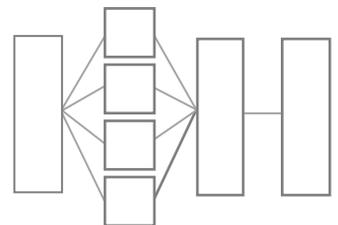


USER TUTORIAL

Audience: Local Facilitator(s)

- Q1** What is the Planning Series?
- Q2** Who is the target audience of the Planning Series?
- Q3** How can it be used to benefit our community?



This Page Intentionally Left Blank

Acknowledgements

The Community Planning Guide for Pandemic Influenza Preparedness was developed as part of the Pandemic Planning and Preparedness Program contract awarded to the University of Louisville Center for Health Hazards Preparedness. Funding provided in support of community resilience by the Kentucky Critical Infrastructure Protection Program, managed by the National Institute for Hometown Security for the U.S. Department of Homeland Security.



Community leaders representing multiple sectors participated in the "Community Preparedness Summit" in Somerset, KY. This community was one of five pilot workshops that provided attendees with an introduction to pandemic flu plan development.

Special recognition goes out to all of the members of our advisory board panel who provided technical assistance and critical input during the guide development process. The five member board consisted of representatives from the following institutions: University of Louisville Hospital, Kentucky Department for Public Health, Louisville Metro Emergency Management Agency, Eastern Kentucky University and the Kentuckiana Regional Development Agency.

In addition to the advisory board's input during the guide development process, we would like to thank the 171 local community representatives from multiple sectors that participated in our five pilot "Community Preparedness Summits" that were held throughout the Commonwealth of Kentucky. Also, a special thanks to the following groups for participating in the hosting and facilitation of these events and for providing critical input throughout the curriculum development process:

The National Institute for Hometown Security, Somerset, KY
Kentucky Department for Public Health, Public Health Preparedness Division
Kentucky Division of Emergency Management and local Emergency Managers
Boyle County Health Department, Danville, KY
Floyd County Health Department, Prestonsburg, KY
Green River District Health Department, Union and Webster Counties
Wedco District Health Department, Scott County Health Center
Lake Cumberland District Health Department, Somerset, KY
Kanawha-Charleston Health Department, Charleston, WV
University of Kentucky, Center on Trauma and Children
Louisville Metro Department of Public Health and Wellness, Office of Emergency and Public Health Preparedness
Clark-Baize Consulting, LLC
Graduate Research Assistants at the Center for Hazards Research and Policy Development

Introduction

Hazards, whether man-made or natural, have an ever-present nature that demands continuous planning among local community leaders and citizens. Pandemic Influenza, in particular, can affect all aspects of a community, which is why the entire community should be involved in the planning and response efforts. Local communities have a responsibility to plan and contribute individually, organizationally, and community-wide for the next pandemic influenza outbreak. By completing planning and preparation efforts for a local disaster today, it will have multiple benefits and applications in a community tomorrow.

The Center for Hazards Research and Policy Development developed this Guide and Planning Series curriculum to provide community planners at the facility, organizational level and community leaders with information, resources, and educational tools that will assist efforts to plan for and respond to multiple disasters, in this case for an influenza outbreak.

The guide incorporates best practices and preparedness guidance to create a broadly scoped and all-encompassing guide toward preparedness planning as it relates to a diversity of perspectives.

The Planning Series curriculum was developed by the Center for Hazards Research and Policy Development at the University of Louisville to accompany the "Community Planning Guide for Pandemic Influenza Preparedness." It is part of the Pandemic Planning and Preparedness Program¹ contract awarded to the University of Louisville's Center for Health Hazards Preparedness. Funding provided in support of community resilience by the Kentucky Critical Infrastructure Protection Program, managed by the National Institute for Hometown Security for the U.S. Department of Homeland Security.

To access the accompanying Guide and other Pandemic Planning training materials and resources, please visit: <http://communitypandemicprep.org>

It is intended that community leaders can use this guide and curriculum to help fill in the gaps in their preparedness plans by answering the questions,

“What do I do, and how do I do it?”

