



DIRECTORATE PANDEMIC INFLUENZA CHECK SHEET

MARCH 2009

COMMAND SUITE

AREAS OF CONCERN	POINT OF CONTACT/ PHONE	PHASE 4	P4 TOC	PHASE 5	P5 TOC	PHASE 6	P6 TOC
PUBLIC RELATIONS	Sonja Hanson/ Michael Wiener	<input type="checkbox"/> Coordinate with San Diego County Public Health in disseminating public health messages		<input type="checkbox"/> Continue to inform and update staff and beneficiaries on the latest Pan Flu information.		<input type="checkbox"/> Public Affairs Plan	
	(619) 532-9380	<input type="checkbox"/> Coordinate with Preventive Medicine to disseminate information to staff and beneficiaries via press releases and internet messages		<input type="checkbox"/> Stand-up the Flu Hotline for beneficiaries in conjunction with Preventive Medicine		<input type="checkbox"/> Update Risk Communication materials	
OOD/CDO	LCDR David Rockabrand	<input type="checkbox"/> Monitor media outlets for news and updates		<input type="checkbox"/> Ensure the availability of subject matter experts to respond to media inquiries		<input type="checkbox"/> Ensure the availability of designated media spokespersons.	
	(619) 532-9300	<input type="checkbox"/> Ensure the Quarter Deck staff has most recent Recall Info for all Directorates		<input type="checkbox"/> Recall OOD/ CDO and Disseminate Update Mass Casualty SOP		<input type="checkbox"/> Update the Chain of Command of after-hours PI related events	

DIRECTORATE FOR ADMINISTRATION

AREAS OF CONCERN	POINT OF CONTACT/ PHONE	PHASE 4	P4 TOC	PHASE 5	P5 TOC	PHASE 6	P6 TOC
EMEC	CAPT Douglas Carbine Mike Mulvaney	<input type="checkbox"/>					
	(619) 744-5300	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Communicate staffing and equipment needs and issues identified by the HCC
		<input type="checkbox"/>		<input type="checkbox"/>			
PATIENT ADMIN	LCDR Thomas Burke	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	(619) 532-8385						
HUMAN RESOURCE	LCDR Thomas Burke/ PSC Alex Vega	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

	(619) 532-7080		schedules.		<input type="checkbox"/>	Create treatment teams with inpatient care providers as team leaders.			Emergency Credentialing Plan.	
MATERIAL MANAGEMENT	1) HD - CDR Gloria Russell 2) Asst. HD- Marie Garrett 3) Div. HD Mat. Ops. – LTTim Calvo 4) Div. HD Eqmnt Mngmnt – LT Darla McClellan	<input type="checkbox"/>	Monitor supply levels with Prime Vendor					<input type="checkbox"/>	Implement the Materials Management Plan - Reserve ventilators in NMCS D warehouse -Stockpiles of gowns, masks, goggles and spare beds in Camp Elliot, MCAS Miramar -Pharmacy antibiotics and antivirals in NMCS D Warehouse	
	(619) 532-8111	<input type="checkbox"/>	Develop listings of essential supplies and stocking levels to support a pandemic wave.		<input type="checkbox"/>	Verify current stock of essential supplies and materials and reorder.				
		<input type="checkbox"/>	Review essential service contracts for alternative ways of providing services		<input type="checkbox"/>	Verify stock levels of BUMED procured PI cache stored at MCAS Miramar and prepare for distribution.		<input type="checkbox"/>	Order additional vaccinations or antiviral drugs for all beneficiaries.	
FACILITY MANAGEMENT	ENS Jeffrey Watson	<input type="checkbox"/>	Status of all essential maintenance and review facility capabilities		<input type="checkbox"/>	Verify status of all essential maintenance and review facility capabilities				
	(619) 532-6125	<input type="checkbox"/>	Review critical utility emergency plans and update, if necessary.		<input type="checkbox"/>	Ensure emergency supplies and material inventories are at full capacity		<input type="checkbox"/>	Assign staff specific duties per critical functions per departmental plans	
		<input type="checkbox"/>	Prepare plans to provide critical utilities to potential patient surge overflow areas							

SECURITY	LT Dan Hess	<input type="checkbox"/>	Review policies and protocols for facility access control and update, if necessary	<input type="checkbox"/>	Initiate recall of Security personnel and activate reserve Security staff	<input type="checkbox"/>	Assist Internal Medicine staff when screening all incoming persons to determine status: staff, visitors, patients ill with influenza, and all other patients
	(619) 532-8500						
FOOD OPERATIONS	LT Katherine Vogel	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Staff and supply status	<input type="checkbox"/>	When necessary, Implement a facility lockdown except through designated routes.
	(619) 532-8926						

