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County Superintendent of Schools

PANDEMIC PLANNING FOR SCHOOLS

This binder of information is designed to provide the practical tools you and your staff will need to prepare for a pandemic flu outbreak. At the present, there is no pandemic flu in the United States.

It is important to understand that every year, a large number of people get sick with seasonal flu; annually 30,000 people in the United States die from seasonal flu. Flu vaccines are effective ways to prevent people from getting sick with seasonal flu.

At this time, there is avian/bird flu (H5N1) virus in birds circulating in many countries. It is not in the United States now. When cases of flu in birds are identified in the United States, there may be confusion and concern, even though there is no conclusive evidence that the virus is spread from birds to humans.

At some point, whether it is the H5N1 virus or another virus, health experts believe that there will be a virus that spreads from human-to-human for which most people have no immunity and for which there is no vaccine. When that happens and people begin to get sick from the virus, we will have a pandemic flu.

There is a great deal of planning for this pandemic underway at the federal, state and local levels. The tools in this binder will help your school begin those efforts. They should also help parents/guardians with their preparations.

As the months go by, we will be giving you additional information about:

- *How your school might be used as a site for providing treatment or vaccination. At the moment, site selection is still in process. (This is sometimes called mass prophylaxis)*
- *What plans have been developed to care for those who are extremely ill when hospital beds in the county are full. (This is sometimes called surge capacity planning)*

We hope you find this information of value to you and your agency. Please call our office at (714) 966-4032 if you have any questions.

Special thanks to the following agencies for their support in the development of this material:

Orange County Health Care Agency
Tustin Unified School District
University of California Irvine
Contra Costa County Health Services
Contra Costa County Office of Education

Pandemic Planning TOOLS FOR SCHOOLS

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- Pandemic Planning for Schools 2006 (Binder Contents)
- School District Planning Checklist
- School Response to Pandemic Flow Chart
- Characteristics and Challenges
- Family Pandemic Planning Checklist
- American Red Cross Home Care for the Pandemic Flu
- Avian Flu – FAQ's
- Avian Influenza Quick Reference Sheet
- Pandemic Influenza Brochure
- Centers For Disease Control Respiratory Hygiene Etiquette
- Orange County Health Care Agency Confidential Morbidity Report
- Orange County Health Care Agency List of Reportable Communicable Diseases
- Pandemic Influenza PowerPoint Presentation
- Psycho/Social Impact PowerPoint Presentation
- Assorted Posters and Handouts
- Pandemic Preparedness – Fight the Flu!
- Disaster Service Worker Brochure
- Sample Tabletop Exercise

PANDEMIC INFLUENZA ALERT SYSTEM

SIX PHASES ESTABLISHED BY THE WORLD HEALTH ORGANIZATION

Inter-pandemic Phase	Low risk of human cases	1
New virus in animals, no human cases	Higher risk of human cases	2
Pandemic Alert New virus, causes human cases	No, or very limited, human-to-human transmission	3
	Evidence of increased human-to-human transmission	4
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PANDEMIC	Efficient and sustained human-to-human transmission	6

PANDEMIC INFLUENZA ALERT SYSTEM

Almost daily we hear about the outbreak of avian flu and how it is spreading to countries around the world. While the avian flu is not yet in the United States, it may arrive here in the near future. Experts at the World Health Organization and elsewhere believe that the world is now closer to another influenza pandemic than at any time since 1968, when the last of the previous century's three pandemics occurred. It is impossible to anticipate when the next pandemic might happen or how severe its consequences might be.

Local education agencies play an integral role in protecting the health and safety of the districts' staff, students and their families. Because of the complicated issues that schools would face should a true pandemic occur, it is imperative that we plan and prepare now. It is only a matter of time before the next pandemic arises, so by developing a strong response plan now, we are prepared for what will inevitably happen in the future.

The World Health Organization uses a series of six phases of pandemic alert as a system for informing the world of the seriousness of the threat and of the need to launch progressively more intense preparedness activities. The designation of phases, including decisions on when to move from one phase to another, is made by the Director-General of the World Health Organization.

Changes from one phase to another are triggered by several factors, which include the epidemiological behavior of the disease and the characteristics of circulating viruses. It is important for school officials to designate someone to monitor influenza surveillance systems and help gather and disseminate information as needed to staff, students, and parents.

To help school officials address the different phases of this alert system, the Orange County Department of Education has developed the following set of guidelines for schools. These are general actions for schools to take that coincide with each color-coded pandemic phase level. In the event that the World Health Organization changes from one phase to another, school districts may or may not need to take specific protective actions. These are general guidelines and you can add or delete as you feel appropriate.

PHASES OF PANDEMIC INFLUENZA AND RECOMMENDATIONS FOR SCHOOLS

Each of the following pandemic influenza phases represents an increasing risk to the general population. **Each school district is responsible for developing and implementing appropriate and specific pandemic response plans.**

INTER-PANDEMIC PHASE
NEW VIRUS IN ANIMALS, NO
HUMAN CASES

PHASE 1
LOW RISK OF
HUMAN CASES

This phase is declared when there is a low risk of human cases. The following actions should be considered:

- Implement a sound health and hygiene program for all staff and students to follow.
- Develop specific pandemic response procedures and add to existing emergency plans.
- Conduct routine inventories of first aid and medical supplies.
- Verify that illnesses are properly monitored at each school site.
- Increase pandemic influenza awareness and strengthen training for school staff.

INTER-PANDEMIC PHASE
NEW VIRUS IN ANIMALS, NO
HUMAN CASES

PHASE 2
HIGHER RISK OF
HUMAN CASES

This phase is declared when there is a higher risk of human cases. The following actions should be considered:

- Review and update school emergency plans; include pandemic response procedures.
- Review current communication plan to notify parents in times of emergency.
- Provide staff members and parents/guardians with any information that would strengthen a school's ability to respond to a pandemic.
- Promote the importance of reducing the spread of illness; remind parents to keep sick children at home and remind staff members to stay home when they are sick.

**PANDEMIC ALERT
NEW VIRUS CAUSING
HUMAN CASES**

**PHASE 3
NO OR VERY LIMITED HUMAN-
TO-HUMAN TRANSMISSION**

This phase is declared when there is no, or very limited transmission among humans, but the virus continues to spread rapidly among animals. The following actions should be considered in addition to any specific plans that are developed and implemented:

- Communicate the current phase level to all staff members and train them in pandemic response plans as they are developed.
- Identify a person in your agency who will monitor government sources for warnings.
- Gather and disseminate pertinent information as it becomes available.
- Establish an internal planning team and develop specific pandemic response procedures.
- Identify who will make the decision to close schools and at what point that decision will be made.
- Begin to consider the possibility of school closures and that staff members may not be able to report to work.
- Continue to make sure that proper health and hygiene procedures are being followed by staff and students.
- Review whether the precise characteristics of the pandemic threat require the refinement of any current emergency plans.

