This User’s Guide has been designed to successfully navigate you through the *Schools’ Pandemic Influenza and Infectious Disease/Public Health Emergency Toolkit*. The Toolkit was designed to assist schools and the school districts in Los Angeles County to mitigate, prepare for, respond to, and recover from an infectious disease, influenza pandemic or other public health emergency.

**TOOLKIT OVERVIEW**

This Toolkit is made possible by the Los Angeles County Department of Public Health, supported by Grant Cooperative Agreement Number 5U90TP917012-08, from the U.S. Centers for Disease Control and Prevention (CDC).

Several Pandemic Influenza School Toolkits have been developed by other jurisdictions, including Santa Clara County, Sacramento County, Orange County (California), and the CDC. These resources include such items as student, parent and administrator letters regarding pandemic influenza and brochures, flyers and presentations. Each of these available toolkits has been analyzed for best practices, and where applicable these “best of” resources have been tailored to meet the diverse needs of Los Angeles County.

The Schools’ Pandemic Influenza and Infectious Disease/Public Health Emergency Toolkit is organized to best address the needs of schools/school districts, parents, nurses and public health officials on a day-to-day basis and during times of emergency.

**KEY TOOLKIT HIGHLIGHTS**

- **Preparedness and Response Letters** for parents, students, staff and administrators that are *pre-approved* by LACDPH, LAUSD Emergency Services, Student Medical Services and District Nursing Services.
- **Roles and Responsibilities** during a Public Health Emergency (e.g. for LACDPH, LAUSD, teachers, parents, students, etc.)
- **Frequently Asked Questions (FAQs)** for the top 15 infectious diseases, as deemed potentially relevant by LACDPH, and based upon the School Nurses’ Contagious Conditions list.
- **Detailed reporting protocols** for school administrators and nursing personnel.
- **Readily modifiable exercise materials** and an Exercise Design Tutorial.
- **LAUSD Available Supplies/Supply Kit Flyer** (items included are hand sanitizer, cleaning supplies, etc.)
• Sample Continuity of Operations (COOP) plan for schools.
• Disaster Preparedness information for individuals, families.
• Standardized Emergency Management (SEMS)/National Incident Management System (NIMS) resources.

SYSTEM REQUIREMENTS & USE

In order to utilize all of the materials on the toolkit, you will need access to a PC or Windows operating system.

USING THE TOOLKIT

Insert the Toolkit CD-ROM. The Toolkit is designed to run automatically upon insertion into your CD/DVD drive.

Note: If the toolkit CD does not auto-run, perform the following:
1. Go to the START Menu, and select RUN.
2. Type: D:\TOOLKIT.EXE (where D is your CD-ROM drive letter)
3. Click OK or press ENTER

TOOLKIT FEATURES & NAVIGATION

From the Main Menu, you will be able to access the eight main navigation buttons for the Toolkit, namely:

• Index by Title
• Index by Subject
• Disease Specific Information
• Parent/Staff Letters
• Nursing Policy Bulletins
• General Preparedness/Healthy Habits Resources
• Reporting Protocols
• Ready to-go Exercise

(See Figure 1.1 on next page)
Figure 1.1
The **Index by Title** page contains an alphabetical list of all of the resources found in the toolkit. This is recommended for quick access to all resources.  *This feature is particularly recommended if you know the title of the document for which you are looking.*  (See Figure 1.2)
The **Index by Subject** page contains a more detailed list of all of the resources found in the toolkit, organized by subject and accompanied by a short description of the resource. *This feature is recommended if you are looking to find a document based on its subject, and/or are not sure which resource may be the best option.*  

![Index by Subject Button]

(See Figure 1.3)

Figure 1.3

The general categories of information under the **Index by Subject** page are:  
(See Figure 1.3a for sample.)

- General Preparedness Posters
- General Preparedness Flyers/Factsheets
- General Preparedness PowerPoint Presentations
- General Preparedness SEMS/NIMS Resources
- COOP Plan for Schools
- General Preparedness – Additional Resources
- Additional Toolkits
- Personalized Letters (Preparedness & Response)
- Ready-to-Go Exercise
- Reporting Protocols
- Disease Specific Information

![General Preparedness Posters]

**Be a Germ Stopper Poster** - Boy version, An excellent poster for school-aged children that depicts a germ-stopping action figure and contains basic information on how and when to wash your hands and cover your cough. Additional versions in Chinese, French, Hmong, Khmer, Laotian, Portuguese, Spanish, Vietnamese (CDC)

**Be a Germ Stopper Poster** - Girl version, An excellent poster for school-aged children that depicts a germ-stopping action figure and contains basic information on how and when to wash your hands and cover your cough. Additional versions in Chinese, French, Hmong, Khmer, Laotian, Portuguese, Spanish, Vietnamese (CDC)

