

Health Protection Agency

Pandemic Influenza Contingency Plan

Planning Checklist:
Local and Regional Services Division



HPA actions during an Influenza Pandemic by WHO Phase and UK Alert Level

Pandemic Influenza Planning Checklist

This edited version of the HPA Pandemic Influenza Contingency Plan has been produced to be used as a performance management tool by the Local and Regional Services Division (LaRS).

It includes only those actions which are the responsibility of LaRS.

Similar documents are being produced for the other Divisions and Centres across the Agency with responsibilities during the WHO Pandemic Phases and UK Alert Levels.

You should use this document as a tool to ensure you are able to respond at each of the WHO Phases and UK Alert Levels.

The full plan, including background information and details of the WHO Phases and UK Alert Levels, is available on the HPA website at:

http://www.hpa.org.uk/infections/topics_az/influenza/pandemic/fluplan.htm

Roles and responsibilities of the Local & Regional Services Division

Local and Regional Services Division (LaRS) will discharge the HPA's responsibilities at local and regional levels by supporting local and regional emergency planning and response arrangements. This will include working with PCTs, NHS Trusts, SHAs and Government Offices regarding pandemic preparedness; working closely with professional colleagues in primary care and acute trusts; assisting with coordination of control measures including outbreak investigation and management and use of antivirals and vaccine; gathering local epidemiological information.

How to use this as a Performance Management Tool

Complete the third column under each phase with red, amber or green to indicate your level of preparedness:

Red = Action not started
Amber = Action in progress or partially completed
Green = Action completed

Review your pandemic preparedness regularly as planning progresses.

Please contact your local Health Emergency Planning Adviser if you have any queries about implementing the Plan, or the HPA Pandemic Influenza Office (pandemic.flu@hpa.org.uk) with scientific queries.

1. Actions* during the WHO Phases 1 & 2

WHO PHASES 1 & 2: INTERPANDEMIC PERIOD
<p>Definition</p> <p>Phase 1 No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.</p> <p>Phase 2 No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.</p>

Action	Implementer	Red/Amber/Green
Conduct formal annual review of local HPU influenza contingency plans and pandemic arrangements and ensure closeness of fit with local and regional resilience and NHS plans	Regional Directors	
Support annual PCT arrangements to immunise elderly and high-risk groups against influenza and ongoing programme of vaccination against pneumococcal disease	HPU Directors	
Work with local partners to ensure influenza outbreak detection and response in schools and nursing homes	HPU Directors	
Provide local support and guidance for use of antivirals including any local decisions about thresholds and usage in outbreaks	HPU Directors	
Review and advise local Health Protection Teams on their avian and pandemic influenza response arrangements	Regional Health Emergency Planning Advisers	

3¹. Actions during the WHO Phase 3: Pandemic Alert Period

WHO PHASE 3: PANDEMIC ALERT PERIOD
<p>Definition</p> <p>Human infection(s) with a new subtype, but no new human-to-human spread, or at most rare instances of spread to a close contact</p>

Action	Implementer	Red/Amber/Green
Develop a coordinated and standardised local response to avian and pandemic influenza across the HPA	LaRS Pandemic Influenza Lead	
Ensure front line HPU staff have access to and are trained in the use of the avian influenza database	LaRS Pandemic Influenza Lead / HPU Directors	
Ensure appropriate contribution from LaRS	LaRS Pandemic Influenza	

* The actions listed in each phase assume that the actions in the previous phase have been implemented. Where a phase or phases are passed over eg a move from Phase 4 direct to Phase 6, the actions in the intermediary phases should also be implemented.

