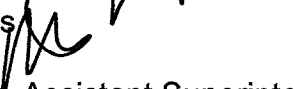




SUPERINTENDENT OF PUBLIC INSTRUCTION

Randy I. Dorn Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

March 2009

To: Interested Parties 

From: Martin T. Mueller, Assistant Superintendent
Student Support

Re: *School Pan Flu Preparedness Resource Manual*

The Office of Superintendent of Public Instruction (OSPI) was contracted by the Washington State Department of Health (DOH) to put together a resource manual to aid school administrators in planning for an influenza pandemic. This resource manual, in conjunction with the Continuity of Operations Plan (COOP), can also be used to build protocols for other infectious disease outbreaks or extended school closures.

The first section, How to Use this Manual, as well as the accompanying diagram, outline how to use the included materials. OSPI adapted a COOP template from the University of North Carolina, which school administrators can modify to suit their district's individual needs.

As a best practice to design an Emergency Plan and the embedded COOP, school administrators will find it useful to meet with risk managers, school nurses, principals, and safety and security officials to discuss how to deal with an extended school closure. Emergency Planning is a process and the *School Pan Flu Preparedness Resource Manual* is a resource that will provide invaluable planning and implementation information.

Hard copies of this manual have been sent to each school district's superintendent. However, it is also available for download by chapter on the OSPI School Safety Center's Web site at <http://www.k12.wa.us/safetycenter/>.

MTM:racp

Acknowledgements

The Department of Health partnered with the Office of Superintendent of Public Instruction (OSPI) as the sponsors of this project. In particular, Madeline Beery and Gayle Zimmerman worked with Craig Apperson, David Sours, Darcy Thomas, and Malaya Fletcher. A special thanks to Gayle Thronson, Barbara Thurman, Zoe Romero, Linda Bull, and Ruthy Cowles-Porterfield from OSPI for their input and support in the completion of the Pan Flu manual.

Also, the following people were instrumental in the formation of this resource manual, providing input through focus groups and meeting individually and should be acknowledged for their help.

Renton Focus Group Participants;

David Ahrenholz, ESD 189

Jeanne Hampton, Franklin Pierce SD

Kate Packard, Vashon SD

Susan Stolfus, Northshore SD

Ron Theile, Issaquah SD

Janice Doyle, Bethel SD

Meagan Darrow, Tukwila SD

Patty Boudwin, Issaquah SD

Tony Zeman, Highline Public Schools

Jennifer MacKillip, PSESD 121

Joan Trichler, PSESD 121

Mary Newell, Kent SD

Mary Jane Glaser, Tahoma SD

Sue McMinn, Sumner SD

Lisa Devaney, Sumner SD

Aimee Denver, Highline SD

John Cohen, Steilacoom SD

Jill Smith, Tacoma Pierce Co. Health Dept.

Gretchen Parr, PSESD

Kathy McVay, Pierce Co. Dept. of Emergency

LouElla McGaughay, Bishop Blanchet

Larry Anderson, Bellevue Christian School

Sheila Hanrah, Seattle Academy

Bill Williams, PTA

Berta Phillips, PTA

School Safety Advisory Committee

Spokane Focus Group Participants;

Julie Schultz, ESD 101

Jason Conley, Spokane Schools

Pan Hinderleider, Spokane Schools

Dave Dobbins, Medical Lake SD

Janet Kemp, Riverside SD

Steve Chestnut, Moses Lake SD

Kris Hansen, Spokane DOH