

CITY OF SEDONA, ARIZONA
EMERGENCY PREPAREDNESS PLAN

PANDEMICS

I. INTRODUCTION

- A. A pandemic is a global disease outbreak. It occurs when a new virus emerges for which there is little or no immunity in the human population. During the 20th century, there were three influenza pandemics:
1. The 1918 pandemic caused at least 500,000 deaths in the U.S. and up to 40 million deaths worldwide.
 2. The 1957 pandemic caused at least 70,000 deaths in the U.S. and 1 to 2 million deaths worldwide.
 3. The 1968 pandemic caused about 34,000 deaths in the U.S. and 700,000 deaths worldwide.
- B. When a pandemic influenza virus emerges, its global spread is considered inevitable. Its spread can be delayed through measures such as border closures and travel restrictions, but it cannot be stopped. Because the strain of the virus emerges so rapidly, it is highly unlikely that a vaccine will be available for a pandemic flu outbreak.
- C. The City of Sedona government will be severely affected by a pandemic. It is estimated that 20% to 30% of the workforce is likely to be directly affected by the disease, and additional employees are likely to need to stay home to care for sick family members. At the height of the pandemic, up to 40% of the workforce may be unavailable. In addition, the delivery of such basic commodities as fuel, groceries, etc. is likely to be severely disrupted.
- D. The World Health Organization has developed a Global Influenza Preparedness Plan that breaks the pandemic threat down into several phases:
1. Inter-pandemic period (phases 1 and 2). No new influenza strains have been detected in humans, but virus strains in animals pose a risk to humans that may be low (phase 1) or substantial (phase 2).
 2. Pandemic alert period (phases 3, 4, and 5). New influenza strains have caused humans infections. Human-to-human spread is non-existent or limited to rare instances of close contact (phase 3), highly localized in small clusters (phase 4), or localized in larger clusters (phase 5). At phase 5, the virus is becoming increasingly adapted to humans, and there is a

substantial pandemic risk.

3. Pandemic period (phase 6). Increased and sustained human-to-human transmission in the general population.
 4. Post-pandemic period. Return to the inter-pandemic period (phase 1).
- E. Several governmental organizations conduct pandemic surveillance on a routine basis and provide information about how to recognize, prepare for, and deal with a pandemic.
1. Federal level - Centers for Disease Control and Prevention (CDC) and its parent organization, the Department of Health and Human Services (DHHS). As a pandemic develops, the World Health Organization (WHO) will notify the CDC and other national health agencies of the progress of the pandemic. CDC will communicate with ADHS about pandemic stages, pharmaceutical availability, recommendations for prioritizing vaccine, antivirals and antibiotics, laboratory information about the virus, national response coordination, and other recommended strategies for pandemic detection, control, and response. Arizona Department of Health Services, (ADHS) is the main conduit for communications with CDC for all statewide stakeholders.
 2. State level – Arizona Department of Health Services (ADHS). If the Governor declares a State of Emergency, the State's emergency management structure will be put into place according to the State Emergency Response and Recovery Plan. The Incident Commander of all statewide activities is the ADHS Director. The Arizona Department of Emergency Management (ADEM) will operate out of the State Emergency Operations Center (SEOC) and provide logistical support. ADHS and ADEm will work together to respond to the needs of the pandemic in conjunction with local health departments, local emergency management and others.
 3. County level – Coconino Public Health Department and Yavapai County Community Health Services are responsible for taking the lead in community containment and have statutory authority to adopt quarantine and sanitary measures to prevent the spread of the disease. ARS § 36-624 allows county health departments to assume control of hospitals and other places where infectious or contagious disease exists. It allows county health departments to provide temporary hospitals or places of reception for persons with infectious or contagious diseases.
 4. Local government – ARS § 26-311 provides statutory authority for mayors or chairmen of the board to declare a local emergency.
- F. In the United States, the pandemic phases are based on the global phase. The Secretary of the U.S. Department of Health and Human Services will determine

that the nation is in the pandemic period (phase 6) when sustained human-to-human transmission is observed anywhere in the world.

II. PURPOSE

To establish a program that will both educate the City of Sedona workforce and the general population about how to cope with a pandemic and, when necessary, provide guidance about dealing with its effects.