¹ The section numbering moves directly to 3 in order to match WHO Phases

to the production of algorithms-	Lead / Regional Directors	
Review capacity of individual HPUs to respond to an avian influenza incident in poultry and / or wild birds	Regional Director / Regional Health Emergency Planning Advisers	
With Director Respiratory Systemic Infection Laboratory and Head of Regional Microbiology Network develop and maintain capability for routine surveillance of secondary bacterial pathogens associated with influenza	LaRS IT Lead	
Establish and maintain HPU access to the local stock of antivirals and seasonal flu vaccine issued by DH for use in response to an avian influenza incident	HPU Directors	
Rehearse response to an avian influenza incident in poultry and wild birds including mobilisation and deployment of oseltamivir stock and seasonal influenza vaccine held by HPU	HPU Directors	
Rehearse response to confirmed human case of avian influenza in a returning traveller (Post Exposure Prophylaxis (PEP) arrangements)	HPU Directors	
Support Primary Care Trust pandemic influenza planning	HPU Directors	
Manage local returning traveller and avian influenza incidents with support from Cfl	HPU Directors	
Report all returning traveller and avian influenza incidents to pandemic influenza office	HPU Directors	
Support PCTs development of a local distribution strategy for antiviral medication based upon national guidance	HPU Directors / Regional Health Emergency Planning Advisers	
Support PCTs identification of secure antiviral distribution points	HPU Directors / Regional Health Emergency Planning Advisers	
Support PCTs in developing local vaccination action plan based on national guidance	HPU Directors / Regional Health Emergency Planning Advisers	
Support and contribute to local pandemic influenza exercises	HPU Directors / Regional Health Emergency Planning Advisers	
Support HPUs by reviewing and advising on updating local HPU and regional HPA avian and pandemic influenza plans	Regional Health Emergency Planning Advisers	

4. Actions during the WHO Phase 4: Pandemic Alert Period

WHO PHASE 4: PANDEMIC ALERT PERIOD

Definition

Small cluster(s) with limited human-to-human transmission but spread is highly localised, suggesting that the virus is not well adapted to humans

Action	Implementer	Red/Amber/Green
Brief RDsPH and Regional Government Offices and activate regional communications plans	Regional Directors	
Review staff capacity within the region	Regional Directors	
Ensure antimicrobial susceptibility data on bacterial pneumonia pathogens is being transmitted via Cosurv via regions to Lab-Base	Regional Epidemiologists / IT Lead for LaRS	
Support the management of cases and clusters or outbreaks of influenza-like illness	HPU Directors	
Health Protection Units (HPUs) report possible clusters or outbreaks of influenza-like illness to Cfl, NHS and Resilience Fora	HPU Directors	
Communicate the national infection control guidelines and case management algorithms to local partners and support local training needs	HPU Directors	
Assist NHS colleagues in developing framework for delivery of mass vaccination to target groups	HPU Directors	
Support PCTs in compiling registers of at-risk or high priority groups for vaccination	HPU Directors	
Support PCTs to develop aggregate reporting methods for primary care according to national template	HPU Directors	
Ensure case data are entered into the avian influenza database	HPU Directors	
Advise port health authorities based on port health algorithms	HPU Directors	
Ensure local HPU and regional HPA pandemic plans are up-to-date in line with national HPA plan	Regional Health Emergency Planning Advisers	
Support Acute NHS Trusts and Community Trusts to ensure local preparedness	Regional Health Emergency Planning Advisers	

5. Actions during the WHO Phase 5: Pandemic Alert Period

WHO PHASE 5: PANDEMIC ALERT PERIOD

Definition

Large cluster(s) but human-to-human spread still localised, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk)

Action	Implementer	Red/Amber/Green
Support RDsPH in the SHA and Government Office responses	Regional Directors	
Local HPUs to support local Influenza Pandemic Control Committees (or	HPU Directors	

equivalent bodies)		
Support PCTs and NHS Trusts to contact all primary care physicians and emergency departments to ensure surveillance and management guidance is in place	HPU Directors	
Update all staff contact information to facilitate rapid Communication and deployment	HPU Directors	
Support PCTs in coordination of vaccination (if supplies are available)	HPU Directors	
Ensure case data are entered into the avian influenza database	HPU Directors	
Implement enhanced surveillance and case investigation procedures as agreed with Cfl	HPU Directors	
Manage and notify all local pre-pandemic influenza incidents to Cfl as they occur	HPU Directors	

