

- On-campus emergency alarms and notification systems.

In the event normal operations are interrupted or an incident appears to be imminent, UTCSS will communicate the campus' operating status with all stakeholders per the provisions of the district Communications Plan.

Upon the decision to activate the COOP, the UTCSS will notify all affected and interdependent campus entities with information regarding continuity activation status, operational and communications status, and the anticipated duration of relocation(s).

### 3. Relocation Process

Once the COOP is activated and personnel are notified, the UTCSS will relocate critical personnel and essential operational functions to remote home offices sites if necessary. The UTCSS critical personnel will deploy/relocate to home offices to perform the campus' essential functions and other continuity/reconstitution-related tasks.

#### **C. Continuity Operations Phase**

Upon activation of the COOP, all UTCSS departments will continue to operate at their home operating facilities (or home offices) until ordered to cease operations by the Superintendent's Office through the heads of each department. The UTCSS will ensure that the COOP can be operational within 12 hours of plan activation.

Upon moving to an alternate facility site or home office sites, critical personnel will:

- Ensure communications and network connections are in place and functional.
- Verify all department critical personnel are on-duty, or en-route, and are aware of the move to the alternate facility or home office sites.
  - The Assistant Superintendent of Operations will be responsible for verifying department personnel accountability (critical and support), and ensuring they are updated on current communications (phone numbers), and department leadership (who is in charge of the department operations at that time).
- Notify the Superintendent's Office (through the department head) when said department has resumed essential functions at the alternate facility or home office site.
  - If resumption of department essential functions will be delayed at the alternate facility or home office site, notify the Superintendent's Office immediately to give a status report and request additional resources as needed to restore department essential functionality.

A requirement of each department head is to account for all personnel under their authority (direct report employees). Each UTCSS department will utilize a pre-established telephone tree and may also include texts and emails. The emergency contact person will be called for any unaccounted staff by the department leader.

During continuity operations, the UTCSS may need to acquire necessary personnel, equipment, and supplies that are not already in place for continuity operations on an emergency basis and/or to sustain operations for up to 30 days or until normal operations can be resumed. The Superintendent's Office maintains the authority for emergency procurement.

#### D. Reconstitution Operations Phase

Within 48 business hours after receiving approval from the appropriate emergency services, and health and safety authorities that the incident has ended and is unlikely to immediately reoccur, reconstitution will begin. The UTCSS will initiate a reconstitution plan, and begin to coordinate operations to salvage, restore, and recover the districts' primary operating functions and department home facilities.

A district **Reconstitution Manager** will be designated for all phases of the district/campus reconstitution process, and each district/campus department will designate a reconstitution point-of-contact (POC) to work with the Reconstitution Manager and to coordinate and communicate developments regarding department reconstitution statuses.

During continuity operations, the Reconstitution Manager should determine the status of the department/facility(s) affected by the event as soon as practical (once all essential UTCSS functions have been restored). Upon obtaining the status of the facility(s), the Reconstitution Manager will determine how much time is needed to repair the UTCSS home operating facility (2200 East 6<sup>th</sup> Street, Austin TX) and/or acquire a new facility. The Reconstitution Manager has the responsibility of supervising the repair process of the UTCSS main office operating facility (2200 East 6<sup>th</sup> Street, Austin TX) and should notify the district superintendent of the status of repairs, including estimates of when the repairs will be completed.

These reconstitution plans are viable regardless of the level of disruption that originally prompted implementation of the COOP. Once the appropriate district authority has made this determination, one or a combination of the following options may be implemented, depending on the situation:

- The affected department(s) continues to operate from home office sites.
- Reconstitute the affected department(s) home operating facility (2200 East 6<sup>th</sup> Street, Austin TX) and begin an orderly return to said facility.
- Begin to establish a reconstituted affected department(s) in another facility or at another designated location.

##### 1. Reconstitution Planning Levels

Reconstitution planning levels have been created to focus and support the reconstitution planning process. A description of the levels is provided in the table below:



Reconstitution Level	Description
<p><b>Level 1: Operational Planning</b></p>	<p><b>The primary operating facility has suffered no damage or has been minimally damaged.</b></p> <p>Planning for this level of disruption focuses on returning operations to the primary operating facilities, which includes restoring normal operations with personnel, records, and equipment at the primary operating facility once the incident or disruption has ended. This level generally would last less than 30 days.</p>
<p><b>Level 2: Short-Term Planning</b></p>	<p><b>The primary operating facility has been moderately damaged.</b></p> <p>Planning for this level of disruption focuses on moving operations to a temporary operating facility, which includes restoring normal operations with personnel, records, and equipment at a temporary operating facility. This level generally would last from one-to-six months.</p>
<p><b>Level 3: Long-Term Planning</b></p>	<p><b>The primary operating facility has been severely damaged or damaged beyond repair.</b></p> <p>Planning for this level of disruption focuses on moving operations to a new or temporary primary operating facility, which includes restoring normal operations with personnel, records, and equipment at a new or rebuilt operating facility. This level generally will last six months or longer.</p>

## 2. Returning to Full Operations

Before relocating back to the district main office (2200 East 6<sup>th</sup> Street, Austin Texas), the UT-Austin Police Department, local law enforcement agency, environmental and safety, and UT-Austin facility services will conduct appropriate security, safety, and health assessments to determine building and/or workspace suitability. In addition, district IT and UT-Austin ITS will verify that all systems, communications, and other required capabilities are available and operational and that the affected district department(s) is fully capable of accomplishing its normal functions and operations at the new or restored home operating facility.

Upon a decision by the Superintendent's Office or designee that the district main office operating facility can be reoccupied or that the department(s) will be re-established at home office sites:

- The Reconstitution Manager and the head(s) of the affected department(s) will identify that staff will work remotely from home offices.
- The head(s) of the affected department(s) will notify their personnel that the emergency has passed, and will develop procedures, as necessary, for restructuring/reassigning their staff in support of the reconstitution process.

Upon verification that the required capabilities are available and operational and that the affected department(s) is fully capable of accomplishing all normal functions and operations at the home office sites or the district main office, the head(s) of the affected department(s) will begin supervising a return of personnel, equipment, and documents to the district main office facility.