¹ For more information on the Pandemic Planning and Preparedness Program please visit: <http://www.prepareky.com/projects/>

Table of Contents

Executive Summary.....Page 1

Facilitator Type

Target Audience

Planning Series Goals

Planning Series Objectives

Session Summaries.....Page 4

Access to Facilitator Toolkits.....Page 6



Hard Copy



Online Electronic Copy



Offline Electronic Copy

Navigating the Toolkits.....Page 7



Series Facilitator Materials



Session 1: Preparing to Plan



Session 2: Steps to Develop Your Plan



Session 3: Multi-Sector Communications Planning



Session 4: Maintaining Your Plan

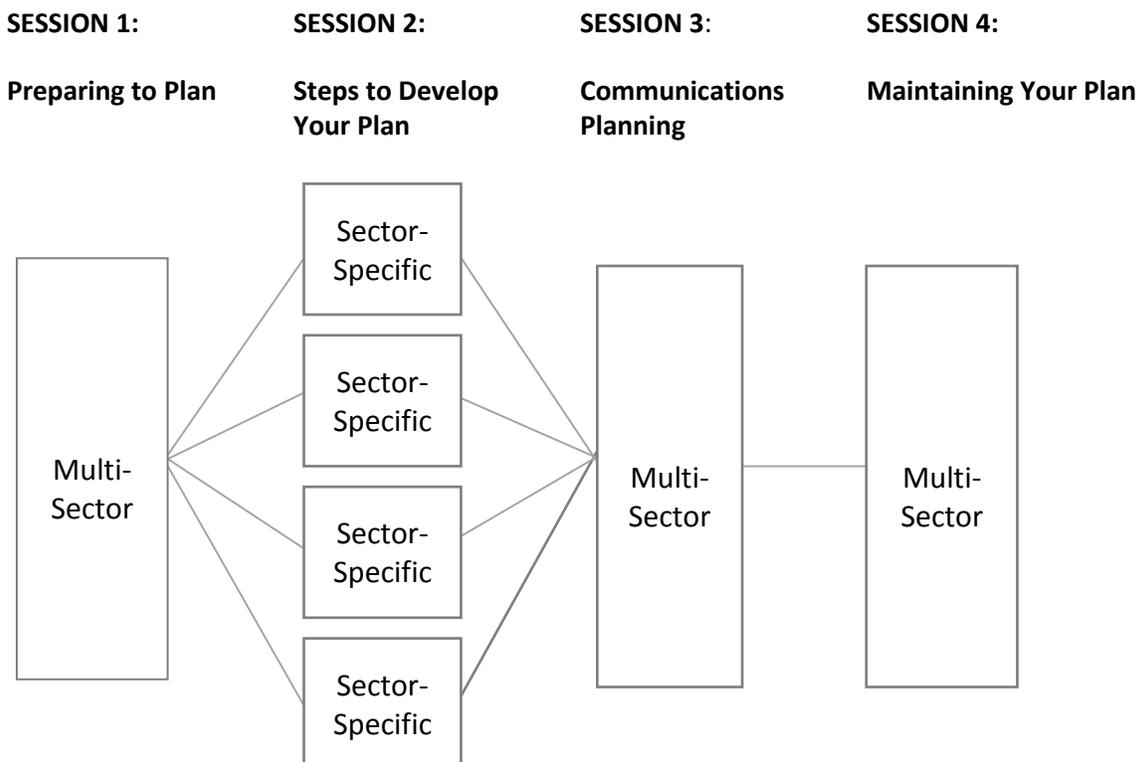
Executive Summary

The **Community Planning Series for Pandemic Influenza Preparedness** is composed of facilitator toolkits, planning guidance, and a suggested sector-specific pandemic plan outlines. All are intended for use by local preparedness professionals in order to engage and educate non-traditional community leaders on how to develop an organizational (internal) pandemic preparedness plan. Targeting a diverse number of sectors and community groups, each of the four sessions within this series is structured to encourage multi-sector participation and take into account community (external) considerations during a concerted plan development process.

We recommend aligning the proposed sessions in conjunction with public meetings that may take place during or after the development of the local health department’s pandemic preparedness plan. Sessions may occur over the course of a one year period, allowing time in-between so participants may return to their organizations and utilize tools and resources that have been made available at each session.

