

Appendix P to the Township of North Frontenac Emergency Response Plan – “Human Health Emergencies/ Influenza Pandemic Response and Contingency Plan”



Township of
North Frontenac

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Human Health Emergencies / Influenza Pandemic Response and Contingency Plan

(To Be Referred to as the “**PANDEMIC PLAN**”)



AUGUST 2009

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SECTION ONE: INTRODUCTION

1.1 AIM

This Human Health Emergencies/Influenza Pandemic Response and Contingency Plan has been developed as a guide for Township of North Frontenac departments to facilitate the maintenance of essential services and or functions during a pandemic emergency. This plan will be executed as an appendix to the Township of North Frontenac Emergency Response Plan. This plan will be referred to as the “Pandemic Plan”.

By preparing for and managing outbreaks of influenza, the Township can ensure continuity and maintain essential community services. We can play an extensive role in controlling risks by taking practical actions to manage pandemic influenza. A well-managed plan in partnership with local health authorities, and Kingston, Frontenac, Lennox and Addington Public Health (KFL&A) can reduce the likelihood of widespread infection and the consequences of a pandemic in all respects. This plan is aligned with the OHPIP (Ontario Health Plan for an Influenza Pandemic) and the CPIP (Canadian Pandemic Influenza Plan).

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that the Township of North Frontenac is prepared to respond to a pandemic or other human health emergency in the most effective manner.

1.2 GOALS

The goals of planning for a human health emergency or influenza pandemic in North Frontenac are identical to the goals of the provincial and federal governments;

- To minimize serious illness and death
- To minimize societal disruption and disruption of municipal services (road maintenance, fire department, etc) during a pandemic.

1.3 OBJECTIVES OF THE PLAN

There are several key objectives of the Pandemic Influenza Response Plan:

a. Protection of Residents/Employees

- a. Residents/employees will look to the Township of North Frontenac for leadership and protection including revising the procedures to minimize exposure to the virus both from internal and external contacts; work from home policies; options for care giving for affected family members; etc.

b. Ensure the Delivery of Essential Services

- a. Reduction in our workforce will put at risk the delivery of essential services. Interruption of critical public services will make matters worse in the Township of North Frontenac already suffering from influenza.

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- b. High absenteeism is the leading threat to the delivery of essential services by the Township of North Frontenac during a pandemic. The purpose of the pandemic plan is to determine how these services will be delivered despite the reduction in staffing.

c. Support Local Health Services

- a. The Township of North Frontenac will be expected to assist health care officials in delivering health services through non-medical means. We may be asked to provide access to our facilities to help with mass immunization, or facilities may be needed to act as temporary morgues.

d. Minimizing Net Financial Impacts

- a. The Township expenses are likely to increase and revenues may drop through decreased activity and use of the Township services.

e. Collaboration

- a. Pandemic influenza and its consequences can be managed more effectively through collaborative efforts of many local stakeholders: the Township of North Frontenac, the County of Frontenac, other regional municipalities and Public Health.
- b. Other Stakeholders:
 - i. Federal Government
Health Canada is the primary federal agency with the authority to oversee the federal response to pandemic influenza. The National Pandemic Influenza Committee will coordinate national influenza response, communication with the World Health Organization (WHO) and other nations, and allocation of the National Emergency Stockpile System (NESS) to emergency Hospitals.
 - ii. Provincial Government
The Ontario Government implements National recommendations for surveillance and immunization programs; coordinates the investigation of outbreaks; provides guidelines and direction to local health units and distributes vaccines to the Health Units. The Ministry of Health and Long Term Care (MOHLTC) has developed the Ontario Health Plan for Influenza Pandemic (OHPIP).

1.4 ACTIVATION OF PLAN

Any member of the Community Control Group (CCG), including the Medical Officer of Health through the CAO has the authority to activate this Plan. In the event the CAO or his/her Alternate is not available, the CEMC may activate this Plan. The Plan will be activated when:

- A provincial emergency due to pandemic influenza or other human health event is declared; or
- A local case(s) or outbreak of the pandemic influenza, or a health emergency is confirmed. This occurrence and the expected impact of illness in the population will require a coordinated municipal effort; or
- The Emergency Plans in neighbouring municipalities, the Townships of Addington Highlands; Central Frontenac; Greater Madawaska and/or Lanark Highlands are activated as a result of pandemic influenza or health emergency in the community.

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1.5 SITUATION

A human health emergency or influenza pandemic may occur with little warning, affecting a large number of people within a short period of time. As there may be simultaneous outbreaks in many communities, each local jurisdiction must be prepared to respond in the context of uncertain availability of external resources and support. This will be especially true during the first phase of an influenza.

1.6 FEDERAL, PROVINCIAL AND KFL&A HEALTH UNIT PLANS

To date, the federal government has published the *Canadian Pandemic Influenza Plan* (www.phac-aspc.gc.ca) and the province has published the *Ontario Health Pandemic Influenza Plan* (www.health.gov.on.ca). In our area, Kingston, Frontenac, Lennox & Addington (KFL&A) Public Health is the lead agency for health emergencies including Pandemic Influenza. KFL&A Public Health has pertinent information on their website (<http://www.kflapublichealth.ca>).

The Township of North Frontenac Human Health Emergencies/Influenza Pandemic Response and Contingency Plan complies with the requirements of the Federal and Provincial Plans and is aligned with KFL&A Public Health’s Pandemic Influenza Plan. The Township of North Frontenac’s Human Health Emergencies/Influenza Pandemic Response and Contingency Plan is an appendix of the Township of North Frontenac’s Emergency Response Plan.

1.7 SUMMARY OF RELEVANT LEGISLATION

Although not inclusive, the following legislation will guide North Frontenac’s response to a human health emergency or influenza pandemic:

- The ***Emergency Management and Civil Protection Act*** is the authority under which the Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the Emergency Plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c E.9,s.4 (1).

This Act further stipulates that every Ontario municipality shall develop and implement an Emergency Management Program and the Council of the municipality shall by by-law adopt the Emergency Management Program 2.1 (1). The Emergency Management Program shall consist of:

- a) an Emergency Plan;
- b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities; and
- c) public education on risks to public safety and on public preparedness for emergencies; and
- d) other elements required by the standards for emergency management programs set under section 14. 2002, c.14, s.4.

The ***Emergency Management and Civil Protection Act*** is also the authority under which the Premier may declare a provincial emergency. If a provincial emergency has been declared, Section 7 (3) allows the Premier to direct and control a municipality’s administration,

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facilities and equipment, and can further direct and control the exercise of the municipality’s powers and duties.

- **Order-in-Council** 1157/2009 identifies the Minister of Health and Long Term Care as responsible for two areas in formulating emergency plans: human health disease and epidemics; and provision of health services during an emergency (e.g. floods, ice storm).
- The **1990 Health Protection and Promotion Act** (HPPA) imposes duties and responsibilities on the local Medical Officer of Health (MOH) with respect to the control of health hazards (Part III) and communicable diseases (Part IV). The legal powers of the MOH are summarized in Appendix 2.
- The **Public Hospitals Act** requires hospitals to obtain Ministerial approval before using additional sites for hospital services.

