



NEIGHBORHOOD WATCH

Pandemic Awareness
Community Training

Instructor's Guide

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COURSE OVERVIEW:
PANDEMIC AWARENESS

Summary

Over the past forty years, neighborhood watch has enhanced public safety by creating community-based partnerships to fight crime and to improve the quality of neighborhood life. In a continuing effort to promote professionalism in law enforcement and to build positive community relations, the National Sheriffs' Association's National Neighborhood Watch is producing and distributing Neighborhood Watch Toolkits to law enforcement agencies across the nation.

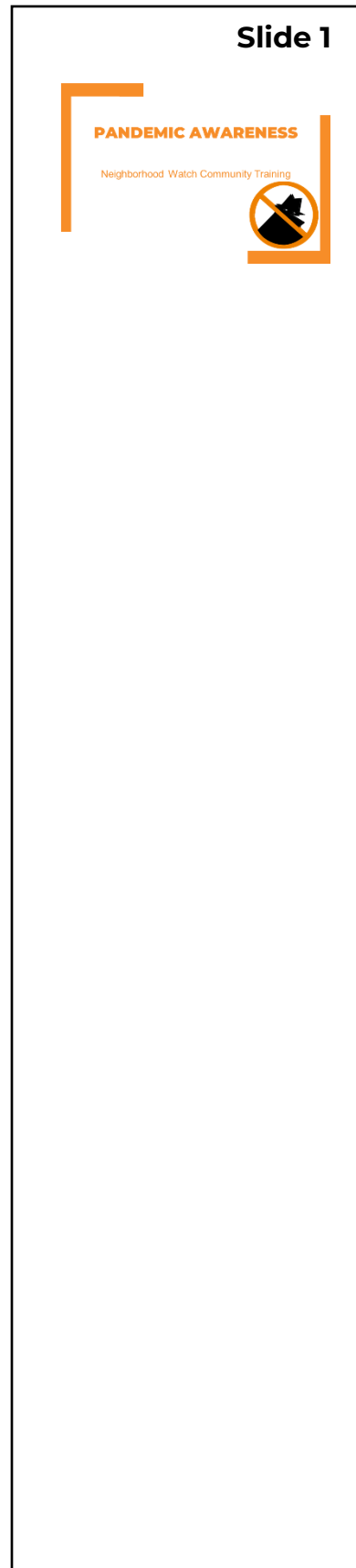
This training is designed to build the capacity of law enforcement officers assigned to work with neighborhood watch groups by providing specific instruction on each of the sixteen courses presented in the Toolkit. This course will also increase participants' skill levels by teaching them the proper utilization of the tools and the most effective methods of maximizing the Toolkit's value for their citizens and their communities.

Time Allocated: 1.0 hours

Method of Instruction: This presentation will utilize adult learning methodologies including standard lecture, facilitated discussion and participant-based activities. Interactive discussion is encouraged, and activities are an integral component of this course. The training is displayed by PowerPoint presentation found on the Neighborhood Watch Toolkit Community Presentations Folder.

Instructional Resources Required:

- **Facility:** sufficient seating and tables for all participants
- **Equipment:** Presentation, computer, projector, and screen



- **Materials:** Instructor’s Guide, flip chart for instructor and for each table or small group, blank paper and writing utensils for each participant

Terminal Learning Objective: Participants will receive training on pandemic influenza, focusing on awareness, potential impact, preparation, and protection strategies.

Before we begin the course, let’s take a few moments to introduce ourselves to one another.

Instructor’s Note:

All participants should introduce themselves by providing their name, agency and level of expertise with neighborhood watch. Please limit each introduction to no more than two minutes. Throughout the course during interactive discussions and activities, we will learn more about the participants and their work with neighborhood watch groups and volunteers within their communities.

COURSE OBJECTIVE

The goal of this training is to empower communities by providing Neighborhood Watch groups and their leaders with effective training on pandemic influenza.