The University of Texas Charter School System Human Resources will develop processes for receiving and processing employee claims during the continuity event, including personnel claims (such as workers' compensation, compensation for injuries, overtime pay, etc.) and replacing lost or broken equipment.

The University of Texas Charter School System will conduct an After-Action Review (AAR) once back in full operating functionality. The Superintendent's Office is responsible for initiating and completing the AAR, and all affected departments within UTCSS will have the opportunity to provide input to the report. The AAR will address the effectiveness of the continuity plans and procedures, identify areas for improvement, and then develop a UTCSS Continuity of Operations Improvement Plan as soon as possible after the reconstitution.

## **BUDGETING AND ACQUISITION OF RESOURCES**

The UTCSS budgets for and acquires those resources and capabilities essential to continuity operations. The continuity budget is maintained by the Business Office. Within this budget, the UTCSS allocates funds for continuity resources and capabilities in accordance with UTCSS policy and other applicable directives, and provides for the acquisition of those resources necessary for continuity operations on an emergency basis for up to 30 days or until normal operations can be resumed.

As part of the budget process, the UTCSS utilizes a risk management methodology to identify, prioritize, and justify the allocation of budgetary resources. The UTCSS integrates the continuity budget with its long-term strategic plan and links the budget directly to objectives and metrics set forth in that plan.

For those contracts vital to the support of UTCSS/campus essential functions, the UTCSS has ensured contractor statements of work include the provision to provide staffing, services and resources during emergency conditions. A list of vital contracts is found at the Administration Building (2200 East 6<sup>th</sup> Street, Austin Texas) and maintained by the Business Office. During an emergency situation, the Business Manager is responsible for oversight of emergency work by contractors.

The UTCSS will keep thorough documentation of all expenses. The UTCSS must consider documentation of expenses that are in excess of normal operations. Specific documentation on forms provided by the State of Texas and/or FEMA may be required to be eligible for reimbursement in a declared disaster.

## CONTINUITY COMMUNICATION & KEY EXTERNAL CONTACTS

The UTCSS recognizes communication as a critical component of successful management of an emergency and continuity of operations. The UTCSS has identified primary and alternate modes of communication in the district Multi-Hazard Emergency Operations Plan (EOP) and will use those capabilities in support of internal and external communication for continuity or operations.

Listed below are the key external contacts that must be notified if continuity activation is declared.

Notification Level:

Level 1 = Provide immediate notification of service interruption and coordinate for immediate continuity resource support.

Level 2 = Provide notification of service interruption as time permits.

Level 3 = Provide courtesy notification of service interruption.

Notification Priority* (1, 2, 3)	List Supplier/Vendor/ Stakeholder/Customer Name	Type of Service Provided/ Received	Email Address	24 Hour Contact #
1	UT-Austin Facilities Services	Provides power and water services	facilities@austin.utexas.edu	512-471-2020
1	UT-Austin Police Department	Main District Office Security	UTPD.feedback@austin.utexas.edu	512-471-4441
2	UT-Austin Mail Services	Internal Mail Services	mailservices@austin.utexas.edu	512-471-3670
3	US Postal Service	External Mail Service	<a href="https://usps.force.com/emailus/s/">https://usps.force.com/emailus/s/</a>	512-708-1317

## COMMUNICATIONS

The UTCSS has identified available and redundant critical communications systems that are located at the primary operating facility (district main office site). Further, the UTCSS maintains fully capable continuity communications that support district/campus needs during all hazards.

All necessary and required district communications and IT capabilities should be operational within 12 hours of continuity activation.

Additional detailed information on the district communications systems and requirements is located in the Go-Kits.

## EMERGENCY ORDER OF SUCCESSION

One of the fundamental principles of continuity planning is to maintain leadership in the event of an emergency by establishing an order of succession in the event the district, department or campus leaders are not available during an emergency. Orders of Succession run from three to five deep utilizing position titles rather than individual names.

Continuity succession is critical in the event leadership is debilitated or incapable of performing their legally authorized duties, roles and responsibilities. The following predetermined Orders of Succession is designed to allow for an orderly, and predefined, transition of leadership within the UTCSS. Successors to the Superintendent, will serve only until the respective Advisory Boards designates a replacement.

Superintendent Order of Successors
Superintendent
Deputy Superintendent
Assistant Superintendent
Business Manager
Director of Academics and Professional Development
Human Resources Manager

Director Order of Successors
Director of Academics and Professional Development
Director of Information and Technology
Director of Special Education
Director of PEIMS

Principal Order of Successors
Executive Principal
Associate Principal
Lead Special Education Teacher
ARD Facilitator

## EMERGENCY DELEGATION OF AUTHORITY

The Delegation of Authority outlines explicitly in a statement the authority of an official so designated to exercise the UTCSS's direction. The UTCSS at all levels must coordinate the development and revision of Delegations of Authority with UT-Austin Legal Counsel to ensure legal sufficiency.

Initial COOP delegation of authority will follow department specific guidelines utilizing the described orders of succession. In some circumstances, the UTCSS may choose to delegate specific authorities in a manner other than through the order of succession to ensure the requirements for competency related to essential functions are met. Additionally, specific limitations may be implemented during continuity or emergency situations. The authorities, responsibilities and exceptions for orders of succession are clearly noted in the district, department or campus delegations of authority. (*See Appendix 1.*)

## GO-KITS

Each department and campus is responsible for having available items such as checklists, contact lists, files important to department or campus continued operation, and any other specialized items essential to coordinate an effective response during an emergency and provide for the rapid resumption of essential functions.

