

H1N1 COMMUNICATION CHECKLIST

Pre-requisites for efficient, effective communication:

- Obtain and confirm up-to-date emergency contact information for students and staff
- Set up “phone trees” for established groups;
 - School and building staff
 - Parent groups
- Update “Key Communicator” contact information

In the event of a situation requiring timely communication to staff, families and the community about H1N1-related decisions, including school closure, the Superintendent will:

- Confer with the Cabinet
- Send an “All Parkrose” e-mail message
- Send specific directives for action to affected principals
- Send a message by Flash News

In the event of a situation requiring timely communication to staff, families and the school community about H1N1-related decisions, including school closure, the principal will:

- Send a letter home to parents
- Enact established phone trees for staff and parents
- E-mail “key communicators” or school list-serves
- Post signs on school doors
- Call families or emergency contacts to pick up any students who show up to school on a school closure day