


School Districts

Three bright green apples are arranged on a white surface. One apple is in the foreground, slightly to the right, and is the most prominent. Behind it, two other apples are visible, one to the left and one to the right, partially obscured. The apples have a smooth, slightly textured skin and a small stem at the top.

Health Emergency Planning Workbook

Section 1: Planning and Coordination



Section 1: Planning & Coordination

Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.

1. Governor
2. County Executive
3. Health Officer
4. Superintendent



Section 1: Planning & Coordination

Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.

Contact Oakland County Health
Division's Health Officer at
248.858.4064.



Section 1: Planning & Coordination

As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, Oakland County representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.

Utilize Oakland County Health Division as your "partner in planning".



Section 1: Planning & Coordination

Work with Oakland County Health Division and/or Michigan Department of Community Health and other community partners to establish organizational structures, such as the Incident Command System (ICS), to manage the execution of the district's pandemic flu plan. An Incident Command System is a standardized organization structure that establishes a line of authority, common terminology, and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and Oakland County Health Division and Michigan Department of Education's ICS.

- ✓ Review ICS at FEMA website

www.fema.gov

- ✓ Discuss importance of ICS with staff



Section 1: Planning & Coordination

Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.

Work with key stakeholders,
Oakland County Health Division,
and other community resources.



Section 1: Planning & Coordination

Work with Oakland County Health Division and Michigan Department of Education to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.

Enlist same strategies as those used for seasonal flu:

- ✓ Early detection and treatment
- ✓ Infection control measures
- ✓ Employee policy of "stay home if sick"



Section 1: Planning & Coordination

Test the linkages between the district's Incident Command System and Oakland County Health Division's and Michigan Department of Education's Incident Command System.



Section 1: Planning & Coordination

Contribute to Oakland County Health Division's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerability populations, community utilizing Local Education Agencies (LEA) health and mental staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.

Examples of schools participating in this years Oakland County Health Division Emergency Preparedness Exercise on October 21, 2006



Section 1: Planning & Coordination

Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.

- ✓ Special Education Director
- ✓ Bilingual Director
- ✓ Food Service Director
- ✓ Alternative Education Director



Section 1: Planning & Coordination

Participate in exercises of the community's pandemic plan.

Conduct the exercise as if it were the "real thing", on a "just in time" basis.



Section 1: Planning & Coordination

Work with Oakland County Health Division to address provisions of psychosocial support services for the staff, students, and their families during and after a pandemic.

- ✓ When available, include your Crisis Response Team.
- ✓ Utilize the resources of the Oakland County Health Division's Critical Incident Stress Management Team at 248.858.1153.



Section 1: Planning & Coordination

Consider developing in concert with Oakland County Health Division a surveillance system that would alert Oakland County Health Division to a substantial increase in absenteeism among students.

- ✓ Importance of forms
- ✓ Refer to Action Kit



Section 1: Planning & Coordination

Implement an exercise/drill to test your pandemic plan and revise it periodically.

In conjunction with Oakland
County Health Division



Section 1: Planning & Coordination

Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.



Section 2:

Continuity of Student Learning and Core Operations



Scenario

A pandemic has affected the population in Oakland County. The Health Officer has closed schools and canceled public events. Students are not attending classes. Daily operations have stopped and communication systems are not working. You don't know how long this pandemic will last. What are you going to do?



Section 2: Continuity of Student Learning and Core Operations

Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.

Forecast and allow for staff and student absences:

- ✓ Plan scenarios with 10%, 20%, 30% or 40% absenteeism, including staff and students.

- ✓ How will extracurricular activities be addressed?



Section 2: Continuity of Student Learning and Core Operations

Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio, or television stations) in the event of district closures.



Section 2: Continuity of Student Learning and Core Operations

Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.



Consider essential vs. non-essential functioning units.

Section 3:

Infection Control

Policies and

Procedures



Section 3: Infection Control Policies and Procedures

Work with Oakland County Health Division to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g., promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases, such as the flu.

- ✓ Have you included Public Health Nursing Supervisors in the districts Preparedness/Wellness committees?
- ✓ Incorporate infection control policies & procedures in district preparedness/wellness plans.



Cont.

- ✓ Educate staff/students on the signs & symptoms of influenza: fever, headache, dry cough, sore throat, nasal congestion & body aches.
- ✓ Stay informed regarding seasonal flu, including Oakland County Health Division flu clinics.
- ✓ Post handwashing stickers in all bathrooms.
- ✓ Display posters illustrating proper cough and sneeze etiquette.
- ✓ Incorporate germ education into all grade levels to reinforce germ prevention.



Section 3: Infection Control Policies and Procedures

Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues, receptacles for their disposal).

- ✓ Refer to district Exposure Control Plan; include Universal Precautions in this plan
- ✓ Liquid hand soap and disposable towels or hand dryers in every bathroom
- ✓ Alcohol based hand gel and tissues in all classrooms and office areas



Section 3: Infection Control Policies and Procedures

Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).

- ✓ Will staff utilize sick bank while ill?
- ✓ Will student absences count against their record?



Section 3: Infection Control Policies and Procedures

Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.

- ✓ Notify parents/guardians to keep students home when ill.
- ✓ Inform staff to stay home when ill.
- ✓ Keep emergency information on file for staff/students and update it annually.
- ✓ Specify area to isolate students from the rest of the student/staff population.



Section 3: Infection Control Policies and Procedures

Establish policies for transporting ill students.

- ✓ A Parent/guardian are expected to transport ill students home or to the physician's office when ill.
- ✓ Do staff have an alternative transportation plan when too ill to drive home or to physician's office?



Section 3: Infection Control Policies and Procedures

Assure that the LEA's pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

- ✓ Discuss plan with local health department staff to assure compliance
- ✓ Include school district's Oakland County Nursing Supervisor on planning committees



Section 4:

Communication

Planning



Section 4: Communication Planning

Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.

- ✓ Test your plans on a regular basis.
- ✓ Update information and maintain contact with resources.
- ✓ Sample communication plan



Section 4: Communication Planning

Develop a dissemination plan for communication with staff, students and families, including lead spokesperson, and links to other communication networks.

- ✓ Use different forms of communication.
- ✓ Be sure the lead spokesperson is familiar with other agencies' Public Information Officer (PIO).



Section 4: Communication Planning

Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning, and the dissemination of public health messages within their communities.

- ✓ Review procedures already in place when distributing information.
- ✓ Determine where there are gaps in communication.
- ✓ Determine language/dialect within your school district .



Section 4: Communication Planning

Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio and TV stations) for communicating pandemic status and actions to school district staff, students and families.

- ✓ List communication tools



Section 4: Communication Planning

Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.

- ✓ Be sure to update and test contact information.
- ✓ Keep in contact with Oakland County Health Division for reliable information.



Section 4: Communication Planning

Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.



Section 4: Communication Planning

Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources

Oakland County Health Division

www.oakgov.com/health

Pandemic Flu

www.pandemicflu.gov



Section 4: Communication Planning

Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).

- ✓ Sample Communication Plan



Section 4: Communication Planning

Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).

- ✓ Resources available in Pandemic Action Kit (e.g., parent letters, posters, power point, resources)



Section 4: Communication Planning

Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.

✓ Rumor Control

