

USD 377 Atchison County Community Schools

Crisis Management Team Meeting

Meeting Notes

4:00 PM USD 377 Board Room

Monday, August 31, 2009

Agenda:

The agenda items below represent an overview of what we will be working on over the next few weeks.

- **Team membership discussion**
 - Discussed adding law enforcement and fire department reps.
 - Recommended eliminating the site council rep, but to maintain strong lines of communication with the site councils.
 - Team members stressed the importance of communication to all district stakeholders county-wide including ministerial alliance.
 - Talked about having township reps or just use site council reps as another means for getting good cross-county input.
 - Decided not to recruit for additional members other than a ministerial rep, but welcome members of the community who would be interested in serving on this team.
 - Emphasized the need for keeping quality communications with our parents and community.
- Plan Development
 - Response to Flu
 - Communications – Need to develop a communications plan for disseminating information
 - Handouts- Talked about CDC and KDHE handouts to be included in district newsletter and sent home in backpacks with students.
 - Tracking- Mrs. Albers reviewed our tracking procedures and documentation of flu-like symptoms at each building.
 - Response to School Closure
 - Business Operations
 - Defined essential staff as: Superintendent, building principals, board clerk, maintenance director, food service director, technology director, and central office staff.
 - Building Operations
 - Communications – essential component of that will require lots of planning and preparation.
 - Specific details of communications will be outlined in the plan
 - Academic Issues – Learning at Home packets and online resources to be developed at the building level.
 - Point of Distribution (POD) will likely be at one or more of our attendance centers once the vaccine has arrived. It was recommended that plans be made in advance on how to handle required paperwork, such as parent signoff sheets to approve/disapprove giving vaccine.
 - Discussed sending out an informational brochure to parents advising them of the policies and procedures for vaccine distribution.
 - Recommended that a Vaccine Information Sheet (VIS) be posted on the district website and sent out in newsletters and home with students.

Questions:

- Has each building designated an isolation area for students/staff who have flu-like symptoms? We have an area designated at the PS and IS. Still working on an area at the JSH.
- Are masks available and are they the ones that are approved for protection against H1N1? Masks have been distributed to each office and they do protect against H1N1.
- Do we have hand sanitizer for vehicles, classrooms, fitness/weight room? Building principals will work with custodial staff on sanitation procedures and prevention measures. They will report back to the team what actions are being taken at their respective buildings.

Public Information Liaisons

- CERT – Mary Lou Bowen
- Atchison County Health – Kathy Albers
- KSDE – Dale Dennis, Mark Thompson
- KASB – Tom Krebs
- Center for Disease Control
- KDHE – Kathy Albers will coordinate communications between the district, the county and the state health departments.

Committee Members

Chairperson	Steve Wiseman, Superintendent
Atchison County Emergency Preparedness Rep.	Barb Eylar
School Nurse /County Health.....	Kathy Albers
Food Service Rep	Theresa Cattrell
Facilities/Maintenance Rep.....	Dan Coder
Transportation Rep.....	Tammy Ricketts/Charlie Buttron
BOE Rep	Michael Postma
BOE Rep	Cindy Ladd
Local Law Enforcement Rep.	TBD
Community Reps (3)	Mary Lou Bowen
Classified Rep.	Ruth Dillon
JSH Certified Rep	Karen Benson
IS Certified Rep	Vicky Hegarty
PS Certified Rep.....	Paula Hall
Building Principals.....	Mr. Hinrichs, Mr. Wetig, Mr. Preut
Ministerial Alliance Rep.	Jeff Cochran