6.1². Actions during the WHO Phase 6: Pandemic Period, UK Alert Level 1

PHASE 6: PANDEMIC PERIOD, UK ALERT LEVEL 1

Definition

Pandemic phase: increased and sustained transmission in the general population

Alert Level 1

Virus/cases only outside the UK

Action	Implementer	Red/Amber/Green
Support local civil emergency response arrangements	HPU Directors	
Implement enhanced surveillance and case investigation procedures as per HPA guidance	HPU Directors	
Ensure case data are entered into the avian influenza database for as long as reasonably possible	HPU Directors	
Open HPA Regional Emergency Operations Centre	Regional Health Emergency Planning Advisers	

6.2 Actions during the WHO Phase 6: Pandemic Period, UK Alert Level 2

PHASE 6: PANDEMIC PERIOD, UK ALERT LEVEL 2

Definition

Pandemic phase: increased and sustained transmission in the general population

Alert Level 2

Virus isolated in the UK

Action	Implementer	Red/Amber/Green
Support NHS local and regional response	Regional Directors / HPU	

² In WHO Phase 6, the second digit of the section numbering denotes the UK Alert Level

arrangements	Directors	
Provide specialist health protection advice to civil emergency responders at regional and local level through Regional Resilience Fora and Local Resilience Fora	Regional Directors / HPU Directors	
Support PCTs coordination of antiviral distribution as supplies are allocated by DH	HPU Directors	
Collate local reports of aggregate influenza activity	HPU Directors / Regional Epidemiologists	
Ensure details of new cases are entered into avian influenza database	HPU Directors	

6.3. Actions during the WHO Phase 6: Pandemic Period, UK Alert Levels 3 & 4

PHASE 6: PANDEMIC PERIOD, UK ALERT LEVEL 3 and 4

Definition

Pandemic phase: increased and sustained transmission in the general population

Alert Level 3

Outbreak(s) in the UK

Alert Level 4

Widespread pandemic activity in the UK

Action	Implementer	Red/Amber/Green
Support aggregate reporting arrangements	HPU Directors	
Support investigation and response to outbreaks and assess the efficacy of control measures	HPU Directors	
Continue work through/with local Influenza Pandemic Control Committees / Regional Health Advisory Teams	HPU Directors	
Support PCTs in distribution of antivirals in accordance with national policy	HPU Directors	
Ensure continuity of data-flows on antimicrobial susceptibility of bacterial pneumonia pathogens from diagnostic laboratories to Cfl via region	Regional Epidemiologists	
Collate local aggregate reports of influenza cases in primary care	Regional Epidemiologists	

6.4 Actions during the WHO Phase 6: End of the First Pandemic Wave

PHASE 6: END OF FIRST PANDEMIC WAVE

Definition

End of first pandemic wave; return to inter-pandemic period

Action	Implementer	Red/Amber/Green
Carry out internal debrief to contribute to the overall HPA debrief report	Regional Directors	
Support PCTs in implementing DH	HPU Directors	

vaccination policy		
Review actions taken and adapt existing plans in the light of lessons learned	Regional Director / Regional Health Emergency Planning Advisers	

6.5 Actions during the WHO Phase 6: Second or Subsequent Waves

PHASE 6: SECOND OR SUBSEQUENT WAVES

Definition

Based on past experience, a second wave of outbreaks caused by the new virus may be expected to occur in many countries

Action	Implementer	Red/Amber/Green
Maintain regional surveillance mechanisms for evidence of resurgence in activity	Regional Epidemiologists	

7. Actions during the Post-Pandemic Period

POST-PANDEMIC PERIOD

Definition

WHO will announce when the pandemic period is over. In the UK the pandemic will be deemed to have ceased when the epidemiological indices have returned to background levels

Key planning assumptions

- This or a similar virus is likely to remain in circulation
- It may take months or even several years for some national services to recover

Action	Implementer	Red/Amber/Green
Evaluate the impact of the pandemic. Identify lessons learned and disseminate new scientific learning through appropriate channels	Regional Directors	