Walled Lake Consolidated Schools &
Oakland County Health Division

Pandemic Influenza Preparedness Plan

October, 2007
Collaboration:
Plans, ideas and alternatives have been shared with the West Oakland-Wayne (WOW) Safe Schools Consortium created in March 2007 to address the emergency management needs of six school districts in southeast Michigan. The six school districts include: West Bloomfield, South Lyon, Plymouth Canton, Northville, Huron Valley and Walled Lake Consolidated Schools.

Additional resources may be required during a pandemic to provide medications and assist hospitals with surge capacity. If these resources are required, the following services/employees may be available to assist:
- Food Service
- Custodial
- Clerical
- Information Technology (computers, telephones)
- See Appendix B for local contractors, businesses and vendors who may be able to provide additional resources.

Facility Usage:
School buildings may be used to provide food to vulnerable populations. After the school is closed by the legal authority, food service staff and volunteers may open the facility as a food service entity.

Transportation:
Transportation may be provided to the local population. School district buses may be used to transport residents to Neighborhood Emergency Help Centers (NEHC) and Dispensing Sites (DS). Locations and routes will be determined in collaboration with the Oakland County Emergency Operation Center.

Absentee Reporting:
In the event of a pandemic, absentee reporting may increase based on the guidance and requests from the Oakland County Health Division. All absences will be reported to the Oakland County Health Division on a weekly basis using a designated reporting system.

Communications Planning:
A “Pandemic Influenza Preparedness Plan” plan has been created and can be located in the office of the Assistant Superintendent of Schools located at the Walled Lake Consolidated Schools Educational Services Center (ESC). Detailed information regarding how to disseminate information to students and staff is discussed in this plan.

The most common languages spoken in the Walled Lake Consolidated Schools are as follows:
- English
- Japanese
- Chaldean
- Arabic
- Spanish
Translation services may be utilized to convert written and verbalized materials. Emergency translation service has been discussed as an option in the event of a pandemic. Please contact the ESL Department for translation resources.

When staff, students and/or parents need to be identified and/or notified, the following communication services may be activated:

- District Hotline
- District and Building Telephone Trees
- WLTV
- Building Newsletters
- Building generated List Serves
- Skyward Family Access
- Local Media

Oakland County Health Division will be the key stakeholder for reliable information. The *Pandemic Action School Toolkit* has newsletters, press releases, school closure letters and additional communication materials. This toolkit is located in the office of Community Relations and Marketing in the Educational Services Center.

**Continuity of Student Learning**

If the pandemic becomes severe enough, school operations may shut down. In order for education to continue, the following alternative instructional delivery systems may be implemented:

- Web-based distance instruction
- Telephone trees
- Mailed lessons and assignments
- Instruction via local radio or television stations
- Skyward Family Access
- Teacher-developed home or web pages
Decision is made to cancel school classes for more than four weeks. Communication type: Media broadcast message

Assistant Superintendent or designee implements Admin fan-out and building principals are contacted.

Principal** informs all families and teachers of the process for Continuity of Student Learning. Communication type: Building email ListServe and US mail.

Set up 'Learning Boxes' at front entrance of the school. These material pick up centers will have grade level boxes containing copies of two week plans, and any instructional handouts.

Continued monitoring with all staff capable of developing lesson plans. Communication type: Phone, email, and web based meeting rooms.

Establish building "Tech Support" group. Group would consist of staff members that are up-to-date on available information media technology capable of delivering classroom lessons.

Grade level teachers develop learning plans based on pacing guide for the time frame of two week intervals: English, Math, Science, and SS.

Plans will be aligned with district pacing guides, grade level content standards, and state benchmarks. English will include reading and writing.

Multi Media or Web based instructional lessons will be planned and delivered to the building Principal** and all classroom teachers. Communication type: Email and phone

All grade level learning plans posted on all individual teachers web sites. Hard copies delivered to Principal** or directly to learning boxes and local library.

Essential questions will be centered around family health concerns/issues and explaining the expectations for completed school work.

Podcasting, Webinars, Video Demonstrations, Moodle, Camtasia, On-line discussion boards, etc.

Key

= command center
** = or designated person(s)

Note: If grade level teachers are not available, building level Principals** will collaborate with in district schools.
Pandemic Influenza Plan  
Walled Lake Consolidated Schools

**Decision is made to cancel school classes for more than four weeks. Communication type: Media broadcast message**

- Assistant Superintendent or designate implements Admin fan-out and building principals are contacted.

- **Principal** informs all families and teachers of the process for Continuity of Student Learning. Communication type: Building email ListServe and US mail.

- Set up 'Learning Boxes' at front entrance of the school. These material pick up centers will have grade level/subject specific boxes containing copies of two week plans and any instructional handouts.

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**Walled Lake Consolidated Schools  
Continuity of Student Learning  
Grades 6—8**

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**Note:** If grade level teachers are not available, building level Principals will collaborate with in district schools.