SECTION TWO: BACKGROUND

2.1 HISTORY

During the 20th century, the world experienced three influenza pandemics. The most deadly, the “Spanish Flu” of 1918, killed approximately 30,000 to 50,000 people in Canada and 20 to 40 million people worldwide. In 1957, the “Asian Influenza” was a much milder pandemic with an estimated 2 million deaths worldwide. The last pandemic was the 1968 “Hong Kong Flu” resulting in 1 million deaths worldwide. Historic evidence suggests that pandemics occur three to four times per century. Although not a pandemic, early in 2003, the Province of Ontario experienced first hand the impact of a highly contagious respiratory illness, Severe Acute Respiratory Syndrome (SARS). There were a total of 375 cases of SARS in Ontario, resulting in 44 deaths. As the SARS experience clearly demonstrated, the first influenza pandemic of the 21st century could have significant economic and social consequences.

What is a Pandemic Influenza?

A pandemic is a worldwide outbreak of a virus to which the human population has little or no immunity. A pandemic is an infectious disease that spreads rapidly through a population causing significant death. This occurs when an infectious disease is new to a population, and spreads across a large region. Pandemic influenza tends to occur in two or three waves, sometimes over a long period, before finally abating.

Influenza outbreaks have occurred for centuries, however there have only been three influenza pandemics to date. The most infamous pandemic influenza outbreak was the Spanish Flu (1918-1919), which affected large parts of the world killing 40 million individuals. A second pandemic occurred in 1957 – the Asian influenza, and the third pandemic was in 1968 – the Hong Kong Influenza. Currently, there are influenza epidemics that occur seasonally around the world. However, it is important to note that pandemics are associated with severe outcomes among healthy young individuals, which is generally not the case with an epidemic.

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Experts predict that another pandemic is overdue, although the timing and the pattern are unpredictable. It is estimated that the next pandemic virus will arrive in Canada within three months after it emerges in another part of the world, but could be much sooner due to increases in the volume and speed of global air travel. An influenza pandemic usually spreads in two or more waves, either in the same year or in successive influenza seasons. A second wave may occur within three to nine months of the initial outbreak wave and may cause more serious illness and deaths than the first. Estimates suggest that in Ontario, 8 million people will be infected; of those 4 million will be clinically ill and 12,000 will die.

It has been projected that workforces will have absentee rates of 30 - 35 % due to the viral effects on employees and their families. Based on projected facts the Township of North Frontenac could experience massive staff shortages. Since pandemic flu spreads the same way as seasonal flu - through droplets contained in sneezes and coughs and by hand contact, basic precautions can greatly reduce its spread.

2.2 ABOUT SEASONAL HUMAN INFLUENZA OR THE FLU

Human influenza, or the flu, is a respiratory infection caused by the influenza virus. Strains circulate every year, making people sick. Influenza typically starts with a headache, chills and cough, followed rapidly by fever, loss of appetite, muscle aches and fatigue, running nose, sneezing, watery eyes and throat irritation. Nausea, vomiting and diarrhea may also occur, especially in children. Most people will recover from influenza within a week or ten days, but some - including those over 65 and adults and children with chronic conditions, such as diabetes and cancer - are at greater risk of more severe complications, such as pneumonia. Between 4,000 and 8,000 Canadians can die of influenza and its complications annually, depending on the severity of the season. Getting an influenza vaccination (or flu shot) every year can help prevent the infection or reduce the severity of the illness (Health Canada).

2.3 AVIAN INFLUENZA OR BIRD FLU

Birds and other animals, including pigs, also contract and transmit influenza. Wild birds, in particular, are natural carriers of influenza A viruses. They have carried animal influenza viruses, with no apparent harm, for centuries. Migratory waterfowl (ducks, geese) are known to carry viruses of the H5 and H7 strains or subtypes. These viruses are usually in the low pathogenic form - in other words, they aren't as deadly to birds as highly pathogenic strains. Currently, Avian Influenza H5N1 is circulating in South East Asia and parts of Europe, infecting many poultry populations and some humans. This strain is highly pathogenic, or highly deadly to birds, and has infected a limited number of people. To date, there is no evidence this virus is transmitted from person to person (Health Canada).

2.4 WHY IS AVIAN INFLUENZA A CONCERN TO PEOPLE

People are exposed to different strains of influenza many times during their lives. Even though the virus changes, their previous bouts of influenza may offer some protection against similar strains of the virus. However, three to four times each century, for unknown reasons, a radical change takes place in the influenza A virus causing a new strain to emerge.

One way this radical change can happen is that a person sick with a human influenza virus also becomes infected with the Avian Influenza virus and the two viruses re-assort or "mix"

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creating a novel influenza A virus. This means that the Avian Influenza virus may acquire some of the human influenza genes, potentially creating a new subtype of the influenza A virus that people would have little or no immunity against. If the virus was easily passed to and among people, this would create the conditions for an influenza pandemic (Health Canada).

2.5 WHEN DOES INFLUENZA BECOME A PANDEMIC

Influenza pandemics arise when all four of the following occur:

- a novel influenza A virus emerges;
- the new virus can spread efficiently from human to human;
- the new virus causes serious illness and death;
- the population has little or no immunity to the new virus.

2.6 ESTIMATED IMPACT OF AN INFLUENZA PANDEMIC

The Ontario Health Plan for an Influenza Pandemic is based on the following planning assumptions:

- A new strain is most likely to occur in Southeast Asia;
- Ontario will have little lead time between when a pandemic is first declared by the WHO and when it spreads to the province;
- An influenza pandemic usually spreads in two or more waves, either in the same year or in successive influenza seasons (ie: October to April). A second wave may occur within three to nine months and may cause more serious illnesses and death than the first. In any locality, the length of each wave of illness is approximately eight weeks;
- Attack rate estimated at 35% (means approximately 1/3 of population will get sick at one point during the duration of pandemic);
- Absenteeism from work will dramatically increase during a pandemic;
- About 45% of people who acquire influenza will not require medical care, but they will need health information and advice;
- 53% will require outpatient or primary care (ie. treatment by a family physician);
- Approximately 1.5 or 2 % will require hospital care.

The pandemic influenza strain will likely cause a range of illness from a serious flu with complete recovery, to disease complicated by pneumonia, hospitalization and even death. Based on a model developed by US Centres for Disease Control and Prevention (CDC) adopted by Canada and Ontario’s influenza pandemic plans, the following has been estimated (<http://www2a.cdc.gov/od/fluaid>):

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POTENTIAL IMPACT

	Eastern Ontario (200,000 population)	Township of North Frontenac (2008 MPAC figures 7500+/- including seasonal population) (for simplification purposes a 10,000 population was utilized thus 5% of Eastern Ontario estimates) (rough estimates)
deaths*	200	10
hospital care (hospitalization and outpatient care)	35750	1,787
clinically ill	6000	380
infected	152000	7,600/10,000 or (5,625 of the 7500)

* It must be noted that the estimated morbidity is likely to be spread over a period of 6-8 weeks and possibly in two separate waves.

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2.7 PANDEMIC PHASES

The World Health Organization (WHO) classifies Pandemic Influenza into four pandemic periods which are further categorized into six pandemic phases:

INTER - PANDEMIC PERIOD	PANDEMIC ALERT PERIOD	PANDEMIC PERIOD	POST PANDEMIC PERIOD
<p>Phase 1: No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused infection may be present in animals. (Low risk of human cases)</p> <p>Phase 2: No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease. (Higher risk of human cases)</p>	<p>Phase 3: Human infections with a new subtype, but no human-to-human spread, or at least most rare instances of spread to a close contact. (No or very limited human-to-human transmission)</p> <p>Phase 4; Small cluster (s) with limited human-to-human transmission, but spread is highly localized, suggesting that the virus is not well adapted to humans. (Evidence of increased human-to-human transmission)</p> <p>Phase 5: Larger cluster (s) but human-to human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk) (Evidence of significant human-to-human transmission).</p>	<p>Phase 6: Increased and substantial transmission in general population. (Efficient and sustained human-to-human transmission)</p>	<p>Return to inter-pandemic period.</p>

SECTION FOUR: MITIGATION / PREPAREDNESS

4.1 INTER-PANDEMIC PERIOD / PANDEMIC ALERT

Mitigation and preparedness activities take place during the Inter-Pandemic and Pandemic Alert Period.