For more than 40 years, the National Sheriffs’ Association Neighborhood Watch program has built partnerships between law enforcement and community members to reduce crime and to improve the quality of life in their communities. Today, with its continued emphasis on crime reduction, Neighborhood Watch has expanded its mission to include securing the homeland by encouraging, promoting, and empowering people to get involved in their communities through Neighborhood Watch.

This Pandemic module of the Neighborhood Watch Toolkit is provided in an effort to enhance current neighborhood watch activities and to provide training for block captains and community volunteers.

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Course Objective:

To empower communities by providing neighborhood watch groups and their leaders with effective training on pandemic influenza

MODULE 1: OVERVIEW

In Module 1, we will present a section on awareness and general information regarding pandemic flu. This section will include the various types of flus, how a pandemic flu is different from other types of flu, and a brief history of pandemic outbreaks.

THE CHALLENGE

Neighborhood Watch leaders must be aware of the potential dangers of a pandemic outbreak and how it may adversely affect their lives and impact their communities. As Former Secretary Chertoff stated, our best protection against a pandemic outbreak will be found in strong partnerships and smart planning.

This course – and specifically the Neighborhood Watch Pandemic Guide and Preparation Activities – will help our local Neighborhood Watch organizations to both partner and plan in a cooperative effort to face this unique challenge.

WHAT IS PANDEMIC INFLUENZA?

A pandemic influenza is a global disease outbreak caused by a new influenza virus. The virus may spread quickly, with the possibility of serious illness and death. Because there is little natural immunity to such a virus, many people could be at risk, with serious consequences possible.

Historically, pandemic influenza has caused widespread harm and death. (Source: www.pandemicflu.gov)

Slide 3

Module 1: Overview

- Awareness
- Potential impact on communities



Slide 4

Preparation

- Contact your local law enforcement liaison for assistance
- Form a small planning committee by recruiting a few neighbors

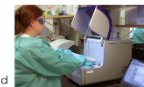


Slide 5

What is Pandemic Influenza?

Pandemic influenza is a global disease outbreak caused by a new influenza virus.

- The virus may spread quickly.
- Many people could be at risk of illness.
- Historically, pandemics have caused widespread harm and death.



Instructor's Note:

This and following slides deal with questions that are commonly asked by Neighborhood Watch members regarding pandemic and other types of flu viruses.

PANDEMIC FLU VS. SEASONAL FLU

- Seasonal flu is caused by viruses that are already in existence among the population, and which are treatable with existing vaccines.
- A pandemic influenza is caused by a virus that is either new to people or has mutated from an existing virus.
- It can spread from person to person, and few people would be immune to the new virus.
- A pandemic could severely affect a broad set of the population, including the young and the elderly.
- A severe pandemic could change daily life for a time.

PAST INFLUENZA PANDEMICS

Influenza pandemics have occurred throughout recorded history.

- About 30 influenza pandemics have been recorded.
- There were three influenza pandemics in the last century.
- The most recent influenza pandemic was the H1N1 pandemic, which was detected first in the United States and spread quickly across the world.
- The most serious recorded pandemic was the one of 1918, which killed tens of millions of people worldwide, and killed more than 675,000 in the United States. (Sources: www.pandemicflu.gov; www.cdc.gov)

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Pandemic Flu vs. Seasonal Flu

- **Seasonal flu** is caused by viruses that are already in existence among the population and is treatable by existing vaccines.
- **Pandemic influenza** could begin with an existing influenza virus that has changed or mutated and then spread from person to person, few of whom would have natural immunity.
- A pandemic could severely affect a broad set of the population, including the young and the elderly.
- A severe pandemic could change daily life for a time.



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Past Influenza Pandemics

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- The most serious was the 1918 pandemic, which killed tens of millions of people worldwide, and 675,000 in the United States.



WHEN MIGHT A PANDEMIC OCCUR?