**PANDEMIC ALERT
NEW VIRUS CAUSING
HUMAN CASES**

**PHASE 4
EVIDENCE OF INCREASED
HUMAN-TO-HUMAN
TRANSMISSION**

This phase is declared when there is evidence of an increased number of human-to-human transmissions. The following actions should be considered:

- Communicate the increase in phase level to all staff members.
- Monitor influenza surveillance systems for the current characterization of the virus.
- Identify the need to implement any recommended social distancing measures.
- Encourage students and staff members who become ill after traveling to affected countries to see their health care provider.
- Report an increase in student and staff illness to the Orange County Health Care Agency Epidemiology Department at (714) 834-8180.

**PANDEMIC ALERT
NEW VIRUS CAUSING
HUMAN CASES**

**PHASE 5
EVIDENCE OF SIGNIFICANT
HUMAN-TO-HUMAN
TRANSMISSION**

This phase is declared when there is significant transmission among humans. The following actions should be considered in addition to any specific recommendations from local and state health officials:

- Communicate the increase in phase level to all staff members and parents.
- Monitor influenza surveillance systems for the current characterization of the virus.
- Identify the need to implement any additional social distancing measures.
- Evaluate your chain of command and identify key decision makers.
- Assess school events and take additional precautions, if necessary.
- Consider assigning mental health counselors for students and staff members, if needed.
- Discuss students' fears concerning a pandemic and offer available resources.

PANDEMIC

**PHASE 6
EFFICIENT AND SUSTAINED
HUMAN-TO-HUMAN
TRANSMISSION**

This phase indicates the presence of a true pandemic. In conjunction with local and state health officials, determine the appropriate response with these considerations in mind:

- Communicate the increase in phase level to all staff members.
- Review the districts chain of command ensuring that a decision maker is available at all times.
- Gather and provide pertinent information to students, staff and parents.
- Assess the pandemic condition on a regular basis and evaluate whether any further protective measures are needed.
- Evaluate recommendations from health officials for social distancing and quarantine and be prepared to respond accordingly.
- Consider canceling special events.
- Mobilize Crisis Response Teams to meet the mental health needs of students and staff members, if needed.

ADDITIONAL LINKS AND RESOURCES

Orange County Health Care Agency

www.ochealthinfo.com/epi/af/

Orange County Health Care Agency Disease Reporting

<http://www.ochealthinfo.com/epi/report-diseases.htm>

Official US Government Website

www.pandemicflu.gov

Centers for Disease Control & Prevention

www.cdc.gov/flu/avian/gen-info/index.htm

Center for Disease Control - Respiratory Hygiene Etiquette

www.cdc.gov/flu/professionals/pdf/resphygiene.pdf

School District (K-12) Pandemic Influenza Planning Checklist

www.pandemicflu.gov/plan/pdf/schoolchecklist.pdf

World Health Organization – Avian Influenza Information

www.who.int/csr/disease/avian_influenza/en

World Health Organization's Human Case Count

www.who.int/csr/disease/avian_influenza/country/en

Precautions for Travel to Countries Reporting H5N1

[www.cdc.gov/travel/other/avian_influenza se asia 2005.htm](http://www.cdc.gov/travel/other/avian_influenza_se_asia_2005.htm)

**You can find this document and other helpful
pandemic influenza information on our website at**

<http://emergency.ocde.us/>

SCHOOL ACTION STEPS FOR PANDEMIC FLU

The following is a chronological list of important step-by-step actions schools should take before, during and after a pandemic flu outbreak. Pandemic flu can have several cycles or waves so this list may need to be repeated.

PRIOR TO OUTBREAK/PREPAREDNESS & PLANNING PHASE

- Create a pandemic flu plan. (Use the CDC School Pandemic Flu Planning Checklist and Flow Chart in this section of the binder.)
- Work with local health officials and emergency preparedness officials. They may want to use the schools as a way to disseminate information to families. You can begin with Parent Letter #1 in the Parent section of this binder.
- Decide the roles and responsibilities of school staff (including all ancillary staff) to prevent the spread of flu.
- Train nurses and staff in flu-symptom recognition. (See surveillance section of this binder). Remember that a person who is infected does not show symptoms right away. But children who are getting ill may show different behavior than usual, such as eating less or being irritable.
- Ensure that standard surveillance/disease recognition procedures are in place and implemented. (See surveillance section of this binder.)
- Improve the hygiene of students and staff. Use simple non-medical ways to reduce the spread of flu by “cough and sneeze etiquette,” clean hands, and clean work areas. (See public information section of this binder for posters.)
- Determine whether the school should be cleaned differently or more often.
- Decide to what extent you will encourage or require children and staff to stay home when they are mildly ill.
- Identify students who are most vulnerable to serious illness (immune compromised, chronic illness, etc.).
- Review the health needs of students. Some students may have a greater risk of infections. Encourage those families to talk to their health care provider. Some parents may need to be more cautious in keeping their children out of school.
- Develop alternative learning strategies such as collaborative agreements with Orange County Television or other local cable stations, teleconferencing, lessons on CDs.
- Educate staff, students and parents about: the differences between seasonal flu, bird flu and pandemic flu; best hygienic practices to prevent any sort of flu; what could occur in a pandemic. (Use the information in the public information section of this binder.)

Outbreak of Flu Disease

LESS THAN 10% STUDENTS

- Begin Heightened Surveillance Reporting.
- Send out Parent Letter #3 Initial Outbreak, informing parents that some students are sick but schools remain open, include tip sheets and info resource list.
- Work with Orange County Health Care Agency regarding a Press Release A announcing schools remain open but parents need to prepare/Use key messages A*.
- Post flu prevention signs on campus.

Expansion of the Outbreak

10% OR MORE OF STUDENTS ILL (but less than 30%)

- Request the Local Health Officer to issue ADA Support Letter to schools/Epidemic Declaration.
- Begin Intensive Surveillance Reporting.
- Send Parent Letter #4 Expanded Outbreak, include prevention tip sheets, etc.

Continued Expansion of the Outbreak

MORE THAN 30% OF STUDENTS ILL

- Orange County Health Care Agency issues declaration and press release closing school(s).
- Close school.
- Send out Parent Letter #5 School Closure, announcing closure(s).
- Cancel any non-academic events.

Following the Outbreak

- Orange County Health Care Agency issues declaration and press release that schools can open.
- Issue Parent Letter #6.
- Continue communicating with local health department.
- Return to heightened surveillance reporting.

If students get sick again, start checklist again at Outbreak section.

