

**School District of Clay County
Green Cove Springs, Florida**



**Emergency and Critical Incident Manual:
Preparedness, Safety, Security and
Intervention Plans**

**Developed by: Division of Support Services and
Department of Student Services**

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Clay County School District Pandemic Flu Plan Emergency Preparations, Response, Recovery

Clay County School District has developed a preliminary plan to address the needs of Pandemic Influenza. We have followed the guidelines provided by the Center for Disease Control and are working closely with Clay County Health Department to keep our plan up to date and relevant for our community.

In the case of a pandemic flu event, the district will follow established Infectious Disease protocols as outlined by the health department and the school district. We will initiate the district planning, response and recovery procedures as follows:

Infectious Disease Control Procedures

In order to safeguard the school community from the spread of certain communicable diseases Clay County School District follows the recommendations provided by the Florida Department of Health and Clay County Health Department in regard to:

1. Notifiable Conditions: if a disease is reportable, the local health department administrator is notified and the health department directions are followed.
2. The reporting of said conditions and absenteeism above 20%; when a notifiable condition is identified or absenteeism is above 20%, the health department's recommendations are again followed.

We also follow the recommendations provided in the "Disease Control Guidelines for School Settings" provided jointly by the Florida Department of Health and the Florida Department of Education.

Pandemic Influenza Relevant Stakeholders

1. Lead Emergency Response Agency:
 - Clay County Health Department
 - Clay County Public Safety
 - Clay County Emergency Management
 - Law Enforcement
 - FEMA
2. District Administrators:
 - Superintendent
 - Deputy Superintendent
 - Assistant Superintendents
 - Building Administrators
 - Public Relations Officer

3. School-based
- Building Administrator
 - Faculty and Staff
 - Parents/Guardians

District Pandemic Influenza Committee Members

Co-Chairs: Director of Student Services/ESE
 Supervisor of Student Services

Name	Role
	Public Relations Officer
	Student Services
	Transportation
	Operations
	Food Services
	Human Resources
	Exceptional Student Education
	School-based Administrator
	Teacher
	Athletic Director
	Parent
	County Health Department Representative

Mitigation and Prevention

The district Pandemic Influenza Committee is responsible for developing and maintaining a district plan , based upon the guidelines from the Center for Disease Control (<http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

To mitigate the effects of a Pandemic the following actions will be taken:

Communications

Different forms of communication will be used to keep staff, students and parents informed of announcements and plans from the Clay County Health Department and plans for the district’s response if the pandemic should affect Clay County School District.

The district has in place the following communication procedures:

Public Notification

Automated Phone System

District WEB page: Pan Flu link will be added as need arises
 Local radio and TV announcements for school closures; Channel 29; local media
 School Newsletters

The monthly District newsletter is available to communicate school happenings and, at a minimum, one newsletter will have information on Pandemic Influenza and District planning.
 07-08 District Calendar/Parent Handbook distribution.

Staff Notification

Automated Phone System

District WEB page

District email

District and individual school phone trees

Pre-K-12 Presentation and poster distribution

The District continues to identify proactive steps to further educate staff and students regarding respiratory etiquette and “stop the spread of germs.”

Action Steps

7/12/06	Participation of Pan Flu Key Members in Clay County Pandemic Influenza Preparedness Summit
6/21/07	Participation of Pan Flu Key members in the Clay County Health Department Pandemic Flu Tabletop Exercise.
9/07	Posters, illustrating the proper procedures for “Covering Your Cough” and Stop the Spread of Germs,” posted at schools: 18” x 24” will be in the school offices, 8 ½” x 11” will be in each classroom prior to the flu season.
	-District Website Link set up with the following links: 1. General information on Pandemic Influenza 2. Key Messages 3. Frequently Asked Questions 4. Handout/Checklists (available in several major languages) 5. Posters: “Cover your Cough” and “Stop the Spread of Germs”