### Main District Office/Departments Go-Kit

Main District Office/Departments Go-Kit	
<ul style="list-style-type: none"> <li>• UTCSS identification/access badge</li> <li>• Communication equipment               <ul style="list-style-type: none"> <li>– Personal cell phone</li> </ul> </li> <li>• Log-in codes for all district programs</li> <li>• Reunification Plan</li> <li>• COOP</li> <li>• Master contact lists</li> </ul>	<ul style="list-style-type: none"> <li>• District and emergency contact numbers</li> <li>• Medical kit</li> <li>• Chargers/extra batteries for phones, GPS, and laptop</li> <li>• Flashlight</li> <li>• Emergency Operations Plan</li> <li>• Office supplies</li> <li>• Pens, pencils and paper</li> </ul>

### Campus Go-Kit

Campus Go-Kit	
<ul style="list-style-type: none"> <li>• UTCSS identification/access badge</li> <li>• Communication equipment               <ul style="list-style-type: none"> <li>– Personal cell phone</li> </ul> </li> <li>• Log-in codes for all district programs</li> <li>• Campus Safety Plans</li> <li>• Reunification Plan</li> <li>• COOP</li> <li>• Master contact lists</li> </ul>	<ul style="list-style-type: none"> <li>• District and emergency contact numbers</li> <li>• Medical kit</li> <li>• Chargers/extra batteries for phones, GPS, and laptop</li> <li>• AED, first aid kit</li> <li>• Flashlight</li> <li>• Emergency Operations Plan</li> <li>• Educational materials/ supplies</li> <li>• Pens, pencils and paper</li> </ul>



Campus Go-Kit

- Logins for Microsoft TEAMS, Google Classroom, and Zoom

Individual office staff members and teachers should build similar go-kits to include essential work or teaching materials.

## VITAL DATA, INFORMATION SYSTEMS & ESSENTIAL RECORDS MANAGEMENT

Planning for resumption of vital information technology (IT) applications, data, hardware, communications (such as networking) and other IT infrastructure is an important part of the UTCSS's comprehensive planning process. This component of UTCSS's plan is located in the UTCSS IT Disaster Recovery Guidelines and supporting documentation. The IT Disaster Recovery Guidelines, maintained under separate cover, include Recovery Time Objectives, Recovery Point Objectives, and Technical Recovery Guidance for each IT system that supports UTCSS essential functions. It is the responsibility of IT to support the operational needs of the district departments, campuses and essential functions. As such, IT Disaster Recovery Guidelines and processes focus on supporting these needs rather than identifying limitations.

Essential records refer to information systems and applications, electronic and hard copy documents, references and records, including sensitive data, needed to support essential functions during a continuity incident. These records include information needed to protect the legal and financial rights of the UTCSS and its staff. The UTCSS has incorporated its essential records program into the overall continuity program, plans and procedures. The UTCSS Records Management Program is responsible for coordinating support of records management into the COOP.

The back-up and off-site storage of vital data and essential records listed in the IT Disaster Recovery Plan and Records Management Retention Schedule are coordinated between the IT department and records management staff in conjunction with input by each district operation or support department. When needed, vital data and essential records can be retrieved from off-site storage for duplication and distribution. The District IT Disaster Recovery Plan and Record Management Retention Schedule can be found at the UTCSS main office (2200 East 6<sup>th</sup> Street, Austin Texas) in the Operations Office.

## CONTINUITY FACILITIES

When a district facility is lost due to an incident, continuity facilities will be needed to support district essential functions. Potential continuity facility locations should be pre-identified to include: Use of noneducational sites; consolidating within other district educational facilities or via agreement with external partners such as local community centers or other partner school districts, and/or facilities owned or operated by private or nongovernmental sectors.

Continuity operations could include alternate uses of existing facilities or virtual options for the relocation of campus-level educational activities or key UTCSS leaders and support staff.

The District has assessed the organization’s essential functions to identify which functions the district must conduct onsite and which functions, if any, district staff can conduct via telework, including evaluating the use of telework for supporting extended continuity operations.

Essential Function	Current Telework Capabilities
Emergency and Continuity Incident Management Coordination	Use of internet, phone, laptop, and Zoom (or Microsoft TEAMS) allow 100% telework capabilities for this essential function.
Communication with Staff and Parents	Use of internet, phone, laptop, and online conferencing (i.e. Zoom, Microsoft TEAMS, Class Dojo) allow 100% telework capabilities for this essential function.
Provide instruction to students	Use of internet, laptop, and online conferencing (i.e. Zoom, Microsoft TEAMS, Class Dojo) allow 100% telework capabilities for this essential function.

The UTCSS must identify locations that may serve as continuity facilities. Locations should be evaluated where the potential disruption of the organization’s ability to initiate and sustain operations is minimized. This section should identify alternate facilities, and the infrastructure or resources needed to conduct essential functions at these facilities.

Continuity Facility	Physical Address	Point of Contact Information	Site Capabilities (Network, Phone, Wi-Fi etc.)	District Owned (Y/N)	Agreement in Place (Y/N)	Length of Availability
All staff work remotely from home	Varies	See online staff contact list	Phone, wi-fi, computer, restroom, kitchen	n/a	n/a	No time limit
Thompson Conference Center	2405 Robert Dedman Drive, Austin TX 78712	512-471-3121	Phone, wi-fi, computer, restroom, kitchen	Owned by UT-Austin	Yes	1 week

## DEVOLUTION OF CONTROL AND DIRECTION

The UTCSS is prepared to transfer all its essential functions and responsibilities to personnel at a different location should emergency events render leadership or staff unavailable to support the execution of the UTCSS’s essential functions. If deployment of continuity personnel is not feasible due to the unavailability of personnel, temporary leadership of the UTCSS will devolve to the Division of Diversity and Community Engagement (UT-Austin).

## Appendix 1

### DELEGATION OF AUTHORITY and SUCCESSION for SUPERINTENDENT of SCHOOLS

#### PURPOSE

This is a delegation of authority for the continuity of essential functions through the orderly succession of administrators at the University of Texas Charter School System to the Office of the Superintendent in case of the Superintendent's absence, a vacancy in that office or the inability of the Superintendent to act during a disaster or national security emergency.

#### DELEGATION

I hereby delegate authority to the following administrators, in the order listed below, to exercise the powers and perform the duties of the Superintendent, in case of my absence, inability to perform or vacancy of the office and until that condition ceases.

- 1) Superintendent
- 2) Deputy Superintendent
- 3) Assistant Superintendent
- 4) Business Manager
- 5) Director of Academics and Professional Development
- 6) Human Resources Manager

If this position is vacant, the next designated official in the order of succession may exercise all the powers, duties, authorities, rights and functions of the Office of the Superintendent but may not perform any function or duty required to be performed exclusively by the office holder.