**Department Heads** and teacher leaders develop subject/grade level learning plans based on pacing guide for the time frame of two week intervals: English, Science, and Math

**Public Relations Director** releases a district statement to all families informing them of school being shutdown. Communication type: ListServe, Public TV, WLTV, Public Radio

**All staff members are contacted. Communication type: Email and phone fan-out**

**All teachers will be required to "check in" with students. A list of students will be provided for each teacher. Communication type: Phone, US mail and email**

**Essential questions will be centered around family health concerns/issues and explaining the expectations for completed school work.**

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Establish building "Tech Support" group. Group would consist of staff members that are up-to-date on available information media technology capable of delivering classroom lessons.
Continuity of Core Operations:
In the event of the district dismissing classes, district functions that would remain operational and are imperative to our daily operations include:
- Payroll
- Information Technology Systems (phones and computers)
- Operations and Maintenance

<table>
<thead>
<tr>
<th>Department</th>
<th>Required Functions</th>
<th>Responsible Personnel</th>
<th>Backup Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>• Continuation of Payroll</td>
<td>• Asst Supt Business</td>
<td>• St. Clair ISD</td>
</tr>
<tr>
<td></td>
<td>• Payroll processing &amp; taxes</td>
<td>• Finance Manager</td>
<td></td>
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<tr>
<td></td>
<td>• Accounts Receivable / Payables</td>
<td>• Asst Finance Mgr</td>
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<td></td>
<td>• Purchasing Supv</td>
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<td></td>
<td></td>
<td>• Payroll Staff</td>
<td></td>
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<tr>
<td>Community Relations</td>
<td>• Regular communications with community, staff, media</td>
<td>• Dir Comm Relations</td>
<td>• Superintendent</td>
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<td></td>
<td></td>
<td>• Video Technician</td>
<td>• TV Studio Staff</td>
</tr>
<tr>
<td>Custodial</td>
<td>• Clean &amp; disinfect daily / document</td>
<td>• Operations Director</td>
<td>• Maint Supv</td>
</tr>
<tr>
<td></td>
<td>• Prepare buildings for return of students &amp; staff</td>
<td>• Custodial Supv</td>
<td>• Other Cust Staff</td>
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<td></td>
<td>• Security of buildings</td>
<td>• Bldg Custodian</td>
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<tr>
<td>Food Service</td>
<td>• Monthly State reports</td>
<td>• Food Service Supv</td>
<td>• Food Service Office Staff</td>
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<td></td>
<td>• Paying bills</td>
<td>• Operations Director</td>
<td>• Driver</td>
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<td></td>
<td>• Monitoring inventory</td>
<td></td>
<td>• Kitchen Mgrs</td>
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<tr>
<td>Labor Relations</td>
<td>• Communication with Unions</td>
<td>• Asst Supt Labor Rel</td>
<td>• Superintendent</td>
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<tr>
<td></td>
<td></td>
<td>• Asst Supt Business</td>
<td>• Personnel Dir</td>
</tr>
<tr>
<td>Maintenance</td>
<td>• Operation of building heating, cooling &amp; ventilation</td>
<td>• Operations Director</td>
<td>• Custodial Supv</td>
</tr>
<tr>
<td></td>
<td>• Security of buildings</td>
<td>• Maintenance Supv</td>
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<td></td>
<td>• Access to buildings &amp; sites</td>
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<tr>
<td>Personnel</td>
<td>• Staffing functions</td>
<td>• Personnel Director</td>
<td>Asst. Supt. Of Labor Relations</td>
</tr>
<tr>
<td>Technology</td>
<td>• Continuity of Network</td>
<td>• Technology Director</td>
<td>• Classroom CRTs</td>
</tr>
<tr>
<td></td>
<td>• Phones, Video, Data, Help Desk</td>
<td>• Network Admin</td>
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<td>• Field Help</td>
<td>• Voice/Data/Video Techs</td>
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</table>
Continuity of Operations with District Closed

Infection Control Policies and Procedures:
The following measures have been taken to promote correct respiratory hygiene measures and infection control in the school district:

- Hand washing stickers displayed in all school restrooms.
- “Cover Your Cough” posters have been displayed in the lunch rooms, classrooms and hallways.
- Elementary school teachers have added “infection control” as part of daily management routines.
- “Are You Prepared For A Pandemic or Other Public Health Emergency?” brochures have been distributed to every student in the district.
- Tissues and receptacles are present in classrooms and soap is stocked in all bathrooms.
- Hand sanitizers are being promoted in the classrooms and donation opportunities are being researched.

If a student or staff member is showing signs of illness, he/she will report to the office for a visual assessment. If it is determined that the student or staff member needs to go home, he/she will be kept in a room separate from other people until they go home.

Guidelines will be provided by the CDC and the Oakland County Health Division to assess when students or staff should come back to school. Parents may be encouraged to assess their children prior to coming to school.
# Pandemic Influenza Plan

## Walled Lake Consolidated Schools

### Pandemic Response Levels

**Alert Level:** All Schools should currently be involved in the Alert Level and should practice this during the annual flu season. This stage contains numerous educational pieces and includes keeping staff, students and parents informed of pre-developed materials regarding family preparedness and pandemic response actions.

**Standby Level:** During this level parents, students and staff are encouraged to follow disease prevention protocols. Federal, state and local government officials will provide guidelines for making disease specific decisions.

