



THE ASSOCIATE DEPUTY SECRETARY OF THE INTERIOR
WASHINGTON

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Memorandum

To: Inspector General
Solicitor
Assistant Secretaries
Bureau Directors
Heads of Offices

From: James E. Cason
Associate Deputy Secretary

Subject: *DOI Pandemic Influenza Plan*

Effective planning is crucial to protect lives and health and to assure we can perform essential functions for the American people during a pandemic emergency. The *DOI Pandemic Influenza Plan* describes a coordinated Departmental strategy to prepare for and respond to an influenza pandemic. The attached *DOI Pandemic Influenza Plan* supersedes the April 2006 draft plan. This Plan has been prepared in accordance with the *National Strategy for Pandemic Influenza*, and the subsequent implementation guidance provided in the *National Strategy for Pandemic Influenza: Implementation Plan*, as well as interagency guidance from the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, Office of Personnel Management, and the U.S. Department of Homeland Security.

The *DOI Pandemic Influenza Plan* addresses how the Department will protect the health and safety of DOI's employees; maintain the essential functions and services of the Department during events resulting in significant and sustained absenteeism; support the Federal, State, and local response to a pandemic; and communicate effectively with DOI's stakeholders during a pandemic. The Plan includes guidance for community mitigation/social distancing, as well as an interim pandemic vaccine prioritization scheme for DOI essential personnel should a pandemic strain vaccine become available.

The Departmental Plan also establishes requirements for bureau and office pandemic planning. In accordance with the operational guidance and policy direction provided in this Plan, bureaus, the Office of the Solicitor, the Office of Inspector General, and the National Business Center are required to submit independent pandemic influenza plans for their respective organizations within 90 days of the publication of this Plan. Offices within the Immediate Office of the Secretary and those reporting to the Assistant Secretary – Policy, Management and Budget are required to complete applicable portions of Appendix P within 90 days of the publication of this Plan.

If you have any questions, please contact Lt. Elaine Wolff, Emergency Management Division, 202-208-5417, room 318-SIB.