Pandemic influenza will occur again. Influenza viruses are constantly changing, and occasionally a new virus emerges that can spread easily among humans.

It is difficult to predict when the next pandemic will occur, or how severe it will be.

HOW FAST COULD THE PANDEMIC FLU SPREAD?

A person can be infected with influenza and not realize it. Influenza is a contagious disease of the lungs, and usually spreads by the coughing and sneezing of infected persons. Most people will have little or no immunity to pandemic influenza, since it will be a new virus.

It is estimated that a pandemic virus could kill hundreds of thousands of Americans, and that some 40% of the workforce would be unavailable for duty during the outbreak. (Sources: www.whitehouse.gov; www.pandemicflu.gov).

IMPACT ON COMMUNITIES

According to the U.S. Department of Health and Human Services (HHS), flu viruses can occur in waves and can last from six to eight weeks at a time until the virus is contained. In such instances, community centers, schools, or other public gathering places might have to undertake special actions or even close their doors for a substantial period of time.

Transportation and food delivery may be slowed or halted, depending on how far the pandemic reaches. Emergency personnel could be affected as well. (Source: www.pandemicflu.gov).

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When Might a Pandemic Occur?

Pandemic influenza *will* occur again.

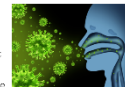
- Influenza viruses are constantly changing.
- Occasionally, a new virus emerges that can spread easily among humans.
- It is difficult to predict when the next pandemic will occur, or how severe it will be.

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How Fast Could the Pandemic Flu Spread?

A person can be infected and not realize it.

- Influenza is a contagious disease of the lungs, and usually spreads by infected people coughing and sneezing.
- Most people will have little or no immunity to pandemic influenza.
- It is estimated that a pandemic virus could kill hundreds of thousands of Americans, and that some 40% of the workforce would be unavailable for duty.



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Impact on Communities

- Flu viruses occur in waves and may last from six to eight weeks each until contained.
- Community centers or other public gathering places must take special actions or may be forced to close.



- Transportation and food delivery may be limited.
- Emergency personnel may not be available for essential operations.

POSSIBLE EFFECTS

As with other emergencies, pandemic influenza would affect everyday life.

Schools and businesses might be closed during a pandemic influenza. Travel could be limited. There could be spot shortages of supplies.

NATIONAL IMPACT

Instructor's Note:

Read the statement by Former Secretary Leavitt.

Federal, state and local government entities hold specific responsibilities with regard to pandemic planning and preparation.

However, as Former Secretary Leavitt stated, “. . .it will require the private sector and all of us as individuals to be ready.”

The next section presents some ways in which the general community can prepare and protect, particularly with the involvement of neighborhood watch volunteers.

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Possible Effects

As with other emergencies, pandemic influenza would affect everyday life.



- Schools and businesses might be closed during a pandemic influenza

- Travel could be limited during a pandemic



- There might be spot shortages of supplies.

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National Impact

"If a pandemic hits our shores, it will affect almost every sector in society, not just health care, but transportation systems, workplaces, schools, public safety and more. It will require a coordinated government-wide response, including Federal, State and local governments, and it will require the private sector and all of us as individuals to be ready."



Mike Leavitt,
Former Secretary
Department of Health and Human Services

MODULE 2: GENERAL COMMUNITY PREPARATION AND PROTECTION

This section on general community preparation and protection guidelines is intended for all neighborhood watch volunteers and includes some of the more basic protections that organized community groups can take to prevent a pandemic event from spreading.

PROTECTION FROM THE FLU

The Centers for Disease Control and Prevention (CDC) suggest that people should take common-sense actions to keep from spreading germs. They should:

- Cover their coughs and sneezes and wash their hands frequently.
- Stay away from sick persons as much as possible.

If you are sick, you should keep away from others as much as possible.

