

## Pandemic Influenza Communication Tools

*The Communication Tools will help you complete sections 1.1, 1.2, 2.2, 2.3, 3.2, 3.3, and 4.1 in the Pandemic Influenza Plan Template.*

Communication is a critical component of pandemic influenza prevention, preparedness, response, and recovery. Under guidance from your local public health agency, schools will play a vital role in communication activities. With clear, concise and timely communication, the goal is to prevent the spread of disease and keep students, families, faculty, staff, and administrators informed about prevention, preparedness, response and recovery activities.

The Communication Tools include:

- Memos, Letters/E-mails/Web Communications and Handouts,
- Fact Sheets and Checklists, and
- PowerPoint Presentations.

### **Memos, Letters/E-mails/Web Communications and Handouts**

The tools you will find in this section can assist you in educating and informing district personnel and families before, during, and after an influenza pandemic. Some of these tools (memos, letters/e-mails/Web communications and handouts) are also accompanied by fact sheets and emergency home supply checklists. These tools can be communicated to their intended audience(s) using e-mail, the postal service, voice messaging systems, school Web sites, and back-to-school packets.

The tools are grouped by phases of a pandemic flu:

- Prevention
- Preparedness
- Response
- Recovery.

Under each phase, the materials are presented in an order suggested for distribution. Schools may choose to use these communication tools for additional audiences, and many of these tools can be used repeatedly during a pandemic.

### **Fact Sheets and Checklists**

The fact sheets and checklists that accompany certain communications are grouped together with the number of the communication it accompanies noted.

## **PowerPoint Presentations**

The PowerPoint presentations have been developed to assist schools in communicating pandemic-related information in group settings. These communication tools are also grouped by phases of a pandemic flu and can be used with district personnel and with parents/guardians.

## List of Memos, Letters/E-mails/Web Communications and Handouts

### Prevention

- #1: Plan for a Healthy School Environment
- #2: *(Insert name of school)* Plan for a Healthy School Environment
- #3: Get Your Regular Flu Vaccine
- #4: Protect Your Family with a Regular Flu Vaccine

### Preparedness

- #5: Information About Pandemic Influenza (Flu)
- #6: Your Guide to Preparing for the Pandemic Flu
- #7: Plan for Being Absent
- #8: Plan to Keep Your Family Healthy
- #9: Plan Ahead for Child Care
- #10: Emergency Home Supplies Checklists:
  - General Emergency Supplies Checklist
  - Pandemic Flu Supplies Checklist
  - Food Supplies Checklists
- #11: Information about Social Distancing and Isolation and Quarantine

### Response

- #12: Recognizing Pandemic Flu Symptoms
- #13: Limit the Spread of Disease
- #14: Extra Curricular Activities Suspended
- #15: Schools Close
- #16: Helping Children Feel Secure at Home
- #17: Tips for Teachers for Self Care
- #18: Disaster Tips

### Recovery

- #19: Tips for Elementary School Teachers for Helping Your Students
- #20: Tips for Middle School Teachers For Helping Your Students
- #21: Tips for High School Teachers For Helping Your Students
- #22: Schools Re-Open

## List of Fact Sheets and Checklists

### Fact Sheets

Pandemic Influenza (*accompanies Communication #5*)  
Avian Influenza (*accompanies Communication #5*)  
Your Guide to Preparing for Pandemic Flu (*serves as Communication #6*)  
Social Distancing (*accompanies Communication #11*)  
Isolation and Quarantine (*accompanies Communication #11*)

### Checklists

General Emergency Supplies Checklist (*accompanies Communication #10*)  
Pandemic Flu Supplies Checklist (*accompanies Communication #10*)  
Food Supplies Checklists (*accompanies Communication #10*)

*Word versions of all fact sheets and checklists are provided so that you can add local contact information and make other changes as needed to reflect your local community.*

## List of Pandemic Influenza PowerPoint Presentations

### Prevention

Healthy Kids, Healthy Classrooms

### Preparedness:

Pandemic Influenza Overview  
Get Ready

**Response:** Coping with Flu