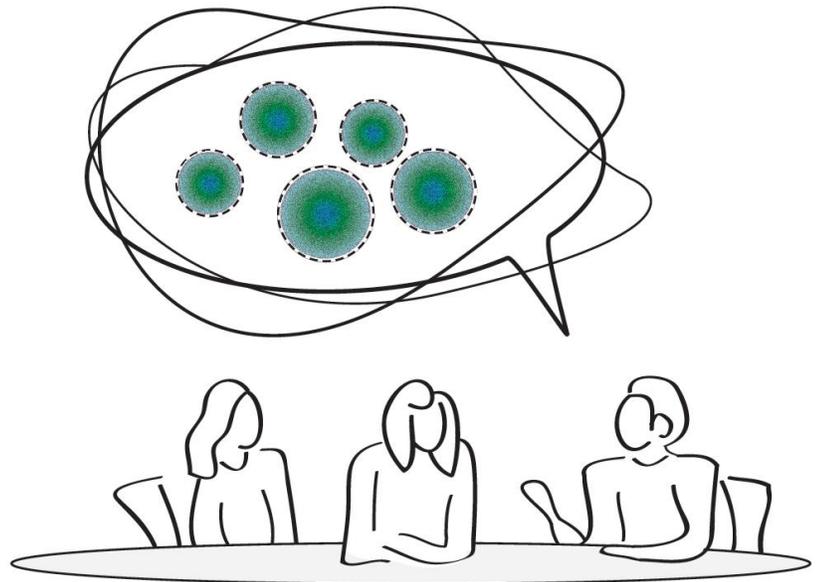


**COMMUNITY  
PLANNING SERIES for  
PANDEMIC  
INFLUENZA  
PREPAREDNESS:**

A Series of Multi-Sector  
Collaborative Plan Development  
Sessions for Local Communities

Center for Hazards Research  
& Policy Development  
University of Louisville  
Louisville, KY  
[hazardcenter.louisville.edu](http://hazardcenter.louisville.edu)

# LESSON PLANS



**Homeland  
Security**



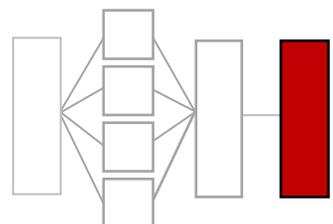
# 4 Maintaining Your Plan

**DURATION:** 2 hours 30 minutes

**PARTICIPANTS:** Multi-Sector Local Representatives

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- Q1** How do we keep the plan up-to-date?
- Q2** Who will be in charge of maintaining the plan?
- Q3** What exercises and trainings are available?



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# Introduction

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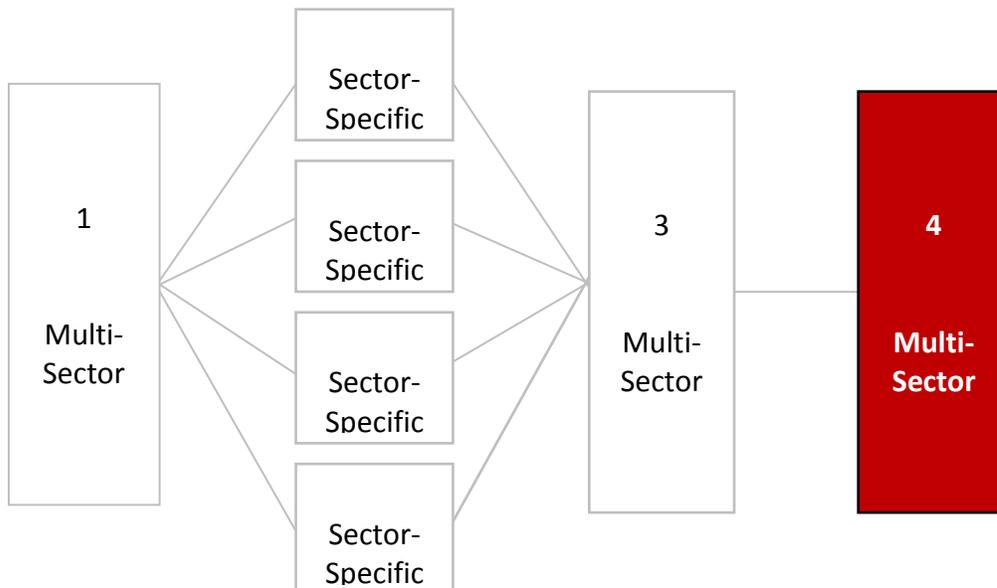
The “Maintaining Your Plan” session is the last of four sessions that make up the **Community Planning Series for Pandemic Influenza Preparedness**, a plan development facilitation toolkit developed by the University of Louisville Center for Hazards Research and Policy Development. Toolkits that are provided in the series are intended to equip local preparedness professionals with the tools necessary to train local community leaders from multiple sectors on how to develop organizational pandemic plans from both an internal and external (community) perspective.

