 	
Pandemic: Second Wave	<ul style="list-style-type: none"> <input type="checkbox"/> Review, evaluate and modify pandemic response, as needed. <input type="checkbox"/> Monitor staff and resource requirements. 	

F.6. Fire Department Roles and Responsibilities for Municipal/Local Pandemic Influenza Planning and Response

Fire departments assist other emergency services, as required to support the health authority and municipal/local pandemic influenza response.

Table F-5: Fire Department Roles and Responsibilities for Municipal/Local Pandemic Planning and Response

Stage	Response	Status/Comments
Pre-Pandemic	<ul style="list-style-type: none"> <input type="checkbox"/> Work with health authority and local emergency services agencies to develop contingency plans for pandemic influenza. <input type="checkbox"/> Encourage agency personnel to receive annual influenza vaccine. <input type="checkbox"/> Establish a registry of former and retired personnel and suitable volunteers. <input type="checkbox"/> Ensure all essential positions are backed up with an alternate. <input type="checkbox"/> Review current emergency plans and extract all relevant sections that may be used for pandemic planning. 	
Novel Influenza Strain Identified	<ul style="list-style-type: none"> <input type="checkbox"/> The health authority will monitor reports from CDC and the Public Health Agency of Canada (PHAC). Updates will be given to staff as necessary. 	
Pandemic: Human to Human Transmission Confirmed in Other Region(s)	<ul style="list-style-type: none"> <input type="checkbox"/> Report to EOC, as directed by municipality/regional district. <input type="checkbox"/> Review contingency plans for pandemic influenza. 	
Pandemic: Confirmation of Arrival in Canada (First Wave)	<ul style="list-style-type: none"> <input type="checkbox"/> Designate to report to municipal EOC. <input type="checkbox"/> Implement contingency plans. <input type="checkbox"/> Cease non-essential services. <input type="checkbox"/> Apprise EOC of critical gaps in ability to provide emergency services. 	
Recovery	<ul style="list-style-type: none"> <input type="checkbox"/> Assess ability to resume normal provision of essential services. <input type="checkbox"/> Report results of assessment to EOC. <input type="checkbox"/> Review and revise plans, as necessary. 	
Pandemic: Second Wave	<ul style="list-style-type: none"> <input type="checkbox"/> Review, evaluate and modify pandemic response, as needed. <input type="checkbox"/> Monitor staff and resource needs. 	

F.7. Community Emergency Social Services Roles and Responsibilities for Municipal/Local Pandemic Influenza Planning and Response

Community emergency social services will be the local resource expert in the establishment of Reception Centres, alternative care centres, and triage areas as appropriate in support of the health authority and municipal/local pandemic influenza response.

Table F-6: Community Emergency Social Services Roles and Responsibilities for Municipal/Local Pandemic Planning and Response

Stage	Response	Status/Comments
Pre-Pandemic	<ul style="list-style-type: none"> <input type="checkbox"/> Work with health authority and local emergency services agencies to develop contingency plans for pandemic influenza. <input type="checkbox"/> Encourage agency personnel to receive annual influenza vaccine. <input type="checkbox"/> Establish a registry of former and retired personnel and suitable volunteers. <input type="checkbox"/> Ensure all essential positions are backed up with an alternate. <input type="checkbox"/> Review current emergency plans and extract all relevant sections that may be used for pandemic planning. 	
Novel Influenza Strain Identified	<ul style="list-style-type: none"> <input type="checkbox"/> The health authority will monitor reports from CDC and the Public Health Agency of Canada (PHAC). Updates will be given to staff as necessary. 	
Pandemic: Human to Human Transmission Confirmed in Other Region(s)	<ul style="list-style-type: none"> <input type="checkbox"/> Designate to report to municipal EOC, if activated. <input type="checkbox"/> Review contingency plans for pandemic influenza. <input type="checkbox"/> Plan for implementation of alternate care sites. <input type="checkbox"/> Plan for utilization of ESS Reception Centre(s) to provide social service and mental health assistance. 	
Pandemic: Confirmation of Arrival in Canada (First Wave)	<ul style="list-style-type: none"> <input type="checkbox"/> Designate to report to municipal EOC. <input type="checkbox"/> Implement contingency plans. <input type="checkbox"/> Implement alternate care sites, as necessary, to respond to overwhelming caseload in consultation with health authority. <input type="checkbox"/> Apprise EOC of critical gaps in ability to provide essential social services. <input type="checkbox"/> Determine support needed for orphaned children and the need for grieving and counselling services. 	
Recovery	<ul style="list-style-type: none"> <input type="checkbox"/> Assess ability to resume normal provision of social services. <input type="checkbox"/> Report results of assessment to EOC. <input type="checkbox"/> Assist in the implementation of an ESS Reception Centre. <input type="checkbox"/> Review and revise plans, as necessary. 	

