

# PANDEMIC PLANNING

## Checklist for Ecclesiastical Leaders

This checklist provides guidance for ecclesiastical leaders in preparing for a possible pandemic.

### 1. Include pandemic preparedness in stake and ward emergency action plans:

| Task                                                                                                                                | Not Started | In Progress | Completed |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|-----------|
| Obtain copies of "Pandemic Planning" fact sheets from the Risk Management Division.                                                 |             |             |           |
| Assign stake and ward welfare specialists to plan for pandemic preparedness.                                                        |             |             |           |
| Include pandemic preparedness in written stake and ward emergency action plans.                                                     |             |             |           |
| Discuss and coordinate ward emergency action plans in the stake bishops' welfare council.                                           |             |             |           |
| Provide cross-training for essential leader responsibilities so if the leaders become sick, backups are ready to carry on the work. |             |             |           |

### 2. Educate and train others on emergency action plans:

| Task                                                                                                                     | Not Started | In Progress | Completed |
|--------------------------------------------------------------------------------------------------------------------------|-------------|-------------|-----------|
| Train stake and ward welfare councils on pandemic preparedness as incorporated in stake and ward emergency action plans. |             |             |           |
| Train members on ward emergency action plans, and provide pandemic planning resource materials as needed.                |             |             |           |
| Encourage seasonal influenza vaccinations for all ecclesiastical leaders and members as appropriate.                     |             |             |           |
| Advise members to follow local public health directives as well as stake and ward emergency action plans.                |             |             |           |

### 3. Test and evaluate the plans:

| Task                                                                                                                       | Not Started | In Progress | Completed |
|----------------------------------------------------------------------------------------------------------------------------|-------------|-------------|-----------|
| Use a tabletop/practice exercise to test the ward and stake emergency action plans. Review and revise the plans as needed. |             |             |           |

### REFERENCES

<https://www.pandemicflu.gov/plan/community/faithcomchecklist.html>

For more information about this topic, call the Risk Management Division:

- 1-801-240-4049
- 1-800-453-3860, ext. 2-4049 (toll free in the United States and Canada)

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