The sequencing of the four sessions is such that participants will become familiar with preparedness planning concepts, the elements of a sound pandemic plan, and how to go about facilitating an internal pandemic plan development process. The sessions are intended to be held over the course of several months, allowing participants to take back what they’ve learned during each session for further implementation. Through the discretion of the facilitator, sessions may be supplemented with additional time for “working sessions” or “check-in points” that allow participants to ask questions and address issues and gaps as they develop their plans.

Session 4 allows multi-sector participants to reconvene in the final stages of the planning process to first learn about plan maintenance options and opportunities to incorporate into the plan. In addition to receiving information needed to maintain plans, interested participants may present on their updated draft plan and solicit feedback from other participants representing multiple sectors.

The below flowchart demonstrates the breakdown of each session according to the session target audience:

| <b>SESSION 1:</b> | <b>SESSION 2:</b>          | <b>SESSION 3:</b>       | <b>SESSION 4:</b>            |
|-------------------|----------------------------|-------------------------|------------------------------|
| Preparing to Plan | Steps to Develop Your Plan | Communications Planning | <b>Maintaining Your Plan</b> |



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# Session 4. Maintaining Your Plan

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### **4.0 Maintaining Your Plan**

- 4.0 Lesson Plan
- 4.0 Agenda Template
- 4.0 Session Coordination Checklist
- 4.0 Session Interest Flyer

#### **4.1 Lecture: Maintaining Your Plan**

- 4.1 Lesson Plan
- 4.1 Presentation Template\*

#### **4.2 Presentations: Our Pandemic Plans**

- 4.2 Lesson Plan
- 4.2 Presentation Template

#### **4.3 Meetings: Sector-Specific Plan Development**

- 4.3 Lesson Plan

*\*Presentation handouts (6 slides per page) are located with the hard copy of your facilitator toolkit. To access an electronic copy of the presentation templates, see the electronic version of the facilitator toolkit.*

## 4.0 Maintaining Your Plan

*How do we update the plan? Who's in charge of updates? What exercises are available?*

**SESSION DURATION:** 2 hours 30 minutes

**STYLE/FORMAT:**

|                          |                               |                                 |
|--------------------------|-------------------------------|---------------------------------|
| 4.1<br>Lecture<br>30 min | 4.2<br>Presentation<br>90 min | 4.3<br>Group Meetings<br>30 min |
|--------------------------|-------------------------------|---------------------------------|

**DESIGN:**

---

The “Maintaining Your Plan” Session is the final session of the Planning Series. This session is designed to inform participants about how to maintain their pandemic influenza preparedness plans and provide an opportunity to share where each group is at in the planning process, present what they’ve completed so far, and compare and contrast planning resources that have been utilized to inform plans. Interactive lecture, mini-presentations, and meeting time will provide participants with time to field questions and discuss progress of the plan development process.

**FACILITATOR TYPE:**

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The “Pandemic Flu Preparedness Plan Development Series” should be facilitated by a state, regional, or local Subject Matter Expert (SME) from the field of pandemic and/or all-hazards preparedness planning. The SME should play a prominent role during each of the four (4) sessions, and should remain a main point of contact for participants throughout the planning series. Duties of the facilitator include but are not limited to: Session coordination, lecture delivery, group activity facilitation, panel discussion moderation, working group facilitation.

**SESSION GOALS:**

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- ❖ Introduce key concepts, components, and methods for maintaining a pandemic influenza preparedness plan;
- ❖ Familiarize participants with local examples of plan maintenance activities;
- ❖ Provide a forum for participants to share progress made on organizational pandemic plan development.

**SESSION OBJECTIVES**

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- ✓ Describe important concepts, components, and methods that are important for maintaining a pandemic influenza preparedness plan;
- ✓ Understand local plan maintenance activities and responsible agencies;
- ✓ Understand the opportunities that exist, locally, for collaborative plan maintenance activities;
- ✓ Receive answers to questions about the plan development and plan maintenance process.

