



ANNOTATED INDEX OF TOOLS

INTRODUCTION

Tool 1 Priority Actions to Lead Your Municipality through a Pandemic

This tool sets the stage for what could happen during a severe influenza pandemic and gives an overview of how you will prepare and respond. There are three primary stages to know: preparedness, response, and recovery. All the actions to be considered are discussed in broad terms.

Tool 2 Presentation on the Threat of a Severe Influenza Pandemic

This tool is especially useful for those who don't yet know much about pandemic influenza or its potentially wide-ranging effects on communities. It is a learning guide prepared using PowerPoint® presentation software intended for training the people who will be responsible for planning and response, so that they know what to expect from a pandemic scenario.

HEALTH

Tool 3 Pandemic Health Impact Projection Tool

This step-by-step electronic tool will help you use your municipality's healthcare resources wisely to achieve the best possible outcome—the most lives saved—during a pandemic. It uses Microsoft Excel® spreadsheet software. By entering three characteristics of your municipality, you can use the tool to generate estimates of the number of cases and the number of deaths you can expect during each week of the outbreak. The tool categorizes the expected cases into the four different levels of care that the people of your municipality are expected to need.

Tool 4 Non-Pharmaceutical Interventions (NPIs): Actions to Limit the Spread of the Pandemic in Your Municipality

This tool explains the approaches available to limit the spread of the illness and tells you how and when to implement them. Pharmaceutical interventions involve vaccines and antiviral medications to prevent and treat the disease or its complications. Because it will not be possible to manufacture vaccines for the initial pandemic wave, and certain barriers will prevent the use of antiviral medications, most countries will need to protect their populations without either of these interventions. This tool describes non-pharmaceutical interventions, such as social distancing, that municipalities can use to try to limit the spread of the disease.

Tool 5 Triage: Prioritizing Care to Reduce Deaths

This tool explains the importance of triage during a pandemic and how it differs from triage as commonly practiced under normal conditions. A pandemic or other catastrophic disaster will result in large numbers of sick or injured people who will overwhelm your community's health resources. Municipal leaders will be charged with developing policies and standards for the care of the sick and dying at a time when resources may not be sufficient to provide care for all those who need help. Using limited resources ineffectively could result in the preventable loss of yet more lives. But by planning in advance how to prioritize the use of scarce health resources during a pandemic, you can help ensure that care is provided to those who need it and can benefit from it most.

Tool 6 Training for Community Health Responders (Sessions I–III)

The Humanitarian Pandemic Preparedness Initiative (also known as “H2P”) developed a model step-by-step training program for community health responders that we have adapted for this toolkit. Community health responders are those people in your community who will receive training about how to slow the spread of the illness and who, in turn, will offer guidance and care in your municipality during the crisis. This tool provides a curriculum with which to educate community health responders and other volunteers about the pandemic, the effective use of four influenza-fighting behaviors, and how people—including the community health responders themselves—can avoid getting sick.

FOOD SECURITY AND LIVELIHOODS**Tool 7 Food Security in a Pandemic**

When there is “food security” in your municipality, it means that everyone in your community can grow, buy, or trade enough of the nutritious food they need to have a healthy and active life. This tool describes how a pandemic will impact the food security of your community and how early planning before a pandemic can help a community prevent many of its negative impacts on food security. It will help leaders decide which type of response specific to food security may be most appropriate to survive a wave of the pandemic.

Tool 8 Classification of Food Security Risk Locations

This tool uses Microsoft Excel® spreadsheet software to help response leaders assess the risk of food insecurity in the municipality as a result of a pandemic. It is important to remember that all areas experience some level of risk. The risk workbook provides a measure of the relative risk in one local region (municipality, village, or neighborhood) in relation to another area in the same region. Risk level is classified into three categories: high, medium, and low. The ranking is based on the likelihood that households will suffer from hunger and lost income.

Tool 9 Identification of People Most at Risk of Food Insecurity

During a severe pandemic or other disaster, it will be important to identify the people within your population who will be most at risk. This step-by-step assessment tool will help you determine who is most affected by poverty and hunger in your municipality, and who may suffer most from the impact of a pandemic in terms of their ability to put food on the table.

Tool 10 Household Food Security Preparedness

During a severe pandemic, families are likely to suffer either because food and basic goods are not available or because they are not physically or financially accessible. This tool will help volunteers and community representatives raise awareness at the family level about the necessity of disaster preparedness in the area of food and livelihood security. It provides four key actions that can be presented at community gatherings prior to the onset of a pandemic to increase everyone's ability to cope.

Tool 11 Distribution of Emergency Food During a Pandemic

During a severe pandemic, people who do not have access to food or cannot afford enough of it will need immediate assistance. This tool describes the logistics of stockpiling food in your municipality and explains how to distribute food safely during a pandemic.

CRISIS AND EMERGENCY RISK COMMUNICATIONS**Tool 12 Fundamentals of Communication During Crises and Emergencies**

Providing reliable, trustworthy information is crucial for the success of all the activities led by municipalities and civic organizations during a pandemic. This tool will guide you through the fundamental concepts and principles of effective communications for public officials.

Tool 13 Communications Plan Implementation for a Severe Pandemic

Sound communications before, during, and following emergency situations allow for effective and timely responses to crises and disasters. This tool provides you with the practical resources you will need to organize an effective communications response in your municipality.

Tool 14 News Media Communication

Collaborative relationships with the media are essential to the timely and effective dissemination of information to the public during emergencies. This tool provides tip sheets and resources for establishing and maintaining these relationships.

DISASTER MANAGEMENT**Tool 15 Disaster Management in a Pandemic**

While general disaster response capabilities will be needed during the pandemic, the complexities of the pandemic require a unique response. This tool will assist you in planning and implementing the coordinated multisector response that will be needed, and will help you to lead an effective response in order to reduce deaths during the pandemic.

Tool 16 Maintenance of Essential Services

During the pandemic, workforce shortages and supply chain disruptions—along with social distancing—will require some businesses to close or reduce their operations. Further, municipal government officials may need to rethink how they provide essential goods and services. This tool takes you through each of the steps necessary for creating a plan to ensure the continuity, to the extent possible, of normal municipal activities in each sector.

Tool 17 Volunteer Coordination

During a severe pandemic, all of the sectors in your municipality will probably be overwhelmed and unable to respond to the needs of your population. Volunteer neighborhood and community organizations can help fill this gap. This tool helps response leaders and planners take an inventory of available volunteer services and efforts, and organize these services and volunteers in a manner that eases the impact of the pandemic on the community as a whole.

Tool 18 Management of Dead Bodies

In the event of a pandemic, municipalities can expect an increase in the number of deaths in their communities. Dead bodies, including those of influenza victims, are generally not contagious. Nevertheless, municipalities must oversee the logistics of recovery and identification while providing support to families. This tool will help prepare you to address this difficult task with a logistics overview and specific recommendations.

Tool 19 Recovery and Resilience

Following a severe pandemic, municipal leaders must begin to focus on getting life and commerce back to normal as soon as possible. People may be filled with fear, so reestablishing a sense of security will be a key objective. This tool helps local leaders link pandemic relief to pandemic recovery by identifying the people in the municipality that have suffered the most. It helps make sure that short-term income and basic necessities are available for these people, while building future resilience to disasters by implementing longer-term work that addresses the underlying causes of food shortages and poverty.