DIRECTORATE FOR CLINICAL SUPPORT SERVICES

AREAS OF CONCERN	POINT OF CONTACT/ PHONE	PHASE 4	P4 TOC	PHASE 5	P5 TOC	PHASE 6	P6 TOC
PHARMACY	LT Katherine Jaudon	<input type="checkbox"/> Identify corpsmen and organize them into different vacc/prophy teams. And provide training.		<input type="checkbox"/> Mass Vaccination/Prophylaxis plan		<input type="checkbox"/> Order vaccines and/or retrieve antiviral stocks to begin vaccinating and/or prophylaxing priority personnel and beneficiaries.	
	(619) 532-5897	<input type="checkbox"/> Procure the required consumables, supplies and equipment.					
LAB	LCDR David Rockaband	<input type="checkbox"/> Review and discuss with San Diego County Medical Examiner Office Disease Response Plan.		<input type="checkbox"/> Train additional personnel on PPE use and Standard Precautions and verify immunization status. <input type="checkbox"/> Expanding morgue refrigeration capacity.		<input type="checkbox"/> Mass Fatality Contingency Plan. <input type="checkbox"/> Consider post-response medical follow-up of personnel	
	(619) 532-9300						

DIRECTORATE FOR PROFESSIONAL EDUCATION

AREAS OF CONCERN	POINT OF CONTACT/ PHONE	PHASE 4	P4 TOC	PHASE 5	P5 TOC	PHASE 6	P6 TOC
SEAT	Gary Atkins						
	(619) 532 - 7926	<input type="checkbox"/> Initiate command wide training plan utilizing the Pan Flu NMCSO Online Training Course. <input type="checkbox"/> Provide training to staff on how to deal with stress and anxiety <input type="checkbox"/> Provide training to mental health providers to effectively lend support for staff and beneficiaries		<input type="checkbox"/> Ensure staff had been trained regarding PPE use and Standard Precautions.		<input type="checkbox"/> Provide training updates to NMCSO Chain of Command and staff members	

DIRECTORATE FOR MEDICAL SERVICES

AREAS OF CONCERN	POINT OF CONTACT/ PHONE	PHASE 4	P4 TOC	PHASE 5	P5 TOC	PHASE 6	P6 TOC
EMERGENCY MEDICINE	CAPT Donald Sallee/CDR Michael Matteucci	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Pandemic Influenza Triage and Admissions Plan.
	(619) 532-8274	<input type="checkbox"/>		<input type="checkbox"/>			
INTERNAL MEDICINE / PULMONARY MEDICINE	CDR Braden Hale/LCDR Nimfa Teneza-Mora	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Implement the Pandemic Influenza Triage and Admissions Plan.
	(619) 532-7475	<input type="checkbox"/>		<input type="checkbox"/>			
PEDIATRICS	LT Lisa Mondeliewski	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Stand up the dependant care center for staff in Bldg. 5
	(619) 532-6854	<input type="checkbox"/>		<input type="checkbox"/>			

SOCIAL WORK	LT Bryan Pyle	<input type="checkbox"/>	Patient Advocacy Plan - Empower patients and families to be active partners in their healthcare		<input type="checkbox"/>	Provide Counselors to deal with crisis and grief/ Cope with illness		<input type="checkbox"/>	Provide Counselors to deal with crisis and grief/ Cope with illness	
	(619) 532-7150									

DIRECTORATE FOR MENTAL HEALTH

AREAS OF CONCERN	POINT OF CONTACT/ PHONE	PHASE 4	P4 TOC	PHASE 5	P5 TOC	PHASE 6	P6 TOC
MH SERVICES	LCDR Susan Harvey	<input type="checkbox"/>		<input type="checkbox"/>			
	(619) 532-5761						

DIRECTORATE FOR BRANCH CLINICS

AREAS OF CONCERN	POINT OF CONTACT/ PHONE	PHASE 4	P4 TOC	PHASE 5	P5 TOC	PHASE 6	P6 TOC
ANCILLARY AND SUPPORT	LT Brent Adams	<input type="checkbox"/>		<input type="checkbox"/>			
	(619) 532-0096						