Eligibility for succession to the Office of the Superintendent shall be limited to officially assigned incumbents of the positions listed in the order of succession, above. Only officials specifically designated in the approved order of succession are eligible. Persons appointed on an acting basis, or on some other temporary basis, are ineligible to serve as a successor; therefore, the order of succession would fall to the next designated administrator in the approved order of succession.

#### Superintendent

\_\_\_\_\_ **University of Texas Charter School System**

\_\_\_\_\_ **DATE**

## References

Continuity Guidance Circular 1 (CGC 1), *Continuity Plan Template and Instructions for Non-Federal Governments* dated September 2013, FEMA.

# Infectious/Communicable Disease Annex

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## I. Purpose and Scope

This document is an annex to the University of Texas Charter School System's (UTCSS) Emergency Operations Plan. The Infectious/Communicable Diseases Annex provides a framework for infectious disease-specific preparedness and response activities. Further, the annex serves as a foundation for further planning, drills, and emergency preparedness activities.

### A. Purpose

The purpose of the Infectious/Communicable Disease Annex is to provide standardized guidance in the response to the onset and spread of an infectious/communicable disease within the UTCSS and/or in the surrounding area.

This Plan is to promote the safety and well-being of all UTCSS students, faculty, staff, and visitors by:

1. Preventing the spread of disease
2. Protecting UTCSS workers who will need to keep the operations and educational programs functional
3. Providing support for the essential services that must be maintained

There are several aspects of an infectious/communicable disease emergency that differentiate it from other emergencies and that require variation in widespread planning, response, and recovery. The intention of this document is to provide guidance throughout an outbreak situation, but nothing in this document precludes the primary parties (UTCSS stakeholders) from modifying their actions to meet the unique conditions presented. These unique actions and responses may be based on one or more of the following:

- The current threat of disease in the world, region, state, and local area
- The unique nature of the disease including the incidence, morbidity, and mortality of the disease
- The novel nature of the disease pathogen, particularly whether it mutates rapidly, has high virulence, and spreads easily from person-to-person
- Mandates and/or orders by federal, state, or local public health or public safety authorities

### B. Scope

This annex is limited to preparedness and response for the UTCSS Main Office Site and all UTCSS school campuses (in various city locations throughout Texas). This annex provides guidance for all UTCSS departments.

This annex incorporates, by reference, a similar emergency planning and response structure of the UTCSS's Core Emergency Operations Plan (EOP). However, the special circumstances of an infectious/communicable disease outbreak may require some variance from the EOP.

This Infectious/Communicable Disease Annex applies to all UTCSS campuses. While the general concepts and considerations remain constant for all UTCSS campuses, each campus will assign critical tasks and responsibilities differently based on their respective structure and governance. Each campus is responsible for developing response plans (campus safety plans) that are more targeted and appropriate for their locations while ensuring alignment with this overall plan. UTCSS staff and students who have travelled internationally and who are at risk of carrying a novel infection may be required to practice social distancing measures for a designated amount of time to minimize the likelihood of disease transmission.

This annex provides a general framework for prevention, preparedness planning, response, and recovery for a large-scale outbreak of an infectious/communicable disease (i.e. COVID-19). The annex outlines the roles and responsibilities of UTCSS personnel and the functions that public partners can be expected to provide to UTCSS.

## II. General Information on Pandemic Communicable Disease Events

A pandemic is a “geographically widespread outbreak” of communicable disease. An emergency can result when there is enough morbidity and mortality to disrupt the essential operations of a community and when the communicable disease:

- a. is highly virulent (harmful),
- b. is readily transmissible from person-to-person, and
- c. has high clinical severity (causing sudden, serious, illness and death in a large number of people).

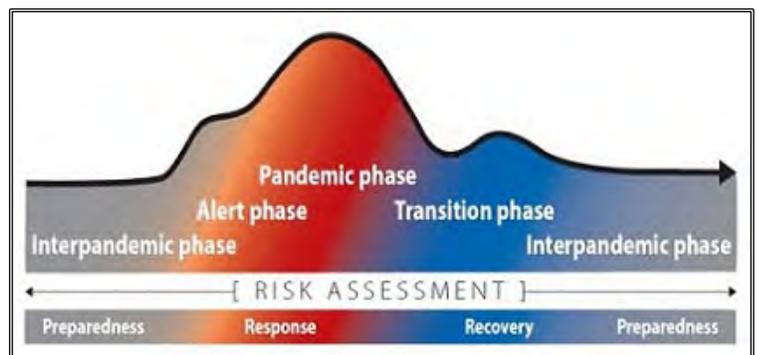
The communicable diseases with the highest risk for a pandemic event are those that are new to the population, either a mutated strain of a known pathogen or a newly emerging pathogen to which the general population has little or no immunity (resistance). Therefore, it spreads easily and is sufficiently virulent enough to cause social disruption. In the remainder of this document, “novel pathogen” will be used to refer to the latter agents. Animal viruses infecting humans are considered novel pathogens, thus the avian influenza concern in 2006 and the H1N1 influenza (aka “swine” influenza) in 2009 both had the pandemic potential to significantly interrupt usual operations.

The pandemic flu will be used as a primary example for the Infectious/Communicable Disease Annex because this communicable disease provides the information and structure for almost any outbreak. Other infectious disease outbreaks that the UTCSS recognizes as most likely to occur on campuses include coronavirus (COVID-19), norovirus, measles, mumps, and meningitis.

