

Appendix B. Pandemic Influenza Preparedness Plan for Maryland, Responsibilities of Organizations by Pandemic Phase

| Pandemic Phase | LHD | DHMH | MEMA | MIEMSS | Other State Agencies | Private and Volunteer Organizations | Federal Government* |
|---------------------|---|---|---|---|---|---|--|
| Pre-Pandemic | <ul style="list-style-type: none"> • evaluate adequacy of existing local infrastructure to respond to pandemic • review LHD policy & procedures to find & remove barriers to annual influenza & pneumococcal vaccination programs; work with local health care facilities to assess & improve health care worker immunization levels • enhance pneumococcal vaccination coverage levels in traditional high-risk groups • review current emergency plans for inclusion of provisions for mass vaccination campaigns; review security aspects of plan with local law enforcement • conduct county-wide space & site resource inventory; determine availability of shelters, schools, gymnasiums, nursing homes, day care centers, & other potential sites for aggregate care; identify appropriate sites to serve as triage & treatment centers, mass vaccination sites or as holding areas for acutely ill patients not able to be admitted to acute care hospital | <ul style="list-style-type: none"> • identify private & public sector partners in planning process; foster coordination & participation among private & public sector partners in planning process • coordinate planning with federal government & neighboring states; coordinate pandemic influenza planning activities with other State efforts such as bioterrorism • provide planning guidance to schools, hospitals, LTCFs, providers, clinics, pharmacies & others on preparing for and responding to pandemic • ensure synchronization of response plans in Maryland • identify major gaps in current ability to effectively respond to pandemic; explore possible avenues for addressing & resolving gaps • maintain routine voluntary laboratory surveillance of influenza • improve & maintain virologic surveillance capabilities, including ability to isolate & subtype influenza viruses, at levels sufficient to meet anticipated demand for such testing services during pandemic • expand existing sentinel physicians network to include at least one physician per 250,000 persons • develop a surveillance system to detect influenza among international travelers to Maryland • maintain demographic statistics on Maryland groups at high risk for influenza or influenza-related deaths | <ul style="list-style-type: none"> • develop template for declaration of public health emergency • maintain communication with DHMH • develop a program to facilitate routine, annual influenza vaccination of staff | <ul style="list-style-type: none"> • work with DHMH to improve routine annual vaccination of staff, EMS providers, & other emergency personnel throughout State • develop vaccination program using EMS providers to administer vaccines • develop region-wide bed management plan • develop alternate means for transporting non-critically ill patients to medical facilities | <ul style="list-style-type: none"> • encourage agency personnel to receive annual influenza vaccine • encourage agency personnel in identified high risk groups to receive pneumococcal vaccine • work within agency to develop contingency plans for large scale public health disasters like an influenza pandemic; provide copy of plan to DHMH | <ul style="list-style-type: none"> • work to increase routine annual influenza vaccination coverage among employees & clients • work to increase pneumococcal vaccine coverage in recommended groups • develop contingency plans for large scale public health disaster pandemic in coordination with DHMH • make contact with local EOC, LHD & DHMH • identify essential staff & develop contingency plans for operations under prolonged staff shortages or shortages of other resources | <ul style="list-style-type: none"> • assume primary responsibility for vaccine research & development • coordinate national & international surveillance efforts • assess & enhance vaccine & antiviral supply; coordinate public sector procurement • seek liability protection for vaccine & antiviral manufacturers & for persons who administer vaccines & antiviral medications as part of pandemic response program • develop national clearinghouse for vaccine availability information & coordination of vaccine distribution mechanisms at national level • develop vaccine adverse effects surveillance system at national level • develop national information bank on status of pandemic |

* These are responsibilities assumed by the federal government (without designation to a specific pandemic phase) as outlined in "Pandemic Influenza – A Planning Guide for State and Local Officials."

