

PANDEMIC INFLUENZA PLANNING ELECTRONIC TOOLKIT FOR WISCONSIN SCHOOLS

Every school needs to develop a plan to address a possible influenza pandemic. Leading health authorities tell us that it is not a matter of if a pandemic will occur, but rather when it will occur. Making this plan a part of the school's overall crisis or safety plan allows the developers to move ahead quickly using many of the components which are already in place. This electronic toolkit is designed to help schools quickly and easily locate the large volume of pandemic influenza information and resources that are already available around the country. A variety of topics relevant to both seasonal and pandemic influenza are listed and sample web site links are provided. As new materials become available, updates will be added.



SEASONAL AND PANDEMIC FLU INFORMATION, FACT SHEETS, FREQUENTLY ASKED QUESTIONS

Key Facts about the Flu	http://www.cdc.gov/flu/keyfacts.htm
Pandemic Flu Characteristics & Challenges	http://www.pandemicflu.gov/general/whatis.html
What Is a Pandemic Flu?	http://www.pandemicflu.gov/general/whatis.html
10 Things You Need to Know about Pandemic Influenza is a part of the Ohio Toolkit	http://www.ohiopandemicflu.gov/schools/schools.htm
One Stop Access to U.S. Government Pandemic Flu Information	http://www.pandemicflu.gov
Information on Influenza Symptoms, Treatment, Vaccinations	http://www.cdc.gov/flu/
Definition of an Influenza Pandemic, Cause of a Pandemic, Description of the Global Surveillance Systems	http://www.who.int/csr/disease/influenza/pandemic/en
Seasonal Flu Information for Schools	http://www.cdc.gov/flu/school/qa.htm
Pandemic Severity Index	http://pandemic.wisconsin.gov
Wisconsin Pandemic Toolkit. This resource provides samples of press releases, fact sheets, frequently asked questions, public service announcements, message maps, and promotional materials. Materials can be modified for use locally.	http://pandemic.wisconsin.gov

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Frequently Asked Questions about
Pandemic Influenza

<http://pandemic.wisconsin.gov>

Sample Talking Points

http://www.cchealth.org/topics/pandemic_flu/school_action_kit/

School Closures during a Pandemic

<http://www.pandemicflu.gov/plan/community/commitigation.html#app6>

How Can Business and Other Employers
Limit the Spread of Pandemic Flu?

<http://www.pandemicflu.gov/plan/community/commitigation.html#app4>

CONTINUING EDUCATION DURING PROLONGED SCHOOL CLOSURES



Continuing Education during Prolonged School Closures Conference Call, December 2007, Safe and Drug-Free Schools and Communities, U.S. Department of Education

http://rems.ed.gov/views/documents/OSDFS_TeleconferenceTranscript_20071218.pdf

Meeting Federal K-12 Requirements or Deadlines During a Severe Pandemic

<http://www.ed.gov/admins/lead/safety/emergencyplan/pandemic/guidance/pan-flu-guidance.pdf>



FAMILY INFORMATION

The Flu: A Guide for Parents

http://www.cdc.gov/flu/professionals/fluallery/2007-08/parents_guide.htm

Sample Parent Letters

http://www.cchealth.org/topics/pandemic_flu/school_action_kit/
http://www.nyhealth.gov/diseases/communicable/influenza/pandemic/docs/pandemic_influenza_school_toolkit.pdf

http://www.idph.state.il.us/pandemic_flu/school_guide/school_pan_flu_guide.pdf

Parent Tips for Dealing with the Flu

http://www.cchealth.org/topics/pandemic_flu/school_action_kit/
<http://www.ohiopandemicflu.gov/schools/schools.htm>

Home Care for Pandemic Flu

http://www.cchealth.org/topics/pandemic_flu/school_action_kit/

Pandemic Flu Planning Checklist for Individuals and Families

<http://www.pandemicflu.gov/plan/pdf/individuals.pdf>

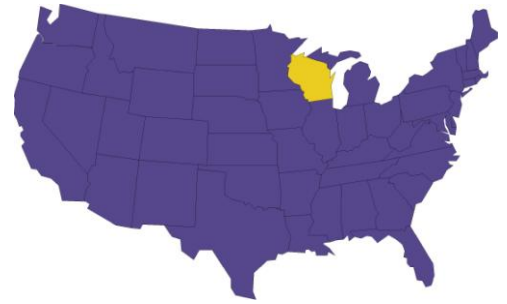
Stopping Germs at Home, Work, and School Fact Sheet

http://www.cdc.gov/germstopper/home_work_school.htm

Wisconsin Pandemic Toolkit for Families

<http://pandemic.wisconsin.gov/docview.asp?docid=14629&locid=106>

LEGAL AND COMPLIANCE ISSUES



Meeting Federal K-12 Requirements or Deadlines during a Severe Pandemic including the following topics dealing with elementary and secondary education:

- ❖ “Highly qualified teacher” requirements,
- ❖ Continuing education for students during a school closure,
- ❖ Special education and related aids and services,
- ❖ McKinney-Vento Homeless Assistance Act,
- ❖ Post secondary education,
- ❖ Grant administration requirements,
- ❖ Family education rights and privacy act (FERPA).

