

NASPE Communication Awards Nomination March 2010

Submission Title: Nevada State Employee Pandemic Flu Website
Submission Category: Electronic - Website
State: Nevada
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1. Please provide a brief description of the submission.

The Nevada State Personnel Pandemic Flu website is linked to the home page of the Department of Personnel website. It allows State employees, agency leaders and State Pandemic Flu Coordinators to find information relating to a pandemic event. It can also be used to communicate emergency information in the event of a severe pandemic outbreak. In September of 2009, the State of Nevada Department of Information Technology - Web Enterprise Group developed the website on behalf of the newly formed Pandemic Flu Committee. This site was part of a comprehensive program to respond to the 2009 H1N1 influenza pandemic.

One of the goals of this website is to provide information to several different groups of users including State employees, agency leaders and Agency Pandemic Flu Coordinators. For this reason information was organized into four main headings:

Useful links – this section provides general information that would be helpful to all State employees in the event of a pandemic outbreak. Links are to the CDC, State Health Division, Pandemicflu.gov, Nevada Hospitals, Nevada Schools, Urgent Care Centers and the State of Nevada H1N1 ToolKit.

Personnel – this section is primarily used by agency leaders and State Pandemic Flu Coordinators. It provides information relating to the management of State Personnel during a pandemic event. Links include: Find a Flu Shot Locator, Sick Leave Regulations, Sample Telecommuting Policy, Sample Telecommuting Agreement, Telecommuting Log, Sample Flu Report and Sample Social Distancing Guidelines.

Governor's Message – this group of links are particularly useful for all state employees and Pandemic Flu Coordinators during a severe pandemic event. Links include Press Releases, Status on Closures (only active during a severe pandemic event), and Stage Alerts (only active during a severe pandemic event).

Continuity Planning – this section is for the Pandemic Flu Coordinators and provides three links – Pan Flu COOP Template, Agency Plans (currently not active), and FAQs.

Other sections of the website include an Events and Classes section that provides details on upcoming Pandemic Flu Summits (for Pandemic Flu Coordinators) or other events as well as copies of presentations and handouts from previous meetings. A Press Release section offers information on any pandemic-related press release from State agencies and an Electronic Mail section allows users to subscribe to an electronic mailing list for updates and alerts.

One other unique aspect of the website is that the main page can be replaced during a pandemic event with another web page that provides specific details on the event. This web page has a heading that reads “A Pandemic Event has Occurred!” and details the type of event, who is affected, where it has occurred (buildings/agencies), when the event was identified, how we know the details, and provides recommendations for employees (i.e. stay at home, be prepared for delays etc.). A hotline number is also listed and a scrolling “Updates” section is available for up-to-the-minute communications.

2. How long has the submission been in existence?

The Nevada State Employee Pandemic Flu website was created and went live in September of 2009.

3. Why was the submission created?

Shortly after the 2009 H1N1 influenza outbreak, it was determined that there was an abundance of misinformation relating to the virus and that there was no central location for employees, agency leaders and Pandemic Flu Coordinators to get information and share details of how it was affecting their agencies. A State Pandemic Flu Committee was formed and one objective of the group was to provide a central location to share pandemic-related information. The Nevada State Employee Pandemic Flu website was created to meet this need.

4. How does this submission support the goals and objectives of your agenda/departments?

One of the goals of the Department of Personnel is to anticipate and respond to agencies’ Human Resources needs. A shortage of employees caused by a pandemic event is a potential threat to agencies and in severe cases could shut down operations. Because of this, the Department of Personnel places a great importance in helping agencies to be prepared for a pandemic event. The Nevada State Employee Pandemic Flu website supports this objective by providing a central location for pandemic-related information so that State employees, agency leaders and Pandemic Flu Coordinators can better respond to a pandemic threat and minimize or prevent disruptions of operations.

5. Have you been able to measure the effectiveness of this submission? If so, how?

The State Personnel Pandemic Flu website was part of a comprehensive effort to promote pandemic preparedness so there are no results that can be tied directly to the website. During the 2009 H1N1 pandemic, the Pandemic Flu Committee was able to post all relevant information and updates on the website and Pandemic Flu Coordinators were able to access the site for relevant information, so it was successful in achieving its purpose.

1. Nevada State Personnel Pandemic Flu website - home page

<http://dop.nv.gov/pandemic/>

2. Nevada State Personnel Pandemic Flu website - home page (during pandemic event)

http://dop.nv.gov/Pandemic/index_Pandemic.html


3. Nevada State Personnel Pandemic Flu website – upcoming events web page

<http://dop.nv.gov/Pandemic/Clinic.htm>

4. Nevada State Personnel Pandemic Flu website – query page (Pandemic Committee use only)

http://dop.nv.gov/Pandemic/Qry_Menu.htm

1.