SAMPLE PANDEMIC INFLUENZA SOCIAL DISTANCING POLICY

Suspension of classes and other public gatherings

Under the _____ Pandemic Response Plan, direction will come from the Superintendent's office to suspend classes and other public school events. Criteria for the decision to suspend classes includes one or more of the following:

- Confirmation of a high rate of infectivity, morbidity and/or mortality (W.H.O. Phase 6)
- Orange County Health Care Agency's recommendation to curtail/cancel public activities
- Falling class attendance
- Rising employee absenteeism

Continuity of instruction

Consider these issues in the event of a 4-8 week class suspension on instruction:

- Identify essential functions that must continue.
- Identify essential personnel (if available) to maintain these essential functions.
- Develop alternative plans, i.e., distance learning.
- Reschedule the instructional calendar after the period of contagion has passed.

Limitation of all other campus business activity

Under the _____ Pandemic Response Plan, direction will come from the Superintendent's office to limit business activity. Criteria for the decision to limit business activity includes one or more of the following:

- Suspension of classes and other public gatherings
- Confirmation of a high rate of infectivity, morbidity and/or mortality (W.H.O. Phase 6)
- Direction from the Orange County Health Care Agency to curtail/cancel public activities
- Falling class attendance
- Rising employee absenteeism

Continuity of business

Consider these issues in the event of a 4-8 week limitation on business:

- Essential functions that must continue
- Essential personnel (if available) to maintain these essential functions
- Alternative work plans, i.e., telecommuting
- Recovery of full business operations

Your District, Division, Department, School, College, Unit Here

TEMPLATE Business Continuity Plan

DATE

This plan describes the critical functions and positions, designated personnel and response/recovery actions for this **District, Division, Department, School, College, Unit**. Sections I to IV require planning that is applicable to many types of emergency events or disaster scenarios. Section V provides scenarios for use in planning business continuity. This document can be used as the business continuity plan for all hazards that could potentially impact the campus. This document will be combined with the **District, Division, Department, School, College, Unit** Emergency Management/Response Plan.

This plan should be reviewed every 3 years or when significant changes occur to business processes and functions whichever occurs first.

Instructions: An electronic version of this template can be obtained from the _____
_____ Submit all completed plans to _____.

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- I. Planning Structure:
 - 1) Organization Chain of Command
 - 2) Business Continuity Workgroup
- II. Contact Lists
- III. Analysis of Business Impact
- IV. Prioritization of Essential Functions
- V. Scenarios and Questions
 - A.) Avian Influenza Pandemic - June 2006

I. **PLANNING STRUCTURE**

Expand the space as necessary to complete the fields.

1. The organizational chain of command consists of:
(List those leaders whose areas are included in this plan)

Name	Position	Work Location	Email	Office Phone	Home Phone	Cellular or other	Text capable?

2. The Business Continuity Workgroup is:
(List persons responsible for creating and maintaining this plan)

Name	Office Phone	Cellular or other

II. CONTACT LIST

List faculty and staff in all areas covered by this plan.

(Suggestion: cut/paste current phone list here in place of table)

[illegible]

III. ANALYSIS OF BUSINESS IMPACT

1. What is the primary mission of this District, Division, Department, School, College, Unit?

2. Consideration of critical functions and processes.

Critical functions are defined as those acts:

- necessary to preserve lives (human or animal)
- maintain the physical plant/infrastructure and/or
- continue essential business services until an emergency has abated.
(Examples: maintaining data centers, keeping utilities functional and maintaining public safety.)

<Note: These functions will be prioritized in Section IV>

List the critical functions and processes.	List who performs those critical functions and processes. Include backups or alternative staff who could perform those functions.
List other units necessary to maintain the critical functions and processes of District, Division, Department, School, College, Unit. What arrangements or agreements exist with those other units?	
List processes or functions (other than those defined as critical) performed.	List how often the processes or functions are performed. Indicate how long they could be delayed.

<p>If applicable, is there a readily available and accurate inventory of supplies on hand? What contracts, arrangement or agreements exist with vendors to continue delivery of goods and services during a disaster?</p>	
<p>What alternative methods are in place for business activity, i.e., delivery of services or classes. List here:</p>	
<p>Policies or plans to contact students, faculty, or staff to ascertain their safety and advise them about the current situation should be developed and name of person responsible for doing so. List location of plans and contact information here.</p>	

Consider that a serious emergency event or disaster has occurred and the decision has been made to close the campus to all but the most critical functions for an unknown period of time.

1. These are the functions and processes we must continue to provide, regardless of the situation, and how we plan to continue them:
2. These are the functions and processes that could be delayed for up to one week and the resources we would need to maintain them:
3. These are the functions and processes that could be delayed for up to one month and the resources we would need to maintain them:
4. These are the functions and processes that could be delayed for longer than one month:

V. SCENARIOS AND QUESTIONS

V. A) Avian Influenza Pandemic

The following planning assumptions have been developed by the Department of Health and Human Services. More information is available on: www.pandemicflu.gov.

- The clinical disease attack rate will likely be 30% or higher in the overall population during the pandemic. Illness rates will be highest among school-aged children (about 40%) and decline with age. Among working adults, an average of 20% will become ill during a community outbreak.
- If vaccines and antiviral medications are available, it will be made available first to health care providers and first responders.
- In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members, and fear of infection may reach 40% during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak.
- In an affected community, a pandemic outbreak will last about 6 to 8 weeks.
- If a severe pandemic were to occur, we should expect to suspend classes for 4-8 weeks.

1. Consider this Scenario (*WHO/CDC Pandemic Alert Phase II*):

In spite of heavy surveillance, the Avian flu H5N1 virus has been found in poultry in New York City outdoor markets. Public Health officials from the city and the USDA have ordered mass destruction of poultry in that area and have put the rest of the continental U.S. on alert. Experts are predicting that it is only a matter of time before the disease spreads to poultry and perhaps other animals in the rest of the U.S. Some media reports are characterizing this outbreak as “one step from human infection”.

Since the process of controlling an outbreak involves exterminating all animals in the surrounding area, animal activists are planning to protest the destruction of so many “innocent” animals. There are some concerns being expressed among staff and faculty about the recent events, with questions about whether it is still safe to eat poultry, what other animals might be infected and exactly how transmissible this is to humans.

Questions:

1. Is there an updated contact list (phone, email, cell, etc) for everyone?
2. Where is it kept?
3. Who is responsible for updating that list?
4. Is there a method for quickly contacting everyone with critical information?

5. Communications to employees, faculty or students are distributed via this method:

1.
2.
3.

