

DEKALB COUNTY SCHOOL SYSTEM PANDEMIC PROTOCOL

Event Level	Status	DCSS Activation	Impact	Communications
Centers for Disease Control(CDC)/DeKalb Board of Health (DBOH) confirm event outside of Georgia		Alert all principals, monitor student and staff attendance, stop out-of-state field trips, do not enroll students from out-of-state without DBOH immunization records		Send information sheet to parents and put on website
CDC/DBOH confirm event in Georgia	Standby alert for School System Incident Command Center (SSICC)	Alert all employees, monitor student and attendance patterns, send information sheet to parents and put on website, stop out-of-DeKalb field trips, do not enroll students without immunization records	Isolate students that present event symptoms and contact DBOH	Send updated information sheet about event status, symptoms, and prevention guidelines to parents and employees and put on website
CDC/DBOH confirm event in DeKalb	Activate SSICC in School System Board Room, open line with DBOH (use of satellite phones, if necessary); move several laptops to Board Room (wireless access)	Alert all employees, stop all extra-curricular activities, do not enroll new students without DBOH immunization records, stop all field trips, sanitize schools and buses each day, no school visitors allowed, staff and student attendance reports to the SSICC	Isolate students that present event symptoms, refer to school nurse, contact parents, and contact DBOH	Send updated information sheet to parents and employees and put on website; activate DCSS Information Hotline for the duration of the event – manned by school social workers
CDC/DBOH confirm spread of event in DeKalb	Full SSICC activation, open line with DBOH and School System representation at DeKalb Emergency Mgt. Agency (DEMA)/DBOH Command Center (CC)	Based on event location, severity and attendance reports, closure of some schools for containment (decision made by superintendent and shared with DBOH and State Department of Education)	Provide study packets and cable channel access lesson plans for students, work with DeKalb Library System	Send updated information sheet to parents and employees, put on website, and communicate with media
CDC or DBOH declare State of Emergency	On-going SSICC communication with DEMA/DBOH CC	School System closed (if possible, administrative, financial and school police services continue)	Activate virtual school system (on-line classes and lesson plans; cable channel access education; GPB)	Public announcement by DBOH and School System
State of Emergency rescinded	On-going SSICC communication with DEMA/DBOH CC	School System reopens for administrative staff to plan for reopening of schools, communicate with teachers and other staff, check schools, equipment, materials, food supplies, etc.	Human Resources will assess availability of staff able to return to work and establish a timeline for staff return and contact staff	Public announcement by DBOH and School System
CDC/DBOH confirm event de-escalation	On-going SSICC communication with DEMA/DBOH CC	School System opens for all staff after schools and buses are inspected and sanitized, public announcement regarding full opening of schools, staff reopening orientation	School-by-school, department-by-department staffing assessment by HR, facility assessment, bus assessment	Public announcement by DBOH and School System
CDC/DBOH confirm event containment	On-going SSICC communication with DEMA/DBOH CC	With DBOH approval, School System reopens for students, monitor student and staff attendance, staff and student attendance reported to SSICC	School counselors, school psychologists, school social workers provide Post Traumatic Stress Disorder counseling as needed, with support from the Community Service Board (mental health services)	Public announcement by DBOH and School System
CDC/DBOH confirm event termination	De-activate SSICC	Normal operations, monitor student and staff attendance	Provide Post Traumatic Stress Disorder counseling as needed, with support from the Community Service Board, as needed	
Debriefing Phase	Focus Groups to evaluate Pandemic Response Protocol and Implementation			Debriefing information shared with the public