

## **Bureau of Indian Education Swine Flu and You! What You Need to Know About H1N1**

Tuesday - Oct 20, 2009 - 10:00-11:30AM MOUNTAIN DAYLIGHT TIME (MDT)  
(Pre-workshop test signal and communications check from 09:30-10:00 PM MDT)

**OR**

Tuesday - Oct 20, 2009 - 2:00 – 3:30PM MOUNTAIN DAYLIGHT TIME (MDT)  
(Pre-workshop test signal and communications check from 1:30 – 2:00 PM MDT)

### **What is the purpose of the workshop?**

This workshop is designed to provide participants with knowledge of seasonal flu/H1N1 influenza and actions necessary to prepare an appropriate response to potential flu related incidents.

### **Who should attend?**

School administrators, superintendents, principals and school health professionals. Teachers, school maintenance staff, residential living facility staff and school governing board members may also benefit from participating.

### **Where is the workshop being offered?**

This workshop is being presented via interactive television (ITV). Participants can attend at a local school or facility that has the ELKNet equipment cart installed.

### **What are the workshop objectives?**

At the conclusion of this workshop, participants should be able to:

- Describe what H1N1 influenza is, how it is spread and how it compares to seasonal flu in terms of its severity and infection rates.
- Describe hygiene and cleaning precautions students and staff can take to help decrease the spread of a flu virus.
- List examples of actions a school can take to work together with parents, health officials and the community in preparing for a possible increase in flu severity.
- List recommended steps to take if a student or staff is diagnosed with the flu or H1N1 influenza.
- List resources and references available to schools wanting additional information about H1N1 influenza.

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**How do I register for the workshop?**

Send an email to [rick\\_gividen@nbc.gov](mailto:rick_gividen@nbc.gov) with the subject line "Swine Flu and You – Oct 20" Include your contact information in the email and which session (10AM MDT or 2PM MDT) you will be attending.

**Will the workshop be offered again?**

Additional offerings of this workshop may be delivered via ELKNet based on an as needed basis. All schools with ELKNet equipment already installed are encouraged to participate in one of the October 20<sup>th</sup> offerings.

**Who do I contact if I have questions about the workshop?**

For information about the workshop content, contact Eric North, School Safety Specialist ADD West, Bureau of Indian Education, email [ejnorth@bia.edu](mailto:ejnorth@bia.edu).

For information about ELKNet or technical delivery of the workshop, contact Rick Gividen, National Indian Programs Training Center, email [rick\\_gividen@nbc.gov](mailto:rick_gividen@nbc.gov)

<b>IMPORTANT! Ensure you convert the workshop time to your local time zone.</b>			
<b>10:00AM MDT Session</b>			
<b>Time Zone</b>	<b>Pre-Workshop Communications Check</b>	<b>Workshop Starts</b>	<b>Workshop Ends</b>
Eastern	11:30 AM	12:00 PM	1:30 PM
Central	10:30 AM	11:00 AM	12:30 PM
Mountain	9:30 AM	10:00 AM	11:30 AM
Pacific	8:30 AM	9:00 AM	10:30 AM
<b>2:00PM MDT Session</b>			
<b>Time Zone</b>	<b>Pre-Workshop Communications Check</b>	<b>Workshop Starts</b>	<b>Workshop Ends</b>
Eastern	3:30 PM	4:00 PM	5:30 PM
Central	2:30 PM	3:00 PM	4:30 PM
Mountain	1:30 PM	2:00 PM	3:30 PM
Pacific	12:30 PM	1:00 PM	2:30 PM
All schools/sites participating should use the push to talk system to dial into the phone bridge at the time shown above for the Pre-Workshop Communications Check.			
<b>The audio bridge phone number is: (877)691-9575    Passcode is: 8301591 #</b>			



# ELKNet

Enhanced Learning and Knowledge Network

## Quick Start Guide

### Setting Up Equipment to Participate in an Interactive Television (ITV) Workshop

1. Ensure ELKNet display cart power cord is plugged in to a power outlet.	
2. Ensure ELKNet display cart connectivity cable is properly connected to ELKNet wall plate.	
3. Ensure Scientific Atlanta satellite receiver (on bottom shelf of display cart) is powered on and indicates it is receiving the signal.	
4. Ensure the DVD player/recorder (on middle shelf) power switch is on. You should see either "E1" or "L1" displayed in the front panel display. If necessary, turn it on using the switch on the front left of the unit.	
5. Using the LCD remote control, turn the LCD monitor on. When the monitor is turning on, you can expect the following sequence: <ul style="list-style-type: none"> <li>• Blue power light comes on (front bottom right of monitor).</li> <li>• Blue screen displays on monitor with letters "HDMI1" display at top left.</li> <li>• "Welcome to ELKNet" message with help desk phone number displays.</li> <li>• Signal from satellite receiver displays (may take 5-10 seconds).</li> <li>• "Welcome to ELKNet" message disappears (takes about 40 seconds).</li> </ul>	
<b>NOTE: If testing signal reception, not participating in a training event, skip step 6. Go to step 7.</b>	
6. Set the push to talk system (on top shelf) settings to dial the audio bridge: <ul style="list-style-type: none"> <li>• Volume Control slide lever two thirds to the right (volume ON).</li> <li>• Auto Answer and Satellite Audio buttons de-activated (red light OFF).</li> <li>• Internal Speaker and Manual Answer/Call buttons activated (red light ON).</li> <li>• Using the number keypad, dial the audio bridge and enter the passcode.</li> </ul>	
7. Set the push to talk system settings to receive audio from satellite: <ul style="list-style-type: none"> <li>• Volume Control slide lever completely to the left (volume OFF).</li> <li>• Manual Answer/Call button - DO NOT TOUCH leave activated (red light ON).</li> <li>• Internal Speaker button deactivated (red light OFF).</li> <li>• Satellite Audio button activated (red light ON).</li> </ul>	
8. You should see and hear either the training channel or the home channel (CNN). <ul style="list-style-type: none"> <li>• If there is no sound, press the "+" volume button on the LCD remote control.</li> <li>• Using the LCD remote control, adjust the volume of LCD monitor to normal level for listening.</li> </ul>	
9. Uncoil the microphone cable for the push to talk system (located on the bottom shelf, front left – in front of the Scientific Atlanta satellite receiver). Plug into either microphone jack on the back of the microphone and set the microphone on a student table. If you have additional microphones, set them up by linking the microphones to each other using the provided cables.	
10. Press and hold down the "PUSH TO TALK" lever on the microphone. Pressing the lever should automatically mute the audio coming from the monitor. Releasing the lever should restore the audio.	

ELKNet Help Desk (866)243-4462