

# Health Protection Agency

## Pandemic Influenza Contingency Plan



Planning Checklist:  
Centre for Emergency Preparedness  
and Response



# HPA actions during an Influenza Pandemic by WHO Phase and UK Alert Level

## Pandemic Influenza Planning Checklist

This edited version of the HPA Pandemic Influenza Contingency Plan has been produced to be used as a performance management tool by the Centre for Emergency Preparedness and Response (CEPR).

It includes only those actions which are the responsibility of CEPR.

Similar documents are being produced for the other Divisions and Centres across the Agency with responsibilities during the WHO Pandemic Phases and UK Alert Levels.

You should use this document as a tool to ensure you are able to respond at each of the WHO Phases and UK Alert Levels.

The full plan, including background information and details of the WHO Phases and UK Alert Levels, is available on the HPA website at:

[http://www.hpa.org.uk/infections/topics\\_az/influenza/pandemic/fluplan.htm](http://www.hpa.org.uk/infections/topics_az/influenza/pandemic/fluplan.htm)

## Roles and responsibilities of the Centre for Emergency Preparedness and Response

The Centre for Emergency Preparedness and Response (CEPR) will be responsible for the integration of pandemic planning with other emergency planning measures. In particular, the HPA's National Emergency Response Framework will require the establishment of a Strategic Emergency Co-ordination Centre (SECC). The primary functions of the SECC would be to take a strategic overview, provide a forward look on potential development and provide co-ordinated briefings and liaison with DH and other agencies. CEPR will work with National Institute of Biological Standards and Control (NIBSC) towards candidate vaccine development and standardisation. If requested by DH, and supported by appropriate funding, CEPR will lay down Good Manufacturing Practice (GMP) seed stocks, to develop a manufacturing process, and manufacture small vaccine lots. CEPR will also make available its containment laboratories and expertise at the Novel and Dangerous Pathogens Department, in support of the plan. The modelling unit of CEPR will contribute to the overall HPA modelling of pandemic influenza.

## How to use this as a Performance Management Tool

Complete the third column under each phase with red, amber or green to indicate your level of preparedness:

Red = Action not started  
Amber = Action in progress or partially completed  
Green = Action completed

Review your pandemic preparedness regularly as planning progresses.

Please contact your local Health Emergency Planning Adviser if you have any queries about implementing the Plan, or the HPA Pandemic Influenza Office ([pandemic.flu@hpa.org.uk](mailto:pandemic.flu@hpa.org.uk)) with scientific queries.

# 1. Actions\* during the WHO Phases 1 & 2

WHO PHASES 1 & 2: INTERPANDEMIC PERIOD
<p><b>Definition</b></p> <p><b>Phase 1</b> No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.</p> <p><b>Phase 2</b> No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.</p>

Action	Implementer	Red/Amber/Green
Conduct pandemic planning exercises in conjunction with other agencies	Head of Emergency Preparedness	
Develop and implement programme to exercise the HPA Pandemic Influenza Contingency Plan internally	Head of Emergency Preparedness / Head of Strategic Emergency Planning	
Maintain capability for animal and laboratory containment work and assistance with vaccine development	Head of Novel and Dangerous Pathogens Unit	
Support Cfl modelling unit by undertaking modelling studies to support pandemic influenza contingency planning and pandemic exercise planning. Including modelling to assess possible therapeutic, public health and social interventions	Head of Microbial Risk Assessment Unit	
On an annual basis – or as circumstances determine – assess whether this plan remains fit for purpose or needs updating	Head of Strategic Emergency Planning	

# 3<sup>1</sup>. Actions during the WHO Phase 3: Pandemic Alert Period

WHO PHASE 3: PANDEMIC ALERT PERIOD
<p><b>Definition</b></p> <p>Human infection(s) with a new subtype, but no new human-to-human spread, or at most rare instances of spread to a close contact</p>

Action	Implementer	Red/Amber/Green
Coordinate the rehearsal of the establishment of Emergency Operation Centres and test communications systems	Head of Emergency Response	
Maintain capability for surge capacity for novel influenza subtype (currently H5N1) PCR diagnostics for both Cfl / Regional H5 labs and Veterinary Laboratory Agency (Weybridge)	Head of Novel and Dangerous Pathogens Unit	

\* The actions listed in each phase assume that the actions in the previous phase have been implemented. Where a phase or phases are passed over eg a move from Phase 4 direct to Phase 6, the actions in the intermediary phases should also be implemented.

