

MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT INFECTIOUS DISEASE AND PANDEMIC RESPONSE PLAN

Approved by the Board of Trustees

June 16, 2011

750-A SAN PIERRE WAY

MOUNTAIN VIEW, CA 94043

SCHOOL DISTRICT INFECTIOUS DISEASE/PANDEMIC RESPONSE PLAN

MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT

ACKNOWLEDGEMENTS

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SOURCES

Pandemic Influenza School Planning Toolkit, Santa Clara County Office of Education and Santa Clara County Public Health Department, 2007

Pandemic Influenza Plan Toolkit, Santa Clara County Public Health Department, Advanced Practice Center (APC), 2009

School Pandemic Influenza Training and Exercise, November 15, 2007, After Action Report and Improvement Plan, November 30, 2007

Pandemic Flu Checklist for Local Educational Agencies in California, California Department of Education, April 2010

Pandemic Influenza Manual, 2009 Draft, California Department of Education, 2009

Pandemic Influenza Response Plan Addendum, Cupertino Union School District, Summer 2009

PREFACE TO THE DRAFT TEMPLATE

The *School District Infectious Disease and Pandemic Response Plan* is a template designed for use by School District officials in Santa Clara County, California. This template will be provided to school districts in the fall of 2010 during workshops convened to assist plan writing and completion. This template should not be published or distributed before that time; except for review by designated agency representatives.

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ACRONYM LIST	
CD Nurses	Communicable Disease Nurses
DEOC	Department Operations Center
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
HO	Health Officer
ICS	Incident Command System
JIC	Joint Information Center
NIMS	National Incident Management System
OA EOC	Operational Area Emergency Operations Center
OES	Office of Emergency Services
PIO	Public Information Officer
PPE	Personal Protective Equipment
SCCOE	Santa Clara County Office of Education
SCCPH	Santa Clara County Public Health Department
SEMS	Statewide Emergency Management System

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PLAN APPROVAL

This plan has been reviewed and approved by the Mountain View Whisman School District Board of Trustees and is the official School District Infectious Disease/Pandemic Response Plan. The plan is effective as of June 16, 2011.

_____ (Signature)

_____ (Signature)

RECORD OF CHANGES, UPDATES AND REVISIONS			
Plan Section and Page #.	Description of Change	Date	Signature

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I. INTRODUCTION

A. PLAN ORGANIZATION

This plan outlines procedures used by the Mountain View Whisman District in a disease outbreak or a pandemic.

The School District Infectious Disease/Pandemic Response Plan is included as an Appendix to the Mountain View Whisman School District Emergency Response Plan.

This plan is organized into the following sections:

RESPONSE ORGANIZATION	OPERATIONAL PROCEDURES	CHECKLISTS
<ul style="list-style-type: none">• Lead Agency• Contacts in a Public Health Emergency• School District• County• Public Health Department• SCC Office of Education	<ul style="list-style-type: none">• Illness monitoring/reporting• Infection control• Information for parents, teachers, staff• Media inquiries• School dismissal• Teach/staff absences• Work policies• Continuity of school operations• Continuity of school instruction• Financial recovery	<ul style="list-style-type: none">• School Nurses• School District Administration• SCC Office of Education• SCC Public Health Department

B. DEFINITIONS - INFECTIOUS DISEASE OUTBREAK AND PANDEMIC

The procedures and checklists in the plan address response to both an infectious disease outbreak and a pandemic. In either scenario, the Health Officer may declare a Public Health Emergency.

School District Nurses and health care providers may be among the first in the county to report an **infectious disease outbreak**. The Health Officer and public health disease control specialists evaluate the situation in the county and determine actions necessary to control the disease outbreak in schools and in the community. Health Officer Orders,

guidelines and instructions are continually revised and updated as the outbreak is tracked in the county.

In a **pandemic**, the disease outbreak is usually tracked world-wide and nation-wide. Illness may spread rapidly or slowly and the duration of the outbreak may be over months or even years. The Health Officer and public health disease control specialists evaluate information from the Centers for Disease Control (CDC) and data about the outbreak in Santa Clara County to determine actions necessary to control the disease outbreak in schools and in the community. Such actions may need to be taken *before* any cases have been reported in the county. Health Officer orders, guidelines and instructions are continually revised and updated as the outbreak is tracked in the county.