Figure 1.3a
The **General Preparedness/Healthy Habits Resources** section contains an array of common health information that emphasizes sanitation, personal hygiene, planning and general preparedness. The contents of the folder include flyers, fact sheets, posters, planning checklists and PowerPoint presentations. *This section is recommended if you are seeking resources that can help you plan and prepare for a variety of infectious diseases and public health emergencies.* (See Figure 1.4)
The **Disease Specific Information** section contains resources for the top 15 infectious diseases, as deemed potentially relevant by LACDPH and based upon the School Nurses’ Contagious Conditions list. The folder contains posters, flyers, fact sheets, frequently asked questions (FAQs), PowerPoint presentations, and additional resources that have been assembled to help schools prepare for and manage the impact of a variety of disease threats. **This section is recommended for those seeking information and supplemental resources regarding a specific disease.** (See Figure 1.5)
The Parent/Staff Letters section provides a Letter Builder tool, which allows you to create customized preparedness and/or response letters to parents, staff and others for your school/school district. The Letter Builder provides a step-by-step guide to assist you in personalizing your letter and ensures you have the appropriate supporting materials. The content of these letters and supplemental materials have been pre-approved by the Los Angeles County Department of Public Health and the Los Angeles Unified School District. Customized letters are available in English and Spanish. The Letter Builder is the recommended way to customize and distribute information to parents, staff, and other target audiences. (See Figure 1.6)
WHY ARE SOME MATERIALS “OFF LIMITS” FOR SCHOOL ADMINISTRATORS?
Many of the materials found on this toolkit contain information regarding a variety of serious diseases, many of which have been deemed “reportable” by health professionals. If you receive a “stop” or “yield” message while trying to access any disease materials, please contact LAUSD District Nursing Services for further instructions; do not attempt to distribute any materials on this disease without consulting with a District Nursing Services representative.

HOW DO I PRINT THE CUSTOMIZED LETTER THAT I’VE CREATED FROM THE PARENT/STAFF LETTER BUILDER?
The personalized letter builder has the capability for you to print all of the resources you’ve selected from within the toolkit. Simply click the “Print” button within the Letter Builder, and a print dialogue box will appear for your default printer.

IS IT POSSIBLE TO EMAIL THE MATERIALS GENERATED FROM THE PARENT/STAFF LETTER BUILDER?
Yes, it is possible to email the customized materials you have created. Due to the requirement to create a fully contained CD without the need to install any applications on your computer, this feature is admittedly not the easiest to use. It is hoped that an online version of the Toolkit will be published in the near future, which will solve these challenges. To email your materials, perform the following steps:

1. After you’ve completed the Personalized Letter Builder, click the “Email” button (found on the “Print Letter and Supporting Information” page).
2. Two dialogue boxes will open. The first dialogue box will be an email from your default email client. The second will be a folder containing a file called “Disease Letter and Resources.zip”.
3. Click and drag the “Disease Letter and Resources.zip” file into the body of the email message.
4. Verify that the file is attached to the email.
5. Address the email to the desired recipient(s) and add any comments. Be sure to keep the instructions automatically provided in the body of the email, as they provide essential directions to anyone receiving the email.

HOW DO I PRINT THE CUSTOMIZED LETTER AND MATERIALS, IF I RECEIVE IT IN AN EMAIL?
Due to the requirement to create a fully contained CD without the need to install any applications on your computer, this feature is admittedly not the easiest to use. It is
hoped that an online version of the Toolkit will be published in the near future, which will solve these challenges. If a Communicable Disease Nurse, or other qualified District Nursing/Student Medical Services representative completes the Letter Builder for a serious disease on your behalf and sends the resources to you in an email, perform the following print steps:

1. Extract/“unzip” the file(s) to a location on your computer that will be easily accessible.
2. Open the files from within the location you’ve chosen.
3. Double-click to run “Disease Letter and Resources.exe.”
4. View the personalized letter and attached resource(s) by using the scroll bar, and scrolling down.
5. Select the print option at the bottom of the page to print all files.

DOES THE TOOLKIT HAVE A SEARCH FUNCTION?
No, the Toolkit CD does not contain a search function; however, there are many ways to access its contents. The “Index by Title” function (See Figure 1.2) provides an alphabetical list of all resources. This function is recommended if you quickly need access to resources on the Toolkit and know the title of the resource for which you are looking. Additionally, the “Index by Subject” function (See Figure 1.3) categorizes the resources by subject and provides an overview of each resource in the Toolkit. In most cases, the Index by Subject will prove to be the most valuable way to access resources on the Toolkit.

WHAT IF I NEED TO ACCESS INFORMATION ABOUT A DISEASE THAT IS NOT REFERENCED IN THE TOOLKIT?
If you would like information about a disease not found in the Toolkit, please contact LAUSD District Nursing Services at (213) 765-2800.