2. Consider this Scenario (*WHO/CDC Pandemic Alert Phase IV*):

For the past week, there have been rumors and unconfirmed reports of small clusters of person-to-person spread of H5N1 in Southeast Asia. The WHO has intensively investigated and initially could not confirm this development, although the level of suspicion is high and increasing all the time. As the WHO was attempting to verify the reports, CNN comes out with a report that the Avian Pandemic has arrived and is causing many deaths among residents and tourists in Southeast Asia. Finally, the WHO confirms that the virus has mutated and is transmissible among humans, but it is still unclear how virulent it is. International efforts are attempting to contain these known outbreaks so the full range can be ascertained, although experts don't expect to be able to contain it for very long. Intensive surveillance in the U.S. has not found any evidence of H5N1 among the influenza-like illnesses that are normally present at low levels in the general population.

There are nervous questions from parents and staff about our plans to deal with an outbreak. The Orange County Health Care Agency (OCHCA) is urging caution until facts are verified.

Questions:

1. Who tracks and records employee absences?
2. Is there a method for monitoring faculty/staff/students who are ill with flu-like symptoms, including contacting staff who are unexpectedly absent from work?
3. Does **District, Division, Department, School, College, Unit** have current attendance policies for faculty/staff/students?
4. Does staff, faculty, students have access to the latest information about disease transmission? (Check available resources) Does **District, Division, Department, School, College, Unit** provide basic disease transmission supplies (hand sanitizer, tissue, masks) at work?

3. Consider this Scenario (*WHO/CDC Pandemic Alert Phase V*):

Cases of H5N1 influenza have been verified in the U.S., some of those cases in California. Some countries have closed their airspace to all inbound flights. There is a public health alert notice from the State Department of Health Services and the state's Pandemic Flu Plan has been activated, which calls for immediate quarantine of known cases and all their contacts, and possibly stopping all traffic in and out of the affected areas in an attempt to contain the virus. School absenteeism rates (all levels) are extremely high. There is high absenteeism in all offices. Some stores have remained closed because of high employee absenteeism and the ones that are open are packed with consumers trying to purchase supplies. All business is disrupted, which includes normal deliveries of goods and services. Markets are being shopped out, long lines at open gas stations. Hospitals and health centers are quickly being overwhelmed with both the sick and the "worried well". There is some discussion of activating the National Guard.

There haven't been any confirmed cases of Avian Flu in Orange County. Students are being kept home by parents. Many classes are cancelled, as there is high absenteeism among faculty and staff. Reasons for absenteeism include personal and family illness, although it is suspected that many faculty and staff are choosing to stay home. Community medical offices are beginning to become overwhelmed with people who are ill or afraid they might become ill. Many faculty and staff are wearing gloves and masks and avoiding their colleagues. The Chancellor/Superintendent/Principal is considering a closure of the campus.

Questions:

1. Assume that today only 50% of your normal staff/faculty have reported to work or school, and it appears this may be the situation for the next several weeks until the full extent of this influenza outbreak is known.

What are the critical functions and processes that must be maintained **TODAY** and the rest of **THIS** week?

What level of staffing is required to maintain those processes and functions?

2. If the Chancellor/Superintendent/Principal ordered a closure of schools for one month in this situation – similar to a holiday shutdown or furlough – what projects or services that your group provides could be postponed?
3. What policies are in place for prolonged employee absences?

4. Are there any staff/faculty/students traveling? Do you know where they are and how to contact them?
5. Are alternative methods in place for business activity i.e., delivery of services or classes? If so, how would you implement them?

4. Consider this Scenario (*WHO/CDC Pandemic Alert Phase VI*):

The first Avian Flu cases were reported several months ago. While the virus isn't spreading as fast as predicted, thousands of people have been taken ill. The death rate in the U.S. *among those who become ill* is about 10% -- higher among children, teenagers, older people and those with compromised immune systems. The death rate in less developed countries is being reported as much higher, but travel restrictions are making it difficult to ascertain the total situation. There are worldwide travel restrictions and screening. Most social activities (events, conferences, etc) and tourism have been cancelled or postponed, and heightened health care precautions are widely used (masks, gloves, etc). A vaccine has been identified and is being produced, but it is not expected to be generally available for several more weeks. Although the CDC is predicting another outbreak in the next few weeks, it is being suggested that the social and economic conditions will continue to improve slowly.

The Chancellor/Superintendent/Principal closed the campus for all but the most critical functions for two weeks, but it is now reopened on a restricted level. The District/Campus Emergency Operations Center was opened and is still open on a standby basis. Critical infrastructure functions and human/animal life safety issues are being managed. The academic calendar was adjusted. Some classes have resumed and some students have returned. Absenteeism is still high among faculty and staff, and those that remain are becoming overworked and fatigued. Reasons for absenteeism include personal illness, family illness, school closures and bereavement. There is a significant need for mental health services for faculty, staff and students. Supply lines are still unpredictable and most markets/stores are only open during limited hours.

Questions:

1. What are the critical issues to consider in recovering from this disaster?
2. What are some lessons learned from this event? What corrective actions can be made to this plan for future preparedness?

PUBLIC HEALTH INSTRUCTIONS DURING A PANDEMIC FLU

Throughout a pandemic flu, people may be asked or required to do things to help hold back the spread of the disease in our community.

Here are some examples of what the Orange County Health Care Agency may ask people to do:

STAY HOME

People who are sick should stay home. Children should not go to school if they are sick. Staying home will be absolutely necessary during a pandemic flu to limit the spread of the disease.

AVOID LARGE GROUPS

People – even those who are well – should stay away from gatherings of people such as sporting events, movies and festivals. During a pandemic flu these kinds of events could be cancelled because large gatherings of people help spread the flu virus.

Isolation and Quarantine are public health actions used to contain the spread of a contagious disease. If asked, it will be important to follow Isolation and/or Quarantine instructions.

ISOLATION is for people who are already ill. When someone is isolated, they are separated from people who are healthy. Having the sick person isolated (separated from others) can help to slow or stop the spread of disease. People who are isolated can be cared for in their homes, in hospitals, or other healthcare facilities. Isolation is usually voluntary, but local, state and federal government have the power to require the isolation of sick people to protect the public.

QUARANTINE is for people who have been exposed to the disease but are not sick. When someone is placed in quarantine, they are also separated from others. Even though the person is not sick at the moment, they were exposed to the disease and may still become infectious and then spread the disease to others. Quarantine can help to slow or stop this from happening. States generally have the power to enforce quarantines within their borders.

This is a sample memo that you can send to the staff members within your agency during the planning phase. This memo outlines current efforts that are underway in preparing for a possible pandemic outbreak.

