



VA Pandemic Preparation Action Grids – National Cemetery Administration

This grid outlines planning steps for pandemic influenza and reflects the text in Section 2 of the VA Pandemic Influenza Plan, with numbers of subsections (e.g., 2.4.2 Coordination) for cross reference. The grid can be a starting point to identify steps, name responsible offices and individuals to carry out these steps, and track progress.

Preparing for Pandemic Influenza: NCA Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
2.4.2 Coordination Preparation					
	Be familiar with Continuity of Operations Plans				
	Review how all operations will be affected				
	Be represented on the VA Pandemic Influenza Advisory Group				
2.4.3.1 Creation of Pandemic Influenza Plans					
	Plan for operations under altered work conditions				
2.4.3.2 Workforce Preparation					
	Plan to provide PPE, hand hygiene supplies, vaccine, and antiviral medications				
	Prepare policies to cover a range of staffing issues				
	Provide staff education				

Preparing for Pandemic Influenza: NCA Action Grid					
Section	Preparation Action	Responsible Office	Responsible Person	Completion Date (Planned)	Completion Date (Actual)
	Plan procedures for temporary office and cemetery closings				
2.4.3.3 Infection Control Preparation					
	Provide education				
	Develop protocols to track & manage sick staff				
2.4.3.4 Communication Preparations					
	Develop a communications plan				
	Plan alternate pathways of communications for use during a pandemic outbreak				
	Other:				
	Other:				

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