### A. Phased Pandemic Framework

To assist communities in planning for a potential pandemic, the World Health Organization (WHO) developed a phased pandemic alert system framework:

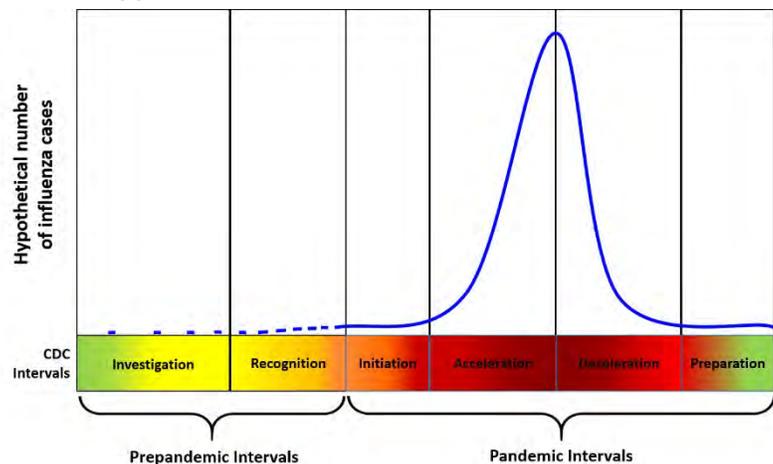
1. Inter-Pandemic Phase (the period between pandemics)
  - i. A new virus appears in animals but there is no or low risk of human cases
2. Pandemic Alert Phase (influenza caused by a new subtype has been identified in humans)
  - i. New virus in animals with higher risk of human cases



- ii. Increased H2H transmission
  - iii. Significant H2H transmission
  - iv. Efficient and sustained H2H transmission
3. Pandemic Phase
- i. Global spread of communicable disease caused by new subtype
4. Transition Phase
- i. Reduction in global risk
  - ii. Reduction in response activities
  - iii. Progression towards recovery actions

Further, the Centers for Disease Control and Prevention (CDC) has developed an interval system framework which can be applied to federal, state, or local indicators:

1. Investigation (of a novel pathogen in humans or animals)
2. Recognition (of increased potential for ongoing transmission of the novel pathogen)
3. Initiation (of a pandemic wave)
4. Acceleration (of a pandemic wave)
5. Deceleration (of a pandemic wave)
6. Preparation (for future pandemic waves)



The WHO and CDC frameworks complement one another, giving governments, institutions, and individuals information and timeframes to plan their response to a communicable disease outbreak. Relying on both frameworks, this Communicable Disease Outbreak Management Plan has developed a five-level action plan to follow throughout the course of a communicable disease outbreak:

1. **Plan**
2. **Prepare**
3. **Mobilize**

4. **Sustain**

5. **Recovery**

Additionally, the CDC has released the Influenza Risk Assessment Tool (IRAT) which evaluates potential pandemic risk based on emergence and public health impact and the Pandemic Severity Assessment Framework (PSAF) which predicts the severity of a pandemic by considering clinical severity and transmissibility during an initial assessment and then again during the refined assessment provided that more information becomes available. Clinical severity asks about the strength of the illnesses' association with the infection and transmissibility considers the ability of the pandemic virus to spread person-to-person.

Federal, state, and local public health agencies such as the Centers for Disease Control and Prevention (CDC), the Texas Department of State Health Services (TDSHS), and the local health department also provide communicable disease planning and response guidance and support. The UTCSS planning and response levels described in this document are informed by the WHO pandemic alert system and are consistent with the TDSHS planning levels wherever appropriate. UTCSS and campus actions may deviate from WHO and/or CDC recommendations when necessary in order to follow guidance or directives from local public health authorities that more closely reflect the current situation in the surrounding communities in Texas.

### III. Concept of Operations

The UTCSS utilizes the Incident Command System and National Incident Management System to manage infectious disease emergencies.

This section contains general information about the tasks that will most likely need to be completed to ensure an effective **Infectious/Communicable Disease** response. The following tasks represent a logical flow of response from the time an impending or actual Infectious/Communicable Disease Incident is perceived through recovery.

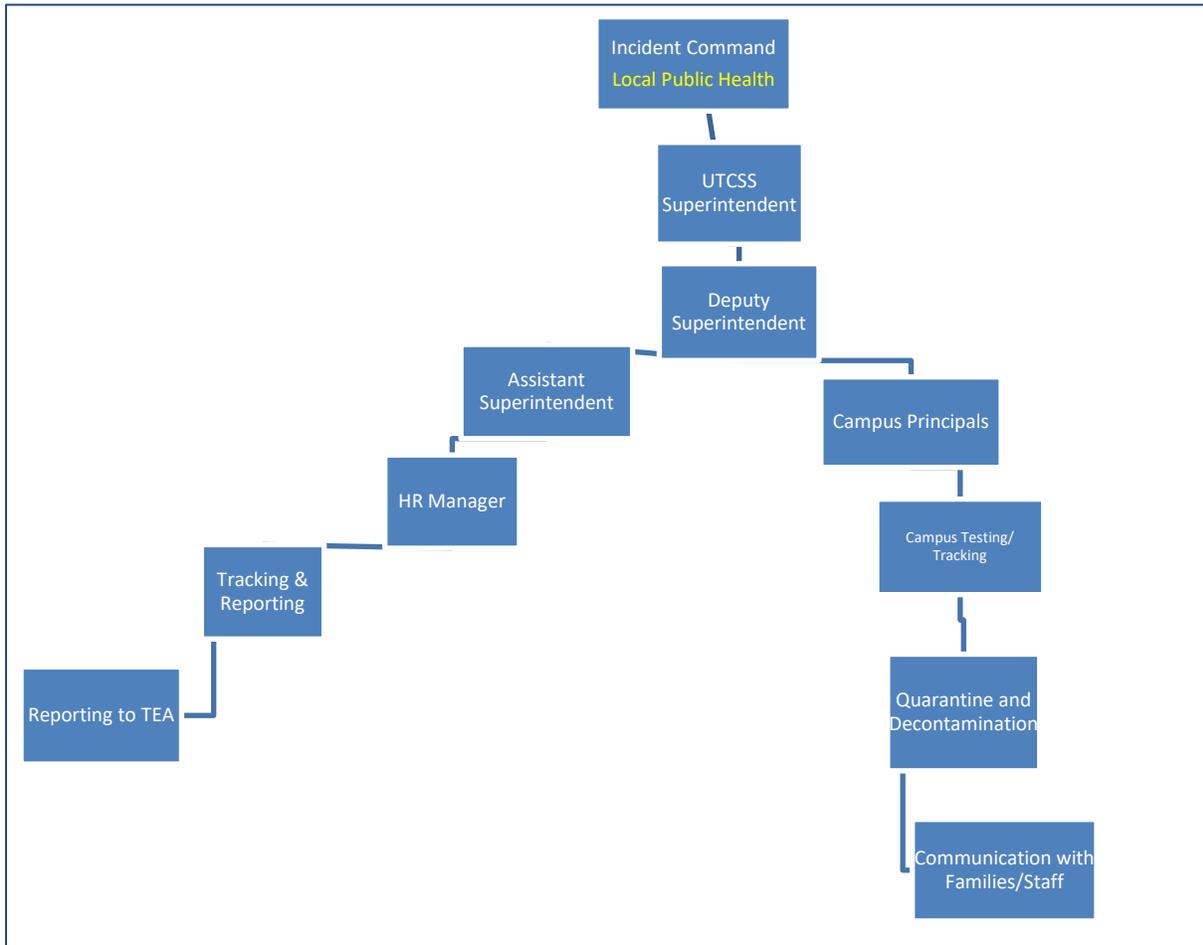
The Infectious/Communicable Disease Annex is based upon the concept that the incident management functions that must be performed by the UTCSS and its partners generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

