

MEMORANDUM

TO: Health, Energy and Environment Committee
FROM: Rocco Forte, Gretchen Musicant
RE: Pandemic Flu Planning Process
DATE: June 19, 2006

The City is beginning its effort to prepare for the possibility of pandemic influenza. Unlike many other emergency events, responding to an influenza pandemic will focus on people rather than physical assets. We are planning for up to 40% reduction in workforce for two to four months. Under this scenario, there simply will not be enough people to maintain current service levels.

City staff members have begun a process to address these issues. The challenge will be to prioritize essential services and reassign personnel to keep those services functioning. In order for the Emergency Operation Center (EOC) to serve these functions, departments will need to prioritize their services and plan to reallocate resources within departments to sustain the highest priority services. Departments must also determine what staffing resources could be made available to other departments or agencies

Staff will be proceeding as follows to develop a Continuity of Operations plan for the City, in the event of pandemic flu or similar workforce shortage due to an emergency:

1. Brief elected officials, department heads, labor/management -- situation update, overview of planning parameters and next steps by June 19, 2006.
2. Meet with known priority departments (government authorities, police, fire, solid waste, water, snow removal, etc.) to ascertain needs for cross-trained personnel and/or trained volunteers.
3. Prioritize development of EOC plan and continuity of government plan. Defer non-prioritized departmental plans and cross-training issues until fall.
4. Form Incident Command Planning Team (see below), set meeting schedule and complete EOC plan by June 26, 2006.
5. Form tabletop planning team by July 1, 2006.
6. Complete EOC and Continuity of Government (COG) plan by August 31, send to council with recommendation to approve.

7. Ask remaining departments to plan (with assistance as needed) to established planning parameters by December 31, 2006.
8. EOC tabletop completed by December 31, 2006.

Incident Command

Rocco Forte, Kristi Rollwagen, Barret Lane

The Incident Command Planning Team (ICPT) will review and make recommendations as to the plan's parameters, assumptions, scope and content. This will include the priorities for resource allocation. The team will also review responses from departments and make recommendations as to next steps. Most of the following personnel are already assigned to Continuity of Operations planning efforts.

Command Staff

PIO	Gail Plewacki and Sara Dietrich
Safety/Security	Art Thomas, Otto Wagenpfiel and Charlotte Holt
Legal	Peter Ginder
Liaison	Karen Wagner

General Staff

Operations	Tim Giles and Pam Nelms
Planning	Pam Blixt and Marie Hauser
Logistics	Mike Kennedy
Finance/Administration	Chuck Elliott

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