C. RESPONSE OBJECTIVES

This plan describes how school district response is coordinated and organized to:

1. Obtain accurate and timely information from the Public Health Department.
2. Provide accurate and timely information to parents, students, teachers and staff.
3. Provide feedback to the Public Health Department about how information is being received, interpreted and used.
4. Take required actions to close and re-open a school, when these actions are ordered by the Health Officer.
5. Ensure continuity of school operations during a school closure.
6. Ensure continuity of instruction during a school dismissal.

II. RESPONSE ORGANIZATION

A. PUBLIC HEALTH IS THE LEAD AGENCY IN A PUBLIC HEALTH EMERGENCY

The Santa Clara County Public Health Department is the **Lead Agency** during a public health emergency in Santa Clara County, such as an infectious disease outbreak or pandemic.

In a public health emergency, Public Health may direct specific actions to control the spread of disease in schools and in the community.

The Health Officer has legal authority to take actions necessary to prevent the spread of disease. This includes the legal authority to dismiss schools.

As Lead Agency in a public health emergency, the Public Health Department is:

- The primary point of contact for information on the disease outbreak or pandemic including:
 - Case definition and symptoms.
 - Exposure and infection control.
 - The need to dismiss schools.
- The single point of contact for instructions related to school district response, including infection control instructions and school dismissal.
- The primary point of contact for content of information distributed by the school district to parents, students, teachers and staff.

As Lead Agency, the Public Health Department activates the Department Emergency Operations Center (DEOC). The DEOC is located at the Public Health Laboratory on Moorpark Avenue. The DEOC coordinates with the Operational Area Emergency Operations Center (OA EOC) to:

- Monitor the outbreak in schools and throughout the community.
- Manage health and medical resources needed for response.

As the health official with legal authority to take actions in a public health emergency, the Health Officer:

- Determines when to close schools and when to re-open schools.
- Issues Health Officer Orders (instructions and requirements) to prevent and control the spread of disease in schools and throughout the community.

B. LEAD AGENCY IN OTHER EMERGENCIES

School district and school response to earthquake, fires, floods and other emergencies is described in the School Safety Plan and School Emergency Response Plan.

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School districts and schools activate an emergency response organization based on the Standardized Emergency Management System (SEMS).

Depending on the scope of the emergency and the jurisdictional relevance, a City EOC or the Operational Area EOC will be the primary support to the affected schools.

In emergencies other than a public health emergency, the Lead Agency at the OA EOC is usually the Fire Department or Law Enforcement (Sheriff's Office or Local Police Department).

Each city within the county may also activate an EOC, using the Incident Command System (ICS). At a city or county EOC, the Lead Agency will staff the Operations Section Chief position.