4.2 SURVEILLANCE

During the Inter-Pandemic and Pandemic Alert Period, surveillance is passive. Surveillance mechanisms include all activities done to ensure the detection - in real time of possible pandemic influenza activity. The KFL&A Public Health is responsible for monitoring influenza activity in the Township of North Frontenac, and in the surrounding municipalities of the Township of Addington Highlands and the Township of Central Frontenac. Laboratory confirmed cases of influenza and respiratory outbreaks in long term care homes are required to be reported to the Medical Officer of Health for follow up. KFL&A Public Health shares this surveillance information by way of provincial weekly influenza bulletins that are distributed to health care stakeholders and are available on the Ministry of Health website.

Elementary and secondary schools are asked to inform Public Health when they experience abnormally high absenteeism rates and/or an abnormal cluster(s) of respiratory illness.

Surveillance procedures, which includes observation, recording and analysis of unusual infection, also takes place at the provincial, national and international levels:

- provincial surveillance: Public Health Branch of the Ministry of Health and Long Term Care (MOHLTC)
- national surveillance: Public Health Agency of Canada
- international surveillance: World Health Organization (The Global Outbreak Alert and Response Network - GOARN)

Surveillance	Mitigation/ Preparedness	<ul style="list-style-type: none"> ✓KFL&A Public Health is responsible for monitoring influenza activity in the Township of North Frontenac. ✓KFL&A Public Health will ensure surveillance tools/reporting forms are available to hospitals, physicians, all health care providers as required. ✓Health Care Facilities will report cases and outbreaks to KFL&A Public Health. ✓Schools are asked to inform public health when they experience abnormally high absenteeism rates and/or abnormal cluster(s) of respiratory illness. Daycares are legally obligated to report outbreaks of respiratory and/or gastrointestinal illness. ✓Township of North Frontenac Managers/Department Heads will report abnormal departmental absenteeism and/or
	Inter- Pandemic/ Pandemic Alert Period	

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		any suspected abnormal clusters of respiratory illness to the Township’s Occupational Health & Safety Officer. In turn the Occupational Health & Safety Officer will report the Township’s abnormal absenteeism and/or any suspected abnormal clusters of respiratory illness to KFL&A Public Health.
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4.3 VACCINES / ANTIVIRAL

Annual “flu” vaccination is an important preventive measure for pandemic influenza. As discussed earlier, the potential for the mixing of human influenza viruses with Avian Influenza, may lead to the development of a new strain for which there is no human immunity. The less human influenza virus circulating, the fewer opportunities there will be for mixing. Every fall, KFL&A Public Health has multiple public influenza vaccination clinics throughout KFL&A. The Township of North Frontenac will continue to encourage municipal employee vaccinations. Maximizing vaccine coverage is an ongoing priority. Vaccines are an easy and effective method to protect against influenza. In the event of a health emergency such as a widespread outbreak of an infectious disease, it may be necessary to rapidly provide vaccines or other medications to prevent or treat illness to a large number of people. Antiviral drugs are effective for treating influenza. During a pandemic, these would be used to treat those with severe illness, or may be used to prevent illness and to help slow the spread of the disease until a vaccine becomes available. At this time, antiviral medications for the purpose of treating influenza will be distributed through physician offices and local pharmacies.

Vaccines/ Antiviral	Mitigation / Preparedness Inter-Pandemic/ Pandemic Alert Period	<ul style="list-style-type: none"> ✓KFL&A Public Health will continue to have multiple flu clinics throughout North Frontenac and Frontenac, Lennox & Addington Counties ✓KFL&A Public Health will continue to encourage public yearly flu vaccinations ✓The Township of North Frontenac will continue to encourage annual flu vaccinations to all Township employees ✓Maximizing vaccine coverage is an ongoing priority
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4.4 VACCINE/ANTIVIRAL DISTRIBUTION AND PRIORITY

Ontario’s goal is to obtain enough vaccine for the entire population but, during the early stages of a pandemic, vaccine will be in short supply. In this situation, the province will follow the national recommendations for priority groups for influenza immunization. In a situation where vaccine supply is limited, it may become necessary to develop a framework for who gets vaccine first. Several factors must be weighed in developing priority groups, such as the characteristics of the illness and the vaccine, its spread and severity among different populations and the logistics of administration of the vaccine. Determination of priority groups is usually conducted at a federal level. KFL&A Public Health is responsible for the distribution and administration of pandemic influenza vaccine.

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Ontario currently has a provincial stockpile with enough antiviral medication to treat 25% of the population who are ill with influenza. To be effective, antiviral treatment must be started within 48 hours of the onset of symptoms, and within 12 to 24 hours to be most effective.

During an influenza pandemic, the Provincial MOHLTC Emergency Operations Centre will coordinate the distribution of antiviral medication across the province to hospitals, long-term care homes, pharmacies, and Flu Centres.

Vaccine/Antiviral distribution and delivery	Mitigation / Preparedness Inter-Pandemic / Pandemic Alert Period	<ul style="list-style-type: none"> ✓KFL&A Public Health is responsible for distribution of vaccines during a pandemic (as per MOHLTC directives). ✓The Township of North Frontenac may be in a position to assist with storage, security and/or transportation if requested.
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4.5 PUBLIC AWARENESS/EDUCATION

Consistent with the *Emergency Management and Civil Protection Act*, the Township of North Frontenac has a responsibility to educate the public on risks to public safety and on public preparedness for emergencies (2.1). The Township of North Frontenac reinforces the importance of prevention and mitigation through Emergency Preparedness and Emergency Management presentations, interviews, information booths, and publications. The more prepared the public is for an influenza pandemic or any emergency, the less likely is the potential for panic, and the more likely it is for citizens to establish support systems for the care of influenza patients in the Township and therefore together with the municipality become a disaster resilient community.

Consistent with the Health Promotion and Protection Act, KFL&A Public Health has a responsibility to advise the public on an influenza pandemic and identify measures to protect the public’s health. KFL&A Public Health will collaborate with the Township of North Frontenac to ensure public health messaging is consistent and relevant to its population.

Public Awareness/ Education	Mitigation / Preparedness Inter-Pandemic / Pandemic Alert Period	<ul style="list-style-type: none"> ✓As per the <i>Emergency Management and Civil Protection Act</i>, the Township of North Frontenac will continue to educate the public on risks to public safety and on public preparedness. ✓KFL&A Public Health will continue to advise the public on an influenza pandemic and identify measures to protect the public’s health. ✓The Township of North Frontenac will collaborate with KFL&A Public Health to ensure public messages are consistent and accurate.
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4.6 PUBLIC HEALTH MEASURES

Public health measures are non-medical interventions used to reduce the spread of disease.

The type of public health measures used and their timing depend on the epidemiology of the virus. The objectives as per the Ontario Health Pandemic Influenza Plan are as follows:

- to reduce further human cases caused by a virus that has not yet established efficient human-to-human transmission;
- To slow pandemic spread and gain time for implementing medical measures (ie; vaccine);
- To reduce the impact of a pandemic.

Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough and severe acute respiratory syndrome (SARS) are spread by coughing or sneezing and/or unclean hands.