| Pandemic Phase | LHD | DHMH | MEMA | MIEMSS | Other State Agencies | Private and Volunteer Organizations | Federal Government* |
|------------------------------|--|--|------|--------|----------------------|-------------------------------------|---|
| Pre-Pandemic (cont'd) | <ul style="list-style-type: none"> • in coordination with OCME, identify facilities with sufficient refrigerated storage to serve as temporary morgues, if necessary; develop a plan for management of bodies when morgue capacity exceeded • in coordination with DHMH, devise a plan for distribution & administration of public sector vaccine • conduct county-wide inventory of emergency department capacity, number of hospital beds, number of intensive care unit beds, quantity of ventilators, morgue capacity, & number of health care providers available to see outpatients • educate staff about nature & significance of pandemic influenza & local response • work with local private & volunteer organizations to synchronize local response to pandemic • coordinate pandemic planning with other public health disaster planning at local level • establish means of rapid, two-way communication between LHD & hospitals (ICPs & ED directors) | <ul style="list-style-type: none"> • in conjunction with OCME, develop & implement a mechanism for receiving timely information on influenza, pneumonia or other respiratory infection related causes of death • monitor bulletins & other pandemic information from CDC & WHO to detect alerts about new virus variants & for changes in current recommendations for prevention & control of influenza • devise a strategy for vaccine distribution in such a way as to reduce morbidity, mortality & social disruption • devise procedures to secure & administer vaccine in Maryland • develop a system for antiviral adverse event reporting (AVAERS) • estimate number of hospitalizations that could be expected during a pandemic & determine extent to which health care organizations might be overwhelmed • conduct inventory of health care personnel including current & retired MDs, DOs, RNs & other nursing personnel, veterinarians, others with medical training (e.g., emergency medical technicians), & State national guard & other potential volunteers • determine sources from which additional staff could be acquired assuming hospitals are using much, if not all, available staff for their own needs; define extent of care that each type of provider can perform according to Maryland law • educate health care providers about appropriate infection control procedures for influenza as well as how to care for patients suffering from influenza & its complications | | | | | <ul style="list-style-type: none"> • develop recommendations, guidelines, & information templates that can be adapted & used as needed at state & local levels • identify & announce beginning & termination of various phases of a pandemic • provide financial support for state relief efforts, including vaccine supply & administration costs |

| Pandemic Phase | LHD | DHMH | MEMA | MIEMSS | Other State Agencies | Private and Volunteer Organizations | Federal Government* |
|------------------------------|--|---|--|--|---|---|---------------------|
| Pre-Pandemic (cont'd) | | <ul style="list-style-type: none"> • develop recommendations for use of masks, gloves & other infection control measures during a pandemic • advocate for health care providers' liability protection to extend to providing medical care in a non-traditional setting • examine existing legal authorities & evaluate their adequacy in event of pandemic • in accordance with federal guidance, prepare drafts and/or standard templates of information documents including fact sheets for general public & guidelines for health care providers on appropriate use of antiviral medications & vaccines • assemble & maintain database of contacts at Maryland hospitals, LTCFs, LHDs, & DHMH facilities to include at least the names & contact numbers of following types of persons: ICPs, laboratory directors, ED directors, infectious disease physicians, State EMS Medical Director, MIEMSS | | | | | |
| Novel Virus Alert | <ul style="list-style-type: none"> • notify hospitals & local private & public partners of novel virus alert • notify local emergency management director of novel virus alert | <ul style="list-style-type: none"> • notify LHDs & all appropriate partners & stakeholders of novel virus alert • notify MEMA & MIEMSS of novel virus alert • continue to monitor bulletins from CDC or WHO regarding clinical, epidemiological, & virologic characteristics of novel variant; disseminate to LHDs, stakeholders, & partners | <ul style="list-style-type: none"> • notify EOC representatives of novel virus alert • designate a contact person to receive further updates from DHMH | <ul style="list-style-type: none"> • notify MIEMSS regional medical directors, jurisdictional & commercial EMS operational programs of novel virus alert • designate a contact person to receive further updates from DHMH | <ul style="list-style-type: none"> • notify agency director that a novel virus detected • designate a contact person to receive further updates from DHMH | <ul style="list-style-type: none"> • notify organization director that novel virus detected • maintain contact with LHD for updated information | |
| Pandemic Alert | <ul style="list-style-type: none"> • review pandemic influenza response plans • in coordination with DHMH, update hospitals, emergency medical services, local law enforcement & local, private, & public partners | <ul style="list-style-type: none"> • work with CDC to determine which groups are at high risk for morbidity & mortality • work with LHDs & private sector providers to ensure that identified high risk groups & others receive vaccine & antiviral medications, as appropriate | <ul style="list-style-type: none"> • review components of EOP with DHMH • update EOC representatives • oversee communications with media | <ul style="list-style-type: none"> • review components of EOP with DHMH • update MIEMSS regional medical directors, jurisdictional & commercial EMS operational programs | <ul style="list-style-type: none"> • continue all activities listed under Novel Virus Alert phase | <ul style="list-style-type: none"> • notify organization director of pandemic alert • maintain contact with LHD for updated information | |