III. EXECUTION

A. Concept of Operations

1. If a pandemic appears to be likely to develop (phase 5 or 6 as defined above), the City Manager or designee will issue e-mail or establish a telephone message to inform the City of Sedona work force how to deal with its effects. The Coconino and Yavapai County Offices of Emergency Management and the Public and Community Health Departments representing both counties will assist in preparing the news releases to the public.
2. All city departments will implement actions to deal with the pandemic and its effects. These actions will focus on two primary areas:
 - a. Protecting the health of employees and their families.
 - b. Ensuring their ability to provide essential services when faced with a severely reduced workforce and the disruption of services and supplies essential to their operations.
3. Limiting the spread of the virus after it has been identified will be essential since, during a pandemic, vaccines and antivirals will be in short supply and allocated on a priority basis. There are four essential steps that employees and the general public can take to reduce the spread of the disease:
 - a. Cover your mouth and nose with a tissue or handkerchief when coughing or sneezing.
 - b. Wash your hands frequently with warm water. Use alcohol-based hand sanitizers when soap and warm water are unavailable
 - c. Stay home when you are sick and practice voluntary isolation from others you may infect.
 - d. Increase your social distance (avoid crowds and mass gatherings).

B. Tasks.

1. City Manager – At phase 5 of the pandemic alert period, make policy decisions regarding the following areas:
 - a. Increased used of telecommuting by city departments.
 - b. Liberalized use of Family and Medical Leave Act (FMLA) time by city employees to encourage them to stay away from the workplace when feeling sick. If employees need to remain home to care for themselves or other family members for 1-5 days and do not have a leave balance to extend them past the waiting period for STD, the city manager may grant leave on a case by case basis permitting employees to go into a deficit on leave balances.
2. All City of Sedona departments
 - a. Determine which functions of the department are critical, and conduct adequate cross-training of employees in these functions to ensure that critical tasks can be accomplished when a large percentage of the workforce is unavailable.
 - b. Identify critical staff and ensure that contact numbers are current. Establish a telephone or communication tree in the event conditions warrant that employees avoid the workplace.
 - c. Identify supplies and services essential to continued operations and, when necessary, identify backup means of ensuring them.
 - d. Encourage department employees and their families to develop a family emergency plan and emergency kit capable of sustaining them for a minimum of 72 hours without outside assistance. www.ready.gov is a good source of information for the plan and kit.
 - e. At phase 5 of the pandemic alert period:
 - (1) Consider the procurement of supplies to prevent the spread of disease in the workplace – dust masks, hand sanitizer bottles, etc.
 - (2) Distribute supplies to employees.
 - f. During the pandemic period (phase 6):
 - (1) Mandate or encourage increased use of telecommuting (pending City Manager's direction).
 - (2) Encourage employees to stay home when they feel sick. Send

employees home if they appear to be sick.

- (3) Consider implementing policies that limit face-to-face contact among employees as well as between employees and the public.
3. Communications Department – at phase 5 of the pandemic alert period and during the pandemic period (phase 6):
 - a. Establish contact with federal, state, and county agencies dealing with pandemic epidemiology and response.
 - b. Assist the City Manager’s office in the dissemination of policy guidance regarding special steps to be taken by city departments/agencies in response to the pandemic.
 - c. Coordinate with the City Manager’s office in the development of press releases related to the pandemic as well as reduced city services.
4. Human Resources Department
 - a. Monitor the pandemic alert periods/phases as declared by the World Health Organization and keep city employees informed of the current status and precautions.
 - b. At phase 5 of the pandemic alert period:
 - (1) Provide medical vendor information and other insurance information to employees if needed.
 - (2) Initiate an education campaign for employees and establish an informational message to employees using the Group Wise e-mail and telephone message system, emphasizing (1) steps they can take to prevent the spread of disease and (2) the need to develop family disaster plans and kits that will enable them to sustain themselves if essential public services (food, water, sanitation, etc.) are lost for several days at a time (3) response that employee are expected to take if conditions become necessary to reduce staff to all except critical operations.
 - (3) If necessary process FMLA or disability forms.
5. Police Department
 - a. Develop a security plan for limited access to city buildings.
 - b. During the pandemic period (phase 6) – implement the security plan.
 - c. If mass immunizations are implemented by Coconino Public Health

Department and Yavapai County Community Health Services, provide site security or other support measure consistent with mutual aid agreements.

- d. Distribute informational flyers to the citizens of the City of Sedona if requested.

6. Finance Department

- a. Distribute information on how payroll will be processed if payroll personnel are affected by the event.
- b. Monitor and track pandemic related costs.

C. Support.

- 1. Coconino County Public Health Department
- 2. Yavapai County Community Health Services
- 3. State of Arizona Department of Health Services
- 4. Centers for Disease Control
- 5. Grand Canyon Chapter American Red Cross
- 6. City of Sedona Fire District