To help stop the spread of germs:

1. Cover your mouth and nose with a tissue when you cough or sneeze.
2. If you don't have a tissue, cough or sneeze into your upper sleeve or crook of your elbow, not your hands.
3. Dispose of your used tissue in the waste basket.
4. Clean your hands after coughing or sneezing:
 - Wash with soap and warm water.
 - If soap and water are not readily available, use alcohol based hand wash.

Here are steps for proper hand washing:

Remove rings and watch

- use warm water and wet your hands thoroughly
- use liquid soap and lather very well
- scrub hands, between your fingers, your wrist and under your nails for 15 seconds.
- rinse thoroughly
- turn off taps/faucets with a disposable paper towel
- dry your hands with a single use towel or hot air dryer
- protect your hands from touching dirty surfaces as you leave the bathroom (door knob)

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4.8 COMMUNICATIONS

4.8.1 Media Relations/ Public Inquiry Centre

During a Pandemic, media attention will be intense, and information demands will

continue over several months. Sustaining public and workplace confidence over that time will be a challenge. In order to prepare for this challenge and other emergencies, the Township of North Frontenac, as per the Township’s Emergency Response Plan, has a designated Public Information Officer (PIO).

Upon activation of North Frontenac’s Emergency Response Plan, this PIO is tasked with responsibilities which include providing timely, concise, coordinated and effective public communications. During a human health emergency and/or pandemic he/she will also partner with KFL&A Public Health on media briefings, will participate in pre-established teleconferences with public health, will speak and/or coordinate conferences for other professionals to speak on issues related to community pandemic impact and view updates sent or posted by the health unit.

During the Inter-Pandemic and Pandemic Alert Phases, the Public Information Officer’s goal is to raise awareness of the risk of influenza and steps people can take to prevent the spread of influenza. During this phase, media relations is delegated within the public awareness/education section.

The Township of North Frontenac’s Emergency Information Centre and phone line must be firmly established and tested periodically. This public inquiry line can be utilized during a pandemic and/or health emergency for inquiries on Township services.

4.8.2 Internal Communications

During a Pandemic, internal communications will be the responsibility of each member attending the Emergency Operations Centre (EOC). Each member is responsible to ensure pertinent departmental information, safety issues and response directives obtained via their affiliated Ministry and/or within the EOC are transmitted throughout their departments. Corporately, if there are safety concerns that pertain to all municipal employees, the Township of North Frontenac’s Occupational Health & Safety Officer will distribute all pertinent information. In order to ensure information is consistent, the Township’s Occupational Health & Safety Officer will discuss all internal releases with the Township of North Frontenac’s Public Information Officer.

4.8.3 Inter-agency Communications

During the Inter-Pandemic and Pandemic Alert Period, Inter-agency communications is fostered during the Township’s Emergency Management Committee meetings that take place periodically throughout the year. In order to prepare for a human health emergency or pandemic, it is recommended that the Township of North Frontenac obtain telephone capabilities between all Township departments and a telephone system in the Township’s EOC to communicate with KFL&A Public Health and others. During the Pandemic Period, there may be restrictions placed on public gatherings.

Appendix P to the Township of North Frontenac Emergency Response Plan – “Human Health Emergencies/ Influenza Pandemic Response and Contingency Plan”

Training	Mitigation / Preparedness Inter-Pandemic / Pandemic Alert Period	<ul style="list-style-type: none"> ✓ Training, as in emergency preparedness, is the responsibility of the individual as well as the municipality. ✓ Police, Fire, EMS and Public Works have incorporated pandemic awareness and emergency preparedness within their respective training programs. ✓ The Township of North Frontenac’s Occupational Health & Safety Officer and the Community Emergency Management Coordinator also administer training and professional development activities for municipal staff which includes pandemic awareness and emergency preparedness. ✓ Public are encouraged to take First Aid and CPR and possibly volunteer and train in the many not for profit organizations that assist individuals during emergencies.
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4.10 STOCKPILING

It is estimated that approximately 35% of employees may be absent from work during a pandemic. Absenteeism is likely to be spread over a period of 6-8 weeks and possibility in two separate waves. This includes all types of workers, such as municipal employees, truck drivers, grocery clerks, bank tellers, cooks, janitors, electricians, warehouse workers to name a few. Since all domains may be affected, we must plan for a lack in supplies ranging from cleaning supplies, to personal protective equipment, personal items (Kleenex, toilet paper..), office supplies, maintenance parts and others. Contrary to the “just in time” purchasing philosophy that many abide by today, the threat of a pandemic encourages one to at least stockpile essential service supplies. Based on the provincial plan, stockpiling should contain equipment and supplies over and above those quantities used on a daily basis. The province is planning for a minimum of a four week stockpile of essential equipment and supplies. The justification for increased stockpiling will be necessary and comprehensible for some essential municipal services. Below is a quick example of some supplies that municipalities may wish to stockpile:

- Hand hygiene: Alcohol-based hand gel, soap, paper towels
- Personal protective equipment: paper gowns, latex gloves, eye protection, masks
- Temperature and monitoring supplies: thermometers, stethoscopes, blood pressure cuffs (ie: EMS)
- Disinfectants: surface cleaner, disinfectant
- Cleaning: garbage bags, specialized waste disposal bags
- Essential departmental equipment: parts for fire trucks, PW vehicles, computers, stationary, etc.

Appendix P to the Township of North Frontenac Emergency Response Plan – “Human Health Emergencies/ Influenza Pandemic Response and Contingency Plan”

Stockpiling	Mitigation / Preparedness Inter-Pandemic / Pandemic Alert Period	<ul style="list-style-type: none"> ✓ Stockpiling of essential supplies and equipment is encouraged. ✓ Based on the provincial plan, stockpiling should contain equipment and supplies over and above those quantities used on a daily basis. ✓ The Township of North Frontenac Department Heads are requested to stockpile a minimum of four weeks of essential equipment and supplies necessary for all essential municipal services. The justification for increased stockpiling will be necessary and comprehensible for some essential municipal services (ie: PPE) ✓ These Department Heads are encouraged to incorporate this expense into their yearly budget requests when possible.
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SECTION FIVE: RESPONSE

5.1 PANDEMIC PERIOD

Response activities take place during the Pandemic Period.

5.2 NOTIFICATION PROCEDURES

Notification that pandemic influenza is detected somewhere in the world will be through the World Health Organization (WHO). Notification that pandemic influenza has come into Canada will be through the Public Health Agency of Canada. Notification that pandemic influenza has entered the province will be through the Public Health Branch of the Ministry of Health and Long Term Care (MOHLTC). Notification that pandemic influenza is in the Township of North Frontenac will be by KFL&A Public Health.

The Medical Officer of Health or any member of the CCG through the CAO has the authority to activate the Township of North Frontenac’s Emergency Response Plan. The activation of the Emergency Response Plan will result in the Community Control Group convening in the Emergency Operations Centre (EOC). Each representative in the EOC will then do a notification fan-out to their respective members.

The Township of North Frontenac Public Information Officer will ensure a media advisory is released shortly thereafter in consultation with the Mayor with specific advice for the public. The Township of North Frontenac and the Public Health Public Information Officers will coordinate their efforts ensuring all media releases are complimentary, and once available, follow provincial guidelines. All Township of North Frontenac media releases must be approved by the Mayor prior to publication.

5.3 MANAGEMENT CYCLE

The efficiency of the response to a human health emergency or pandemic depends largely on effective communication among the many stakeholders. Coordination amongst many stakeholders is best done by a predetermined management cycle.

Appendix P to the Township of North Frontenac Emergency Response Plan – “Human Health Emergencies/ Influenza Pandemic Response and Contingency Plan”

To optimize the exchange of information amongst numerous stakeholders, predetermined meeting times shall be set up.