Stage	Response	Status/Comments
Pandemic: Second Wave	<input type="checkbox"/> Review, evaluate and modify pandemic response, as needed. <input type="checkbox"/> Monitor staff and resource requirements.	

F.8. Community Emergency Health Services Roles and Responsibilities for Municipal/Local Pandemic Influenza Planning and Response

Community emergency health services coordinates emergency medical services including medevac and establishes and maintains communication with the health authority in support of the health authority and municipal/local pandemic influenza response.

Table F-7: Community Emergency Health Services Roles and Responsibilities for Municipal/Local Pandemic Planning and Response

Stage	Response	Status/Comments
Pre-Pandemic	<input type="checkbox"/> Establish plans and procedures to support health authority initiatives in a pandemic influenza. <input type="checkbox"/> Work with health authority to improve routine annual vaccination of staff, EHS personnel. <input type="checkbox"/> Establish a registry of former and retired personnel and suitable volunteers. <input type="checkbox"/> Ensure all essential positions are backed up with an alternate. <input type="checkbox"/> Review current emergency plans and extract all relevant sections that may be used for pandemic planning.	
Novel Influenza Strain Identified	<input type="checkbox"/> The health authority will monitor reports from CDC and the Public Health Agency of Canada (PHAC). Updates will be given to staff as necessary.	
Pandemic: Human to Human Transmission Confirmed in Other Region(s)	<input type="checkbox"/> Designate to report to municipal EOC, if activated. <input type="checkbox"/> Activate emergency response plans, if necessary. <input type="checkbox"/> Implement staff health education campaign. <input type="checkbox"/> Provide regular updates to staff.	
Pandemic: Confirmation of Arrival in Canada (First Wave)	<input type="checkbox"/> Designate to report to EOC. <input type="checkbox"/> Monitor status of alternate treatment sites, personnel and equipment. <input type="checkbox"/> Cease non-essential services. <input type="checkbox"/> Apprise EOC of critical gaps in ability to provide emergency medical services.	
Recovery	<input type="checkbox"/> Report results of assessment to EOC. <input type="checkbox"/> Review and revise plans, as necessary.	
Pandemic: Second Wave	<input type="checkbox"/> Review, evaluate and modify pandemic response, as needed. <input type="checkbox"/> Monitor staff and resource requirements.	

F.9. Local Non-Governmental Organizations (NGOs) Roles and Responsibilities for Municipal/Local Pandemic Influenza Planning and Response

Local non-governmental organizations (NGOs) ensure continuity of essential business services and provide support to the health authority and municipal/local pandemic influenza response.

Table F-8: Local Non-Governmental Organizations Roles and Responsibilities for Municipal/Local Pandemic Planning and Response

Stage	Response	Status/Comments
Pre-Pandemic	<ul style="list-style-type: none"> <input type="checkbox"/> Work to increase routine annual influenza vaccination coverage among employees and clients. <input type="checkbox"/> Develop contingency plans for response. <input type="checkbox"/> Establish and maintain contact with health authority and/or local government emergency services agencies. <input type="checkbox"/> Identify essential staff and develop contingency plans for operations under prolonged staff shortages and/or shortages of resources. <input type="checkbox"/> Local chamber of commerce to establish committee to ensure essential retail operations continue to operate. <input type="checkbox"/> Review current emergency plans and extract all relevant sections that may be used for pandemic planning. <input type="checkbox"/> Consider ability to provide assistance to health services or other overwhelmed agencies. 	
Novel Influenza Strain Identified	<ul style="list-style-type: none"> <input type="checkbox"/> The health authority will monitor reports from CDC and the Public Health Agency of Canada (PHAC). Updates will be given to staff as necessary. 	
Pandemic: Human to Human Transmission Confirmed in Other Region(s)	<ul style="list-style-type: none"> <input type="checkbox"/> Notify organization director that pandemic is imminent. <input type="checkbox"/> Continue to monitor appropriate information sources for updated information. <input type="checkbox"/> Review contingency plans and modify as necessary. <input type="checkbox"/> Consider implementing a telecommuting system so more people can stay at home. <input type="checkbox"/> Implement health education plan through appropriate workplace health and safety programs. 	
Pandemic: Confirmation of Arrival in Canada (First Wave)	<ul style="list-style-type: none"> <input type="checkbox"/> Implement contingency plans. <input type="checkbox"/> Continue to monitor appropriate information sources for updated information. <input type="checkbox"/> Be prepared to make arrangements to rotate hours/days of operation, rotation (loan) of service staff. 	

BC Pandemic Influenza Preparedness Plan: Annex F

Stage	Response	Status/Comments
Recovery	<ul style="list-style-type: none"> <input type="checkbox"/> Assess ability to resume normal organizational function. <input type="checkbox"/> Report results of assessment to organization director. <input type="checkbox"/> Review and revise plans, as necessary. 	
Pandemic: Second Wave	<ul style="list-style-type: none"> <input type="checkbox"/> Review, evaluate and modify pandemic response, as required. <input type="checkbox"/> Monitor staff and resource requirements. 	