To: All Employees
From:
Date:
Subject: PANDEMIC INFLUENZA

Almost daily, we hear about the outbreak of avian flu and how it is spreading to countries around the world. While the avian flu is not yet in the United States, it may arrive here in the near future. The current strain of avian flu, H5N1, is not easily transmitted from person to person. Birds, however, are extremely susceptible to the virus. Scientists and public health professionals are concerned that the avian flu virus may mutate so that it can infect people and spread easily among humans. This would cause a worldwide flu outbreak, called a pandemic.

While our hope is that a pandemic will not occur, I want you to be aware that your agency here is taking a pro-active approach in addressing pandemic influenza issues for schools. This includes the development of a written Pandemic Influenza Action Plan. We are working closely with local and state health officials to share the most up to date information as it becomes available. We will provide various training opportunities for your agency here employees. We are coordinating our efforts with other agencies involved in pandemic influenza planning and we will continue to monitor the situation so that we are able to efficiently respond to any changes. I will provide you with periodic updates. Should you have any questions or concerns, please do not hesitate to contact me.

Surveillance and Reporting

During all stages of a pandemic flu outbreak, it will be essential to monitor and document the number of students and faculty who are absent and meet the definition of influenza-like illness. Keeping track of these numbers will help health officials determine when and whether to close schools, whether the epidemic is increasing in scope and whether to declare an epidemic, making schools eligible to apply for reimbursement of ADA funds during increased absenteeism.

Schools are provided with the following information to monitor the illness rate and potential epidemic:

- Basic surveillance instructions and definitions of surveillance levels
- Case definition to assist in determining whether the ill student and/or faculty is suffering from an influenza-like illness
- Reporting form(s) to submit to the Orange County Health Care Agency Epidemiology Department.
- Sample Attendance Log to identify flu-related absences and document need to apply for an Average Daily Attendance Waiver

Definition of Surveillance Levels

Standard Surveillance

No flu activity reported in the community (flu season)

- Monitor daily attendance for increased reports of absence due to flu-like illness.
- Do not report absences to the Health Department unless greater than 10%.

Heightened Surveillance

Flu activity reported in the community (less than 10% school absenteeism due to flu-like illness)

- Monitor daily attendance for flu-like illness/absences.
- Begin morning 'flu check' first hour of school – screen those who report positive for symptoms.
- Log absences due to flu-like illness.
- Send weekly absence report (via fax) to Health Department.

Intensive Surveillance

High number of flu illness reported in the community (10% or greater school absenteeism due to flu-like illness)

- Monitor daily attendance and log absences on log sheet.
- Continue morning 'flu check'.
- Send daily absence report (via fax) to Health Care Agency.
- Begin preparation for potential school closure.

Influenza Case Definition

The Centers for Disease Control and Prevention defines an influenza-like illness as having the following symptoms:

Fever of 101.5° degrees Fahrenheit or higher
AND ONE OF THE FOLLOWING

- Cough
- Sore throat
- Headache
- Muscle ache

A student with flu-like symptoms must be sent to the office for screening (symptom check and/or taking temperature). If student meets the case definition as described above, he/she must be excluded from school until symptom free. Enter name of student on tracking log and report on the daily/weekly report form.

Weekly Pandemic Flu Census

Once pandemic flu has been confirmed as present in Orange County, use this form to report weekly to Orange County Health Care Agency Department of Epidemiology and Assessment about the number of students absent with flu-like illness. (Matches the definition: fever of 101.5° degrees Fahrenheit or higher and one of the following: cough, sore throat, headache, muscle ache)

Name of School _____ Week Ending _____

Elementary _____ Middle _____ High School _____

City _____ School District _____

Reporting Individual _____ Phone _____

Students

Number of students absent with flu-like illness this week _____

Total number of students enrolled in your school _____

ADA for the week _____

Staff/Faculty

Number of staff/faculty absent with flu-like illness this week _____

Total number of staff/faculty employed in your school _____

Assistance Needed/Comments:

**If requested by the Orange County Health Care Agency, fax this form each
Friday during the period of Heightened Surveillance
to (714) 834-8196
If you have questions regarding this form or disease reporting please
call (714) 834-8180**

School _____ Date _____

Student Name	Illness is Influenza?	Absent?
TOTALS		

Daily Pandemic Flu Census

Once pandemic flu has been confirmed as present in Orange County, use this form to report daily to the Orange County Health Care Agency Department of Epidemiology and Assessment about the number of students absent with flu-like illness. (Matches the definition: fever of 101.5° degrees Fahrenheit or higher and one of the following: cough, sore throat, headache, muscle ache)

Name of School _____ Today's Date _____

Elementary ____ Middle ____ High School ____

City _____ School District _____

Reporting Individual _____ Phone _____

Students

Number of students absent with flu-like illness today _____

Total number of students enrolled in your school _____

ADA for the day _____

Staff/Faculty

Number of staff/faculty absent with flu-like illness today _____

Total number of staff/faculty employed in your school _____

Assistance Needed/Comments:

**If requested, fax this form daily to the Orange County Health Care agency during
the period of Intensive Surveillance**

to (714) 834-8196

**If you have questions regarding this form or disease reporting please
call (714) 834-8180**

SAMPLE PARENT LETTER#1
Prevention Letter

Use this letter to help prepare parents for pandemic flu – before there are human pandemic flu or bird flu cases in the United States.

Dear Parents,

This letter will help your family prepare for a flu pandemic that could make many people sick.

It is important to know that at this time, there is no pandemic flu of any kind in the United States. There is also no bird/avian flu in the United States at this time.

Public health officials are worried the avian/bird flu virus may change so that it can infect people and spread easily from person-to-person. This would cause a worldwide flu outbreak, called a pandemic.

Public health officials want people to protect themselves against pandemic flu.

Here are some ways to protect your family:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands often with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are fever free for a minimum of 24 hours and illness symptoms are dramatically improved.

Enclosed with this letter is a checklist to help families get ready for a pandemic flu outbreak. This information can also help your family get ready for any kind of emergency.

If you have questions, please contact your school nurse or healthcare provider. You can call the school hotline (INSERT NUMBER)

You can get more information from the Orange County Health Care Agency:

Visit online at <http://www.ochealthinfo.com/epi/>. Or call the Orange County Health Care Agency Department of Epidemiology and Assessment: (714) 834-8180.

The federal government website with information on planning for individuals and families: <http://www.pandemicflu.gov>

The American Red Cross

<http://www.redcross.org>

SAMPLE PARENT LETTER#1 Prevention Letter Spanish

Use this letter to help prepare parents for pandemic flu – before there are human pandemic flu or bird flu cases in the United States.

Estimados Padres,

Esta carta le ayudara a su familia prepararse para la gripe pandémica que podría enfermar a muchas personas.

