



(DATE)

SAMPLE LETTER #1 – PANDEMIC DECLARATION

To School Officials:

This letter serves as verification that an influenza pandemic has been declared in (enter county here) by Nebraska Health and Human Services, Nebraska Department of Education, and Three Rivers District Health Department. During the period from (enter DATE) through (enter DATE), cases of pandemic flu were significantly above baseline levels in (fill in county here).

We recommend that you send out parent letter #4 along with any information in the Public Information section.

At this time, Three Rivers District Health Department will begin Intensive Surveillance Reporting with each school. Please refer to the Surveillance Section of this Action Kit for further information. Someone from the Health Department will be in contact with you to start the process and to answer any questions.

Three Rivers District Health Department will keep school officials updated as the situation changes. A press release is being issued to inform the public of this declaration.

Sincerely,

Jeff Kuhr, Ph.D., Executive Director
Three Rivers District Health Department