<sup>1</sup> The section numbering moves directly to 3 in order to match WHO Phases

Liaise with NIBSC and DH over vaccine development plans	Head of Novel and Dangerous Pathogens Unit	
Maintain capability for animal and laboratory containment work and vaccine development	Head of Novel and Dangerous Pathogens Unit	
Support Cfl modellers	Head of Microbial Risk Assessment Unit	

## 4. Actions during the WHO Phase 4: Pandemic Alert Period

### WHO PHASE 4: PANDEMIC ALERT PERIOD

#### **Definition**

Small cluster(s) with limited human-to-human transmission but spread is highly localised, suggesting that the virus is not well adapted to humans

Action	Implementer	Red/Amber/Green
Consider need to activate CEPR pandemic flu plan	Director of CEPR	
Place relief staff on stand-by for deployment to Cfl and other HPA centres and LaRS	Director of CEPR	
If decision taken to establish Core Strategic Group, lead and coordinate	Head of Emergency Response	
Prepare to provide staff to assist the operation of the Core Strategic Group	Head of Emergency Response	
Provide surge capacity for novel influenza subtype diagnostics development	Head of Novel and Dangerous Pathogens Unit	

## 5. Actions during the WHO Phase 5: Pandemic Alert Period

### WHO PHASE 5: PANDEMIC ALERT PERIOD

#### **Definition**

Large cluster(s) but human-to-human spread still localised, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk)

Action	Implementer	Red/Amber/Green
If not previously done, activate CEPR pandemic flu plan	Director of CEPR	
Review arrangement for the deployment of relief staff to Cfl and other HPA Centres and LaRS	Director of CEPR	
Open Emergency Operations Centre	Head of Emergency Response	
Collaborate with DH, Industry and others to support rapid development of new vaccine(s)	Head of Novel and Dangerous Pathogens Unit with Head of Influenza Laboratory (Cfl)	
Review arrangements to provide surge capacity for novel influenza virus diagnostics	Head of Novel and Dangerous Pathogens Unit	

## 6.1<sup>2</sup>. Actions during the WHO Phase 6: Pandemic Period, UK Alert Level 1

### PHASE 6: PANDEMIC PERIOD, UK ALERT LEVEL 1

**Definition**

Pandemic phase: increased and sustained transmission in the general population

**Alert Level 1**

Virus/cases only outside the UK

Action	Implementer	Red/Amber/Green
Deploy relief staff as required to Core Strategic Group and National Emergency Coordination Centre	Director of CEPR	
Consider establishing a forward look group to identify potential future threats and risks	Director CEPR	
Provide surge capacity for novel influenza subtype (currently H5) diagnostics	Head of Novel and Dangerous Pathogens Unit	

## 6.2 Actions during the WHO Phase 6: Pandemic Period, UK Alert Level 2

### PHASE 6: PANDEMIC PERIOD, UK ALERT LEVEL 2

**Definition**

Pandemic phase: increased and sustained transmission in the general population

Alert Level 2

Virus isolated in the UK

Action	Implementer	Red/Amber/Green
Deploy relief staff as required	Director of CEPR	
Provide surge capacity for novel influenza subtype (currently H5) diagnostics	Head of Novel and Dangerous Pathogens Unit	

## 6.3. Actions during the WHO Phase 6: Pandemic Period, UK Alert Levels 3 & 4

### PHASE 6: PANDEMIC PERIOD, UK ALERT LEVEL 3 and 4

**Definition**

Pandemic phase: increased and sustained transmission in the general population

**Alert Level 3**

Outbreak(s) in the UK

**Alert Level 4**

Widespread pandemic activity in the UK

Action	Implementer	Red/Amber/Green
Continue to review and coordinate resilience measures eg staff deployment	Director of CEPR	

<sup>2</sup> In WHO Phase 6, the second digit of the section numbering denotes the UK Alert Level

## 6.4 Actions during the WHO Phase 6: End of the First Pandemic Wave

### PHASE 6: END OF FIRST PANDEMIC WAVE

#### **Definition**

End of first pandemic wave; return to inter-pandemic period

Action	Implementer	Red/Amber/Green
Carry out internal debrief to contribute to the overall HPA debrief report	Director CEPR	
Maintain the forward look group to identify issues relating to the recovery phase	Director CEPR	

## 6.5 Actions during the WHO Phase 6: Second or Subsequent Waves

### PHASE 6: SECOND OR SUBSEQUENT WAVES

#### **Definition**

Based on past experience, a second wave of outbreaks caused by the new virus may be expected to occur in many countries

Action	Implementer	Red/Amber/Green
Review actions taken and adapt existing plans in the light of lessons learned	Director of CEPR	

## 7. Actions during the Post-Pandemic Period

### POST-PANDEMIC PERIOD

#### **Definition**

WHO will announce when the pandemic period is over. In the UK the pandemic will be deemed to have ceased when the epidemiological indices have returned to background levels

#### **Key planning assumptions**

- This or a similar virus is likely to remain in circulation
- It may take months or even several years for some national services to recover

Action	Implementer	Red/Amber/Green
Conduct a HPA wide evaluation of lessons learned	Director of CEPR	
Assess the effectiveness of the National Emergency Response Framework and Pandemic Influenza Contingency Plan	Director of CEPR	
Evaluate the impact of the pandemic. Identify lessons learned and disseminate new scientific learning through appropriate channels	Director of CEPR	