

Pandemic Action Kit for School Contents

Letter

Process

- School Action Steps
- School Response to Pandemic Flu Flow Chart
- Planning Checklist
- Sample Letter 1 – Pandemic Declaration
- Sample Letter 2 – School Closing Declaration
- Public Health Instructions

Surveillance/Reporting

- Surveillance and Reporting
- Definition of Surveillance Levels
- Influenza Case Definition
- Weekly Pandemic Flu Census
- Daily Pandemic Flu Census
- Daily Pandemic Flu Census Log

Parent Information

- Sample Parent Letters
 - Prevention Letter #1
 - First Case #2
 - Initial Outbreak #3
 - Expanded Outbreak #4
 - School Closure #5
 - School Re-opens #6
- Parent Tips
- My Family Disaster Plan

Media Material

- Sample Press Releases
 - Press Release A- School Open
 - Press Release B-School Closed
- Sample Talking Points for School Officials
 - Key messages-School Open
 - Key Messages-School Closed