

## Riverview School District Pandemic/Epidemic Emergency Plan

### I. Preparedness/Planning Phase – Before an Outbreak Occurs

<b>Task</b>	<b>Staff Member(s)</b>	<b>How this will be done</b>
Pandemic/Epidemic Emergency Planning	RSD Pandemic Planning Committee (Superintendent's Cabinet and Health Services)	RSD Pandemic Planning Committee will develop and review the Pandemic/Epidemic Emergency Plan and update it periodically.
School Preparedness for Pandemic Flu	Building Safety Committees	Each building safety committee will receive information regarding preparation, response and recovery from a pandemic/epidemic.
Pandemic Flu Updates	RSD Nurses	Administrators will be kept up to date on the current status of illness in the schools. Information will be sent out to staff to review symptoms of flu in order to identify ill students and staff.
Distribution of Educational Materials	RSD Nurses	RSD will send flu prevention information to district families and staff. Information will go out via school newsletters, fliers, and on RSD web page once it has been reviewed by District Office Administrators.
Education about Pandemic to Students/School Staff	RSD Nurses & RSD Health Teachers	RSD school nurses and health teachers will continue to teach and encourage effective Infection Control practices to students and staff. These practices will include: recognizing the symptoms of flu, respiratory etiquette (cover your cough), good hand hygiene, and staying home if ill with flu symptoms
Identify Staff Emergency Contacts	Building Administrators/ Supervisors	Staff emergency contact lists will be kept up to date.
Health Room Supplies and Cleaning	Health Room Staff, RSD Nurses & Custodians	Students with flu symptoms will be kept separate from other students (social distancing) using the health room or other designated space. Schools will stock gloves, masks, and tissues to address the needs of students and staff ill with influenza. Extra cleaning will be needed during an influenza outbreak when schools are still open.
Review of Available Mental Health Resources	RSD Crisis Teams	Crisis Teams will review and identify mental health and grief resources including the Regional Crisis Response Team.

## II. Response – During an Outbreak

Task	Staff Member(s)	How this will be done
Care of Students and Staff with Flu Symptoms	Health Room Staff & RSD Nurses	Students and staff exhibiting flu symptoms will be cared for in an isolated location. Others with symptoms other than flu will be cared for elsewhere. If needed, a separate larger area will be designated for use. Parents or emergency contacts will be called immediately to pick up ill students and staff. Students and staff exhibiting flu symptoms may wear surgical masks until picked up. This will reduce but not guarantee transmission. Infection control practices will be followed.
Reporting of Flu symptoms: <ul style="list-style-type: none"> <li>• Fever</li> <li>• Headache</li> <li>• Sore throat</li> <li>• Body aches</li> <li>• Cough</li> <li>• Nasal drainage</li> <li>• Stomach/intestinal discomfort</li> <li>• Extreme exhaustion</li> </ul>	Health Room Staff & RSD Nurses	Health Room Staff/RSD Nurses will keep a confidential record of students and staff sent home who are exhibiting flu symptoms. When absences are called to the school, secretaries will report those calling in due to flu to the building nurse. Students and staff with symptoms are to be sent home; until picked up, they will be isolated. The secretary or school nurse will report suspected influenza cases to the Public Health Seattle & King County. These cases will be documented on a confidential roster.
Cleaning of Health Rooms	Health Room Staff, RSD Nurses & Custodians	Pillow cover sheets will be changed between students and staff. Pillows and beds will be disinfected between students and staff. Daily cleaning of the health room will be done by custodial staff with the product currently recommended by health authorities.
Communication to Staff	Building Administrators & Supervisors	Updates on the current situation will be given to the staff at each building site.
Communication to Parents and Staff	RSD Pandemic Planning Committee	The RSD Pandemic Planning Committee will be in direct contact with Public Health Seattle & King County regarding school closure. RSD will follow guidelines given by Public Health Seattle & King County. These guidelines will be communicated to parents and staff.
Determine Contingency Plans for Finances when Schools are Closed	Business & Operations	RSD Business & Operations will be in close communication with OSPI for financial directions.
Classroom education if schools are closed	Curriculum and Technology Depts.	RSD Curriculum and Technology Depts. will be in contact with OSPI and Puget Sound ESD for web-based instruction.

### III. Recovery – Following an Outbreak

Task	Staff Member(s)	How this will be done
Opening of Schools	RSD Pandemic Committee	RSD Pandemic Committee will be notified by Public Health Seattle & King County when it is safe to open schools.
Incident Debriefing	RSD Pandemic Committee, Building Administrators & Supervisors & RSD Crisis Team Leaders	Conduct debriefing meetings.
Pandemic Flu Update	RSD Pandemic Committee	RSD Pandemic Committee will provide information in cooperation with Public Health Seattle & King County on the extent of pandemic flu in the community and resources that may assist students, staff and families.
Staff Well-Being	RSD Crisis Teams	Monitor the effects of cumulative stress on all school staff and counsel accordingly.
Assistance to Staff	RSD Human Resources	Modify work roles and responsibilities as needed.

### IV. Resources

**Public Health Seattle & King County** [www.metrokc.gov/health](http://www.metrokc.gov/health)

**The US Dept. of Health and Human Services (HHS)** [www.pandemicflu.gov/plan/tab5/html](http://www.pandemicflu.gov/plan/tab5/html)

**Washington State Department of Health**  
[www.k12.wa.us/HealthServices/pubdocs/SchoolsChecklistPanFlu.doc](http://www.k12.wa.us/HealthServices/pubdocs/SchoolsChecklistPanFlu.doc)

**CDC: Center for Disease Control** [www.cdc.gov/flu/](http://www.cdc.gov/flu/)

**World Health Organization** [www.who.int/csr/disease/avian\\_influenza/pandemic/en/index/html](http://www.who.int/csr/disease/avian_influenza/pandemic/en/index/html)

**ProMed-mail (outbreak reports)** [www.promedmail.org](http://www.promedmail.org)

**Teachers Guidelines for Crisis Response, The American Academy of Experts in Traumatic Stress** [www.aaets.org/teacherguidelines.pdf](http://www.aaets.org/teacherguidelines.pdf)

**Helping Children Deal with Tragic Events in Unsettling Times, Tips for Parents and Teachers, National Association of School Psychologist** [www.nasponline.org](http://www.nasponline.org)

**A Checklist for School Personnel to Evaluate and Implement the Mental Health Component of Your School Crisis and Emergency Plan, The National Center for Child Traumatic Stress**  
[www.nctsn.org/nctsn\\_assets/pdfs/edu\\_materials/Challenger%20Newsletter%20Checklist-final-sw\\_rsvd.pdf](http://www.nctsn.org/nctsn_assets/pdfs/edu_materials/Challenger%20Newsletter%20Checklist-final-sw_rsvd.pdf)