SHELTER-IN-PLACE PLAN

Neighborhood watch leaders should meet with their groups to ensure that each community member has a shelter-in-place plan in case a voluntary or mandatory quarantine order is issued. This plan should cover all essential elements, including:

- Food/Water
- Medication
- Equipment (including medical equipment)
- Supplies
- Communications
- Electricity/Power

Since a pandemic event may occur in multiple waves over a sustained period of time, citizens must be prepared for both short-term and long-term quarantines. Citizens who depend upon food delivery services or programs such as Meals on Wheels may have to make other arrangements if delivery services become unavailable.

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Module 2: General Community Preparation and Protection



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Protection from the Flu

People should take common-sense actions to keep from spreading germs.

- Cover coughs and sneezes and wash their hands frequently.
- Stay away from sick persons as much as possible.



If you are sick, you should keep away from others as much as possible.

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Shelter-in-Place Plan



- Food/Water
- Medication
- Equipment (including medical equipment)
- Supplies
- Communications
- Electricity/Power

SHELTER-IN-PLACE HOME SUPPLIES

As you would for any emergency, keep a supply of essential supplies such as food, water, and medicine on hand at home in case you must shelter in place for a period of time. Important supplies include:

- Medications (both prescription and over-the-counter), and back-up medical equipment
- A two-week supply of easy-to-prepare food and bottled water
- Pantry staples
- Sanitizing agents such as soap, hand cleanser, spray disinfectant
- Emergency contact information

For a more extensive list, including recommended necessary quantities, visit www.pandemicflu.gov and click on tab “Individual Planning.” One example to be found on the referenced website is a suggestion to have jarred baby food and formula on hand. Nursing mothers should consider this, in the event that they become ill and nursing might pose a health risk to the baby.

INFECTION CONTROL POLICIES AND PROCEDURES

One of the most effective infection control practices is to avoid large groups and contact with others who may be infected or contagious.

Volunteers should develop and implement effective infection control policies and procedures, including an active “good hygiene” campaign aimed at minimizing exposure in public places. A core component of such a campaign includes providing education and information regarding personal hygiene, covering coughs and sneezes, and frequently washing hands.

In addition, workplaces should provide necessary infection control materials such as soaps, alcohol-based waterless hand hygiene products, tissues and receptacles for proper disposal.

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Shelter-in-Place Home Supplies

Keep a supply of essential items such as food, water, and medicine on hand at home.

Important supplies include:



- Medications and medical equipment
- Easy-to-prepare food and bottled water
- Pantry staples
- Sanitizing agents
- Emergency contact information

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Infection Control Policies and Procedures

- Avoid contact with infected or contagious persons.
- Develop and implement effective infection control policies and procedures.
- Provide education on good personal hygiene and infection control.
- Provide infection control materials.



Since large-scale events may result in shortages of sanitary supplies, employers (and individuals) may want to stockpile certain non-perishable infection-control items.

TRAVELING

Once human-to-human outbreaks appear, the numbers of national and international transit restrictions and closings will grow dramatically.

Here are some basic travel precautions to use if you must be in transit during a pandemic event:

- Avoid traveling to infected areas
- Keep personal contact to a minimum in affected areas
- Keep apprised of local news, announcements and warnings.
- Remember to wash your hands frequently and to take infection control precautions.

KNOW YOUR COMMUNITY PLAN

Neighborhood watch leaders should ensure that their volunteers and other community members (including first responders) are aware of their community plan.

All citizens should be familiar with the locations of basic services as well as transportation options and evacuation routes if such action becomes necessary.

If your community does not have a Community Plan, work with local officials to develop one, and distribute the information to all residents and local businesses.

DISEASE CONTAINMENT AND CONTROL

STRATEGIES

Neighborhood Watch leaders should develop an awareness campaign to inform and educate community members about disease containment and control strategies. Some of these strategies include:

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Traveling

- Avoid traveling to infected areas.
- Keep personal contact to a minimum in affected areas.
- Keep apprised of local news, announcements, and warnings.
- Remember to wash hands frequently and take infection control precautions.