#### A. General

1. The UTCSS safety and response staff will act according to the Standard Operating Procedures/Guidelines (SOP/SOG) when alerted to a Infectious/Communicable Disease Incident affecting the UTCSS.
2. When a potential Infectious/Communicable Disease Incident in the UTCSS is reported, the person receiving the initial report will immediately notify the UTCSS superintendent's office.
  - a. The UTCSS superintendent's office will work with the local health department to confirm/report.
3. The local health department will be the primary entity for coordinating the incident within the UTCSS and liaising with TDSHS. In cases where a local, county, or health district jurisdiction is not present, the TDSHS will work directly with the UTCSS.
4. The UTCSS superintendent will assign a position to manage and track operational duties on campus(s) related to the possible infectious/communicable disease exposure. This operations manager will:
  - a. coordinate with environmental services for any decontamination services needed in the UTCSS
  - b. coordinate with UTCSS support staff for any classroom closure or area quarantine needed within UTCSS
  - c. provide district-wide communications notification support as necessary to the incident requirements

5. The Infectious/Communicable Disease Annex assumes mutual aid agreements, memorandum of understandings, and inter-governmental agreements between UTCSS authorities, local/state/federal public health agencies, hospital/healthcare facilities, and other public health stakeholder agencies.

6. **The Incident Command System (ICS) will be used to manage all incidents and major planned events in the University of Texas Charter School System.**



*Public Health Incident at UTCSS*

**B. Public Health Incident Operations**

*Confirming a Public Health Incident*

Determining if there is an outbreak hinges on if the number of cases is unusually high for the given population for that time of year. Factors included in determining if an outbreak exists are:

- Etiologic agent
- Size and composition of the population
- Previous occurrence of the specific disease in the community
- Season

If a disease is common, such as seasonal influenza, the number of cases before an outbreak is declared likely need to be incredibly high; however, if the disease is rare, like smallpox, a single case may be considered an outbreak.

During Fall and Spring Semesters, the UTCSS population composition is approximately 900 students and 200 employees.

Disease tracking in UTCSS is based on incidental reporting from the student population. The local health department may identify one case of a rare or uncommon disease, or notice an increase in cases of a common disease during a given period. When this occurs, the local health department shall commence with notification procedures to UTCSS.

Should the UTCSS be made aware of a potential outbreak (or a confirmed case of a rare disease) by the local health department, the TDSHS, or any other health agency, the UTCSS superintendent's office shall alert the Principal(s) of the affected campus(s), and subsequently, the district advisory board. Following actions and notifications should be at the direction of the local, county, health district, and/or TDSHS.

### *General Procedures*

Procedures for responding to an infectious/communicable disease follow the same general pattern including monitoring, detection, implementation of pharmaceutical and non-pharmaceutical interventions, and coordinating with local and state health authorities. Specific application of interventions depends on the specific disease.

This plan may be activated for situations including but not limited to:

- Unusual cluster of disease in the UTCSS population
- Disease with unusual geographic or seasonal distribution
- Single case of an unusual disease
- Endemic disease with unexplained increase in incidence
- Significant media inquiries or public calls concerning a health-related issue
- Local public health emergency in one or more of the surrounding jurisdictions
- Statewide disease outbreak

## **C. Infectious/Communicable Disease Response Protocol**

When faced with an actual outbreak, local authorities may be required to use absolute limits to determine when to institute isolation, quarantine, vaccination, and other methods of infection control to protect the public health and safety. A balance must be struck between the implementation of such limits with an awareness of the public's rights to liberty.

This protocol recommends employing the most conservative authoritative medical and epidemiological evidence when faced with a range of possible actions. This statement is based upon the principle that lack of scientific certainty or consensus must not be used to postpone preventive action in the face of a threat to public health or safety. Preventative actions may include vaccination, medical prophylaxis, or social distancing.

The protocols outlined below shall serve as a guide in the event of an infectious disease outbreak in UTCSS. Depending on the disease and the spread of the disease, some or all of these steps may be expanded, modified, or eliminated. The district superintendent, or their delegated representative, will work directly with the local health department and TDSHS to implement appropriate actions based on the public health hazard.

### *Social Distancing*

Social distancing measures that reduce opportunities for person-to-person virus transmission can help delay the spread and slow the exponential growth of a pandemic. Social distancing measures can reduce virus transmission by decreasing the frequency and duration of social contact among persons of all ages. These measures are common-sense approaches to limiting face-to-face contact, which reduces person-to-person transmission.

During outbreaks of highly infectious diseases or rare viral strains with high rates of mortality, the following social distancing procedures should be considered in the UTCSS:

- Postponement or cancelation of classes during an infectious outbreak (at least until pharmaceutical preventative measures can be enacted). This will reduce exposure of person-to-person contact for students, faculty, and staff.
- Postponement or cancelation of mass gatherings: Group events such as concerts, festivals, and sporting events bring people into close contact for extended periods. Even when a circulating virus has a relatively low basic reproductive rate, intensely crowded settings might lead to high secondary attack rates.
- Multiple social distancing measures can be implemented simultaneously.