Planning for the Next Pandemic. Includes general pandemic planning considerations, legal considerations, and examples of relevant school board policies. Source: Wisconsin Association of School Boards, Focus, Vol. 23, No. 10, June 2006.

Preparing for Pandemic Flu – Provides a list of some of the practical and legal issues a pandemic flu plan should include

Wisconsin Department of Public Instruction statement regarding state aid to schools during extended health-related school closings

http://www.ed.gov/admins/lead/safety/emergency_plan/pandemic/guidance/pan-flu-guidance.pdf

<http://www.wasb.org/cms/pandemic-flu.html>

<http://www.nsba.org/MainMenu/SchoolLaw/Issues/Health/Resources/PreparingforPandemicFlu.aspx>

<http://dpi.wi.gov/sspw/doc/pandemicstateaids.doc>



MEDIA AND COMMUNICATIONS MATERIALS

Wisconsin Pandemic Toolkit (Available in English, Spanish, and Hmong language materials.)

<http://pandemic.wisconsin.gov>

Sample Media Releases

http://www.cchealth.org/topics/pandemic_flu/school_action_kit/

http://nyhealth.gov/diseases/communicable/influenza/pandemic/docs/pandemic_influenza_school_toolkit.pdf

<http://www.pandemicflu.gov/news/index.html>

Public Service Announcement Scripts

<http://www.ed.gov/admins/lead/safety/emergencyplan/pandemic/sampleplans/index.html>

Sample Memos to School Staff

<http://www.ohiopandemicflu.gov/schools/schools.htm>



MENTAL HEALTH RESOURCES

Psychological First Aid: Responding to a Student in Crisis

http://www.smhp.psych.ucla.edu/qf/crisis_qt/crisis_psych_first_aid.pdf

Responding to Crisis at a School Resource Aid Packet

<http://www.smhp.psych.ucla.edu/pdfdocs/crisis/crisis.pdf>

Children’s Literature in a Time of National Tragedy – A Resource List Presented by ERIC Digest, ED 457525. Provides suggestions to help children “deal and heal” as well as resources for parents and teachers to use with children.

<http://www.ericdigests.org/2002-2/time.htm>

National Association of School Psychologists Publications:

http://www.nasponline.org/resources/crisis_safety/index.aspx

Coping in Unsettling Times – Tips for Students

Coping in Unsettling Times – Tips for Parents

(Both of these publications are available in several languages)

Coping with Crisis: Tips for Parents and Educators

Coping with Crisis—Helping Children with Special Needs

Managing Strong Emotional Reactions to Traumatic Events: Tips for Parents and Teachers

Culturally Competent Crisis Response Resources

Helping Children Cope with Crisis: Care for Caregivers

How Children Cope with Trauma and Ongoing Threat: The BASIC Ph Model

Reactions and Guidelines for Children Following Trauma/Disaster – American Psychological Association. Highlights potential post-trauma reactions and behaviors typically exhibited by those exposed to trauma—elementary, middle, and high school students and teachers. Guidelines are presented for parents and teachers to assist students.

<http://www.apa.org/practice/ptguidelines.html>

Mental Health Considerations and Tips, a component of the Ohio Toolkit

<http://www.ohiopandemicflu.gov/schools/schools.htm>

Pandemic Psychosocial Impact in Schools

http://emergency.ocde.us/Pandemic_-_Planning_Tools.htm

Schools are also encouraged to contact public and private mental health service providers in their local communities to develop plans for meeting the mental health needs of students, families, and staff as an important component of their pandemic flu plans.

PANDEMIC FLU PLANNING RESOURCES, TOOLS, AND SAMPLE PLANS



School District (K-12) Pandemic Influenza Planning Checklist	http://www.pandemicflu.gov/plan/school/schoolchecklist.html
Pandemic Flu – A Planning Guide for Educators	http://www.ed.gov/admins/lead/safety/emergencyplan/pandemic/planning-guide/planning-guide.pdf
Basic Components of Pandemic Planning	http://www.ed.gov/admins/lead/safety/emergencyplan/pandemic/planning-guide/basic.pdf
Elements of School Pandemic Plans	http://www.thechallenge.org/14_4_elements.html
Pandemic Flu School Action Kit	http://www.cchealth.org/topics/pandemic_flu/school_action_kit/
Pandemic Influenza Toolkit for Ohio Schools	http://www.ohiopandemicflu.gov/schools/schools.htm
Pandemic Flu Action Kit for Schools in New York State	http://www.nyhealth.gov/diseases/communicable/influenza/pandemic/docs/pandemic_influenza_school_toolkit.pdf
School Guidance during an Influenza Pandemic	http://www.idph.state.il.us/pandemic_flu/school_guide/school_pan_flu_guide.pdf
Broward County Public Schools Pandemic Action Plan	http://www.browardschools.com/info/pdf/draft_checklist.pdf
Tacoma/Pierce County Pandemic Flu Model Plan – Planning Tool for Schools	http://www.tpchd.org/files/library/a4eaa3b511a9687a.pdf
Orange County Department of Education Pandemic Planning Tools	http://emergency.ocde.us/Pandemic_-_Planning_Tools.htm
Seattle Public Schools Pandemic Influenza Management Plan	http://www.thechallenge.org/14_4_seattle.html
Pandemic Planning for Schools – Keep It Simple	http://www.nsba.org/MainMenu/SchoolHealth/SelectedNSBAPublications/SchoolEnvironment/PandemicPlanningforSchoolsKeepitSimple.aspx
Pandemic Influenza Community Mitigation Interim Planning Guide for Elementary and Secondary Schools	http://www.pandemicflu.gov/plan/community/commitigation.html#app6
Influenza Pandemic Mitigation: Schools Play Major Role	http://www.thechallenge.org/14_4_influenza.html
Pandemic Influenza Preparedness for Schools, multimedia training program designed to help schools prepare for a pandemic. DVD & CD-ROM with printable materials.	http://www.cdlnh.com/moreinfo.cfm?sku=PAN_070515_123&type=dvd

