

### Checklist for Schools Pandemic Flu

The Centers for Disease Control and Prevention would like each community to start planning in case of pandemic flu. These plans include being involved in state and local pandemic flu meetings. People need to be aware of pandemic flu and prepare a disaster plan. Taking the extra time to make a plan of action may prevent confusion and panic if pandemic flu occurs. Include staff and family members of your students in the planning process. Also, urge staff and families to have their own plan of action. For further information contact: <http://www.pandemicflu.gov>

|                                                                                                                                 | Completed | In Progress | Not Started |
|---------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|-------------|
| Have a plan of action for preparing for pandemic flu                                                                            |           |             |             |
| Have identified a resource person who can maintain updates on pandemic flu                                                      |           |             |             |
| Know who is responsible for closing schools in your area                                                                        |           |             |             |
| Form a committee for disaster planning in your school                                                                           |           |             |             |
| Have plan for students and staff with special needs                                                                             |           |             |             |
| Have formulated and routinely practiced a pandemic flu drill                                                                    |           |             |             |
| Have plan for dealing with sick staff and children who come to school (example: a quarantine plan)                              |           |             |             |
| Discuss pandemic flu planning with families and staff                                                                           |           |             |             |
| Ensure all materials on pandemic flu planning are also available in other languages (Spanish) for non-English speaking families |           |             |             |
| Have a stay-healthy kit available for each classroom (soap, hand sanitizer, face masks, disinfectants)                          |           |             |             |
| Encourage teachers and staff to teach hand-washing to students                                                                  |           |             |             |
| Have a communication plan for contacting ill staff and students                                                                 |           |             |             |

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