

## Pandemic Influenza Action Planning Tool

<b>Mitigation and Prevention</b>				
<b>Task</b>	<b>Responsible Person(s)</b>	<b>Existing Resources</b>	<b>Next Steps</b>	<b>Timeline</b>
✓ Identify or create district committee to provide guidance to school sites regarding pandemic flu preparations	<i>Example: Jim (Director of Risk Management)</i>	<i>EOP Strategic Planning Work Group developed EOP last year.</i>	<i>Identify and contact district stakeholders and schedule a time to meet.</i>	<i>March 14, 2007</i>
✓ Review district emergency response and communicable disease policies and procedure	<i>Director of Risk Management &amp; other key stakeholders</i>	<i>EOP developed last year with an existing communicable disease plan.</i>	<i>Stakeholders to review additional needs re: Pan Flu planning for their department.</i>	<i>April 2, 2007</i>
✓ Determine if any additional policies/procedures need to be in place	<i>All key stakeholder stakeholders</i>	<ul style="list-style-type: none"> <li>• <i>EOP</i></li> <li>• <i>Suggested Pan Flu policies and procedures</i></li> </ul>	<i>Stakeholders will outline further areas for development.</i>	<i>April 2, 2007</i>
✓ Develop communications plan for possible school closures				

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Task	Responsible Person(s)	Existing Resources	Next Steps	Timeline
✓ Work with Human Resources regarding schools functioning with 30% of work force absent. Look at alternatives such as staggered school times, changes in bussing, and telecommunications				
✓ Assess financial impact of alternate scheduling or school closures				
✓ Identify school-based individual(s) to educate staff about pandemic flu				
✓ Identify school-based individual(s) to educate students about hand washing, covering cough, and staying home when sick				
✓ Identify individual(s) to educate families about pandemic flu and school plan ("Pandemic Influenza Checklist for Individuals and Families" found at <a href="http://pandemicflu.gov/planguide/checklist.html">http://pandemicflu.gov/planguide/checklist.html</a> )				
✓ Identify individual(s) to ensure each room has soap/water for hand washing or alcohol-based hand washing product				

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Mitigation and Prevention				
Task	Responsible Person(s)	Existing Resources	Next Steps	Timeline
✓ Distribute and post in each classroom “Stop the Spread of Germs” poster found at <a href="http://www.cdc.gov/germstopper/materials.htm">http://www.cdc.gov/germstopper/materials.htm</a>				

## Pandemic Influenza Action Planning Tool

Preparedness				
Task	Responsible Person(s)	Existing Resources	Next Steps	Timeline
✓ Review district's pandemic flu plan				
✓ Continue educating staff, families, and students on pandemic flu prevention and school plans				
✓ Identify chain of command in case of illness. Establish a back-up chain of command if necessary				
✓ Develop procedures for communicating with staff, students and families				
✓ Identify information to be translated. Identify which languages are represented in student population				

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Preparedness				
Task	Responsible Person(s)	Existing Resources	Next Steps	Timeline
✓ Identify and recruit translators; translate information into template form so only minor changes will need to be made				
✓ Develop procedures for communicating with your public health authority and the media during normal and emergency conditions				
✓ Identify or review procedure for communicating possible school schedule changes, bussing changes, and school closures				
✓ Review procedures for sending ill students and staff home and make adjustments if necessary				

## Pandemic Influenza Action Planning Tool

Response				
Task	Responsible Person(s)	Existing Resources	Next Steps	Timeline
✓ Track the number of staff and students absent daily				
✓ Report absences due to influenza-like illness on an ongoing basis to your local health authority				
✓ Have translators review information templates and finalize the information that will be provided to non-English speaking families				
✓ Finalize the information that needs to be communicated to staff, students, and families				
✓ Hold staff meeting to provide information on the extent of infection at school site and potential changes that may take place				
✓ Conduct timely debriefings to identify lessons learned and make necessary changes to the response plan				

## Pandemic Influenza Action Planning Tool

Recovery				
Task	Responsible Person(s)	Existing Resources	Next Steps	Timeline
✓ Pre-planning for recovery: Identify and pre-screen health and grief service providers, develop template letters, and provide training for school staff regarding grief and possible health problems				
✓ Mobilize the Crisis recovery Team that provides emotional-psychological support. If there is a loss of life in the school community establish location site or “Safe Room” for counseling services to be provided				
✓ Hold staff meeting and provide information on extent of pandemic flu in the community and activities that may assist students; signs and symptoms to look out for and safe room function and location. Also announce counseling support services available to faculty and staff				
✓ Announce counseling support services that are available to students				