Presented below is a sample 12 hour management cycle for communications.

Although this management cycle is flexible, it will assist with the commencement of a communication system.

Preparation	7:00am- 8:30am	information gathering
Briefing/ Planning	8:30am - 9:30am	Township of North Frontenac EOC (CCG update on overnight issues. Planning session.)
	10:00am	North Frontenac Media Release/Conference.
Operational Period	10:00am - 6:00pm	Operational Period
	1:00pm	MOHLTC teleconference taking place (Provincial report/ key provincial messages). Municipalities may not be invited to participate at this teleconference.
	2:00pm	Teleconference chaired by KFL&A with Township of North Frontenac EOC.
	3:00pm	Township of North Frontenac Media Release/Conference.
	3:30pm	Teleconference with EMO
Progress Report	6:00pm - 7:00pm	Township of North Frontenac EOC (CCG departmental progress report and debriefing)

5.4 SURVEILLANCE

During the Pandemic Period, surveillance is active.

Objective:

To enhance surveillance systems for influenza in the Township of North Frontenac. The existing surveillance programs will be augmented when the Provincial/Federal Government indicates that a Canadian/Ontario pandemic threat exists.

Appendix P to the Township of North Frontenac Emergency Response Plan – “Human Health Emergencies/ Influenza Pandemic Response and Contingency Plan”

S U R V E I L L A N C E	Response	<ul style="list-style-type: none"> ✓ Upon request from KFL&A Public Health, the Township of North Frontenac’s Occupational Health & Safety Coordinator will report daily the number of municipal staff absent to KFL&A Public Health. The number absent will be reported as a percentage of total workforce. ✓ Upon request from KFL&A Public Health, the Northbrook Medical Centre will report daily the number of staff absent. The number absent will be reported as a percentage of total workforce. ✓ Upon request from KFL&A Public Health, the North Addington Education Centre and Clarendon Central School will report, daily, the rate of absenteeism of students and staff. The number of absent would be reported as a percentage of total enrollment and staff. ✓ Upon request from KFL&A Public Health, some workplaces (i.e.:Bon Echo Park) in North Frontenac will be asked to report daily the number of staff absent to KFL&A. The number absent will be reported as a percentage of total workforce. ✓ The daily reports will be recorded by Public Health on a flow sheet and will be made available, for information, to the Community Emergency Management Coordinator (CEMC) and shared in the EOC. ✓ The Township of North Frontenac CCG will participate in teleconference calls with EMO for provincial surveillance updates.
	Pandemic Period	

5.5 VACCINES / ANTIVIRAL

Objective: To develop operational procedures for the delivery and administration of vaccine and anti-viral drugs.

Vaccines/ Antivirals	Response	<ul style="list-style-type: none"> ✓ The Province will distribute vaccine to Public Health. KFL&A is responsible for acquisition, transportation, storage, security and delivery of vaccine. Antiviral medication will be sent directly to healthcare institutions and pharmacies. ✓ The Township will assist in the coordination of security for vaccine/antivirals. ✓ Public Health Agency of Canada will direct priority lists for the administration of vaccines. Clinics will be organized and publicized by the Public Health. Mass immunization clinics for the general public may be held in schools, malls, arenas, Township Halls, workplaces, libraries, pharmacies, etc. Public Health will advertise clinic locations via the media and on their website (http://www.kflapublichealth.ca).
	Pandemic Period	<ul style="list-style-type: none"> ✓ The KFL&A Public Health is responsible to conduct mass immunization clinics. Community volunteers could assist with setting up, cleaning up, directing clients, distributing beverages, distributing posters, crowd control and other duties as requested. ✓ The Township will provide additional human resources if available and needed. ✓ The Township will cooperate and support KFL&A Public Health in all its efforts at mitigating, controlling and eradicating a pandemic or other health emergency from this area.

Appendix P to the Township of North Frontenac Emergency Response Plan – “Human Health Emergencies/ Influenza Pandemic Response and Contingency Plan”

5.6 ENUMERATION OF PRIORITY GROUPS

Objective: To develop operational procedures concerning enumeration of priority groups.

Enumeration of Priority Groups	Response	<p>✓When the Provincial/Federal Government indicates that a pandemic threat exists, all Township Department Heads will immediately update their departmental enumeration tool consisting of a listing of essential services (and corresponding positions) whose absence would pose a serious threat to public safety or would significantly interfere with the ongoing essential functioning of the municipality. This updated list will be forwarded to the Township’s CEMC and reviewed by the Township’s Chief Administrative Officer.</p> <p>✓In addition to the enumeration tool above, North Frontenac Township Department Heads must also submit the names of the individuals who are presently working in the essential positions mentioned within the report. Again this report is forwarded to the Township’s CEMC and reviewed by the Chief Administrative Officer.</p>
	Pandemic Period	<p>✓The Township’s Director of Emergency Services must be informed and will ensure proper, consistent protocol is followed, including the maintenance of municipal vaccination records and reporting of any adverse effects.</p> <p>✓Please refer to the “Vaccines/Antivirals” section immediately above for additional relevant information.</p>

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5.7 PUBLIC AWARENESS/EDUCATION

Objective: To develop and distribute educational material regarding “self care” and reducing the spread of influenza.

<p>Public Awareness/ Education</p>	<p>Response</p> <hr/> <p>Pandemic Period</p>	<p>✓To minimize the spread of influenza in the community, the following information will be distributed to the community via media, handouts, advertisements, Township website, etc.</p> <ul style="list-style-type: none"> • utilize up-to-date key public health messages as provided by KFL&A Public Health; • frequently wash your hands with soap and water; • cough and sneeze into your sleeve; • do not share personal items (toothbrush, razor...); • do not share drinks or eating utensils; • use disposable tissues (not handkerchiefs); • dispose of contaminated tissues appropriately; • exercise social distancing when possible and appropriate. <p>Coughing - individuals should remain at least 2 metres away from others. Virus can spread through close (< 2 metre) contact. As the threat of a Pandemic worsens, it may be necessary for the Medical Officer of Health to implement formal social distancing interventions; meanwhile, one must use their own judgment.</p> <ul style="list-style-type: none"> • get the influenza vaccine, if available; • minimize your contact with ill individuals; • if you are a caregiver, pay special attention to keeping ill individuals away from infants, elderly and at risk individuals; • get lots of rest and adequate nutrition; • clean and sanitize contaminated surfaces (washrooms, kitchens, telephones, doorknobs, etc); • watch for symptoms of influenza; • cover mouth when coughing; • if possible, designate a healthy person to prepare and serve food; • reach out and offer support/help to your neighbour, friends and family that may have difficulty managing during an emergency; • stay home if you have fever and influenza symptoms (see the following page “KFL&A “Is it influenza or a cold?” • call Public Health if you have any questions about influenza symptoms and if necessary, self care. • if you think you are sick with influenza and have chronic medical conditions, call your healthcare provider
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Is it Influenza or a Cold?

Every year many people get influenza; many more get a cold. A cold is a very common viral infection that most people recover from with no further health concerns. Influenza is a severe respiratory illness that can have serious consequences for the very young, old and immunocompromised. While signs and symptoms of influenza and a cold are similar, the severity may vary. This chart outlines the difference between influenza and a cold. If you think you have influenza, you should stay home from work and contact your health care provider.