General TBD committee meeting	<p>Full Committee meeting w/ focus on Administrative Staff and Human Resources: Policies and procedures for students and staff need to be established that are unique to a Pandemic. These need to be non-punitive and include liberal leaves. They need to include provisions for what to do when people become ill when at school.</p> <p>Hand washing importance stressed. Posters available on website. Debate over gel determined based on Infectious Disease Control Guide, page 5: "Frequent Hand washing is the most important technique for preventing the transmission of disease . . . Hand sanitizers may be used but are not believed to be as effective as washing with soap and water." We will agree to support hand washing as the most effective but allow hand sanitizers when soap and water are not readily available—in the second case, a follow-up of soap and water hand washing is advised if possible. Hand sanitizer is not effective on obviously soiled hands/skin.</p>
2007-08 TBD	Presentation by Pan Flu Key Members: The plan will be for administrators to be aware of the district plan and implementation issues.
2007-08 TBD	District plan revised for website publication
2007-08	Additional communication sent to employees via e-mail regarding the emphasis on practicing healthy habits and the need to not over communicate the information.
2007-2008	Education Staff to provide, practice, and reinforce accurate educational messages to students about Respiratory Etiquette, Social Distancing, Hygiene, and Pandemic Influenza that is age appropriate.
2007-2008 TBD	Transportation and Operations: Policies and procedures for transporting ill students need to be determined. These polices would include how to clean buses during a Pandemic.
New staff orientation	During new staff orientation, healthy habits procedures will be discussed with staff. Healthy habits include frequent and proper hand washing, covering your cough with a tissue or into your arm and staying home when you are sick.
Ongoing	Pan Flu Key Members will work together to provide updated district information.
Ongoing	Post updates on the district WEB page.
Ongoing	Custodial staff will be responsible for ensuring that bathrooms are supplied with soap and towels for hand washing.
Ongoing	Pan Flu Committee Parents serve as a liaison between other parents and the community to provide accurate information about Pandemic Flu.
Ongoing	Facilities coordination: work w/ emergency services about making our building

	available for possible use as temporary clinic space, hospital, morgue space and/or housing for emergency workers.
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PREPAREDNESS

Clay County Health Department will make the determination when to close schools and businesses. The district will support their decision-making process by providing the reporting of absences according to the county communicable disease procedures.

Pandemic Influenza updates from the Clay County Health Department will be distributed to the Superintendent, Student Services, Operations, and Community Relations.

Communication for school closure will be through the Health Department to the Superintendent, Student Services, Operations, and Community Relations.

Procedures for the schools up to the time of closure will include:

Responsible Staff	Area	Description of Responsibility
School Site Administrator/Health Room staff	Distribution of Information	The district will continue to post flyers and posters as reminders of healthy habits during the late fall and early winter months. Information will continue on the WEB page and schools will be encouraged to post reminders in the school newsletter.
School Site Administrator/Health Room staff Operations Coordinator • Custodians	Health Room	<p>Because of limited space in most health rooms, schools may need to identify another location to care for ill students. Students suspected of having the flu should be kept separate from other students using the health room for medication distribution, etc.</p> <p>Schools may need to stock extra gloves and tissues to address the needs of students and staff ill with influenza.</p> <p>Check mask supplies Schools should stock N95 respirators for first responder teams.</p> <p>Extra thorough cleaning may be indicated during influenza outbreaks when schools are open</p>
Administrative Staff	Administrative Absence	District Office and schools will follow their Incident Command emergency chain of command to fill administrative positions due to illness.

Pandemic Influenza Committee Members	Administrative Training	Information will be sent out to staff to review symptoms of flu and what to look for in order to identify ill students and staff.
School Administrator	Potential Absences	Schools will identify staff that due to health condition or pregnancy will not be able to be present at school once the flu has been identified. Information will be shared with Human Resources to be considered along with the absences called in due to illness.
School Administrator	Staff illness	Schools need to be sure staff emergency contact lists are up-to-date. Staff needs to identify someone that will check on them in case of an illness.
Critical Incident Team	Review of available services	Psychological Services will review and identify resources available for grief services including the district critical incident command structure. Clay Behavioral Health Services and District Crisis Response Team will also be available for counseling support for employees.
Incident Command Team (CCHD)	Administrative Reflections	Additional training for all administrators provided by CCHD, Pandemic Influenza Committee Members based on reflections of incident