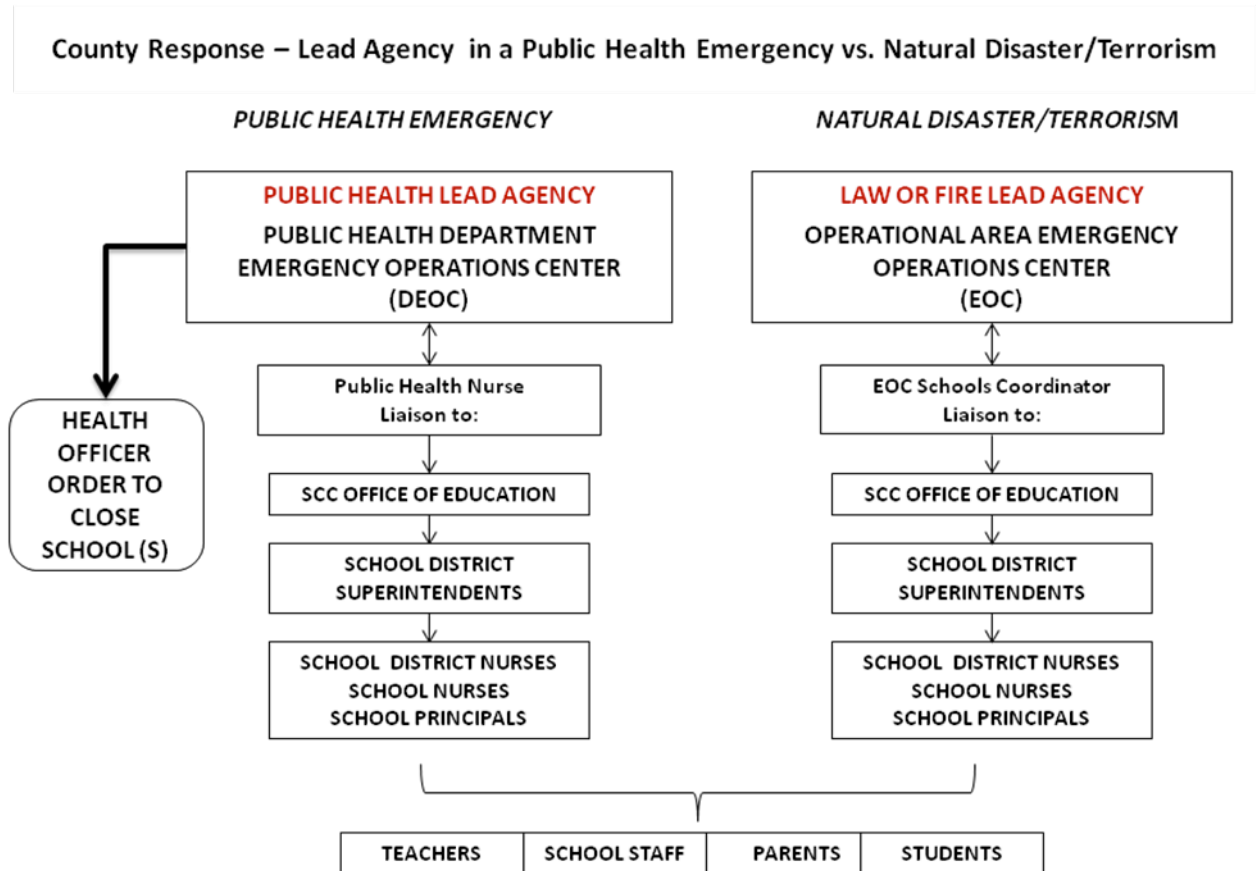


Figure 1 - Lead agency in county response

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C. POINTS OF CONTACT (POC)

The following points of contact are used during a public health emergency to coordinate actions and share information. During an emergency activation, obtain phone numbers and email addresses for these points of contact.

SITE, AGENCY, DEPARTMENT OR OFFICE	CONTACT (S)
School Sites	<ul style="list-style-type: none"> • Principal • School District Nurse
School District	<ul style="list-style-type: none"> • District Superintendent • District Nurse (s) • District Emergency Coordinator • District Public Information Officer • Executive Assistant to the Superintendent • School Communication Team (activated)
Santa Clara County Office of Education	<ul style="list-style-type: none"> • County School Superintendent • SCCOE Emergency Response Group (activated)
Public Health Department	<ul style="list-style-type: none"> • Public Health Department Emergency Operations Center-DEOC (activated) • Disease Control Group (activated) • County Health Officer (HO) • Public Information Officer (PIO) • Communicable Disease Control Nurse(s)
Office of Emergency Services	<ul style="list-style-type: none"> • EOC Schools Coordinator Operational Area Emergency Operations Center (EOC) (activated) • County Public Information Officer (PIO) • Joint Information Center (activated)

D. RESPONSE COORDINATION

Response by the Office of Education, the Public Health Department, the Office of Emergency Services, School Districts and schools is organized in accord with the National Emergency Management System (NIMS) and the Standardized Emergency Management System (SEMS), which is California State Law. Both NIMS and SEMS utilize ICS as the primary command structure.

Emergency operations centers (EOCs) may be activated in a public health emergency at agencies, departments and in school districts. If an EOC is not used, elements of NIMS/SEMS may still be activated as response groups or teams.

For response to a public health emergency (infectious disease outbreak or pandemic), the following operations centers or response elements are used:

1. School and school district response teams and emergency response coordinators. (Some schools activate an incident command organization). Office of Education Emergency Response Group
2. Public Health Department Emergency Operations Center (DEOC)
3. Operational Area (County) Emergency Operations Center (EOC)
4. County Joint Information Center (JIC)

E. SCHOOL DISTRICT EOC ACTIVATION AND ORGANIZATION

The District EOC (located at the emergency shed or superintendent's office) will be activated according to the District's emergency plan.