## Pandemic Influenza Action Planning Tool

Recovery				
Task	Responsible Person(s)	Existing Resources	Next Steps	Timeline
✓ Provide rest places for those that tire easily				
✓ Provide physical assessments if needed or make appropriate community health referrals				
✓ Make educational materials available to families and staff on topics such as how to support your student with their recovery from pandemic flu, common symptoms of loss and grief, and constructive ways to cope with stress				
✓ Utilize Employee Assistance Programs for assistance with coping with loss and stress				
✓ Identify students, families, and staff who may need long-term physical and mental health support or intervention and develop school and community resources to provide these services				

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Recovery				
Task	Responsible Person(s)	Existing Resources	Next Steps	Timeline
✓ Monitor the effects of cumulative stress on caregivers such as office staff, school nurses, teachers, aides, school counselors, and other crisis team members				
✓ Consider offering school-based health and mental health services if available by community, university, or public/non-profit mental health agencies and identify funding to support these services				
✓ Modify work roles and responsibilities or add volunteer or support staff as needed				
✓ Follow-up with student referrals made to community agencies				
✓ Conduct debriefings with Crisis Recovery Team				
✓ Document “lessons learned” and incorporate them into revisions and trainings				

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## ✓ Supporting Documents

Harris County Public Health & Environmental Service (HCPHES) Pandemic Influenza Materials

<http://www.harriscountyhealth.com/pandemicplan.htm>

HCPHES School Pandemic Flu Preparedness PowerPoint Template

<http://www.harriscountyhealth.com/pandemicplan.htm>

Pandemic Influenza Community Mitigation Interim Planning Guide for Elementary and Secondary Schools (see p. 87) -

[www.pandemicflu.gov/plan/community/community\\_mitigation.pdf](http://www.pandemicflu.gov/plan/community/community_mitigation.pdf)

Pandemic Flu: A Planning Guide for Educators

[www.ed.gov/admins/lead/safety/emergencyplan/pandemic/planning-guide/index.html](http://www.ed.gov/admins/lead/safety/emergencyplan/pandemic/planning-guide/index.html)

Practical Information for Crisis Planning: A Guide for Schools and Communities

[www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf](http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf)

Contra Costa Health Services Pandemic Flu School Action Kit

[www.cchealth.org/topics/pandemic\\_flu/school\\_action\\_kit/](http://www.cchealth.org/topics/pandemic_flu/school_action_kit/)

Centers for Disease Control and Prevention, Avian Flu

[www.cdc.gov/flu/avian/](http://www.cdc.gov/flu/avian/)

School District Pandemic Influenza Planning Checklist

[www.pandemicflu.gov/plan/school/schoolchecklist.html](http://www.pandemicflu.gov/plan/school/schoolchecklist.html)

Centers for Disease Control and Prevention, Influenza

[www.cdc.gov/flu/](http://www.cdc.gov/flu/)

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Tacoma-Pierce County Health Department Pandemic Flu FAQ's & Flu Fact Sheet for Families  
[www.tpchd.org/files/library/21ce22a2f200ef00.pdf](http://www.tpchd.org/files/library/21ce22a2f200ef00.pdf)

Tacoma-Pierce County Health Department Hand Washing Resources  
[www.tpchd.org/page.php?id=19](http://www.tpchd.org/page.php?id=19)

King County Public Health Department Stop Germs/Stay Healthy  
[www.metrokc.gov/health/stopgerms/](http://www.metrokc.gov/health/stopgerms/)

World Health Organization  
[www.who.int/csr/disease/avian\\_influenza/updates/en/](http://www.who.int/csr/disease/avian_influenza/updates/en/)

Washington Department of Health, Flu News & Flu Materials in Multiple Languages  
[www.doh.wa.gov/FluNews/](http://www.doh.wa.gov/FluNews/)

Teachers Guidelines for Crisis Response, The American Academy of Experts in Traumatic Stress  
<http://www.schoolcrisisresponse.com/teacherguidelines.pdf>

Helping Children Deal with Tragic Events in Unsettling Times Tips for Parents and Teachers. National Association of School Psychologist, (2001).  
[www.nasponline.org](http://www.nasponline.org)

A Checklist for School Personnel to Evaluate and Implement the Mental Health Component of Your School Crisis and Emergency Plan.  
The National Center for Child Traumatic Stress.  
[http://www.nctsnet.org/nccts/nav.do?pid=hom\\_main](http://www.nctsnet.org/nccts/nav.do?pid=hom_main)

The Institute for Trauma and Stress at The NYU Child Student Center: Caring for Kids After Trauma and Death: A guide for Parents and Professionals (2002)  
[www.aboutourkids.org/aboutour/articles/crisis\\_guide02.pdf](http://www.aboutourkids.org/aboutour/articles/crisis_guide02.pdf)

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