**Activate Level:** At this level public health officials will be in constant communication to assist the district in making decisions including but not limited to cancellation of extra-curricular activities, dismissing students, closing school, closing public gatherings, infection control protocol, isolation and quarantine.

<table>
<thead>
<tr>
<th>Response Level</th>
<th>Details</th>
<th>Walled Lake Consolidated School Response</th>
<th>Resources</th>
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</thead>
</table>
| Alert          | Arrival of annual flu season and/or new virus causes human flu cases | • Encourage and publish resources for annual flu vaccinations  
• Review infectious control protocols.  
• Post “Pandemic Influenza Preparedness Plan” on web site | Oakland County Health Department (OCHD)  
District Web Site |
| Standby        | Confirmed report of a pandemic outbreak in North America | • Continue daily functions  
• Review “Walled Lake Pandemic Response Plan”  
• Principals monitor student and staff attendance  
• Scrutinize field trip destinations  
• Require approval from __________ to enroll new students from or near infected area  
• Share pandemic information with parents and staff | Walled Lake District Crisis Team (see appendix A of Walled Lake Pandemic Influenza Preparedness Plan) |
| Pandemic spreads closer to our community | • Walled Lake District Crisis Team (WLCSTC) (see Appendix A) is placed on standby.  
• Updated information sheets about the pandemic, its symptoms and prevention guidelines are provided to staff and parents. This information is also posted on the district website. | WLCSTC (see Appendix A) |
| Pandemic hits the community: Schools remain OPEN. | • Walled Lake Crisis team fully activates “Walled Lake Pandemic Response Plan” in communication with Oakland County Health Department.  
• Field trips and extra-curricular activities are halted.  
• School busses and classrooms are sanitized based on OCHD guidelines.  
• Student and staff attendance is reported daily to | Director of Technology  
• Director of Community Relations  
• Print/Video Technician  
• WLTV Production |
### Pandemic Influenza Plan
#### Walled Lake Consolidated Schools

<table>
<thead>
<tr>
<th>Activate</th>
<th>Schools CLOSE after pandemic hits the community</th>
<th>Lin</th>
<th>Staff</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• Schools may close via legal directive from Health Officer of the Oakland County Health Division.</td>
<td>WLC</td>
<td>• Pandemic Influenza Preparedness Plan Appendix B</td>
</tr>
<tr>
<td></td>
<td>• Walled Lake Crisis team fully activates “Pandemic Response Plan” in communication with Oakland County Health Department.</td>
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<td></td>
<td>• Operationalize the district “Continuity of Student Learning Plan” and the “Continuity of Core Operations” found in Walled Lake Pandemic Response Plan</td>
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<td></td>
<td>• Continual communication with community via radio, TV, phone messages, hot-line and district web-site.</td>
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<table>
<thead>
<tr>
<th>Standby</th>
<th>Recovery: schools re-open</th>
<th>WLC</th>
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<tbody>
<tr>
<td></td>
<td>• Clearance to re-open school from OCHD Health Officer.</td>
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<td>• Principals implement a “start of school” re-opening plan.</td>
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<td>• Personnel conducts a staff availability assessment of each department and school.</td>
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<td>• Staff returns prior to re-opening for orientation and status check.</td>
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<td>• ESC staff assigned to schools to monitor and identify needs.</td>
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<td>• School counselors, psychologists and social workers available to work with staff and students.</td>
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<td></td>
<td>• WLCSCCT remains active until district is up and running.</td>
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<td>• Once schools are fully functional and the crisis has passed, WLCSCCT will convene for a debriefing to assess the “Pandemic Influenza Plan” and its implementation. Focus groups will provide feedback from schools and community.</td>
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</table>
## Pandemic Influenza Plan
### Walled Lake Consolidated Schools

<table>
<thead>
<tr>
<th><strong>Activate</strong></th>
<th><strong>Schools CLOSE after pandemic hits the community</strong></th>
<th><strong>See “Continuity of Core Operations” and “Continuity of Student Learning” found in “Walled Lake Pandemic Response Plan”</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activate</strong></td>
<td><strong>Schools may close via legal directive from Health Officer of the Oakland County Health Division.</strong></td>
<td><strong>Phone fan-out Appendix D</strong></td>
</tr>
<tr>
<td><strong>Activate</strong></td>
<td><strong>Walled Lake Crisis team fully activates “Pandemic Response Plan” in communication with Oakland County Health Department. Activate Appendix D: Internal Contact List</strong></td>
<td><strong>Appendix D</strong></td>
</tr>
<tr>
<td><strong>Activate</strong></td>
<td><strong>Operationalize the district “Continuity of Student Learning Plan” and the “Continuity of Core Operations” found in Walled Lake Pandemic Response Plan</strong></td>
<td><strong>Appendix D</strong></td>
</tr>
<tr>
<td><strong>Activate</strong></td>
<td>*<em>Continual communication with community via radio, TV, phone messages, hot-line, <em>reverse 911, Family Access and district web-site.</em></em></td>
<td><strong>Appendix D</strong></td>
</tr>
</tbody>
</table>

*System awarded in grant, not yet purchased as of September 2007.*