## NAVIGATING THE SESSION

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The following toolkits will provide you with the materials needed to organize, coordinate, and facilitate this session:

- 4.0 Session Agenda Template
- 4.0 Session Coordination Checklist
- 4.0 Session Interest Flyer
- Series Sign-in Sheet Templates

|            | <b>TOPIC</b>                                    | <b>DURATION</b> | <b>INSTRUCTOR MATERIALS</b> | <b>PARTICIPANT MATERIALS</b>      |
|------------|---|-----------------|-----------------------------|-----------------------------------|
| <b>4.1</b> | Tips on Maintaining Your Plan                   | 30 minutes      | 4.1 Presentation Template   |                                   |
| <b>4.2</b> | Mini-Presentations: "Presenting Our Plans"      | 90 minutes      | 4.2 Presentation Template   |                                   |
| <b>4.3</b> | Plan Meetings: Sector-Specific Plan Development | 30 minutes      |                             | Draft Pandemic Preparedness Plans |

# Community Planning Series for Pandemic Flu Preparedness

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## SESSION 4: Maintaining Your Plan

<< Date >>

<< Time >>

<<Location>>

<<Address>>

<<City, State Zip Code>>

|                    |  |
|--------------------|--|
| <b>8:30-9:00</b>   | <b>Registration</b>  |
| <b>9:00-9:30</b>   | <b>Tips on Maintaining Your Plan</b><br><i>Lecture</i><br><< Presenter Name >> << Title >> |
| <b>9:30-11:00</b>  | Presenting Our Pandemic Plans<br><i>“Mini” Presentations</i>                               |
| 9:30-9:45          | <i>Speaker 1</i>   |
| 9:45-10:00         | <i>Speaker 2</i>   |
| 10:00-10:15        | <i>Speaker 3</i>   |
| 10:15-10:30        | <i>Speaker 4</i>   |
| 10:30-10:45        | <i>Speaker 5</i>   |
| 10:45-11:00        | <i>Speaker 6</i>   |
| <b>11:00-11:10</b> | <i>Break (Divide into Sector-specific groups)</i>  |
| <b>11:10-11:40</b> | <b>Sector-Specific Plan Development</b><br><i>Break-Out Meetings</i>                       |
| <b>11:40-12:00</b> | <b>Closing Remarks and Opportunity for Questions</b>                                       |
| 12:00              | <b>Adjourn</b>   |

*Planning Sessions brought to you by:*

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## 4.0 Session Coordination Checklist

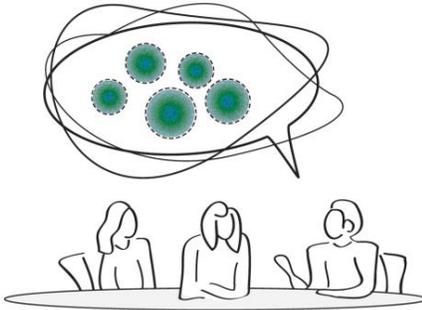
### Session Planning Checklist

| Task:   | Complete by: | Responsible: | Comments:  |
|---|--------------|--------------|--|
| <input type="checkbox"/> Schedule Session date(s) and location(s)   |              |              | Date Scheduled:  |
| <input type="checkbox"/> <b>Planning Meeting</b><br><input type="checkbox"/> Discuss state of preparedness<br><input type="checkbox"/> I.D./secure event venue<br><input type="checkbox"/> Select participants and develop contact sheet<br><input type="checkbox"/> Review and approve agenda  |              |              |  |
| <b>Outreach</b><br><input type="checkbox"/> Distribute Interest Flyers, and direct to website<br><input type="checkbox"/> Final follow-up for RSVP  |              |              | By email, phone, and/or fax  |
| <b>Continuing Education credit opportunities</b><br><input type="checkbox"/> Pre-approval<br><input type="checkbox"/> Post-workshop submittal<br><input type="checkbox"/> Print certificates, sign-in sheets and other paperwork  |              |              | Determine applicable continuing education offerings according to locality.   |
| <b>Presentation Development</b><br><input type="checkbox"/> Adapt and insert local information to PowerPoint Templates.<br><input type="checkbox"/> Recruit plan development participants to provide “mini” presentations on the progress of plan development at Session 4.   |              |              | Use local photos and other visuals when able.  |
| <b>Pre-Workshop</b><br><input type="checkbox"/> Confirm availability of AV equipment<br><input type="checkbox"/> Binder materials: Obtain and prepare materials and handouts for participants.<br><input type="checkbox"/> Print name tags with names and affiliations<br><input type="checkbox"/> Print Sign-in Sheet from RSVP list |              |              | AV Equipment needed: Laptop, projector, projector screen, internet access, speaker system                                |
| <b>During Workshop</b><br><input type="checkbox"/> Set up resource table with printed handouts<br><input type="checkbox"/> Set up registration table  |              |              | Assign 1 -2 people for check-in and to distribute name tags and participant folders                                      |
| <b>Post-Event</b><br><input type="checkbox"/> Clean-up<br><input type="checkbox"/> Send follow-up email to participants with additional resource locations and contacts for technical assistance.   |              |              | Return handouts to binders; distribute continuing education certificates; submit required continuing education paperwork |

