

K-12 Planning and Coordination:

Tasks	√	Planning Notes
Identify the authority responsible for declaring a public health emergency at the state and local levels <ul style="list-style-type: none"> • State Contact _____ • Phone _____ • Email _____ • Local Contact _____ • Phone _____ • Email _____ 		
Identify the authority responsible for officially activating the district's pandemic influenza response plan <ul style="list-style-type: none"> • Contact _____ • Phone _____ • Email _____ • Alternate _____ • Phone _____ • Email _____ 		
Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for <ul style="list-style-type: none"> • Case Identification _____ • Isolation _____ • Quarantine _____ • Movement Restriction _____ • Healthcare Services _____ • Emergency Care _____ • Mutual Aid _____ 		
As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district, e.g., <ul style="list-style-type: none"> • Lead Emergency Response Agency _____ • District Administrators • Local Public Health Representatives • School Health and Mental Health Professionals • Teachers • Food Services Director • Parent Representatives 		
Set up a committee including representatives from all relevant stakeholders. <ul style="list-style-type: none"> • Name of Committee _____ • Committee Members _____ 		
This committee will articulate and document strategic priorities.		

This committee will oversee the development of the district's operational plan		
Work with local health departments to establish organizational structures, such as the Incident Command System*, to manage the execution of the district's pandemic flu plan.		
Work with state health departments to establish organizational structures, such as ICS*, to manage the execution of the district's pandemic flu plan.		
Work with other community partners to establish organizational structures, such as ICS*, to manage the execution of the district's pandemic flu plan.		
Ensure compatibility between the district's established ICS and the local health department's ICS.		
Ensure compatibility between the district's established ICS and the state health department's ICS.		
Ensure compatibility between the district's established ICS and the state education department's ICS.		
Identify the specific components of the operational plan. <ul style="list-style-type: none"> • preparedness • response • recovery • other _____ • other _____ 		
Delineate accountability and responsibility for key stakeholders engaged in planning and executing specific components of the operational plan. Name: _____ Accountable to: _____ Responsible for: _____ _____ _____ Name: _____ Accountable to: _____ Responsible for: _____ _____ _____ Name: _____ Accountable to: _____ Responsible for: _____ _____ _____		

<p>Delineate resources for key stakeholders engaged in planning and executing specific components of the operational plan.</p> <p>Name: _____</p> <p>Resources: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Name: _____</p> <p>Resources: _____</p> <p>_____</p> <p>_____</p> <p>Name: _____</p> <p>Resources: _____</p> <p>_____</p> <p>_____</p>		
<p>Assure that the plan includes</p> <ul style="list-style-type: none"> • Duration – 2–3 pandemic disease waves of 6-8 weeks each are likely to affect communities, with intervals of 3 – 6 months • Timelines • Deliverables • Performance measures. 		
<p>Work with your local health department to coordinate with their pandemic plan.</p>		
<p>Work with your community to coordinate with their pandemic plan.</p>		
<p>Work with your state health department to coordinate with their pandemic plan.</p>		
<p>Work with your state education agency to coordinate with their pandemic plan.</p>		
<p>Assure that your pandemic planning is coordinated with</p> <ul style="list-style-type: none"> • Local health department • Community • State health department • State department of education 		
<p>Test the linkages between the district's Incident Command System and the local health department's Incident Command System.</p>		
<p>Test the linkages between the district's Incident Command System and the state health department's Incident Command System.</p>		

Test the linkages between the district's Incident Command System and the state education department's Incident Command System.		
<p>Coordinate with the local health department's operational plan to determine school capability to meet the needs of the community for surge capacity of healthcare and other services</p> <ul style="list-style-type: none"> • schools designated as contingency hospitals • schools feeding vulnerable populations • community utilization of LEA healthcare and mental health staff. 		
<p>Incorporate into the pandemic influenza plan the requirements of students with special needs</p> <ul style="list-style-type: none"> • low income students who rely on the school food service for daily meals • students in special facilities such as juvenile justice facilities • ESL students 		
Participate in exercises of the community's pandemic plan.		
<p>Work with the local health department to address provision of psychosocial support services during and after a pandemic for</p> <ul style="list-style-type: none"> • Staff • Staff families • Students • Student families 		
Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.		
<p>Implement an exercise/drill to test your pandemic plan.</p> <ul style="list-style-type: none"> • Drill date _____ • Review of Drill _____ 		
Perform / revise your test exercise/drill periodically.		
<p>Share what you have learned from developing your preparedness and response plan with other education entities within the community to improve community response efforts.</p> <ul style="list-style-type: none"> • Other LEAs • Private schools 		