

## Sample Checklist for Pandemic Influenza

**DIRECTIONS:** Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

**DATE:** \_\_\_\_\_

Action Item	Completed
<b>Pandemic Influenza Procedures:</b>	
Identify or create district committee to provide guidance to school sites regarding pandemic flu preparations.	
Review district emergency response and communicable disease policies and procedures.	
Determine if any additional policies and procedures need to be implemented.	
Work with Human Resources regarding School districts/schools functioning with 30% of work force absent. Look at alternatives such as staggered school times, changes in bussing, and telecommunications.	
Assess financial impact of alternate scheduling or school closures.	
Identify school-based individuals to educate staff about pandemic influenza.	
Identify school-based individuals to educate students about hand washing, covering cough, and staying home when sick.	
Identify individuals or organizations to educate families about pandemic influenza and school plan.	
Ensure each room has soap/water for hand washing or alcohol-based hand washing product.	
Distribute and post in each classroom Pandemic Influenza posters.	
Establish chain of command in case of illness. Establish a back-up chain of command, if necessary.	
Review procedures for sending ill students and staff home and make adjustments, as necessary.	
Track the number of staff and students absent daily.	
Report numbers absent to District Office and local Health Department if over 10% or requested.	
Hold staff meeting to provide information on the extent of infection at school site and potential changes that may take place.	
Identify and pre-screen health and grief service providers.	
Provide training to staff on grief and possible health problems associated with pandemic influenza.	
Mobilize the Mental Health Team to provide emotional-psychological support.	

If there is loss of life in the school district, establish location site for counseling services to be provided.	
Hold staff meeting and provide information on extent of pandemic influenza in the community and activities that may assist students, signs and symptoms to look out for, and safe room function and location.	
Announce counseling support services available to staff and students.	
Provide rest places for those that tire easily.	
Provide physical assessments, if needed, or make appropriate community health referrals.	
Recommend Employee Assistance Programs to deal with loss and grief.	
Identify students, families, and staff who may need long-term physical and mental health support or intervention and develop school and community resources to support these needs.	
Monitor the effects of cumulative stress on caregivers, such as office staff, school nurses, teachers, aides, school counselors, and other crisis team members.	
Modify work roles and responsibilities or add volunteer or support staff, as needed.	
Follow up with student referrals made to community agencies.	
Conduct debriefings with Mental Health Team.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
Communications:	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
Cautions/Notes:	