# Community Planning Series for Pandemic Flu Preparedness

## SESSION 4: MAINTAINING YOUR PLAN

<<Sector Name>>  
<< Date and Time >>  
<< Location >>



[www.communitypandemicprep.org](http://www.communitypandemicprep.org)

### By completing the Planning Series you will:

- Become equipped with the knowledge, tools, and resources needed to develop a pandemic preparedness plan for your represented organization.
- Have the opportunity to build collaborative relationships with other organizations who are working to develop their pandemic plans.
- Have the ability to “check-in” at each session and receive support during the course of your plan development process.

### What is the “Community Planning Series for Pandemic Flu Preparedness”?

The series is a set of four interactive educational sessions that will introduce local community leaders to the pandemic influenza plan development process:

<< Date >>      **Session 1: Preparing to Plan**  
<< Date >>      **Session 2: Steps to Develop Your Plan**  
<< Date >>      **Session 3: Multi-Sector Communications Planning**  
<< Date >>      **Session 4: Maintaining Your Plan**

### Which topics will Session 4: Maintaining Your Plan cover?

#### Session 4 Topics:

- Tips on Maintaining Your Plan.
- “Mini” Presentations on draft plan updates from multiple sectors.
- Sector-specific plan development “check-in” meetings.

*Continuing education credits offered:*

<< Credit >>  
<< Credit >>

Session 4 is designed for community leaders from multiple-sectors to reconvene in the final stages of the plan development process to first learn about plan maintenance options and opportunities for participating in local exercises, trainings, and local preparedness planning committees. In addition to receiving information needed to maintain plans, interested participants may present an update of their draft plan and solicit feedback from other participants.

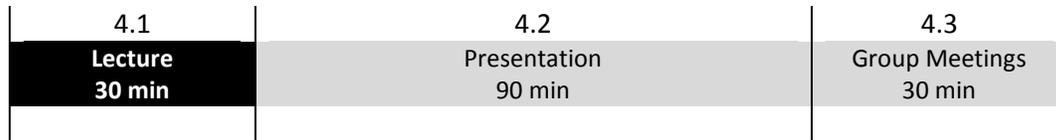
### Are you interested in attending? If so, please contact:

<< Name, Title >>                      << Phone >>  
<< Organization >>                      << email >>

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## 4.1 Tips on Maintaining Your Plan

*Format: Lecture*



**SECTION DURATION:** 30 minutes

**INSTRUCTOR TYPE:** A local or regional Subject Matter Expert (SME) from the field of pandemic and/or all-hazards preparedness planning for the targeted sector.

**GOALS:**

- Introduce key concepts, components, and methods for maintaining a pandemic influenza preparedness plan.
- Familiarize participants with local examples of plan maintenance activities.

**OBJECTIVES:**

- Describe important concepts, components, and methods that are important for maintaining a pandemic influenza preparedness plan.
- Understand local plan maintenance activities and responsible agencies.
- Understand the opportunities that exist, locally, for collaborative plan maintenance activities.