### *Isolation Protocols*

If isolation/quarantine is recommended for exposed/infected persons, in most cases voluntary isolation is encouraged based on guidance and directed education from the local health department and TDSHS. In cases of highly infectious diseases or rare viral strains with high rates of mortality, the local health department has the authority to "...order the individual, or the individual's parent, legal guardian, or managing conservator if the individual is a minor, to implement control measures that are reasonable and necessary to prevent the introduction, transmission, and spread of the disease in this state."<sup>1</sup>

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<sup>1</sup> HS Sec. 81.083(b). - APPLICATION OF CONTROL MEASURES TO INDIVIDUAL

1. The local health department shall recommend isolation, if necessary. A list of isolated students, faculty, and staff shall be prepared and updated daily by each affected campus and sent to the district superintendent's office.
2. The affected patient(s) should remain isolated for the duration of time specified by the local health department.

### *Cleaning Protocols*

These procedures are for cleaning, disinfecting, and/or sanitizing for communicable diseases in non-healthcare settings. Increased cleaning shall be activated by the UTCSS and its campus stakeholders upon recommendation from the local health department.

1. The local health department shall consult with the district superintendent's office about campus locations that need enhanced sanitation efforts. This information will be shared with the appropriate UTCSS campuses and campus housekeeping staff (based on areas to be sanitized).
  - a. These locations may be based on where confirmed ill students and/or employees were on campus.
  - b. Viruses generally survive on surfaces for about 48 hours.
2. If necessary, the local health department shall supply guidance to the district's housekeeping staff, and any other necessary departments to ensure all those who may be conducting sanitation operations are properly trained and fitted with PPE appropriate for the infectious disease at hand.
3. Housekeeping and the appropriate campus environmental services shall conduct sanitation operations in all designated locations using appropriate cleaners/disinfectants

## **IV. Direction, Control, and Coordination**

### **A. Responders Standard Operating Procedures/Guidelines (SOP/SOGs)**

Responders' department policy manuals provide said departments' members with best practice guidelines and procedures to conduct emergency operations. The policies provide department members with guidance that is both legal and practical. The department SOP/SOGs establish consistent procedures and provide members with a common understanding and focus. This common understanding and focus should translate into more effective operations during emergency incidents.

### **B. Emergency Operations Plan**

UTCSS maintains an Emergency Operations Plan (EOP) to address threats/hazards and incidents. UTCSS maintains the plan, and conducts regular training and exercises to validate operational efficiency and readiness of the EOP. The EOP and other emergency plans (i.e. individual campus emergency plans, crisis intervention team plans) may also make critical UTCSS personnel available beyond their regular job description in an incident or crisis event taking place at UTCSS.

### **C. Coordination with Responders**

An important component of emergency operations is interagency agreements with various neighboring agencies to aid timely response to, and recovery from, emergencies on campus. Agreements with these agencies and services (including such local governmental agencies as law enforcement, EMS, and public health) help coordinate services between the agencies and UTCSS. The agreements specify the type of communication and services provided by one agency to another.

If the campuses or City/County resources are insufficient or inappropriate to respond to the emergency situation, a request may be made for assistance from other jurisdictions, the state, or federal government. All response agencies are expected to fulfill mission assignments directed by the Incident Commander/Unified Command.

## V. Communications

### A. General Communication

In coordination with the local health department, the UTCSS shall coordinate and disseminate all communications related to the specific infectious disease. Communications should include:

- General communications to UTCSS staff and stakeholders –
  - information about the disease in general
  - information about the disease impacts on the UTCSS
  - what UTCSS is doing
  - what UTCSS should/should not do
- Targeted communications to affected or vulnerable populations within UTCSS, as needed
- Specific information on preventing the spread of the disease
- Any combination of the above to the media and neighboring communities

## VI. Disease Descriptions

Name	Vaccine Preventable	Description of Symptoms
<b>Corona Virus (COVID-19)</b>	Yes	<p><u>Symptoms</u>: high fever; cough; shortness of breath, difficulty breathing</p> <p><u>Transmission</u>: coughing, sneezing, and close physical proximity with others; virus can live up to 48 hours on surfaces</p>
<b>Measles (Rubeola)</b>	Yes	<p><u>Symptoms</u>: high fever; cough; runny nose; red/watery eyes; tiny white spots (Koplik spots) in mouth; rash</p> <p><u>Transmission</u>: coughing and sneezing; virus can live up to two hours in contaminated air or on a surface</p>
<b>Meningitis</b>	Yes	<p><i>Bacterial</i></p> <p><u>Symptoms</u>: fever; headache; stiff neck; nausea; vomiting; sensitivity to light; confusion</p> <p><u>Transmission</u>: germs spread person-to-person (depends on type of bacteria)</p>
		<p><i>Viral</i></p> <p><u>Symptoms</u>: fever; headache; stiff neck; sensitivity to bright light; sleepiness or trouble waking up from sleep; nausea; irritability; vomiting; lack of appetite; lethargy</p> <p><u>Transmission</u>: caused by other viruses like mumps, measles, influenza, etc.</p>
<b>Mumps</b>	Yes	<p><u>Symptoms</u>: fever; headache; muscle aches; tiredness; loss of appetite; swollen/tender salivary glands approximately 16-18 days after infection</p> <p><u>Transmission</u>: coughing, sneezing, or talking; sharing items; touching contaminated objects</p>
<b>Norovirus</b>	No	<p><u>Symptoms</u>: diarrhea; vomiting; nausea; stomach pain</p> <p><u>Transmission</u>: contaminated food or drink; touching contaminated surfaces and then putting fingers in mouth; having direct contact with someone who is infected</p>

Name	Vaccine Preventable	Description of Symptoms
<b>Hepatitis A</b>	Yes	<p><u>Symptoms:</u> Fatigue; Sudden nausea and vomiting; Abdominal pain or discomfort (especially on the upper right side beneath your lower ribs by your liver); Clay-colored bowel movements; Loss of appetite; Low-grade fever; Dark urine; Joint pain</p> <p><u>Transmission:</u> fecal-oral route; that is when an uninfected person ingests food or water that has been contaminated with the feces of an infected person</p>
<b>Influenza</b>	Yes	<p><u>Symptoms:</u> fever; cough; sore throat; runny or stuffy nose; muscle/body aches; headaches; fatigue; sometimes vomiting and diarrhea</p> <p><u>Transmission:</u> person-to-person via droplets</p>
<b>Tuberculosis</b>		<p><u>Symptoms:</u> A bad cough that lasts 3 weeks or longer; Pain in the chest; Coughing up blood or sputum (mucus from deep inside the lungs)</p> <p><u>Transmission:</u> person-to-person via droplets</p>
<b>Varicella (chicken pox)</b>	Yes	<p><u>Symptoms:</u> fever; tiredness; loss of appetite; headache; itchy, fluid-filled blisters</p> <p><u>Transmission:</u> touching or breathing in the virus particles that come from the blisters</p>

## VII. Definitions

**Case** – Describes the disease under investigation. Also describes a person in a population who is identified as having the disease.