F.10. Municipal Engineering/Public Works Roles and Responsibilities for Municipal/Local Pandemic Influenza Planning and Response

Municipal engineering/public works provide municipal equipment, personnel and technical expertise in support of the health authority and municipal/local pandemic influenza response.

Table F-9: Municipal Engineering/Public Works Roles and Responsibilities for Municipal/Local Pandemic Planning and Response

Stage	Response	Status/Comments
Pre-Pandemic	<ul style="list-style-type: none"> <input type="checkbox"/> Work with health authority and local emergency services agencies to develop contingency plans for pandemic influenza. <input type="checkbox"/> Encourage agency personnel to receive annual influenza vaccine. <input type="checkbox"/> Ensure all essential positions are backed up with an alternate. <input type="checkbox"/> Review current emergency plans and extract all relevant sections that may be used for pandemic planning. 	
Novel Influenza Strain Identified	<ul style="list-style-type: none"> <input type="checkbox"/> The health authority will monitor reports from CDC and the Public Health Agency of Canada (PHAC). Updates will be given to staff as necessary. 	
Pandemic: Human to Human Transmission Confirmed in Other Region(s)	<ul style="list-style-type: none"> <input type="checkbox"/> Designate to report to municipal EOC, if activated. <input type="checkbox"/> Review contingency plans for pandemic influenza. <input type="checkbox"/> Be prepared to arrange for access and control of designated facilities to be used by the health authority. 	
Pandemic: Confirmation of Arrival in Canada (First Wave)	<ul style="list-style-type: none"> <input type="checkbox"/> Designate to report to municipal EOC. <input type="checkbox"/> Implement contingency plans. <input type="checkbox"/> Apprise EOC of critical gaps in ability to provide essential engineering services. <input type="checkbox"/> In collaboration with HAs, arrange access and control of designated facilities to be used for mass clinics, alternate care facilities, triage centres, storage facilities, alternate morgue locations, ESS reception centres, others as required. 	

Stage	Response	Status/Comments
Recovery	<ul style="list-style-type: none"> <input type="checkbox"/> Assess ability to resume normal provision of engineering services. <input type="checkbox"/> Report results of assessment to EOC. <input type="checkbox"/> Review and revise plans, as necessary. 	
Pandemic: Second Wave	<ul style="list-style-type: none"> <input type="checkbox"/> Review, evaluate and modify pandemic response, as needed. <input type="checkbox"/> Monitor staff and resource requirements. 	

F.11. Utilities Companies Roles and Responsibilities for Municipal/Local Pandemic Influenza Planning and Response

Utilities companies provide essential utility services in support of the health authority and municipal/local pandemic influenza response.

Table F-10: Utilities Companies’ Roles and Responsibilities for Municipal/Local Pandemic Planning and Response

Stage	Response	Status/Comments
Pre-Pandemic	<ul style="list-style-type: none"> <input type="checkbox"/> Work with health authority and local emergency services agency to develop contingency plans for pandemic influenza. <input type="checkbox"/> Encourage agency personnel to receive annual influenza vaccine. <input type="checkbox"/> Ensure all essential positions are backed up with an alternate. <input type="checkbox"/> Review current emergency plans and extract all relevant sections that may be used for pandemic planning. 	
Novel Influenza Strain Identified	<ul style="list-style-type: none"> <input type="checkbox"/> The health authority will monitor reports from CDC and the Public Health Agency of Canada (PHAC). Updates will be given to staff as necessary. 	
Pandemic: Human to Human Transmission Confirmed in Other Region(s)	<ul style="list-style-type: none"> <input type="checkbox"/> Designate to report to municipal EOC, if activated. <input type="checkbox"/> Review contingency plans for pandemic influenza. <input type="checkbox"/> Provide updates on staffing and resources. 	
Pandemic: Confirmation of Arrival in Canada (First Wave)	<ul style="list-style-type: none"> <input type="checkbox"/> Designate to report to municipal EOC. <input type="checkbox"/> Implement contingency plans. <input type="checkbox"/> Apprise EOC of critical gaps in ability to provide essential utility services. 	
Recovery	<ul style="list-style-type: none"> <input type="checkbox"/> Assess ability to resume normal provision of utility services. <input type="checkbox"/> Report results of assessment to EOC. <input type="checkbox"/> Review and revise plans, as necessary. 	

BC Pandemic Influenza Preparedness Plan: Annex F

Stage	Response	Status/Comments
Pandemic: Second Wave	<input type="checkbox"/> Review, evaluate and modify pandemic response, as needed. <input type="checkbox"/> Monitor staff and resource requirements.	