DIRECTORATE FOR NURSING SERVICES

AREAS OF CONCERN	POINT OF CONTACT/ PHONE	PHASE 4	P4 TOC	PHASE 5	P5 TOC	PHASE 6	P6 TOC
CRITICAL CARE	CDR Jean Proano	<input type="checkbox"/> Review and update the Surge Capacity Plan		<input type="checkbox"/> Coordinate with Materials Management to update current ventilator inventory, equipment inventory and physical bed space		<input type="checkbox"/> Implement the Surge Capacity plan.	
	(619) 532-9000	<input type="checkbox"/> Stockpile, maintain and inventory surge capacity ventilators (IMPACT) and PPE equipment.		<input type="checkbox"/> Ensure Ventilator batteries are fully charged.		<input type="checkbox"/> When influenza census at 50% bed capacity of any given ward.	
		<input type="checkbox"/> Update bed capacity space, equipment lists and ventilator inventory on EMP Surge Capacity Plan annually.		<input type="checkbox"/> Initiate Just in Time training survey of equipment in Med Repair.		<input type="checkbox"/> Enact emergency staffing ratios per EMP surge plan.	
		<input type="checkbox"/> Nurse of the Day liaisons between ER and Wards on cases and numbers		<input type="checkbox"/> Participate in Just in Time N95 respirator fitting for staff		<input type="checkbox"/> Denote needed supplies and equipment for replenishment or replacement	

DIRECTORATE FOR PUBLIC HEALTH

AREAS OF CONCERN	POINT OF CONTACT/ PHONE	PHASE 4	P4 TOC	PHASE 5	P5 TOC	PHASE 6	P6 TOC
PHEO/ NEPMU 5	NMCS D PHEO: NMW PHEO: CAPT James LaMar (619) 532-7070	<input type="checkbox"/> Establish communications with civilian public health agency		<input type="checkbox"/> Update any communications media with current information. i.e., hotline, PI websites.		<input type="checkbox"/> Establish real-time communication with San Diego County Epi Division.	
PREVENTIVE MEDICINE	CAPT John Tueller/ LCDR Alfredo Fernandez/ LT Sherry Hayes (619) 532-9223	<input type="checkbox"/> Provide tailored PI info to key groups (ESC, providers, ALL HANDS) <input type="checkbox"/> Activate and Advertise to all staff PI hotline and intranet webpage <input type="checkbox"/> Review and update training material and internal/external POC info relating to PI <input type="checkbox"/> Increase surveillance to 7 days/week and add ILI to ED surveillance		<input type="checkbox"/> Consider implementation of Work Quarantine Plan and mass vaccination <input type="checkbox"/> Continue to update training material and POC info		<input type="checkbox"/> Evaluate or Implement Work Quarantine Plan and mass vaccinations efforts	
INFECTION CONTROL	Jean Thompson Bowers/Nancy Mitchell (619) 532-6192	<input type="checkbox"/> Provide guidelines for isolation of suspect PI patients		<input type="checkbox"/> Provide guidance for signage at major entrance ways with instructions for respiratory etiquette, hand hygiene, isolation procedures Assist the ESC & Nursing Services to identify an inpatient area to cohort		<input type="checkbox"/> Implement the Pandemic Influenza Infection Control Guidelines	

						suspect/confirmed novel influenza cases Provide guidelines for PPE to be worn by asymptomatic visitors			
OCCUPATIONAL HEALTH	Loretta Roberts	<input type="checkbox"/>	Verify process in civilian medical screening.		<input type="checkbox"/>	Allocate necessary staff to support Occ Health Clinic in NMCS D		<input type="checkbox"/>	Assist in implementing the Staff Health Screening and Work Quarantine Plan
	(619) 524-6531								
SAFETY	Carole Clement	<input type="checkbox"/>	N95 respirator inventory status and verify staff status on N95 fitting.		<input type="checkbox"/>	Just In Time N95 respirator fitting for critical care, impatient and pediatric staff.		<input type="checkbox"/>	Continue with N95 fitting and support all hands requirement to respiratory precautions.
	(619) 532-7167								

DIRECTORATE FOR RESOURCE MANAGEMENT

AREAS OF CONCERN	POINT OF CONTACT/ PHONE	PHASE 4		P4 TOC	PHASE 5		P5 TOC	PHASE 6		P6 TOC
FINANCES	Rhondda Schroen	<input type="checkbox"/>	N/A		<input type="checkbox"/>	Begin to track patient care and support related response expenses		<input type="checkbox"/>	Compile time, expense, and claims reports for HCC approval.	
	(619) 532-9761							<input type="checkbox"/>	Forward approved reports to the appropriate authorities	

DIRECTORATE FOR SURGICAL SERVICES										
AREAS OF CONCERN	POINT OF CONTACT/ PHONE	PHASE 4		P4 TOC	PHASE 5		P5 TOC	PHASE 6		P6 TOC
SURGICAL SERVICES	Bob Kayler	<input type="checkbox"/>	N/A		<input type="checkbox"/>	Review case schedule and postpone future elective procedures.		<input type="checkbox"/>	Cancel elective procedures at NMCS D	
	(619) 532-5346									