

Phases:

- Prevention
- Preparedness
- Response**
- Recovery

Audiences:

- Administrators
- Teachers and Staff
- Parents/Guardians**

**Communication #14**  
**Letter/E-mail/Web: Extra Curricular Activities Suspended**

(Date)

Dear (Parent or Legal Guardian),

The *name of school district* joins with the *name of local public health agency* and other school districts in preparing for the possibility of a pandemic influenza outbreak:

**Extra Curricular Activities:** In order to minimize the spread of germs, all extra curricular activities are immediately suspended until further notice. This includes all activities scheduled during lunch and after school.

By taking this action, we can minimize the impact of the pandemic on our school and community.

Thank you.