F. OPERATIONAL AREA EOC ACTIVATION AND ORGANIZATION

In a public health emergency, the Operational Area EOC may be activated. In this activation:

1. The Health Officer is the Operations Section Chief and the Public Health Department is the Lead Agency.
2. The Medical/Health Branch is staffed by representatives of the Public Health Department, Mental Health Department, Environmental Health Department and others according to situational needs.
3. The OES Schools Coordinator position is activated as an Agency Representative to the EOC Liaison staff, when that function is activated at the Operational Area EOC.

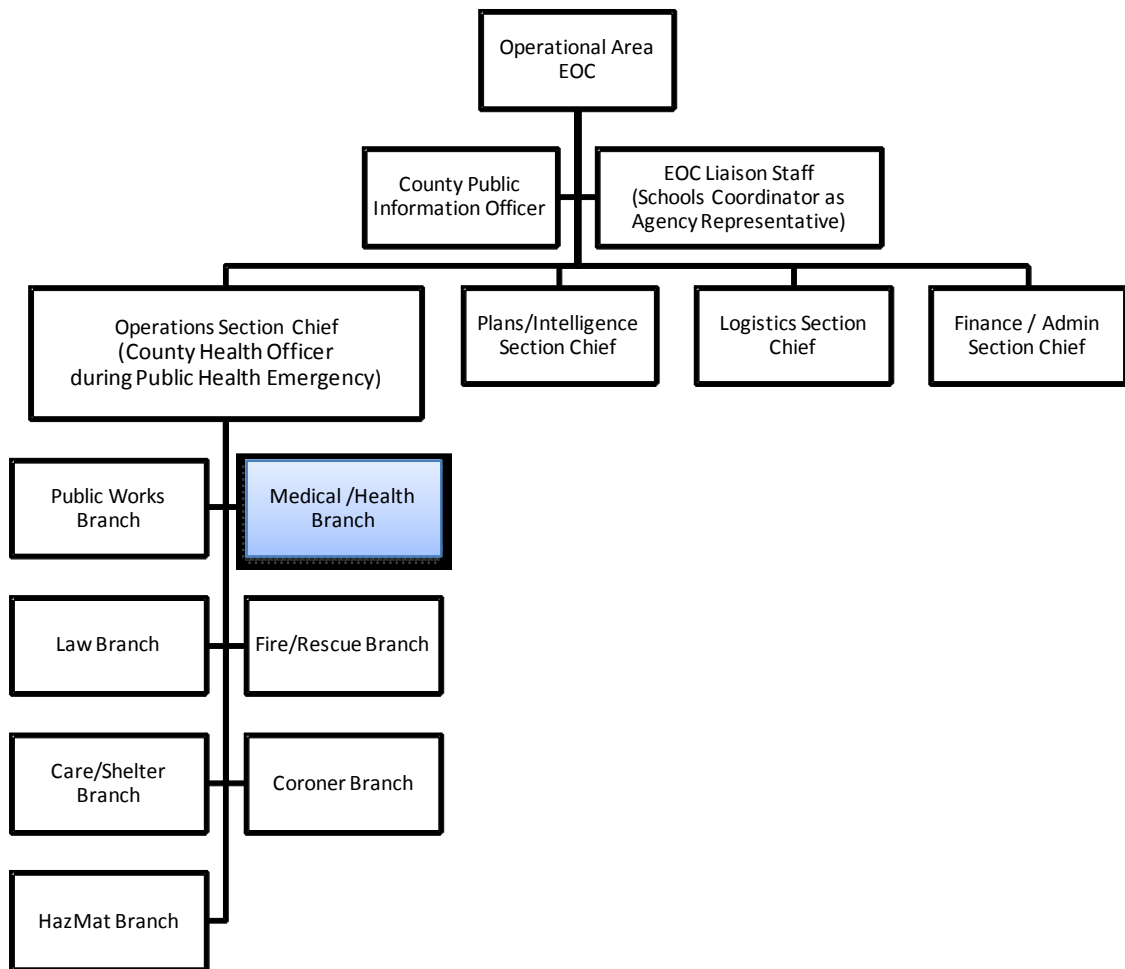


FIGURE 2 - OPERATIONAL AREA EOC ORGANIZATION

G. PUBLIC HEALTH EMERGENCY OPERATIONS CENTER (DEOC)

In a public health emergency, the DEOC is activated. In this activation:

1. Through the DEOC, the Public Health Department and Emergency Medical Services Agency provide support to the Operational Area EOC Medical/Health Branch.
2. The DEOC Operations Section activates Groups and/or Teams, as needed for response.
3. The DEOC Disease Control Group is activated and staffed by Communicable Disease Control Nurses. They are the primary contact to the schools and school districts.
4. The Joint Information Center (JIC) may be activated and the Public Information Officer prepares approved content for letters and materials sent by school districts to parents, teachers and staff. A Schools Group may be activated at the JIC to assist and the Office of Education may assist.