Es importante saber que a horita, no hay gripe pandémica de ninguna clase en los Estados Unidos. A horita tampoco hay gripe aviar/de aves en los Estados Unidos.

Oficiales de la Salud Pública están preocupados de que el virus de la gripe aviar/de aves se cambie y así pueda infectar a las personas y pasarse fácilmente de persona–a–persona. Esto causaría un brote llamado pandémica.

Oficiales de Salud Pública quieren que las personas se protejan de la gripe pandémica.

Estas son unas formas de cómo proteger a su familia:

- Mantenga a los niños enfermos en casa. No los mande a la escuela.
- Enséñele a sus hijos a lavarse las manos frecuentemente con agua y jabón por un mínimo de 20 segundos. Asegúrese de dar un buen ejemplo por haciendo usted lo mismo.
- Enséñele a sus hijos a taparse la tos y estornudo o que estornuden dentro del codo. Asegúrese de dar un buen ejemplo haciendo usted lo mismo.
- Enséñele a sus hijos que se mantengan por lo menos tres pies de distancia de personas que estén enfermos.
- Personas que están enfermas no deben ir al trabajo o a la escuela y deben evitar otras personas hasta que se mejoren.

Incluido con esta carta es una lista para ayudarle a las familias a prepararse para un brote de gripe pandémica. Esta información también le puede ayudar a su familia a prepararse para cualquier tipo de emergencia.

Si tiene preguntas, favor de contactar a su Enfermera de Escuela o proveedor de cuidado de salud. Puede llamar a la línea telefónica de la escuela al (INSERT NUMBER)

Puede obtener mas información de los Servicios de Salud de Orange County:

Visite la Red al <http://www.ochealthinfo.com/epi/> , Paginas en Español, o llame: (714) 834-8180.

El sitio Red del gobierno federal tiene información sobre planificación para personas y familias: <http://www.pandemicflu.gov>

Cruz Roja Americana

<http://www.cruzrojaamericana.org>

SAMPLE PARENT LETTER #2 FIRST BIRD CASE: Use this letter to help prepare parents for pandemic flu after first bird case is found in United States.

Dear Parents,

As expected, birds sick with avian/bird flu virus are now in the United States. It is important to know that, at this time, there are no known human cases of avian/bird flu in the United States.

Health officials are worried that the avian/bird flu virus may change so that people can get sick from it. If that happened it could spread from person-to-person. This would cause a worldwide flu outbreak, called a pandemic.

So even though there is no flu pandemic now, we want to remind you about some ways to protect your family from getting sick:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands often with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are better.
- Do not touch any sick or dead birds.

Enclosed with this letter is a checklist to help families get ready for a pandemic flu outbreak. This information can also help your family get ready for any kind of emergency.

If you have questions, please contact your school nurse or healthcare provider. You can call the school hotline (INSERT NUMBER)

You can get more information from the Orange County Health Care Agency:

Visit online at <http://www.ochealthinfo.com/epi/>. Or call the Orange County Health Care Agency Department of Epidemiology and Assessment: (714) 834-8180.

The federal government website with information on planning for individuals and families: <http://www.pandemicflu.gov>

The American Red Cross

<http://www.redcross.org>

Even though the confirmation of a bird infected with avian/bird flu in the United States does not signal a pandemic, there will be confusion and concern when this happens.

SAMPLE LETTER TO PARENTS

Initial Pandemic Flu Outbreak #3: Use this letter to let parents know schools are open.

Dear Parents,

This letter will give you information about a flu outbreak in Orange County. Every year, some people get sick with the flu during the fall and winter months. This year, there is a new flu virus that is making many people in Orange County sick. So many people are sick in Orange County and the United States that health officials call it a “pandemic flu.” A lot of students and teachers in our school are sick with the flu. We hope they will all get better quickly. At this time, the county health department tells us that students who are not ill can safely come to school. The schools will remain open. We will keep you updated with any important information.

To keep the flu from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will be sent home.

Public health officials want you to protect yourself and your family against pandemic flu. Here are some ways to stop the spread of germs and sickness:

- Keep children who are sick at home. Don’t send them to school.
- Teach your children to wash hands often with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay away at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are fever free for a minimum of 24 hours and illness symptoms are dramatically improved.
- Stay away from shopping malls, movie theaters or other places where there are large groups of people.

We are also giving you some tips about how to care for your family if they are ill. If you have questions, please contact your School Nurse or healthcare provider. You can call the school hotline (INSERT NUMBER). You can get more information from the Orange County Health Care Agency: Visit online at <http://www.ochealthinfo.com/epi/>. Or call the Orange County Health Care Agency Department of Epidemiology and Assessment: (714) 834-8180. If the pandemic flu continues to spread and more students become ill, schools may close for days or weeks. The purpose of closing schools will be to keep children from getting sick. If schools are closed, children should stay at home. Begin planning now for childcare in your home. Recommendations may change during the course of a pandemic flu outbreak.

SAMPLE LETTER TO PARENTS #4 Expanded Outbreak:

Use this letter to let parents know schools are open and urge ill children to stay home.

Dear Parents,

We wrote to you recently to tell you about a pandemic flu outbreak in our community. Here is some new information.

There are now even more students in our school who are ill with this flu virus. Still the county health department tells us that students who are not ill can continue to attend school. The schools will remain open. We will keep you updated with any important information.

To keep the flu from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will be sent home.

Public health officials want you to protect yourself and your family against pandemic flu. Here are some ways to stop the spread of germs and sickness and take care of your family

- Keep children who are sick at home. Don't send them to school.
- If some of the people in your home are sick with the flu, keep them away from the people who are not sick.
- If some of the people in your home are sick with the flu and you cannot see a health provider, some things you can do to help them are:
 - Have them drink a lot of liquid (juice, water)
 - Keep the ill person as comfortable as possible. Rest is important.
 - For fever, sore throat and muscle aches, in adults, use ibuprofen (Advil) or acetaminophen (Tylenol). Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life- threatening illness.
 - Keep tissues and a trash bag within reach of the sick person.
 - Be sure everyone in your home washes their hands frequently.
 - Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider right away.

Call the school hotline (INSERT NUMBER) or visit the Orange County Health Care Agency at <http://www.ochealthinfo.com/epi/>.

If the pandemic flu continues to spread and more students become ill, schools may close for days or weeks. The purpose of closing schools will be to keep children from getting sick. If schools are closed, children should stay at home. Begin planning now for childcare in your home.

Use this letter to inform parents schools are closed

Dear Parents,

Orange County health officials have ordered all schools in the County to close. This order is because of the pandemic flu situation here. All schools are immediately closed until further notice and children should stay home.

Schools may be closed for days or even weeks to reduce contact among children and stop the spread of the flu.

