Pandemic Flu Emergency
(Initiate Procedures for 50 Students Who Are Symptomatic)

Code: “Teachers please turn in your orange folders at this time.”

Teachers Directly Involved
- Send only those students who are showing symptoms of flu: throwing up, fever, and ache.
- Do not send for minor first-aid.
- Wipe desks off with Clorox Disinfecting Wipes. (provided in kit)

Nurses
- Will distribute kits and triage.
- Will care for the urgently ill.

Assistant Principals
- (1) Assistant Principal go to Nurse to receive a kit.
- Will oversee the situation and assist where needed.

Counselors and Campus Patrol

>Counselors
- Report to nurse’s office to collect kits needed: Kit (8) sign in sheets, masks, gloves, trash bags, tissues, and dot stickers.
- Will receive non-urgent students
- Call parents to have students picked up.
- Send students to be picked up to the Annex Gym at East and the Annex Gym at West.

>Campus Patrol (1st Person)
- Report to nurse to collect kit.
- Report to the Annex Gym at East and to the Annex Gym at West to supervise students waiting for pick-up and record student departure times.

>Campus Patrol (2nd Person)
- Report to nurse’s office to transfer urgent students to waiting parents via wheelchair/golf cart.

Head Guidance Counselor
- Report to nurse to assist with triage.

Teachers Not Directly Involved
- Report to Robyn Zellmer (West Campus) or Pat Fitzgerald (East Campus) for assignments to replace teachers who are ill or transport students who get sick in the classroom (to the nurses office).

Intermediate Pandemic Flu Plan

Assistant Principals (2) and Assigned teachers arrive at 7:30 a.m. and are provided with masks.
- Direct all students to Performing Arts Center.

Assistant Principals (2) arrive in Performing Arts Center to assist with triage process.
- Provided with masks.

Nurses arrive at 7:30 a.m. in Performing Arts Center for triage of students.
- Well students to be sent to class.
- Students with any symptoms sent to counselors office to call parents.

Counselors arrive at 7:30 a.m. in their offices.
- Kits provided to counselors.
- Counselors call parents to have them pick up symptomatic students.
- Students will be sent to the Gym Annex at East Campus or the Annex Gym at West Campus for parent pick-up.

Campus Patrol arrive at 7:30 a.m. in the Gym Annex at East Campus or the Annex Gym at West Campus.
- Kits provided.
- Receive symptomatic students from counselors office for parent pick-up.
- Record departure time of ill students.

Triage

![Triage Diagram]

**EMERGENT: (RED)**
- Nurse will call the ambulance
- Assistant Principals: Call the students parents
- Campus Patrol will direct the ambulance
- East Campus: Ambulance goes between cafeteria and gym.
- West Campus: Ambulance goes to set of doors on the corner by the library

**URGENT: (YELLOW)**
- Nurse will call the parents and oversee the sick student
- Campus Patrol will direct the parents to the sick students in the nurse office and they will assist them to their cars

**NON-URGENT: (GREEN)**
- Counselors will call parents and then direct students to the gym Annex (West Campus) & (0109 East Campus)
- Campus Patrol will check out students as they are picked up by their parents.

PANDEMIC FLU