

# **School Pandemic Preparedness Plan**

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**The Chapin School**

# The following steps will guide you in your preparation:

- ❖ Correct Information
- ❖ Communication
- ❖ Training

Pandemic

Planning and Preparedness Packet

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# INFORMATION

1. Attending current conferences and seminars in reference with this topic
2. Updating monthly information from your Department of Health concerning the Pandemic Influenza
3. Note: Information may remain consistent

# COMMUNICATION

## ✦ *Who you report back to?*

- ◇ Communicate back to your School Principal, Head of School, or School District.
- ◇ Discuss what a Pandemic is and how it will affect a school community from what you have learned today.
- ◇ On a one on one discussion

# TRAINING

★ *You cannot do it yourself!*

- I. That is why your school should have in place a School Safety Team, Crisis Team, Advisory Team, Administrative Team.
- II. Within these teams place responsibilities to individuals such as:
  - ↳ School Nurse - Department of Health updates
  - ↳ IT Department - Potential distance learning and notification process to the school community
  - ↳ Finance Department - Will salaries be paid if schools are closed? General Financing issues.
  - ↳ Food Service - Deliveries
  - ↳ Physical Plant - Fuel, Products, etc.
  - ↳ Parent Association - Proactive rather than reactive in your notification; updates on what the team is doing
  - ↳ Bookstore - School supplies, etc.
  - ↳ Transportation - School buses, trains, etc.

# Discussion within your School Community

- Faculty and Staff
- Parents
- Students
- Communicate the correct information to all. All information should come from your state's Health Department.
- Message must be consistent

# Networking with Neighboring Schools

- It is important that you network and be consistent with schools within your general area
- Form a partnership in your notification process
- Note: If one school sends out a notification letter and you have not, the phone will be ringing shortly after.

# Please reference the following websites:

- NYS Department of Health  
[www.health.state.ny.us](http://www.health.state.ny.us)
- NJS Department of Health  
[www.state.nj.us](http://www.state.nj.us)
- PAS Department of Health  
[www.health.state.pa.us](http://www.health.state.pa.us)
- World Health Organization  
[www.who.int/en/](http://www.who.int/en/)
- Center of Disease Control  
[www.cdc.gov/](http://www.cdc.gov/)

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# Questions?

**If you like to reach me:**

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**Thank You**