RESPONSE

Responsible Staff	Area	Description of Responsibility
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Nurse/Health Room staff	Care of students with flu like symptoms.	<p>Students exhibiting flu symptoms will be cared for in a separate location away from other health room users.</p> <p>Parents or emergency contact will be called immediately. Student may wear surgical masks until picked up. This will reduce but not guarantee the spread of disease.</p> <p>Pillow cover changed between student use; bed cleaned if obviously soiled. Custodian can be contacted for more significant cleaning of the area.</p> <p>Daily cleaning of the Health Room is done by custodial staff with the product currently recommended by Custodial Services.</p>
Nurse/Health Room staff	<p>Reporting of Illness</p> <p>Flu symptoms:</p> <ul style="list-style-type: none"> • Fever • Headache • Sore throat • Body aches • Cough • Runny nose • Stomach and intestinal discomfort • Extreme tiredness 	<p>Nurse/Health Room staff will keep a confidential record of students and staff exhibiting flu symptoms who are sent home. When absences are called in, Health Room staff will note those that are home due to flu like symptoms.</p> <p>The building staff is to report these illnesses to their building nurse and the District Health Services Supervisor.</p> <p>Students with these symptoms are to be sent home, isolated and cared for until parent/guardian can pick them up.</p> <p>--Reporting of symptoms when Pandemic Influenza suspected: Call CCHD.</p> <p>--Reporting to the Health Department of symptoms when Pandemic Influenza known in community:</p> <ul style="list-style-type: none"> • Create a confidential roster with the following information—name, age, class, contact information, symptoms, date and time of symptom onset.
School Administrator working with Community Relations and Health Services Supervisor	Communications to Staff	Updates will be given to staff on the extent of infection at each school site and potential changes that may take place.

Community Relations with Administrative Staff	Communications to Parents	Will continue to provide information to parents on prevention procedures, and provide information in cooperation with Health Department staff as to the school status – open or closed and if closed when reopening. Check with Health Department for any changes in communicated information.
Administrative Staff	Debriefings	Administrative staff will conduct timely debriefings to identify lessons learned and make necessary changes to the response plan.
Operations Coordinator	Building Use during a Pandemic (perhaps by Emergency Services)	<ul style="list-style-type: none"> • Coordinate building use by outside agencies while schools closed. • Coordinate cleaning of buildings in use by outside agencies during this time. • Coordinate cleaning at the end of this usage time period. • Verify school safe for use by students and staff after use by outside agencies.

<ul style="list-style-type: none"> • Building Administrators at closed schools • Assistant Superintendent of Support Services • District Payroll Office 	Payroll Time Sheets	<ul style="list-style-type: none"> • Develop time sheets to track hours of staff who work in closed schools • Receives time sheets & submits to payroll • Processes payroll
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RECOVERY

Responsible Staff	Area	Description of Responsibility
Building Administrator	Critical Incident Team services	If necessary, the building administrator will contact Director of Student Services for assistance in grief counseling support for students and staff.

Community Relations	General Information	Provide information in cooperation with Health Department Staff on extent of pandemic flu in the community and activities that may assist students; signs and symptoms to look out for and safe room function and location at each school. Also announce counseling support services available to faculty and staff.
School Nurses	On-going assessments	The school nurses will provide physical assessments or make appropriate community health referrals.
Community Relations working with Critical Incident Team	Families and Staff Information	Make educational materials available to families and staff on topics such as how to support your student with their recovery from pandemic flu, common symptoms of loss and grief, and constructive ways to cope with stress. Urge staff to use Employee Assistance Program for assistance with coping with loss and stress.
School Nurses working with the Critical Incident Team	Long-term assistance	Identify students, families, and staff who may need long-term physical and mental health support or intervention and develop school and community resources to provide these services.
Building Administrators	Staff well-being	Monitor the effects of cumulative stress on caregivers such as office staff, school nurses, and teachers, aides, school counselors, and other crisis team members. Work with Human Resources and the Critical Incident Team to provide support.
Human Resources	Staff Assistance	Modify work roles and responsibilities or add volunteer or support staff as needed.
Pandemic Flu Planning Committee	Incident debriefing	Conduct debriefing meeting(s) to document “lessons learned” and incorporate them into revisions and trainings.
Critical Incident Team	Student Follow-up	Follow-up with student referrals made to community agencies.