We know that many students and their families are very sick. We know this is a hard time for our community and our hearts go out to those who are ill.

Because the flu is easily spread from person-to-person, it is not safe for large groups of people to gather. During this time, both children and adults should stay away from other people and groups as much as possible. They should not gather in locations such as shopping malls, movie theaters or community centers.

We know that it may be hard to get a doctor's appointment, go to a clinic or even be seen in a hospital emergency room. Here are some tips for helping those who are sick with the flu:

- Have them drink a lot of liquid (juice, water).
- Keep the sick person as comfortable as possible. Rest is important.
- For fever, sore throat and muscle aches, use ibuprofen (Advil) or acetaminophen (Tylenol). Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life- threatening illness.
- Keep tissues and a trash bag within reach of the sick person.
- Be sure everyone in your home washes their hands frequently.
- Keep the people who are sick with the flu away from the people who are not sick.

For more information, call your healthcare provider or visit the Orange County Health Care Agency' website <http://www.ochealthinfo.com/cpi/>. Or call the Orange County Health Care Agency Department of Epidemiology and Assessment: (714) 834-8180.

We will contact you as soon as we have information about when school will reopen.

SAMPLE LETTER TO PARENTS School Re-Opens #6:
Use this letter to inform parents that schools are re opened.

Dear Parents,

Orange County health officials have declared the pandemic flu is under control. Our school will open again on _____. At this time, students may safely return to class.

Even though school is opening, there are still some people who are sick from the flu virus. Health officials say that pandemic flu outbreaks sometimes happen in waves. This means more people could become sick soon again. If more people get sick, schools may need to close again. We will continue to give you any important information.

Because the flu can still be spread from person-to-person, please keep children who are sick at home. Don't send them to school.

We are looking forward to seeing your children again.

TIPS FOR PARENTS ON COPING WITH PANDEMIC FLU

Plan for an extended stay at home during a flu pandemic.

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a flu pandemic.
- Plan for a possible reduction or loss of income, if you are unable to work or your place of employment is closed.
- Check with your employer or union about leave policies.
- Plan home learning activities and exercises. Have materials, such as books, on hand.
- Plan recreational activities that your children can do at home.
- Ask the school administration how lessons will be conducted/resumed in the event of school closures.

Items to have on hand for an extended stay at home:

Examples: Non-perishable foods

- ~Ready to eat canned meats, fruits, vegetables, soups
- ~Protein or fruit bars
- ~Dry cereal or granola
- ~Peanut butter and jelly
- ~Dried fruit, nuts, trail mix
- ~Crackers
- ~Canned juices
- ~Bottled water
- ~Canned or jarred baby food
- ~Baby formula
- ~Pet food

Health and emergency supplies

- ~Prescribed medical supplies such as glucose and blood pressure monitoring
- ~Soap and water or alcohol based hand wash
- ~Medicines for fever, such as acetaminophen (Tylenol) or ibuprofen (Advil)
- ~Thermometer
- ~Vitamins
- ~Fluids with electrolytes, such as Pedialyte®
- ~Flashlight with extra batteries
- ~Portable radio with extra batteries
- ~Manual can opener
- ~Garbage bags
- ~Tissues, toilet paper, disposable diapers

If someone in your home develops flu symptoms (fever, cough, muscle aches):

- ✓ Encourage plenty of fluids to drink.
- ✓ Keep the ill person as comfortable as possible. Rest is important.
- ✓ For adults with fever, sore throat and muscle aches, use ibuprofen (Advil) or acetaminophen (Tylenol).
- ✓ Do not use aspirin in children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- ✓ Sponging with tepid (wrist-temperature) water lowers fever only during the period of sponging. Do not sponge with alcohol.
- ✓ Keep tissues and a trash bag for their disposal within reach of the patient.
- ✓ All members of the household should wash their hands frequently.
- ✓ Keep other family members and visitors away from the person who is ill.
- ✓ Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider right away.

For more information, call your healthcare provider or visit the Orange County Health Care Agency's website <http://www.ochhealthinfo.com/epi/>. Orange County Health Care Agency Department of Epidemiology and Assessment: (714) 834-8180 or visit the federal government's pandemic flu website: <http://www.pandemicflu.gov>

Crisis Response Network

Reactions to Stress

During the the next few days, you may at some time experience one or more of these normal reactions to stress. The key to managing stress is to recognize these common symptoms:

Physical Reactions	Cognitive Reactions	Emotional Reactions	Behavioral Reactions
Fatigue/exhaustion Insomnia Sleep disturbances Over/Under activity Nightmares Change in appetite Digestive problems Physical problems Headaches Nausea	Lack of concentration Flashbacks Difficulty with decisions Memory disturbance Amnesia Confusion Poor problem solving Disturbed thinking Poor abstract thinking Change in alertness	Fear Guilt Emotional numbing Over sensitivity Anxiety Depression Feeling helpless Anger Irritability Frustration	Change in activity Change in communication Withdrawal Suspiciousness Hyperalertness Startle reflex Change in sexual behavior Emotional outbursts Scapegoating Pacing

Remember that these reactions to stress are normal. In order to combat these identified symptoms here are some things to try that are known to lessen or alleviate stress:

Things to try:

- ◆ Within the first 24 - 48 hours, periods of strenuous physical exercise alternated with relaxation will alleviate some of your physical reactions.
- ◆ Structure your time - keep busy.
- ◆ You're normal and having normal reactions - don't label yourself as crazy.
- ◆ Talk to people - talk is the most healing medicine.
- ◆ Beware of numbing the pain with drugs or alcohol. You don't need to complicate this with a substance abuse problem.
- ◆ Reach out - people do care.
- ◆ Keep your lives as normal as possible.
- ◆ Spend time with others.
- ◆ Help those around you as much as possible by sharing feelings and checking out how they are doing.
- ◆ Give yourself permission to feel rotten.
- ◆ Keep a journal - write your way through those sleepless hours.
- ◆ Do things that feel good to you.
- ◆ Realize that those around you are under stress.
- ◆ Accept offered help.
- ◆ Eat nutritious, well-balanced meals high in carbohydrates and low in sugar.
- ◆ Avoid excessive use of caffeine.
- ◆ Don't make any big life changes.

SAMPLE PRESS RELEASE A:
To announce that schools remain open

For release (DATE)

Contact: (PIO name and number)

ORANGE COUNTY SCHOOLS ARE OPEN BUT PARENTS SHOULD PREPARE

Orange County schools remain open despite the pandemic flu outbreak in the county, but parents are asked to prepare for possible closures if the virus continues to spread.

School and county health officials are working together to monitor the situation and parents will be updated with any important information.

