



Pandemic Influenza Plan Summary Richardson Independent School District

A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza virus emerges for which people have little or no immunity and for which there may be no specific or targeted vaccine. The disease spreads easily from person to person, causes serious illness and can sweep across the country and around the world in a few months. The Richardson ISD has the responsibility of protecting the health and safety of the district's staff, students and their families in the event of a pandemic influenza event. RISD will be responsible for activating the District's Pandemic Influenza plan under the direction of the Executive Director of Student Services, the Safety and Security Coordinator and the Director of Health Services in conjunction with the RISD Superintendent and the Superintendent's Cabinet. The Plan will be implemented following established guidelines utilizing the Incident Command System (ICS) under the direction and recommendations from the Local Health Authority, Dallas County Health and Human Services, (DCHHS) and the City of Richardson Health Department. The RISD Pandemic Influenza Plan integrates the World Health Organization Phases and United States Stages of a Pandemic into the Incident Command System (ICS) of Mitigation and Prevention, Preparedness, Response and Recovery.

The following relevant departments and stakeholders in the district will be accountable for the planning, development and oversight of strategic departmental priorities within the district's operational Pandemic Influenza Plan. The following list of stakeholders and the accompanying responsibilities represent only a partial listing of overall responsibilities. Please refer to the Comprehensive Pandemic Influenza Plan.¹

- **Superintendent's Cabinet / Administration** – *Bob DeVoll 3-0281*: implement and manage Incident Command System (ICS), establish continuous flow of communications information, ensure continuity of student learning, maintain plan for operations for central office functions, declare closing/opening of schools, honor Memorandum of Understanding with DCHHS, coordinate with county and city plans
- **Child Nutrition** – *Roseann Martin 3-0104*: educate staff in hygiene and provide cross training in responsibilities, maintain adequate food supply including meal delivery
- **Communications** – *Tim Clark 3-0305*: liaison with media, students, personnel, parents and community, develop platforms for communication, prepare and disseminate information at all Pandemic phases, utilize district disaster communication system
- **Curriculum** – *Terry Harris 3-0761*: maintain continuity of instruction for students during stages of pandemic, including lessons for sheltering at home, maintain updated curriculum planner and Blackboard site, redefine scope and sequence during recovery, establish and maintain staff communication
- **District Support Team** – *Linda Baldor 3-7472*: provide support to students, staff and community, communicate information on caring for self and families, train staff in crisis response
- **Facility Services** – *Michael Longanecker 3-0170*: educate staff to reduce/prevent infection, monitor cleaning protocols, ensure accessible supplies to reduce communicability, absentee plan
- **Guidance and Counseling** – *Linda Baldor 3-7472*: provide training in response procedures, provide support and psychosocial services to students/staff, monitor stress levels, provide support to families and community

¹ See Section 5; Comprehensive Pandemic Influenza Plan

- **Health Services** – *Gloria Canham 3-7447*: implement/manage ICS, & maintain communication with DCHHS in collaboration with Superintendent’s Cabinet, provide education and information on prevention, containment of spread of disease and personal preparedness, surveillance of illness, protocols for identification and exclusion of illness, stockpile personal protective equipment for Health Services staff, train nurses to manage stockpile PODS (Point of Distribution Site) and Medical Reserve CORPS, cross training to address reduction in Health Services staff.
- **Human Resources** – *Donna Johnson 3-0253*: establish absence policies unique to a pandemic event, manage payroll, TEA directives, monitor absences and staffing needs
- **Instructional Technology/Technology Support** – *Sandra Hayes 3-0722*: support distance learning for students, deliver curriculum, cross train and maintain key equipment/services and outside contracts
- **Principals** – *Phillip Bates 3-2412, David Dodd 3-3004*: support surveillance and management of campus illness, provide education/communication to students/staff and parents
- **P.T.A.** – *Pat Tyson- (972) 960-8617*: communicate information to families and community, serve as liaison between RISD and community, promote personal preparedness
- **Safety and Security** – *Luther Robertson 3-0083*: maintain order, establish and implement ICS Emergency Response team, coordinate with local health authority, city and community emergency response agencies; train district staff in ICS and NIMS, secure buildings during school closures, set up exercises/drills to analyze Pandemic Plan effectiveness.
- **Special Student Services** – *Duana Kindle 3-7501*: collaborate with Curriculum to implement curriculum and provide home-based instruction, train staff on distance communication, cross train staff to accommodate reduction in staff due to illness, communicate information/changes in IEP to parents and students
- **Transportation** – *John Kelly 3-0090*: establish procedures to transport ill students home, reduce disease spread/contact, communicate with Dallas County