The sequencing of the four sessions is such that participants will, first, become familiar with preparedness planning concepts, then learn the elements of a sound pandemic plan, and lastly how to facilitate an internal pandemic plan development process within their own organization(s). Through the discretion of the facilitator, sessions may incorporate 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. Though we recommend following the below sequence for your plan development sessions, the series lesson plans offer flexibility to users that want to mix-and-match sections in order to adapt to the needs and wants of their unique community.

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



Facilitator Type

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 key point of contact for participants throughout the planning series that will be held over the course of several months. Duties of the facilitator include but are not limited to: Session coordination, lecture delivery, group activity facilitation, panel discussion moderation, working group facilitation, and provision of technical assistance.

Target Audience

The target audiences for the “Community Planning Series for Pandemic Influenza Preparedness” are key community leaders including: city officials and staff, public health professionals, school administrators, parent and student representatives, business leaders, first responders, planners, hospital/clinic administrative officials and staff, faith-based organizations and emergency management professionals. These community leaders will ideally represent small to medium-sized rural communities who have minimal experience in pandemic planning and preparedness. The training will be conducted at a location within the community, facilitating attendance and encouraging participation.

Pre-requisites:

- The participating community leaders will represent a community that is small to medium-sized in population and that has limited resources and assets for preparing for, responding to, and recovering from a pandemic influenza outbreak;
- The participating organization/community has intentions to, or is in the process of developing a pandemic influenza plan in collaboration with other community leaders, non-traditional stakeholder groups, and the local health department;
- Community leaders should be knowledgeable and able to describe preparedness issues that are relevant to their practice, institution, or business.

Planning Series Goals

- ❖ Provide tools and resources to assist with the facilitation of a pandemic preparedness plan development process;
- ❖ Introduce planning concepts, tools, and processes to community leaders who are and/or will be participating in a pandemic influenza preparedness planning process;
- ❖ Facilitate critical discussion among community leaders on identifying the key resources and assets of the community pertaining to pandemic flu preparedness;
- ❖ Assess the potential impact a pandemic influenza outbreak and other disastrous events will have on those resources;
- ❖ Analyze existing response strengths and weaknesses; and
- ❖ Discuss pre-disaster planning efforts used to protect critical infrastructure and increase community resilience.

Planning Series Objectives

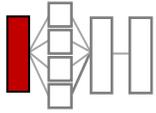
- ✓ Assume roles and responsibilities for preparedness plan development activities and tasks to be completed;
- ✓ Understand important considerations in the preparedness planning process;
- ✓ Identify strengths and weaknesses in existing pandemic influenza planning and identify the gaps or areas in need of improvement;
- ✓ Understand how to tailor planning concepts to the resources available and the systems that are in place in the community;
- ✓ Utilize tools and resource available to facilitate an organizational pandemic preparedness planning process during the course of the offered Planning Series Sessions.

Recommended Timeline for the Planning Series

As pandemic influenza preparedness plans are in need of development and updating around the country, the Planning Series is intended to be utilized in conjunction or in alignment with a state or local plan development process. We suggest holding Sessions quarterly to allow time for participants to take back the tools, resources, and materials that they've received at each Session, and implement the strategies that have been suggested to them. By allowing an ample amount of time between sessions, participants may progress with their own plan development in time to "check-in" at subsequent Sessions and meetings.

Session Summaries

Session 1: Preparing to Plan 2.5 hours

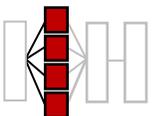


- Q1** What is a pandemic?
- Q2** How can we prepare?
- Q3** Who are the players involved in preparedness?

Section 1.1 Lecture	Section 1.2 Streaming Video	Section 1.3 Panel Discussion	Section 1.4 Lecture
------------------------	--------------------------------	---------------------------------	------------------------

The “Preparing to Plan” Session will introduce multi-agency community leaders to pandemic influenza planning topics, the levels of authority and players involved in preparedness, and the importance of developing a hazard preparedness plan. The facilitator of this half-day session will present an introductory lecture, introductory video and informational video on pandemic flu preparedness. For the purpose of familiarizing participants with state, regional, and local preparedness professionals, a panel discussion will give a glimpse into the roles and responsibilities of these professionals and how those roles relate to pandemic preparedness and response. Lastly, in preparation for the “Steps to Develop Your Plan” session (2.0), the facilitator will introduce participants to the outline of a pandemic plan; one that participants will receive (electronically or hard-copy) to take “home” and familiarize themselves with its structure.