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Know Your Community Plan

Know the exact location of:

- Shelters
- Hospital/medical/triage centers
- Vaccination locations
- Food/water distribution centers

Be aware of:

- Evacuation routes
- Transportation options

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Disease Containment and Control Strategies

- Isolation
- Quarantine
- Social distancing
- Closing places of assembly
- Limiting or stopping volunteer work
- Changes in movement patterns



- **Isolation:** Separation of persons with specific infectious illnesses in their homes, in hospitals, or in designated health care facilities
- **Quarantine:** Separation and restriction of movement, usually of a group of people who, while not yet ill, have possibly been exposed to an infectious agent
- **Social distancing:** Within the community, social distancing measures could take the form of modifying the frequency and type of face-to-face encounters (e.g. handshaking at meetings), or even requesting that individuals stay at home at the first sign of symptoms.
- **Closing places of assembly:** Voluntary or mandatory closure of public places, including recreation centers, schools, civic centers, or community buildings
- **Limiting or stopping volunteer work:** Voluntary or mandatory reduction of volunteer work such as neighborhood watch activities
- **Changes in movement patterns:** Restricting movement at the border, instituting reductions in the transportation sector, and applying quarantine protocols

COMMUNITY INFORMATION

One of the most important elements of pandemic planning, preparation, and response is to stay informed and, as a neighborhood watch group, to be responsible for informing others, especially those who may not have readily available information technology such as television or Internet.

Neighborhood Watch leaders can stay apprised of pandemic information through the Centers for Disease Control and Prevention at 1-800-311-3435 (website www.cdc.gov), or by logging on to www.pandemicflu.gov or www.avianflu.gov.

Neighborhood watch organizations can develop their own local awareness and education campaign by utilizing the multiple tools that are available in the

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Community Information

- Stay informed about pandemic influenza through the Centers for Disease Control and Prevention, www.cdc.gov, 1-800-311-3435, or at www.pandemicflu.gov.
- Develop a neighborhood awareness and education campaign. Utilize Toolkit flyers and tools.

Neighborhood Watch Pandemic Planning program. The complete list of tools is shown on the following slide.

PANDEMIC MODULE TOOLS

Listed here are all of the Pandemic Module tools provided with this training program.

The Pandemic Module tools are:

- **Protecting Neighborhood Watch Volunteers Leaflet:** This leaflet is a simple, easy-to-distribute tool that reminds volunteers to take necessary health precautions.
- **Pandemic Planning Flipbook:** The Flipbook is a general awareness and planning tool which may be used at NW or other group meetings within the community. It gives an overview of pandemic history, the differences between types of flus, and preparation and protection steps.
- **Neighborhood Needs Assessment Form:** Since each neighborhood has its own personality and faces its own challenges, there is no “one size fits all” answer to a community’s needs. The **Assessment Form** will help to identify the components currently in place, what needs to be added or changed, and who will be responsible for those additions or changes.
- **Essential Neighborhood Functions Form:** Use this form to identify essential functions and personnel needed in your community. This tool helps planners in preparing for crisis situations by enabling them to identify what resources might be needed, redundant or back-up systems, and persons responsible for assisting in crisis situations.
- **Special Needs Individuals Checklist:** The **Checklist** is a tool to use in determining the type of assistance required by the individual in the event of an emergency. It provides space to indicate the type of disability, whether there is a family caregiver, and so on. It also gives room to record contacts made with the individual. Remember that special-needs individuals may have need for medications and/or