### Topics to Be Covered:

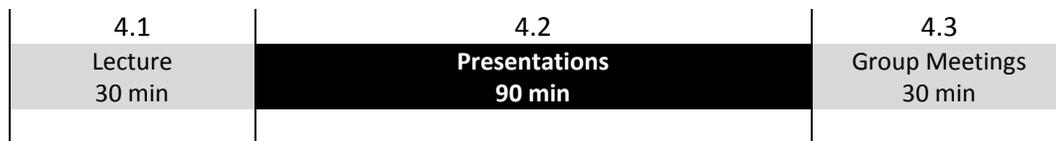
| 3.1              | Presentation Topics                          |
|------------------|--|
| Introduction     |  |
|                  | Instructor Introduction                      |
|                  | Session Agenda                               |
|                  | Planning Series Breakdown                    |
|                  | Goals and Objectives                         |
| Plan Maintenance |  |
|                  | Building an Exercise Program                 |
|                  | Checklist Items for Maintaining Your Plan    |
|                  | Types of Exercises                           |
| (L)              | Walkthroughs, workshops, or orientations     |
|                  | Hands-on Training                            |
|                  | Tabletop Exercises                           |
|                  | Functional Exercises                         |
|                  | Full-Scale Exercises                         |
|                  | Update inventory of special needs population |
| (L)              | Find up-to-date pandemic information         |
|                  | Keep track of document changes               |

### Localizing Your Presentation L = Local

As you work to adapt the provided “4.1 Presentation Template” to your state and community, please remember to add local examples of trainings and exercises that participants can join in the near future. This way both facilitator and participants may continue learning and improving preparedness planning activities beyond the scope of the Planning Series.

## 4.2 Presenting Our Pandemic Plans

Format: “Mini” Presentations



**SECTION DURATION:** 90 minutes

**FACILITATOR TYPE:** A local or regional Subject Matter Expert (SME) from the field of pandemic and/or all-hazards preparedness planning for the targeted sector shall facilitate the section “mini” presentations. Facilitators should work with presenters and participants to answer any questions that arise.

**PRESENTER TYPE:** “Planning Series” participants that have attended sessions to-date and developed or improved their pandemic plans. These community leaders should be interested and willing to receive feedback and questions from the audience for the purpose of refining and improving the organization’s pandemic plan.

**GOAL:** Provide a forum for participants to share progress made on organizational pandemic plan development.

**OBJECTIVES:**

- Field questions and concerns on the plan development process.
- Discuss progress made on organization pandemic plan development.

**DESIGN:** During this section, interested participants will provide a summary and update during a short 10 minute presentation to participants from multiple-sectors. Each presenter will prepare a PowerPoint presentation that outlines their plan development efforts, so far. Following each presentation, the audience may ask questions and provide feedback to the presenters.

### Topics to Be Covered:

---

The below sequencing demonstrates the base topics to be covered during the “mini” presentation session:

| Minutes | “Mini” Presentations         |
|---------|------------------------------|
|         | Section Agenda               |
|         | Section Goals and Objectives |
|         | Speaker Names                |
| 15      | Speaker 1                    |
| 15      | Speaker 2                    |
| 15      | Speaker 3                    |
| 15      | Speaker 4                    |
| 15      | Speaker 5                    |
| 15      | Speaker 6                    |

#### Preparing the Speakers

---

As facilitator, send the initial request to interested participants along with the provided “4.2 Presentation Template” and the lesson plan. The lesson plan should provide the adequate information to understand the goals and objectives of presenting updates to other participants; of whom can learn from one another as they work to develop their plans.

## 4.3 Sector-Specific Plan Development

Format: Break-Out Meetings

|                          |                                |                                 |
|--------------------------|--------------------------------|---------------------------------|
| 4.1<br>Lecture<br>30 min | 4.2<br>Presentations<br>90 min | 4.3<br>Group Meetings<br>30 min |
|--------------------------|--------------------------------|---------------------------------|

**SECTION DURATION:** 30 minutes

**FACILITATOR TYPE:** A local or regional Subject Matter Expert (SME) from the field of pandemic and/or all-hazards preparedness planning for the targeted sector shall facilitate the activity.

**GOALS:** Provide a forum for participants to share progress made on organizational pandemic plan development.

**OBJECTIVES:**

- Receive answers to questions about the plan development and plan maintenance process.
- Identify areas of collaboration and resource sharing

### MEETING PARAMETERS:

- Participants break-out into groups according to sector or participants may join groups that they are interested in receiving more information from.
- Following the plan outline, groups should function as a question and answer session, with group discussion for the purpose of identifying areas of collaboration and resource sharing.

#### Engaging Participants Beyond the Planning Series

Based on the discretion of the facilitator, additional community preparedness meetings may be held following the 4<sup>th</sup> session or participants may be invited to existing preparedness group meetings on future dates. Please be sure to provide meeting information to participants prior to departure.