Symptom	Influenza	Cold
Fever	Usual, may be high sudden onset, may last 3 to 4 days	Rare
Headache	Usual, can be severe	Rare
Chest discomfort, coughing	Usual, can become severe	Sometimes, mild to moderate
General aches and pains	Usual, often severe	Sometimes, mild
Extreme fatigue	Usual early onset, can be severe	Unusual
Weakness	Usual, severe, may last 2 to 3 weeks or more	Sometimes, mild
Runny, stuffy nose	Common	Common
Sneezing	Sometimes	Common
Sore throat	Common	Common
Complications	Can lead to pneumonia, can worsen a current chronic condition, can be life-threatening	Can lead to sinus congestion or earache

Appendix P to the Township of North Frontenac Emergency Response Plan – “Human Health Emergencies/ Influenza Pandemic Response and Contingency Plan”

5.8 PUBLIC HEALTH MEASURES/ INFECTION CONTROL MEASURES

Objective: to reduce further human cases caused by a virus that has efficient and sustained human-to-human transmission.

Public Health Measures/ Infectious Control Measures	Response	<ul style="list-style-type: none"> ✓Review KFL&A Public Health recommendations to establish the most up-to-date information management and other control measures ✓Public should during the Pandemic Period: <ul style="list-style-type: none"> • if sick with influenza symptoms, stay home from daycare, school, work and public events • Reduce non-essential travel • Avoid crowds • Increase fresh air in buildings (ie open windows) • Frequently disinfect surfaces in ones home and office, especially things like telephone and doorknobs that many people touch (be mindful of persons with allergies and use non-scented disinfectant wipes if possible) ✓Public must remain alert and aware of influenza activity and recommended public health measures concerning self protective practices and ways to care for self and others when ill and where to go for prevention/treatment. This information will be transmitted via the radio, newspaper, internet..., (active surveillance will be necessary).
	Pandemic Period	<ul style="list-style-type: none"> ✓The public will be advised if and when the following community infection-control measures are implemented: <ul style="list-style-type: none"> • closure of educational institutions or daycare facilities • prohibition of mass gatherings and quarantines • implementation of infection control guidelines for non medical settings • travel and trade restrictions • mass vaccination/ antiviral drug distribution ✓In the event of a quarantine order <ul style="list-style-type: none"> • The Township of North Frontenac will assist KFL&A Public Health with those who have been confined to their homes under health unit orders

Appendix P to the Township of North Frontenac Emergency Response Plan – “Human Health Emergencies/ Influenza Pandemic Response and Contingency Plan”

5.9 PERSONAL PREPAREDNESS

Objective: To encourage personal preparedness with possible self care (flu symptoms).

<p>Personal Preparedness</p>	<p>Response</p> <hr/> <p>Pandemic Period</p>	<p>✓Citizens including Township of North Frontenac employees should restock their Personal and/or Family Emergency Survival Kit. An Emergency Survival Kit includes the following (minimum 3 day supply per person):</p> <ul style="list-style-type: none"> • flashlight with batteries • candles with matches/lighter • radio with batteries (or crank radio) • first aid kit (include thermometer) • bottled water/ non-perishable food • extra cash, important papers (identification) • toilet paper and other personal items • whistle • playing cards, games • backpack/duffle bag (to hold all of the emergency survival kit items) <p>Special Needs</p> <ul style="list-style-type: none"> • Contact your physician and/or Telehealth Ontario (1-866-797-0000) for directions on what to have on hand in order to combat dehydration caused by a flu virus • sufficient supply of any required medications (include fever reducer) <p>IF APPLICABLE, the following:</p> <ul style="list-style-type: none"> • copies of prescriptions • extra eye glasses • extra oxygen cylinders • wheelchair, walking cane... • batteries for medical appliances • special personal supplies <p>Equipment</p> <ul style="list-style-type: none"> • knives, forks, spoons disposable cups and plates • manual can opener, bottle opener • fuel stove and fuel (follow manufacturer's instructions) - do not use indoors • waterproof matches/ plastic garbage bags • pocket knife or multi tool • hand sanitizer
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Appendix P to the Township of North Frontenac Emergency Response Plan – “Human Health Emergencies/ Influenza Pandemic Response and Contingency Plan”

5.12 STOCKPILING

Stockpiling	Response <hr/> Pandemic Phase	✓ Each Department Head of essential municipal services must: <ul style="list-style-type: none"> • ensure sufficient departmental equipment and supplies are in stock • ensure minimum of a four week stockpile of essential equipment and supplies. The justification for increased stockpiling beyond the four weeks may be necessary and comprehensible for some essential municipal services (ie: PPE) • order as needed extra supplies to prevent stock disruption • monitor inventory and service needs closely
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5.13 MUNICIPAL SERVICE PRIORITIZING

5.13.1 PRIORITIZING SERVICES

Objective: To ensure essential municipal services are maintained. Department Heads must first determine which services in their departments are:

1. **Must Do** - critical services, cannot be deferred or delegated
2. **High Priority** - do not defer if possible or bring back as soon as possible
3. **Medium Priority** - can wait if pandemic is not too long
4. **Low Priority** - can be brought back when the pandemic is over

Factors to Consider When Ranking the Priority of Services

- activity is mandated by legislation
- activity must be provided within a specified time frame and addresses a high health/safety risk
- Not providing the service will endanger citizens’ health and safety
- Is there a high risk of legal liability from not providing the intervention? Would it constitute negligence?

5.13.2 FACTORS TO CONSIDER WHEN DEVELOPING A “SCALE BACK” PLAN

Once ranking the priority of services is complete, Department Heads must then complete a “scale back” plan. The number of municipal services that will have to be scaled back will depend on the severity of the pandemic, absenteeism of municipal employees, ability for non-conventional and staggered work hours, potential for working at home, teleconferencing, potential for repeat pandemic waves and the direction from provincial or federal governments to name a few determining factors. Here is an example of a component of a scaled back plan:

Department	Program/ Service	Consider Maintaining (Must do/ High Priority)	Consider Reducing or Suspending Service (Medium/Low Priority) (Reduced/Suspended)
Fire Service	Firefighting <hr/> Fire Prevention	Respond to fire calls (must do) <hr/> Fire investigations (high priority)	<ul style="list-style-type: none"> • Home Safe Home program (medium/reduced) • Fire Hall Tours (low/suspended) <hr/> <ul style="list-style-type: none"> • safety violation (medium/reduced) • public education activities (low/suspended)

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5.13.3 ENUMERATION

Objective: To identify the essential positions in the Township of North Frontenac and the minimum number of staff required to keep the municipality operating during an outbreak.

Department Heads must list all present positions (both staff and management) in their department. These positions are then broken down into full time, part time, casual or on contract (personnel contracted out by an agency are not included). Next, using the Current Staffing table, the roles deemed essential are identified. Department Heads should refer to the “prioritizing” exercise completed above. Also indicated is the minimum number of staff in each essential position required to keep the department operating during a pandemic. Finally, names of individuals in these essential positions are submitted during the pandemic phase. The enumeration tool is submitted to the Community Emergency Management Coordinator (CEMC) and the CAO.

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DEPARTMENTAL ENUMERATION TOOL

NAME OF DEPARTMENT: _____

Essential Service	Priority (urgency to completion – 1. must do; 2. high; 3. med; 4. low) **See Below	Employee Presently Completing this task	Employees who have been cross trained	Casual Call-in Staff able to complete this task

**** PRIORITIZING SERVICES** (See page 30 of Human Health Emergencies/Pandemic Plan)

The objective is to ensure essential municipal services are maintained. Each Department Head must first determine which services in their department are:

- 1. Must Do** – critical services, cannot be deferred or delegated
 - 2. High Priority** – do not defer if possible or bring back as soon as possible
 - 3. Medium Priority** – can wait if pandemic is not too long
 - 4. Low Priority** – can be brought back when the pandemic is over
- S/Clerk/Emergency Plan/Pandemic Plan/Dept. Enumeration Tool

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5.14 MUNICIPAL OPERATIONS

Please note that not all municipal departments/positions are specifically mentioned below.