1. MITIGATION/PREVENTION (INTERPANDEMIC PERIOD)

- ✓ Health Services submits weekly influenza surveillance to DCHHS
- ✓ Educate students, staff and community on good health habits, personal preparedness
- ✓ Monitor students and staff traveling to and from affected areas
- ✓ Set up table top exercise/drills to analyze pandemic plan effectiveness
- ✓ Establish communications with DCHHS and other community agencies (EMS, Fire Department, Police Department, hospitals)
- ✓ Establish communication platforms for dissemination of information

2. PREPAREDNESS (PANDEMIC ALERT PERIOD)

- ✓ Pre-pandemic education for district staff, students, parents and community
 - Information regarding pandemic influenza
 - Information regarding good health habits to help prevent spread of disease
 - Information for development of a personal preparedness plan for individual homes and families (shelter-at-home and voluntary isolation)
- ✓ Stockpiling personal protective equipment and supplies (masks, gloves)
- ✓ Surveillance of influenza-like illness (ILI)
- ✓ Plan for operations with reduced staff/cross training employees
- ✓ Prepare for implementation of distance learning and instructional support during school closures

- ✓ Work with local and state health department and other community partners to establish organizational structures using the Incident Command System to manage the execution of the district's pandemic flu plan
- ✓ Establish a Memorandum of Understanding with DCHHS for handling National Stockpile PODS
- ✓ Develop and Communicate Pandemic absentee guidelines, TEA directives
- ✓ Cross train/establish back-up plans for ill personnel.

3. RESPONSE (PANDEMIC PERIOD and NEXT WAVE)

- ✓ Report any pattern of illnesses in a district building to Health Services 469-593-7447.
- ✓ Health Services informs Administration, Communications, and DCHHS regarding the illness pattern.
- ✓ Health Services and Administration collaborate with DCHHS officials for information and procedures to be followed, including isolation and sheltering at home. Activate RISD Incident Command System in collaboration with the Pandemic Plan, if warranted.
- ✓ Surveillance of flu cases reported to Communications and DCHHS per directives from DCHHS.
- ✓ Instigate procedures to limit transmission and reduce communicability and provide information to students, staff and parents.
- ✓ Following DCHHS directives, the Administration decides if and when to close schools and communicates this to the parents and community
- ✓ Each stakeholder leader implements the responses phase of the plan and documents critical actions taken
- ✓ If directed by DCHHS, prepare district campus identified as PODS site according to the MOU with DCHHS for the distribution of Strategic National Stockpile (distribute medications, administer flu vaccines), Communicate information to the community about the PODS
- ✓ Provide information to parents on the care of individuals with influenza in the home

4. RECOVERY (POST-PANDEMIC PERIOD)

- ✓ Following DCHHS directives, the Administration makes a decision to re-open schools
- ✓ Continue surveillance of flu cases until discontinued by DCHHS
- ✓ Continue to educate staff, students, parents and community on good health habits and pandemic flu updates
- ✓ Provide counseling and psychological support to staff and students
- ✓ Each department implements their plan for recovery
- ✓ Post-event: evaluate plan's effectiveness and make changes where needed