State of Nevada Department of Personnel

Serving the citizens of Nevada with a qualified workforce

Nevada State Personnel Pandemic Flu

Google Custom Search

Friday March 26th 2010

[Click to Print This Page](#)

Pandemic Flu

Personnel Home

Pandemic Flu Home

- .. [Useful Links](#)
- .. [Personnel](#)
- .. [Governor's Messages](#)
- .. [Continuity Planning](#)


Statewide Resources

- .. [Nevada Flu](#)
- .. [Nevada 2-1-1](#)
- .. [Bi-Lingual H1N1 Flu Hot Line Nevada Help: 866.767.5038](#)

National Resources

- .. [CDC](#)
- .. [Flu.gov](#)
- .. [PandemicFlu.gov](#)

Contact Us



Welcome to the State of Nevada Department of Personnel's Pandemic Flu web site. As a proactive and responsible employer, the State of Nevada has made it a top priority to protect employees and their families from the potential spread of pandemic influenza.

Useful Links	Personnel	Governor's Messages	Continuity Planning
<ul style="list-style-type: none"> ▶ CDC ▶ State Health Division ▶ Pandemicflu.gov ▶ Nevada Hospitals ▶ Nevada Schools ▶ Urgent Care Centers ▶ H1N1 Toolkit 	<ul style="list-style-type: none"> ▶ Find a Flu Shot Locator ▶ Sick Leave Regulations ▶ Sample Telecommuting Policy ▶ Sample Telecommuting Agreement ▶ Telecommuting Log ▶ Sample Flu Report ▶ Sample Social Distancing Guidelines 	<ul style="list-style-type: none"> ▶ Press Releases ▶ Available during a Pandemic event: <ul style="list-style-type: none"> Status on Closures Stage Alerts 	<ul style="list-style-type: none"> ▶ Pan Flu COOP Template ▶ Agency Plans ▶ FAQs

Events & Classes

Pandemic Flu Summit Presentations/Handouts
[click for details ..](#)

Upcoming Events
[click for details ..](#)

Press Releases
[Click for Press Releases](#)

Electronic Emails

Receive Flu updates, alerts

[Subscribe](#)
[Unsubscribe](#)

Media


[RSS Feeds](#) [Podcasts](#)

Translate our Site

Bookmark our site

Safety Tips

- ✓ Wash your hands often!
- ✓ Avoid touching your eyes, nose or mouth!
- ✓ When you cough or sneeze, cover your mouth!
- ✓ Try to avoid close contact with sick people!
- ✓ Frequently disinfection of work surfaces
- ✓ Get your regular flu shot!



[click here](#) to send us your comments, suggestions or questions

"Promoting a healthy tomorrow!"

Internet 100%

2.








State of Nevada Department of Personnel

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Google™ Custom Search
Search

Friday March 26th 2010
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A Panemic Event has Occurred!

Last Updated: xx/xx/xx - 99:99:99

Pandemic Event: xxxxxxxxxxxxxxxxxxxxxxxx

Type of event: pandemic/seasonal

Who is affected:

Where buildings/agencies:

When was the event identified:

How do we know:

Recommendations:
 .people are advised to stay home...
 .be prepared for delays

Call (775) xxx-xxxx for additional information

[click here to register for the Pandemic Flu Summit for State Agency Pandemic Flu Coordinators](#)

[click here to send us your comments or suggestions](#)

"Promoting a healthy tomorrow!"

Pandemic Flu

Personnel Home

Pandemic Flu Home

- .. Useful Links >
- .. Personnel >
- .. Governor's Messages >
- .. Continuity Planning >

Statewide Resources

- .. [Nevada Flu](#)
- .. [Nevada 2-1-1](#)
- .. [Bi-Lingual H1N1 Flu Hot Line Nevada Help: 866.767.5038](#)

National Resources

- .. [CDC](#)
- .. [Flu.gov](#)
- .. [PandemicFlu.gov](#)

Contact Us >

UPDATES

10/1/2009- 1:00am - DoIT building at 400 W King Street Carson City has been closed.

Twitter
Facebook

Internet 100%

3.

The screenshot shows a web browser window displaying the Nevada State Personnel Pandemic Flu page. The page features the state seal, the Department of Personnel logo, and a search bar. The main content area includes a row of images showing people with flu symptoms and a doctor. Below this is information about an H1N1 Free Vaccination Clinic on January 15, 2010, at 4150 Technology Way, Room 303 in Carson City. The page also lists safety tips, a contact person (Martha Framsted), and various utility links like RSS feeds and translations. A yellow triangle logo with 'FLU' and 'EMPLOYEE PANDEMIC PLANNING' is also present.