5.14.1 PUBLIC

- The public could have a role to play in helping their friends and neighbours with meals, childcare, taking care of the family pet or other services that will help people respond and recover from the pandemic influenza. This will have to be done with scrupulous attention to the infection prevention and control recommendations from public health.

5.14.2 PUBLIC HEALTH SERVICES (Kingston Frontenac Lennox & Addington Public Health)

- responsible for the overall planning and coordinating of a local response to a human health emergency including an influenza pandemic
- collect local surveillance data and advise of an influenza pandemic in North Frontenac Township
- coordinate with provincial and national counterparts to identify reliable, accurate and consistent information on the pandemic and share this with the North Frontenac EOC
- advise the public on an influenza pandemic and identify measures needed to protect the public’s health. Key messages for the public may be developed by the province or the Public Health Agency of Canada and shared locally by the public health officials.
- set up a communication process such as phone service to address inquiries from citizens with symptoms and assess whether someone could convalesce at home, with or without volunteer support, or would need to be directed toward medical assessment.
- participate in the planning of the establishment of a medical assessment trailer and/or an alternate isolation facility
- decide when and if an alternate isolation facility needs to be opened
- issue orders under 5.13 and 5.22 (HPPA) to reduce/eliminate health hazards and relief of communicable diseases such as issuing quarantine orders/ establish quarantine boundaries
- enter premises for any purpose specified in the HPPA (sections 41, 42). In cases where the occupant of the premises denies the MOH (or designate) entry or access, the MOH may apply for a warrant by a Justice of the Peace (section 43)
- recommend establishment of mass morgues when and if deemed necessary
- provide direction for the removal of corpses to a place of burial, cremation or incineration when the corpse has died of, or was in isolation for, one of the prescribed diseases
- liaises with the Community Care Access Centre (CCAC) to ensure coordination of care of residents requiring special medical care at home, in an isolation facility and/or in evacuation centres
- establish immunization/vaccine clinics
- ensure adequacy of reception, evacuation centres and isolation facilities
- carry out Emergency Response Plan responsibilities
- develop a contingency plan to maintain essential services in situations of significant staff absenteeism

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5.14.3 FIRE CHIEF

- ensure that accurate and up-to-date information about the emergency is disseminated to volunteer staff on a timely, regular basis
- adopt use of personal protective equipment (PPE) as directed by the Office of the Ontario Fire Marshal, the Ministry of Health and Long Term Care (MOHLTC) and/or the KFL&A Health Unit.
- maintain essential fire protection services
- liaise with other Fire and Emergency Services to co-ordinate the sharing of information and/or resources
- inform public of changes in Fire Services (cancelled hall tours, school visits...)
- support police with security tasks (ie: transportation of vaccines...)
- assist health services as required (ie: assist local coroners, operate medical decontamination tents...)
- carry out the Township of North Frontenac Emergency Plan responsibilities
- develop a contingency plan to maintain essential fire services in situations of significant staff absenteeism. In this contingency plan, top management should designate an alternate and second alternate.

5.14.4 PUBLIC WORKS MANAGER

- ensure that accurate and up-to-date information about the emergency is disseminated to departmental staff on a timely, regular basis
- maintain essential services
- inform public of changes to Public Work Services
- assist police with quarantine, control and public order (ie barricades, erecting of signs ...)
- assist with mass morgues (ie: maintenance of generators...)
- carry out the Township of North Frontenac Emergency Plan responsibilities
- develop a contingency plan to maintain essential public work services in situations of significant staff absenteeism. In this contingency plan, top management should designate an alternate and second alternate.

5.14.5 CAO/TREASURER

- ensure that accurate and up-to-date information about the emergency is disseminated to departmental staff on a timely, regular basis
- maintain essential administrative services located at the Township Office which ensures compliance to the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act
- inform public of changes to Municipal services
- carry out the Township of North Frontenac Emergency Plan responsibilities
- develop a contingency plan in cooperation with all Department Heads to maintain essential departmental services in situations of significant staff absenteeism. In this contingency plan, top management should designate an alternate and second alternate.

5.14.6 CLERK/PLANNING COORDINATOR

- ensure that accurate and up-to-date information about the emergency is disseminated to departmental staff on a timely, regular basis
- maintain essential administrative services located at the Township Office which ensures

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compliance to the Municipal Act, Municipal Elections Act, Marriage Act, Vital Statistic Act, Municipal Freedom of Information and Protection of Privacy Act

- carry out the Township of North Frontenac Emergency Plan responsibilities
- develop a contingency plan to maintain essential departmental administrative services in situations of significant staff absenteeism. In this contingency plan, top management should designate an alternate and second alternate.

5.14.7 OCCUPATIONAL HEALTH & SAFETY COORDINATOR

- keep the CAO informed and up to date on all activities
- determine the key safety messages and forward to municipal employees regarding safety precautions and pertinent information. Work in coordination with the Public Information Officer
- distribute self care education sheets, information and/or training to Municipal employees
- determine if and when door screening will take place in Township buildings
- inform all municipal departments when and if to adopt the use of personal protective equipment (PPE) as directed by KFL&A Public Health (note: police, fire and EMS will obtain PPE directives from their respective ministries)
- coordinate immunization clinics (vaccines/antivirals) for Municipal employees (as per KFL&A direction)
- Upon request from KFL&A Public Health report daily the number of municipal staff absent. The number absent will be reported as a percentage of total workforce.
- continue to encourage annual flu vaccinations and CPR and first aid training to all Municipal employees.

5.14.8 PUBLIC INFORMATION OFFICER

- ensure Emergency Information Centre is established when needed as per the Township of North Frontenac Emergency Plan
- prepare and issue public service announcements on approval of the Mayor and in coordination with KFL&A Public Health Communications Officer
- ensure the Township Occupational Health & Safety Officer is aware of public service announcements so she/he can disseminate pertinent information to municipal employees
- monitor KFL&A Public Health website for daily situation reports
- monitor range of media types (radio, television, print)
- utilize the Township’s website as a means to communicate with public and municipal employees (current situation and Township safety directives)

5.14.9 LOGISTICS COORDINATOR

- ensure that accurate and up-to-date information about the emergency is disseminated to departmental staff on a timely, regular basis
- responsible for logistics throughout activation of EOC (procure, purchase, store, distribute materials and equipment as needed while maintaining records of all transactions and suggesting cost saving measures.)
- arrange record system in a manner where the exact cost of logistics during emergency can be calculated
- attend the Emergency Operation Centre (EOC) to establish and implement a coordinated, fast track purchasing process (once emergency declared)
- anticipate shortages in supplies / maintain stockpile of essential municipal supplies

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- create and maintain listing of alternate suppliers
- arrange for refrigerated transport vans for use as temporary morgues (upon request from CCG)
- develop a contingency plan to maintain essential purchasing services in situations of significant staff absenteeism

5.14.10 IT TECHNICIAN

- provide technical support as it relates to both internal (email, intranet) and external communication channels (teleconference, web portal)
- obtain and maintain teleconference equipment to provide adequate communications between the Township EOC and KFL&A EOC.
- if deemed necessary, obtain and maintain teleconference equipment between Community Control Group and the Municipal Office
- if deemed necessary, obtain and maintain laptops for managers to work out of their homes during a pandemic (or means to access work computer data from home)
- distribute instructions on how municipal employees can access their emails and telephone messages from home
- update the Township website with pertinent emergency information as per the Public Information Officer
- develop a contingency plan to maintain essential IT (telecommunication) services in situations of significant staff absenteeism

5.14.11 DEPUTY TREASURER

- ensure that accurate and up-to-date information about the emergency is disseminated to departmental staff on a timely, regular basis
- develop an accounting process in a manner where the cost of each emergency/disaster can be analyzed by department and/or as a Township total
- ensure the CAO and Department Heads are cognizant of above financial system
- in consultation with the CAO/Treasurer apply and manage the Ontario Disaster Relief Assistance Program (ODRAP) or similar program which is designed to financially assist after a disaster (presently ODRAP is only for natural disasters - possible changes in the future)
- develop a contingency plan to maintain essential financial services in situations of significant staff absenteeism. In this contingency plan, top management should designate an alternate and second alternate.