“At this time, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected,” said (health official)

If the pandemic flu continues to spread and more students become ill, health officials say they may need to order schools closed for a period of time. They urged parents to begin planning now for childcare in their home.

Health officials say parents can help protect their children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions:

- Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet from people who are sick. People who are sick should stay home from work or school and avoid other people until they are fever free for a minimum of 24 hours and illness symptoms are dramatically improved.

Health officials point out that recommendations may change during the course of a pandemic flu outbreak. For school updates, parents can call the school district’s hotline at (INSERT NUMBER) or the Orange County Health Care Agency Department of Epidemiology and Assessment at (714) 834-8180.

For more information on pandemic flu, visit the Orange County Health Care Agency website at <http://www.ochealthinfo.com/epi/> or the federal government website at www.pandemicflu.gov.

SAMPLE PRESS RELEASE B:
To announce school closures
A similar press release will be issued when school reopens

For immediate release (DATE)

Contact: (PIO name and number)

HEALTH OFFICIALS ORDER CLOSURE OF SCHOOLS IN ORANGE COUNTY

Orange County health officials have ordered the closure of schools as a result of the pandemic flu outbreak in the county.

Schools may be closed for a period of time - days or even weeks. Because the virus is easily spread from person-to-person, the Orange County Health Care Agency has also ordered colleges, day care centers and preschools to close. Because it is unsafe for large groups of people to gather, health officials warn people to stay away from shopping malls, community centers and other places where germs can be spread.

“We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with the schools to deal with the situation and will keep parents updated with any important information,” said (Local Health Official)

According to LOCAL HEALTH OFFICIAL, the purpose of closing schools is to limit contact among children to decrease their risk of getting sick and to limit the spread of infection.

Because so many people are sick with the flu, health officials acknowledge that it may be hard to get a doctor’s appointment, go to a clinic or even be seen in a hospital emergency room. They provided some tips for residents to care for the sick at home:

- Have them drink a lot of liquid (juice, water)
- Keep the sick person as comfortable as possible. Rest is important.
- For adults with fever, sore throat and muscle aches, use ibuprofen (Advil) or acetaminophen (Tylenol). Do not use aspirin in children or teenagers; it can cause Reye’s syndrome, a life- threatening illness.
- Keep tissues and a trash bag within reach of the sick person.
- Be sure everyone in your home washes their hands frequently.
- Keep the people who are sick with the flu away from the people who are not sick.

More information on pandemic flu is available on the Orange County Health Care Agency’ website at <http://www.ochealthinfo.com/epi/> or by calling the Orange County Health Care Agency Department of Epidemiology and Assessment: (714) 834-8180.

SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS - OUTBREAK

- We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with local health officials to deal with the situation and will keep parents updated with any important information.
- At this time, under the guidance of the county health department, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected.
- If pandemic flu continues to spread and more students become ill, health officials may need to close schools for an extended period of time (for example, up to 6 weeks).
- The purpose of closing schools will be to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection. If schools are closed, children should stay at home.
- We urge parents to plan now for the possibility of schools closing. Arrange day care, and home instruction based on the schools policy.
- Parents can help protect their children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions:
 - Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
 - Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
 - Teach your children to stay away from people who are sick and stay home from work or school if you are sick.
- Recommendations may change during the course of a flu pandemic. We will make public announcements through the media and parents can call the school district's hotline at (INSERT HOTLINE).
- For more information on pandemic flu and prevention, visit the Orange County Health Care Agency website at <http://www.ochealthinfo.com/epi/> or call the Orange County Health Care Agency Department of Epidemiology and Assessment: (714) 834-8180.

SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS B- SCHOOL CLOSURES

- Orange County health officials have ordered the closure of schools as a result of the pandemic flu outbreak in our county.
- Schools may be closed for an extended period of time (for example, up to 6 weeks).
- We know this is a difficult time for our community and our hearts go out to those who are ill. We are working closely with health officials to deal with the situation and will keep parents updated with any important information.
- Because pandemic flu is easily spread from person-to-person, it is unsafe for large groups of people to gather and children should stay home. The purpose of closing schools is to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection.
- During this time, children and adults should stay away from other people and groups, as much as possible. Health officials also advise people should not gather in other locations such as homes, shopping malls, movie theaters or community centers.
- Parents can help protect their children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions:
 - Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
 - Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
 - Teach your children to stay at least three feet from people who are sick, and stay home from work or school if you are sick.
- Recommendations may change during the course of a flu pandemic. We will make public announcements through the media, and parents can call the school district's hotline at (INSERT NUMBER)
- For more information on pandemic flu and prevention, visit the Orange County Health Care Agency' website at <http://www.ochhealthinfo.com/epi/> or call the Orange County Health Care Agency Department of Epidemiology and Assessment: (714) 834-8180.

Resources for Emergency Information

ORANGE COUNTY HEALTH CARE AGENCY (714) 834-8180 for physicians and other medical and health personnel to report suspected disease outbreaks or bioterrorism and get answers to questions about communicable diseases.

www.ochealthinfo.com/epi/af

AMERICAN RED CROSS PREPAREDNESS INFORMATION,

www.preparesnow.org

An emergency preparedness website with downloadable material to help prepare for natural and man-made disasters. Information for parents and educators to help children cope with fears and anxieties related to disasters.

ORANGE COUNTY DEPARTMENT OF EDUCATION, (714) 966-4032 or

www.ocde.us

For information about school safety and emergency preparedness. This Website has downloadable information about emergency preparedness and crisis response.

CENTER FOR DISEASE CONTROL

www.cdc.gov/flu/avian

HERE IS A PANDEMIC PLANNING CHECKLIST FOR SCHOOL DISTRICTS

www.pandemicflu.gov/plan/pdf/schoolchecklist.pdf

OFFICIAL GOVERNMENT WEBSITE

www.pandemicflu.gov/avianbirdflu/

SCHOOL STAFF SHOULD FOLLOW THESE GOOD HYGIENE RECOMMENDATIONS FROM THE CENTER FOR DISEASE CONTROL

www.cdc.gov/flu/professionals/pdf/resphgiene.pdf

WORLD HEALTH ORGANIZATION

www.who.int/csr/disease/avian_influenza/en/

TO REPORT DEAD BIRDS

While avian influenza has yet to reach the United States, we are still being impacted by West Nile Virus. To report dead birds that otherwise appear to be in good condition, contact the Orange County Vector Control District at (714) 971-2421 Extension 117 or (949) 654-2421 extension 117. www.ocvcd.org/index.php

California Governor's Office of Emergency Services 800-550-5234. In English and Spanish.

National Association of School Psychologists, www.nasponline.org

National Center for Post Traumatic Stress Disorder, 1-802-296-6300

National Institute of Mental Health Information Center 1-866-615-6464