State of Nevada
Department of Personnel
Serving the citizens of Nevada with a qualified workforce

Nevada State Personnel Pandemic Flu

Friday March 26th 2010

Personnel Home
Pandemic Flu Home
.. Useful Links
.. Personnel
.. Governor's Messages
.. Continuity Planning

Statewide Resources
.. Nevada Flu
.. Nevada 2-1-1
.. Bi-Lingual H1N1 Flu
Hot Line Nevada Help:
866.767.5038

National Resources
.. CDC
.. Flu.gov
.. PandemicFlu.gov

Contact Us

Events & Classes
Pandemic Flu Summit Presentations/Handouts
[click for details ..](#)

Upcoming Events
[click for details ..](#)

Press Releases
[Click for Press Releases](#)

Electronic Emails
Receive Flu updates, alerts
[Subscribe](#)
[Unsubscribe](#)

Media
[RSS Feeds](#) [Podcasts](#)

Translate our Site
[English](#) [Spanish](#) [French](#) [German](#) [Italian](#) [Portuguese](#)

Bookmark our site

State Agency Staff & Family Members:

H1N1 Free Vaccination Clinic
January 15, 2010
12 p.m. – 5 p.m.
4150 Technology Way, Room 303 (board room), Carson City
Ages 6 months and up
Flu mist and injectable

For more information contact:
Martha Framsted, PIO, Nevada State Health Division,
mframsted@health.nv.gov or 775-684-4014

Safety Tips
✓ Wash your hands often!
✓ Avoid touching your eyes, nose or mouth!
✓ When you cough or sneeze, cover your mouth!
✓ Try to avoid close contact with sick people!
✓ Frequently disinfection of work surfaces
✓ Get your regular flu shot!

EMPLOYEE PANDEMIC FLU PLANNING

[click here to send us your comments, suggestions or questions](#)

Internet 100%

4.

The screenshot shows a web browser displaying the State of Nevada Department of Personnel website. The page is titled "Nevada State Personnel Pandemic Flu". At the top left is the State of Nevada seal. The header includes the department name and logo, with the tagline "Serving the citizens of Nevada with a qualified workforce". A Google Custom Search bar is in the top right, along with the date "Friday March 26th 2010".

The main content area features a horizontal strip of seven images showing people with various symptoms: a man holding his head, a woman sneezing, a woman coughing, a doctor, a woman with a fever, a woman coughing, and a woman holding a child. Below this strip is the heading "Pandemic Flu" and a note: "This menu is NOT linked from anywhere. Please save it to your favorites so you can review periodically."

On the left side, there is a navigation menu with sections: "Pandemic Flu", "Personnel Home", "Pandemic Flu Home" (with sub-links for Useful Links, Personnel, Governor's Messages, and Continuity Planning), "Statewide Resources" (with sub-links for Nevada Flu, Nevada 2-1-1, Bi-Lingual H1N1 Flu, and Hot Line Nevada Help: 866.767.5038), "National Resources" (with sub-links for CDC, Flu.gov, and PandemicFlu.gov), and "Contact Us".

On the right side, there are several utility boxes: "Events & Classes" (with a link for "Pandemic Flu Summit Presentations/Handouts"), "Upcoming Events" (with a link for details), "Press Releases" (with a link for details), "Electronic Emails" (with a "Receive Flu update alerts" section and "Subscribe/Unsubscribe" buttons), "Media" (with "RSS Feeds" and "Podcasts" icons), "Translate our Site" (with language selection icons), and "Bookmark our site".

The main text area contains a list of links and instructions:

- [Who has registered, by Department/Affiliation](#)
- [Who has registered, by Name](#)
- [Who has registered, by timestamp](#) (identify people who registered late so you can create nametags for them)
- [Who has registered, by City](#) (Las Vegas/Carson City)
- [Who has registered, Name/Dept only for sign-in sheet](#)
- [Who has signed up for our listserv?](#)
Instructions are embedded in subject line:
1) enter **REVIEW PANFLU** in body of email
2) remove any signature information, 3)SEND

Below the list, it states: "It will return an email to you of all of the people who have subscribed to your list on the listserv."

At the bottom of the page, there are two call-to-action buttons: "click here to register for the Pandemic Flu Summit for State Agency Pandemic Flu Coordinators" and "click here to send us your comments or suggestions". A yellow triangular warning sign with the text "EMPLOYEE PANDEMIC FLU" is positioned between these buttons.

The browser's taskbar at the bottom shows the "Internet" icon and a 100% zoom level.