Session 2: Steps to Develop Your Plan 2.0 hours



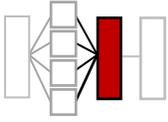
- Q1** How do we plan?
- Q2** What information do we need for our plan?
- Q3** Who should be involved?

Section 2.#.1 Lecture	Section 2.2 Group Activity
--------------------------	-------------------------------

The “Steps to Develop Your Plan” Session is designed to introduce participants of specific-sectors to the components and processes of developing a pandemic influenza preparedness plan. The first hour of the session will be in lecture format, followed by a group activity that will challenge participants to reflect on their preparedness capabilities and actions taken during the H1N1 outbreak in 2009. The completion of this session will send participants back to their organizations with an understanding of the plan outline that has been provided to them and the steps needed for developing their organization’s preparedness plan. Lastly, a short lecture on utilizing the plan outline will give participants a glimpse into the next session which will focus on communications planning across multiple sectors.

Session 3: Multi-Sector Communications Planning

2.5 hours



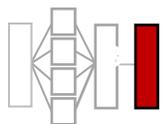
- Q1** What messages do we need to communicate?
- Q2** Where do we receive up-to-date pandemic info?
- Q3** Who are our message recipients?

Section 3.1	Section 3.2	Section 3.3
Lecture	Lecture	Group Activity

The “Multi-Sector Communications Planning” Session allows multi-sector participants to reconvene, after each attending Session 2 for their sector, and share the results of the group activities that were previously completed. In addition to sharing sector-specific responses, the facilitator will deliver an introductory lecture on developing a communications plan, and begin critically discussing internal and external communications strategies during a scenario-based discussion.

Session 4: Maintaining Your Plan

2.5 hours



- 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?

Section 4.1	Section 4.2	Section 4.3
Lecture	Presentation	Group Meetings

The “Maintaining Your Plan” Session allows multi-sector participants to reconvene during the final stages of the pandemic plan development process to learn about plan maintenance options and opportunities to consider incorporating into their organization’s pandemic plans. In addition to learning about plan maintenance, interested participants may present briefly on their updated draft plans and solicit feedback from other participants representing multiple sectors. Intended as a “check-in” point and information sharing session, participants may devote this time to comparing and contrasting planning efforts while refining their own.

Access to Facilitator Toolkits

The facilitator toolkits are provided in the below formats and locations:



1. Hard Copy:

Facilitator Toolkit binders serve as supplemental material to the on- and offline electronic formats.

Binder Contents:

- User Tutorial – A facilitator’s guide and introduction.
- Planning Series Lesson Plans - Sessions 1-4.
- An introductory community planning guide – For reference.
- Sector-specific pandemic influenza plan outlines – For participant use.



2. Online Electronic Copy: The website that houses the Facilitator Toolkits offers publicly-accessible, downloadable materials in a published format for preview. To obtain materials that may be edited and adapted for use, please contact the designated individual at www.communitypandemicprep.org.

Online Contents:

- Testing the Guide – Our process for developing the Planning Series.
- User Tutorial – A facilitator’s guide and introduction.
- Planning Series Lesson Plans – Sessions 1-4.
- An introductory community planning guide – For reference.
- Sector-specific pandemic influenza plan outlines – For participant use.



3. Offline Electronic Copy: Suggested as the most easily navigated package for facilitators, the offline electronic files are offered in file formats that may be edited and adapted for facilitator and participant use. These packages may be offered on flash drive or CD. To obtain materials this package, please contact your designated local or state health department to express interest or contact the designated individual at www.communitypandemicprep.org.

Offline Contents:

- User Tutorial – A facilitator’s guide and introduction.
- Planning Series lesson plans – Sessions 1-4.
- An introductory community planning guide – For reference.
- Session agenda templates, interest flyers, and planning checklists.
- Session presentation templates – Sessions 1-4.
- Session participant worksheets and handouts – Sessions 1-4.
- Sector-specific pandemic influenza plan outlines – For participant use.