5.14.12 CANADIAN RED CROSS

When and if requested by the Township of North Frontenac:

- attend Township EOC upon request
- assist with those who have been confined to their homes such as making daily telephone contact calls and home support
- operate a reception centre, shelter, registration and/or inquiry centre if staffing allows
- help as needed
- carry out the Township of North Frontenac Emergency Plan responsibilities as required

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5.14.13 AMATEUR RADIO EMERGENCY SERVICE (ARES)

- provide backup radio communication system using two-way radio at and between key locations
- these locations may include reception centre(s), shelters, the local Canadian Red Cross office and other required locations
- carry out the Township of North Frontenac Emergency Plan responsibilities

**SECTION SIX:
RECOVERY**

6.1 RECOVERY/POST PANDEMIC PERIOD

Recovery activities take place during the post-pandemic period.

6.2 NOTIFICATION PROCEDURES

KFL&A Public Health Medical Officer of Health (MOH) will notify the public when we have entered the post-pandemic period.

6.3 SURVEILLANCE

Recovery	Surveillance	<ul style="list-style-type: none"> ✓Resume routine passive surveillance ✓The Township of North Frontenac Occupational Health & Safety Coordinator will complete a report explaining the surveillance transition throughout the pandemic, lessons learned and suggested improvements. ✓Report will be forwarded to CEMC. ✓Department Heads will complete a report, reviewing, evaluating, stating lessons learned throughout the pandemic or health emergency and suggesting improvements. Reports will be forwarded to CAO and CEMC
Post pandemic period	Vaccines/ Antiviral	<ul style="list-style-type: none"> ✓Continue to encourage public yearly flu vaccinations ✓KFL&A will complete a report which will incorporate recommendations for future use of antiviral and vaccines during a pandemic based on lessons learned within the Township of North Frontenac and the County of Frontenac. A copy of the report will be forwarded to the North Frontenac CEMC.
	Enumeration of priority groups	<ul style="list-style-type: none"> ✓The Occupation Health & Safety Coordinator will complete a report sharing statistics of the number of municipal employees who received vaccines/antiviral shots and report lessons learned and suggested improvements. Department Heads will update their departmental enumeration tool consisting of a listing of essential services (and corresponding positions) whose absence in the future would pose a serious threat to public safety or would significantly interfere with the ongoing essential functioning of the municipality. This updated list will be forwarded to the CEMC.
	Public Awareness/ Education	<ul style="list-style-type: none"> ✓Children and adults exposed to a disaster can sometimes experience a range of responses such as anxiety, nervousness and other physical and psychological symptoms.

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		Public awareness and education will focus on mental health including what emotional reactions one may expect, possible coping mechanisms and where to attain professional help if needed.
	Public Health Measures and Personal Preparedness	<ul style="list-style-type: none"> ✓Continue to encourage frequent and thorough hand washing and other preventative measures in preparation for second wave. ✓Encourage restocking 72 hour emergency survival kit ✓Return to routine operations
	Communications	<ul style="list-style-type: none"> ✓Public Information Officer will complete a report evaluating communications response (obtain statistics concerning public inquiry centre). Report will be forwarded to CEMC. ✓Occupational Health & Safety Coordinator will distribute pertinent self care information to municipal staff including mental health information.
	Training	✓Return to routine training activity
	Stockpiling	✓Department Heads and CEMC will ensure supplies are restocked.
	Emergency Services	<ul style="list-style-type: none"> ✓Return to pre-emergency activity level ✓Restock essential supplies ✓The Fire Chief and Deputy Fire Chiefs will complete a report, reviewing, evaluating, stating lessons learned throughout the pandemic or health emergency and suggesting improvements. Reports will be forwarded to CAO and CEMC.

6.4 TERMINATION OF THE TOWNSHIP OF HUMAN HEALTH EMERGENCIES / INFLUENZA PANDEMIC CONTINGENCY PLAN

The Mayor may wish to terminate the Activation of this Plan when:

- The influenza pandemic or human health emergency is declared over by MOHLTC;
 - or
 - Local impact has diminished to a level where normal services may be resumed;
 - or
 - The Medical Officer of Health recommends that it be terminated.
- All response agencies, stakeholders and public will be notified.

6.5 FINAL REPORT

The Township of North Frontenac Community Emergency Management Coordinator will complete a final report which will be submitted to the Chief Administrative Officer. This report will describe the Township’s response, identify lessons learned and suggested improvements. All departmental reports received will be amalgamated within this final report. Elicited by the final report, the Township of North Frontenac’s Human Health Emergencies/ Influenza Pandemic Contingency Plan and the Township of North Frontenac Emergency Plan will be reviewed and updated if necessary by the Emergency Management Program Committee.

SECTION SEVEN: LIST OF ABBREVIATIONS

EOC Emergency Operations Centre. A facility where the Community Control Group assembles to manage an emergency.

CCG Community Control Group. Typically made up of the following: Head of Council, Chief Administrative Officer, Community Emergency Management Coordinator, Police, Fire, EMS, Public Works, Public Information Officer, Logistics Coordinator, Medical Officer of Health and Social Services. This group assembles to manage the emergency.

CEMC Community Emergency Management Coordinator. An individual officially designated by a community who is responsible and accountable for the community emergency management program. The Community Emergency Management Coordinator must be, by definition, a municipal employee, as per the *Municipal Act*.

DISASTER A widespread or severe emergency that seriously incapacitates a community.

EMERGENCY A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability. An emergency is distinct from routine operations carried out by municipal agencies, such as fire fighting, police activities, and normal emergency management routine.

EMO An organization within the Ministry of Community Safety and Correctional Services, government of the Province of Ontario. EMO is responsible for monitoring, coordinating and assisting in the promotion, development, implementation and maintenance of emergency management programs in Ontario.

HPPA Health Protection and Promotion Act

MOH The Medical Officer of Health is a physician with provincially legislated powers to promote and protect the public’s health and report to the MOHLTC on reportable diseases.

MOHLTC The Provincial Ministry of Health and Long-Term Care is sometimes referred to simply as the MOH (or Ministry of Health). To avoid confusion with the Medical Officer of Health, the term in full or MOHLTC will be utilized throughout this document (not MOH).

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ODRAP Ontario Disaster Relief Assistance Program. A Provincial financial assistance program intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in a sudden and unexpected natural disaster, such as a severe windstorm, tornado, flood, forest fire or ice storm.

OHPIP Ontario Health Plan for an Influenza Pandemic

WHO World Health Organization. A United Nations specialized agency for health. Their objective is the attainment by all peoples of the highest level of health. (Health: a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity.) (www.who.int/about/en)