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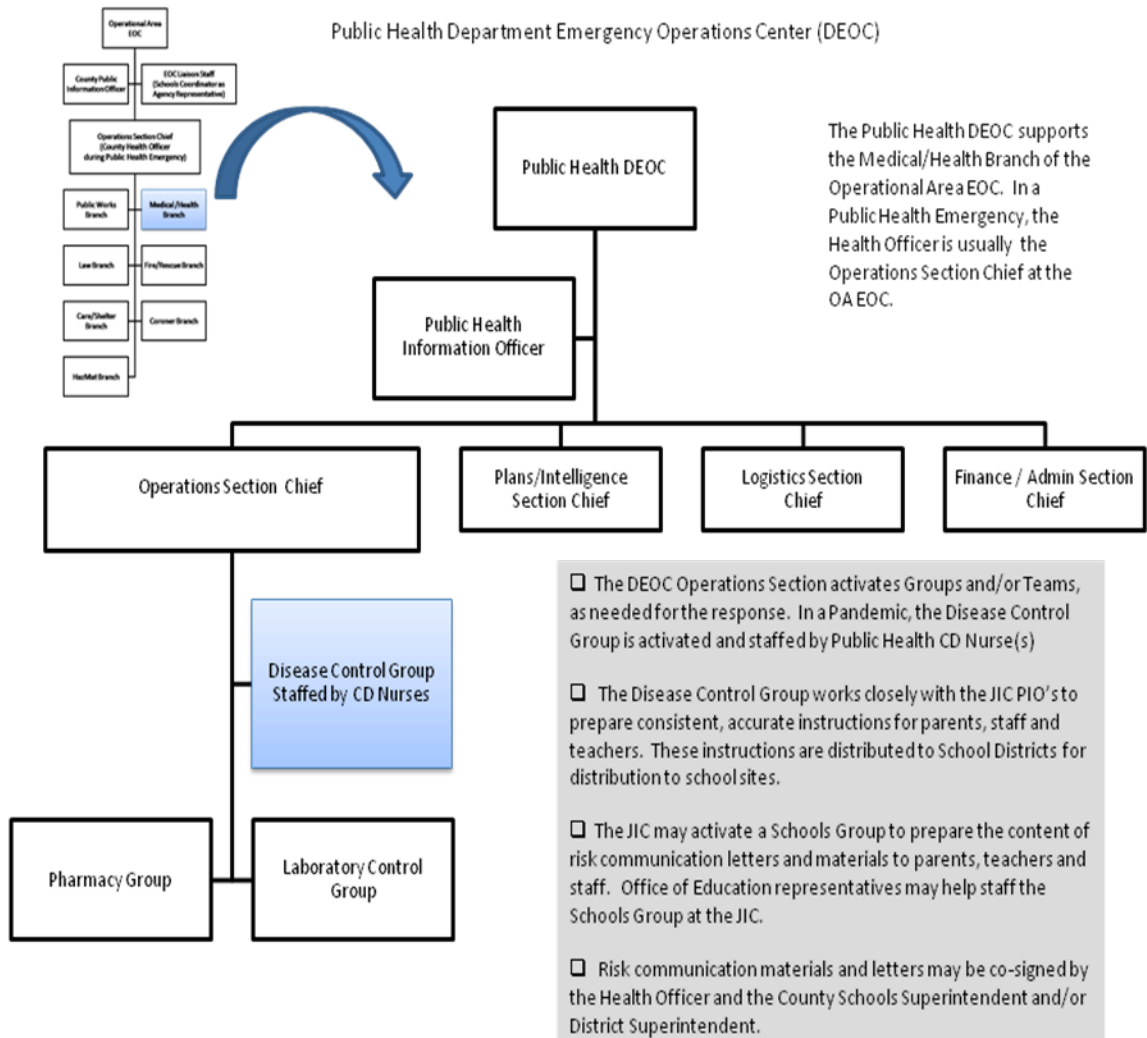


FIGURE 3 - PUBLIC HEALTH DEOC ORGANIZATION