| Pandemic Phase | LHD | DHMH | MEMA | MIEMSS | Other State Agencies | Private and Volunteer Organizations | Federal Government* |
|--------------------------------|--|---|---|---|--|---|---------------------|
| Pandemic Alert (cont'd) | | <ul style="list-style-type: none"> • activate procedures to procure public sector vaccine; store vaccine in pre-selected supply areas • obtain appropriate reagents from CDC to detect & identify novel influenza strain • increase testing for influenza viruses, including pandemic strain(s), in specimens referred by LHDs from travelers to pandemic areas • send representative & unusual virus isolates to CDC for appropriate testing (to include antiviral resistance studies) • activate routine surveillance systems for influenza (if pandemic alert occurs during non-influenza season) • activate enhanced surveillance system to detect influenza among travelers from areas from which a novel influenza virus strain has been confirmed • continue to monitor bulletins from CDC & WHO; update LHDs, stakeholders & partners, as appropriate • review & revise as needed, drafts of public information documents • prepare translated versions of major public information documents for non-English speaking persons | | | | | |
| Pandemic Imminent | <ul style="list-style-type: none"> • review plan for distribution of public sector vaccine • provide DHMH with lists of public vaccine distribution sites • enhance collection of clinical specimens & transport to DHMH Laboratory | <ul style="list-style-type: none"> • notify all State agencies & other partners of potential for influenza pandemic in Maryland • continue to monitor bulletins from CDC & WHO; update LHDs, stakeholders & partners • implement AVAERS data collection • coordinate surveillance activities & findings with other states & federal health agencies • participate in special studies as requested by CDC | <ul style="list-style-type: none"> • consider activating EOC • consider obtaining declaration of public health emergency • oversee communications with media • consider delegating certain aspects of medical & technical information dissemination about influenza pandemic to Secretary, DHMH | <ul style="list-style-type: none"> • notify EMS, emergency departments, hospitals & other health care facilities to activate their influenza pandemic response plans • provide regular updates to DHMH about EMS and hospital-based bed system capacity | <ul style="list-style-type: none"> • review contingency plans for large scale public health disasters | <ul style="list-style-type: none"> • notify organization director that pandemic is imminent • maintain contact with LHD for updated information • review contingency plans & modify as necessary | |