Navigating the Toolkits

The planning series facilitator toolkits contain a variety of planning, presentation, and coordinational materials for use in facilitating the plan development sessions for community leaders. Below is provided a listing of the contents that are included in the “Planning Series Facilitator Toolkits”. For more detailed instruction and breakdown, see the lesson plans for each session.

Icon Legend

-  = Folder
-  = Microsoft Word document
-  = Microsoft PowerPoint document
-  = Microsoft Excel document
-  = Adobe Acrobat Document

 **Series Facilitator Materials**

Questions Answered:

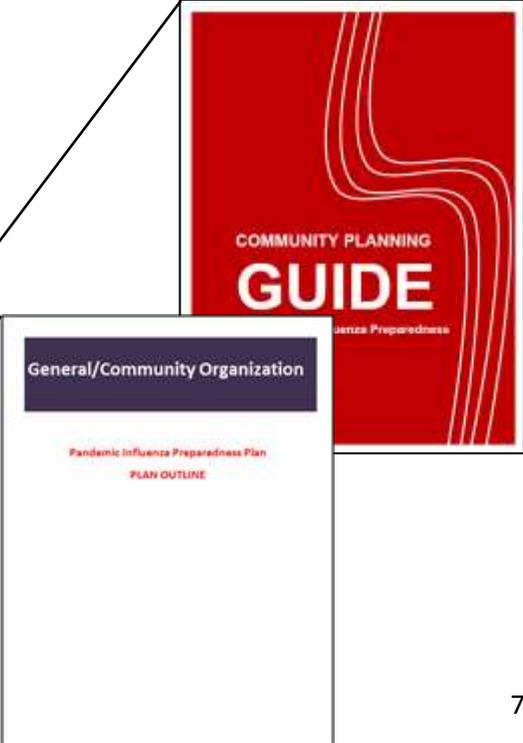
 User Tutorial	<i>What is the planning series? What are the materials that are available to me for facilitating the Community Planning Series?</i>
 Community Planning Guide	<i>Where can participants read for an introduction on pandemic planning? What document can participants reference throughout the planning series?</i>
 Pre-Event Participant Questionnaire	<i>How prepared are our community organizations for pandemic? What areas of need can we assist with during the Planning Series?</i>
 Series Sign-In Sheet Templates	<i>How can we document attendance at our sessions?</i>
 User Tutorial Presentation Template	<i>What is the planning series? How do I, as a facilitator, use the materials provided?</i>

Distributing participant materials in advance...

As a facilitator and coordinator, it will be important to equip participants with the materials that they will need to utilize throughout all four sessions. In order to do so, we recommend providing participants with the following materials in a binder at the first session.

Community Planning Guide for Pandemic Influenza Preparedness: Located in the “Series Facilitator Materials” folder, this introductory guide will provide participants with introductory reading material.

Sector-Specific Plan Outlines: Available for five different sectors (Public, Private and Business, Health and Medical, Schools, and General/Community Organizations), this outline may provide participants with a framework for developing their pandemic plans. When utilized in Microsoft Word format, this document will provide an easily navigated and interactive way to develop organizational preparedness plans.



Session 1: Preparing to Plan

Section 1.1	Section 1.2	Section 1.3	Section 1.4
Lecture	Streaming Video	Panel Discussion	Lecture

Session 1 – Preparing to Plan

 1.0 Lesson Plan

Questions Answered:

How do I facilitate the Session?

1.0 Session Materials

 1.0 Session Agenda Template

What materials do I need to facilitate the Session?

 1.0 Session Interest Flyer Template

Suggested schedule for the Session?

How can I advertise the planning series?

1.1 Materials

 1.1 Presentation Template

What materials do I need to facilitate Section 1.1?

 1.1 Participant Handout

Introduction to Planning Guidance

What is pandemic?

1.2 Materials

 1.2 Presentation Template

What materials do I need to facilitate Section 1.2?

What are the different levels of authorities for preparedness?