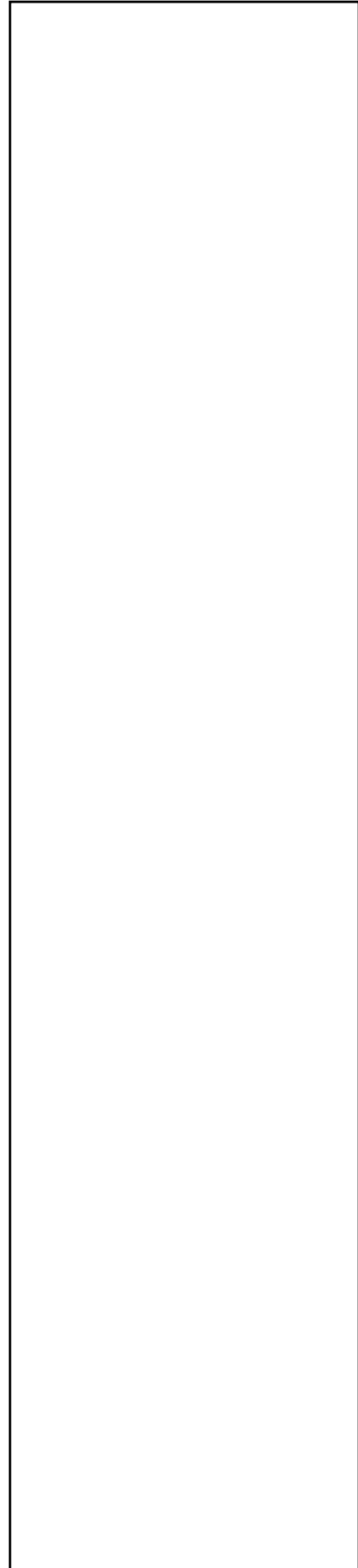
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Pandemic Module Tools and Uses

- Protecting NW Volunteers Leaflet
- Pandemic Planning Flipbook
- Neighborhood Needs Assessment Form
- Essential Neighborhood Functions Form
- Special Needs Checklist
- Response Team Roster
- Emergency Information Folder Form
- Adult and Child Detailed Information Forms
- Emergency Responder Alert Magnet
- Influenza Planning Checklist Card
- Pandemic Protection Strategies Poster
- Luggage/Backpack Tag
- Evacuation Leaflet
- Shelter-in-Place Leaflet

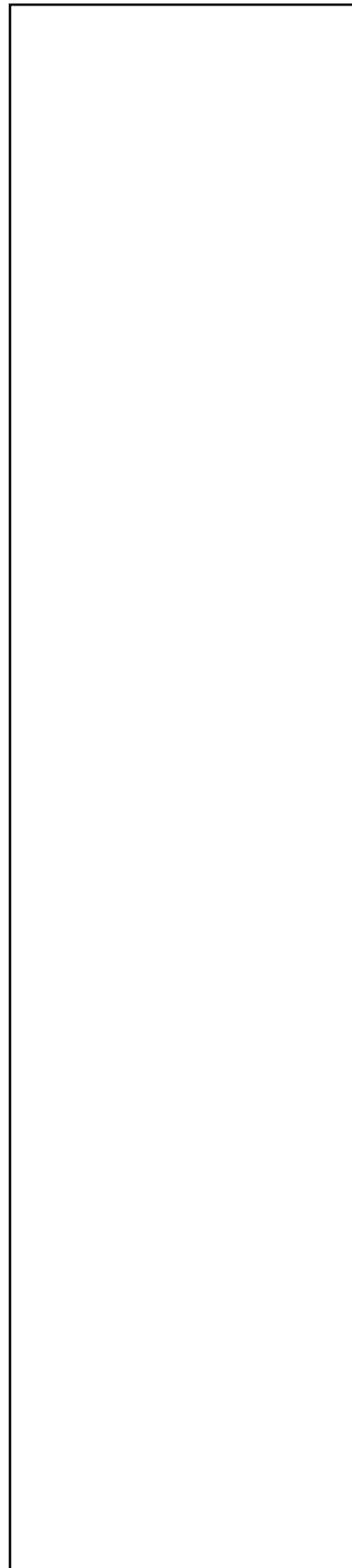
medical equipment, and provision must be made to meet those needs.