| Pandemic Phase | LHD | DHMH | MEMA | MIEMSS | Other State Agencies | Private and Volunteer Organizations | Federal Government* |
|-----------------------------------|--|---|---|--|---|---|---------------------|
| Pandemic Imminent (cont'd) | <ul style="list-style-type: none"> • contact appropriate private partners to review their plans for distribution & administration of private sector vaccine • administer vaccine, once vaccine available | <ul style="list-style-type: none"> • maintain current listings of public sector vaccine distribution sites within Maryland • review vaccine distribution plans with stakeholders & partners, and modify as needed • request that OCME provide DHMH Laboratory with selected autopsy specimens for influenza testing | | | | <ul style="list-style-type: none"> • consider or expand facility or institution-sponsored sick care services for children of employees | |
| Pandemic | <ul style="list-style-type: none"> • coordinate use of available local resources during pandemic, including private, public and volunteer resources • report pandemic-related information regularly to EDCP, DHMH • assess effectiveness of local response & available local capacity • administer vaccine, once vaccine available | <ul style="list-style-type: none"> • institute control measures in accordance with CDC & other federal recommendations • ensure that EOC & key health officials are kept informed of all health & medical developments & decisions during pandemic • monitor response of DHMH units during pandemic; re-allocate resources as needed • monitor availability & coordinate distribution & delivery of public sector vaccines • coordinate activities with other states & federal health agencies • continue to monitor bulletins from CDC & WHO; update LHDs, stakeholders & partners • coordinate release of health information with MEMA & PIOs • monitor AVAERS weekly & transmit information to CDC so that unexpected adverse events can be detected early & antiviral medication recommendations altered according to federal recommendations • send selected influenza A isolates to CDC for antiviral resistance testing so that resistance prevalence can be estimated & appropriate antiviral use recommendations made • participate in special studies as requested by CDC | <ul style="list-style-type: none"> • activate EOC (if not already activated) & operate it as needed during pandemic • obtain declaration of public health emergency (if not already obtained) • oversee communications with media • notify DHMH when EOC is deactivated | <ul style="list-style-type: none"> • monitor status of emergency facilities, hospital beds, other treatment sites & medical equipment • coordinate statewide system of emergency medical services, public safety (EMS operational programs) & commercial ambulance services • apprise DHMH & MEMA of critical gaps in ability to provide emergency medical services | <ul style="list-style-type: none"> • implement contingency plans for large scale public health disasters • ensure designated agency contact is available to receive updates from DHMH • provide regular updates to MEMA of gaps in agency services | <ul style="list-style-type: none"> • implement contingency plans • continue to monitor CDC web site for updated information | |

| Pandemic Phase | LHD | DHMH | MEMA | MIEMSS | Other State Agencies | Private and Volunteer Organizations | Federal Government* |
|----------------------|--|---|--|--|--|---|---------------------|
| “Second Wave” | <ul style="list-style-type: none"> continue all activities listed under Pandemic Phase review, evaluate & modify as needed, local pandemic response; update DHMH continue to vaccinate monitor resources & staffing needs | <ul style="list-style-type: none"> continue all activities listed under Pandemic Phase review, evaluate & modify as needed, DHMH’s pandemic response; update MEMA continue to procure vaccine monitor resources & staffing needs | <ul style="list-style-type: none"> continue all activities listed under Pandemic Phase review, evaluate & assess impact of State pandemic response monitor, bolster & redistribute resources as appropriate | <ul style="list-style-type: none"> continue all activities listed under Pandemic Phase review, evaluate & modify as needed, pandemic response by MIEMSS; update DHMH monitor resources & staffing needs | <ul style="list-style-type: none"> continue all activities listed under Pandemic Phase review, evaluate & modify as needed, pandemic response by agency; update MEMA monitor resources & staffing needs | <ul style="list-style-type: none"> continue all activities listed under Pandemic Phase | |
| Pandemic Over | <ul style="list-style-type: none"> assess local capacity to resume normal public health functions assess local capacity to resume normal health care delivery assess fiscal impact of pandemic response report results of assessment to local government authorities report results of assessment to DHMH | <ul style="list-style-type: none"> summarize findings & report to Secretary, DHMH, on the epidemiological characteristics of the pandemic in Maryland & on lessons learned assess State capacity to resume normal public health function assess State capacity to resume normal health care delivery discontinue AVAERS | <ul style="list-style-type: none"> coordinate recovery efforts coordinate damage assessment coordinate needs assessment | <ul style="list-style-type: none"> assess ability to resume normal provision of emergency medical services report results of assessment to DHMH | <ul style="list-style-type: none"> assess ability to resume normal agency function report results of assessment to agency director & to MEMA | <ul style="list-style-type: none"> assess ability to resume normal organizational function maintain contact with LHD for updated information report results of assessment to organization director & to MEMA, if appropriate | |

Key

| | |
|--------|---|
| AVAERS | Anti-Viral Adverse Event Reporting System |
| CDC | Centers for Disease Control and Prevention |
| DHMH | Department of Health and Mental Hygiene |
| ED | Emergency Department |
| EMS | Emergency Medical Service |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Plan |
| ICP | Infection Control Practitioners |
| LHD | Local Health Department |
| LTCF | Long Term Care Facility |
| MEMA | Maryland Emergency Management Agency |
| MIEMSS | Maryland Institute for Emergency Medical Services Systems |
| OCME | Office of the Chief Medical Examiner |
| WHO | World Health Organization |

