



# PANDEMIC PREPAREDNESS

AUGUST 19, 2009

FACILITIES AND ADMINISTRATIVE SERVICES DIVISION

## *What is NASA HQ Doing to Prepare for a Pandemic?*



Federal guidance is encouraging departments and agencies to ensure the appropriate plans and procedures are in place due to the threat of a second wave of the H1N1 virus this fall.

A Pandemic Influenza Working Group has been established to bring together subject matter experts (SME) from Human Resources, Office of the Chief Health and Medical Officer, ITCD, CIO, Office of Protective Services

and Occupational Health and Safety. These SMEs are working to provide a comprehensive approach to protecting NASA HQ employees.

The NASA Headquarters (HQ) Facilities and Administrative Services Division (FASD) has developed a draft Pandemic Appendix utilizing the applicable federal guidance and the Draft Agency Pandemic Plan. The Pandemic Appendix will be a supplement to the overall NASA Headquarters Continuity of Operations (COOP) plan.

The Pandemic Appendix addresses operations during a pandemic situation based on the severity of the event. The responsible organizations within Headquarters Operations are:

1. Reviewing and updating emergency preparedness plans, as necessary.
2. Preparing guidance for managers and supervisors on HR-related issues such as leave, payroll, and telework.
3. Preparing the IT infrastructure to ensure it can support telework needs.
4. Stockpiling hand sanitizer for use in high traffic areas, such as elevator lobbies, security check-in desks, etc.
5. Initiating a pandemic awareness and information program, including creating brochures, developing a pandemic webpage on Inside HQ, displaying posters, and conducting briefings, as appropriate.

### **SPECIAL POINTS OF INTEREST:**

Rolling telework drills will begin for NASA HQ offices no later than September 16th. An announcement will be distributed.

The next meeting for the NASA HQ Pandemic Influenza Working Group is August 26th.

NASA HQ Employees are encouraged to stay informed and follow pandemic specific guidance.



## *Telework Drills to Begin in September*



In the event of a pandemic situation, employees may be infected, exposed, caring for a sick family member, or affected by transportation closures. The NASA HQ telework option will ensure minimal disruption to the overall operations and assist employees. Telework will also help NASA HQ retain functionality.

ITCD will kickoff rolling telework drills throughout NASA HQ beginning no later than September 16th. The short term goal is to conduct rolling telework drills throughout all NASA HQ Offices to test equipment and personnel familiarity with the telework process.

The telework drills will allow ITCD to test and evaluate the overall capabilities of the NASA HQ IT infrastructure and IT Help Desk. The drills will also serve to provide refresher training to person-

nel who do not telework on a regular basis.

All directorates/offices are encouraged to utilize the telework drills to gain a true operational picture of their staff's ability to telework.

### **EMPLOYEE RESOURCES**

**HQ EMERGENCY PREPAREDNESS BRANCH CHIEF (EXT 1584)**

**EMERGENCY PREPAREDNESS OFFICER (EXT 0608)**

**HEALTH UNIT (EXT 2600)**

**EMPLOYEE ASSISTANCE PROGRAM (202-628-5100)**

For more information please visit the Emergency Preparedness page on Inside HQ.