- **Response Team Roster:** This form provides space to note name and phone number, talents/skills/training, the assigned role, and specific duties required of the volunteer.
- **Emergency Information Folder Form:** An **Emergency Information File Folder** can hold important information and/or records that might be needed by emergency responders if the resident is too ill to provide necessary information.
- **Adult and Child Detailed Information Forms:** The **Detailed Information: Adult** form should be completed for each adult in the home and filed within the Emergency Information file folder. This form provides emergency responders with information as to medical conditions, medications taken, contact information for the employer, and so on. The **Detailed Information: Child** form should be completed for each child residing in the home. It offers space to record vital statistics, school enrollment, medical conditions or allergies, and provides space to attach a school photo for easy identification.
- **Emergency Responder Alert Magnet:** This tool gives the resident or family name, the street address, and the location of the **Emergency Information Forms** file folder. It is provided in Word format to be printed on a business-card paper stock, and in a pdf version that may be printed on any heavy weight paper. Either version after being printed should be affixed to an adhesive magnet (sold in office supply stores and other retail locations). The magnet should be placed on the upper right-hand corner of the refrigerator so that it can be quickly located by emergency responders.
- **Influenza Planning Checklist Card:** The **Checklist** is designed four to a page, to print front and back on card stock or other heavy paper and then cut apart. The **Checklist** is a simple tool to remind families of essential items to have on hand in the event of a pandemic emergency (including the



preparation of the **Emergency File Folder**), and the reverse side gives other pandemic planning information.

- **Pandemic Protection Strategies Poster:** This form is a colorful tool which gives basic health safety tips. It is designed to be printed on commercially-available adhesive poster paper (where the sections adhere to each other) to make an 18"x24" poster. Another version is 8- 1/2"x11" to be printed on any letter-size paper. The letter-size format is easy to reproduce and distribute to large groups.
- **Luggage/Backpack Tag:** This simple tool is designed to be printed front and back on card stock and cut apart. The front of the card carries reminders of basic hygienic procedures to keep from spreading germs, and the back side gives space for the owner's name, address and telephone.
- **Evacuate Now Leaflet:** This leaflet is designed to be used with citizens who are deaf or who are otherwise unable to verbally communicate with the watch volunteer. It tells the resident that the neighborhood watch volunteer is there to provide him with transportation to a safe place, and asks questions relative to medical needs, pets in the home, and contact information.
- **Shelter-in-Place Leaflet:** The **Shelter-in-Place Leaflet** is for citizens who are deaf or unable to verbally communicate. This form informs them that a pandemic emergency has been declared, and that they need to remain in their homes. It asks if they have sufficient supplies of staple items, medications, etc. to sustain them for two weeks, and promises that the neighborhood watch volunteer will remain in touch with them during the emergency period.



SUMMARY

In this training, we have learned about pandemic influenza and its potential impact on our communities. We have learned some general preparation and protection strategies to use if a pandemic outbreak should occur. We identified specific planning, preparedness, response and recovery roles, and listed more than a dozen tools to assist Neighborhood Watch leaders in preparing for a pandemic outbreak.

As neighborhood watch leaders and volunteers, we may not be able to prevent a pandemic emergency from striking our community, but we can be prepared to minimize its effect. Mobilizing before an event and having plans, preparations, response, and recovery elements in place will pay dividends far into the future. With the training and tools detailed in this Pandemic Module of the Neighborhood Watch Toolkit, citizen volunteers will be better prepared to respond to a pandemic event in their neighborhood, and to assist citizens throughout the community.

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Summary

- Awareness and Impact
- Preparation and Protection Strategies
- Tools and Uses

For more information, visit www.pandemicflu.gov

Other Resources:

- [National Strategy for Pandemic Influenza](#)
- [National Strategy Implementation Plan](#)
- [HHS Pandemic Influenza Plan Update](#)