1.3 Materials

 1.3 Presentation Template

What materials do I need to facilitate Section 1.3?

What is happening locally in preparedness?

 1.3 Panelist Instructional Sheet

How can panelists prepare for the panel discussion?

 1.3 Participant Handout

Who should participants contact for local, state, national, and global pandemic preparedness information?

1.4 Materials

 1.4 Presentation Template

What materials do I need to facilitate Section 1.3?

How do we navigate the sector-specific pandemic influenza

Session 2: Steps to Develop Your Plan

Section 2.#.1	Section 2.2
Lecture	Group Activity



Session 2 – Steps to Develop Your Plan

Questions Answered:



2.0 Lesson Plan

How do I facilitate the Session?



2.0 Session Materials

What materials do I need to facilitate the Session?



2.0 Session Agenda Template

Suggested schedule for the Session?



2.0 Session Interest Flyer Template

How can I advertise the planning series?



2.#.1 Sector-Specific Materials

What materials do I need to facilitate Section 2.#.1?



2.#.1 Presentation Template

What are the steps to developing a sector-specific pandemic plan?



2.#.1 Plan Outline

What type of framework can participants utilize to develop sector-specific organizational pandemic preparedness plans?



2.2 Materials

What materials do I need to facilitate Section 2.2?



2.2 Presentation Template

How can participants critically discuss strengths, weaknesses, opportunities, and threats about pandemic preparedness?



2.2 Participant Handout

How can participants record discussion topics when identifying strengths, weaknesses, opportunities and threats?

A note about navigating Session 2.#.1* materials:

For this Session 2, we were able to develop modules for four sector-specific areas: Business and Private Sector, Healthcare and Medical Fields, Schools (K-12), and the Public Sector (Continuity of Operations Planning). For the needs of other groups that are not covered in this curriculum, it is intended that the “General or Multi-Sector” introduction to pandemic planning & coordination may be adapted and adjusted accordingly.

- Option 1: General or Multi-Sector
- Option 2: Public Sector
- Option 3: Business and Private Sector
- Option 4: School Administration
- Option 5: Health and Medical Field

**Please note, the “#” sign is a placeholder for the above listed Session Options 1-5. For example 2.4.1 signifies Session 3, Option 4 (School Administration), “Steps to Developing Your Plan” Presentation.*

Session 3: Multi-Sector Communications Planning

Section 3.1	Section 3.2	Section 3.3
Lecture	Lecture	Group Activity

Session 3 – Communications Planning

Questions Answered:

 3.0 Lesson Plan

How do I facilitate the Session?

3.0 Session Materials

What materials do I need to facilitate the Session?

 3.0 Session Agenda Template

Suggested schedule for the Session?

 3.0 Session Interest Flyer Template

How can I advertise the planning series?

3.1 Materials

What materials do I need to facilitate Section 3.1?

 3.1 Presentation Template

How do we begin planning externally for pandemic in our community?

 3.1 Participant Handouts

How do we develop a community inventory? How can we share the sector-specific responses from Session 2?

3.2 Materials

What materials do I need to facilitate Section 3.2?

 3.2 Presentation Template

Communications Planning for a Pandemic

3.3 Materials

What materials do I need to facilitate Section 3.3?

 3.3 Presentation Template

How can we practice communications skills during a pandemic?

 3.3 Participant Handout

How can we practice communications skills during a pandemic?

Session 4: Maintaining Your Plan

Section 4.1	Section 4.2	Section 4.3
Lecture	Presentation	Group Meetings

Session 4 – Maintaining Your Plan

Questions Answered:

 4.0 Lesson Plan

How do I facilitate the Session?

4.0 Session Materials

What materials do I need to facilitate the Session?

 4.0 Session Agenda Template

Suggested schedule for the Session?

 4.0 Session Interest Flyer Template

How can I advertise the planning series?

4.1 Materials

What materials do I need to facilitate Section 4.1?

 4.1 Presentation Template

What are some tips on maintaining our pandemic plan?

4.2 Materials

What materials do I need to facilitate Section 4.2?

 4.2 Presentation Template

How are participants progressing with their plan development processes?

4.3 Materials

See “4.0 Lesson Plan”