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Planning for the Next Pandemic – The Focus – Wisconsin Association of School Boards – Volume 23, No. 10, June 2006. Includes general pandemic planning considerations, legal considerations, and examples of relevant school board policies.

<http://www.wasb.org/cms/pandemic-flu.html>

Practical Information on Crisis Planning: A Guide for Schools and Communities, provides information for all types of crisis planning.

<http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>

Pandemic Flu Kit for Childcare Providers

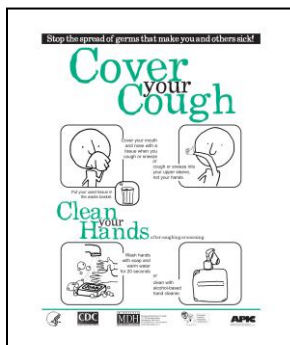
http://www.cchealth.org/topics/pandemic_flu/child_care_provider_kit/

Pandemic Flu – List of Pandemic Preparation/Response Procedures

<http://www.state.gov/m/a/os/c17233.htm>.

Readiness and Emergency Management for Schools Technical Assistance Center. Provides technical assistance for schools to develop comprehensive plans for any emergency or crisis including natural disasters, pandemic influenza, violent incidents, and terrorist acts.

<http://www.ercm.org>



PREVENTION ASSISTANCE

Wisconsin Pandemic Toolkit

<http://pandemic.wisconsin.gov>

Prevention Promotional Materials including bookmarks, magnets, brochures, table tents, posters.

<http://www.cdc.gov/flu>

Stop the Spread of Germs

<http://www.ed.gov/print/admins/lead/safety/emergencyplan/pandemic/index.html>

Germ Stopper and Cover Your Cough Posters in various languages,

<http://www.cdc.gov/germstopper/>



RECOVERY

Tips for Helping Students Recovering from Traumatic Events. Resources are tailored to parents, students, teachers, school psychologists, counselors, social workers, coaches, and administrators.

<http://www.ed.gov/parents/academic/help/recovering/recovering.pdf>

Responding to a School Crisis. Individualized guidelines for key school personnel.

http://www.nctsn.org/nctcs/nav.do?pid=ctr_aud_schl_crisis

SURVEILLANCE REPORTING



Dismissal of Students Tied to
Severity Index Flow Chart
and Sample Tools

http://www.cchealth.org/topics/pandemic_flu/school_action_kit/

Public Health Instruction
during a Pandemic Flu

http://www.cchealth.org/topics/pandemic_flu/school_action_kit/

WHO (World Health
Organization) Global
Pandemic Phases and the
Stages for Federal
Government Response,

<http://www.pandemicflu.gov/plan/community/commitigation.html#app3>

Pandemic Influenza School
Flow Chart

http://emergency.ocde.us/Pandemic_-_Planning_Tools.htm

Surveillance/Reporting Tools
and Definitions,

http://www.cchealth.org/topics/pandemic_flu/school_action_kit/

http://www.idph.state.il.us/pandemic_flu/school_guide/school_pan_flu_guide.pdf

Schools are urged to collaborate with their local health departments on surveillance/reporting.

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TABLETOP EXERCISES FOR PANDEMIC FLU PLANNING

Pandemic Influenza Tabletop
Exercise As a K-12 School
Closure Disease Containment
Measure

<http://www.health.state.mn.us/divs/idepc/diseases/flu/pandemic/scexercise/index.html#aap>

Pandemic Influenza Tabletop
Exercise, Office of Safe and
Drug Free Schools National
Conference 2007

http://rems.ed.gov/views/documents/OSDFS_TeleconferenceTranscript_20071218.pdf

Tabletop Training Information

<http://www.ercm.org>

Pandemic Influenza
Preparedness for Schools, multi-
media training program includes
a tabletop exercise

http://www.cdln.com/moreinfo.cfm?sku=PAN_070515_123&type=dvd

For More Information:

Wisconsin Department of Public Instruction
Student Services/Prevention and Wellness Team
P.O. Box 7841
Madison, WI 53707-7841
(608) 266-8960 or 1-800-441-4563

<http://www.dpi.wi.gov/sspw/pandemicflu.html>

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