**Confirmed Case** – Typical clinical features of the illness and either a lab test confirming the presence or an epidemiological link to a lab-confirmed case.

**Coronavirus (COVID-19)** – A novel virus that is composed of single-stranded RNA viruses that have a lipid envelope studded with club-shaped projections, infect birds and many mammals including humans, and was first identified during an investigation into an outbreak in Wuhan, China in 2019.

**Direct Transmission** – Infectious disease is transferred from a reservoir to a susceptible host by direct contact or droplet spread (kissing, skin-to-skin contact, sneezing). Droplet spread is the primary mode of transmission for influenza.

**Endemic** – Constant presence and/or usual prevalence of a disease or infectious agent in a population within a geographic area.

**Epidemic** – Increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area for a given period of time and may result from:

- Recent increase in amount of virulence of the agent
- Recent introduction of the agent into a setting where it has not been before
- Enhanced mode of transmission so that more susceptible persons are exposed
- Change in the susceptibility of the host response to the agent
- Factors that increase host exposure or involve introduction through new portals of entry

**Incubation Period** – The time from the moment of exposure to an infectious agent until signs and symptoms appear (varies by each disease). To determine the most likely period of exposure for an outbreak knowing the average incubation period for the disease and the range of incubation periods is important (E. coli average incubation is 3-4 days with a range of 2-10 days).

**Indirect Transmission** – Suspended air particles, vectors, or vehicles carry the infectious disease from a reservoir to a susceptible host through airborne transmission (Legionnaires' disease, TB, measles).

**Infectious Period** – The time during which an infectious agent may be transferred directly or indirectly from an infected person to another person, from an infected animal to people, or from an infected person to animals. Also called "period of communicability."

**Isolation** – The physical separation of a person suffering from an infectious or contagious disease from others in a community.

**Mode of Transmission** – Method by which the disease transfers from the reservoir (originating source) to the host (susceptible person). Classified as direct or indirect.

**Outbreak** – Increase, often sudden, in the number of cases of a disease above what is normally expected in that population in a limited geographic area for a given period of time (such as a university). Localized epidemic.

**Pandemic** – The global outbreak of a highly infectious disease in humans in numbers clearly in excess of normal caused by a new pathogen or emergence of an altered old pathogen capable of sustaining widespread disease in a region of the world or worldwide.

**Pandemic Flu** – A virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person-to-person.

**Quarantine** – The physical separation of healthy people who have been exposed to an infectious disease-for a period of time-from those who have not been exposed.

**Social Distancing** – A disease prevention strategy in which a community imposes limits on social (face-to-face) interaction to reduce exposure to and transmission of a disease. These limitations could include, but are not limited to, school and work closures, cancellation of public gatherings, and closure or limited mass transportation.

**Transmissibility** – Ability to easily spread from human-to-human.

**Travel Advisory** – When there is a recommendation against non-essential travel to a geographic area where an outbreak of a disease is occurring.

**Travel Alert** – Where an outbreak of a disease is occurring in a geographic area and there is no recommendation against non-essential travel to the area, although recommendations regarding personal health protection in such settings are available.

**Virulence** – The capacity of a microorganism to cause disease.

## VIII. Legal Authority

In order to institute and enforce non-pharmaceutical interventions, the public health agency must have legal authority. Legal authority within Texas is primarily wielded by the local public health agency. The State of Texas also has authority, but typically defers to the locals. Additionally, federal agencies have legal authority derived from a variety of statutes, regulations and executive orders.

### **State**

*HS § 81 Communicable Diseases.*

Sec. 81.002 The state has a duty to protect the public health. Each person shall act responsibly to prevent and control communicable disease.

Sec. 81.083 APPLICATION OF CONTROL MEASURES TO INDIVIDUAL. (a) Any person, including a physician, who examines or treats an individual who has a communicable disease shall instruct the individual about:

- (1) measures for preventing reinfection and spread of the disease; and
- (2) the necessity for treatment until the individual is cured or free from the infection.

(b) If the department or a health authority has reasonable cause to believe that an individual is ill with, has been exposed to, or is the carrier of a communicable disease, the department or health authority may order the individual, or the individual's parent, legal guardian, or managing conservator if the individual is a minor, to implement control measures that are reasonable and necessary to prevent the introduction, transmission, and spread of the disease in this state.

### **Federal**

*42 CFR § 71.20 Public health prevention measures to detect communicable disease.*

(a) The Director [Director, CDC, Public Health Services, Department of Health and Human Services, or their authorized representative] may conduct public health prevention measures, at U.S. ports of entry or other locations, through non-invasive procedures as defined in section 71.1 to detect the potential presence of communicable diseases.

(b) As part of the public health prevention measures, the Director [Director, CDC, Public Health Services, Department of Health and Human Services, or their authorized representative] may require individuals to provide contact information such as U.S. and foreign addresses, telephone numbers, email addresses, and other contact information, as well as information concerning their intended destination, health status, known or possible exposure history, and travel history.

*42 CFR 71.21 Report of death or illness.*

(b) The commander of an aircraft destined for a U.S. airport shall report immediately to the quarantine station at or nearest the airport at which the aircraft will arrive, the occurrence, on board, of any death or ill person among passengers or crew.

*42 CFR § 70.11 Report of death or illness onboard aircraft operated by an airline.*

(a) The pilot in command of an aircraft operated by an airline who is conducting a commercial passenger flight in interstate traffic under a regular schedule shall report as soon as practicable to the Director [Director, CDC, Public Health Services, Department of Health and Human Services, or their authorized representative] the occurrence onboard of any deaths or the presence of ill persons among passengers or crew and take such measures as the Director may direct to prevent the potential spread of the communicable disease, provided that such measures do not affect the airworthiness of the aircraft or the safety of flight operations.

*21 CFR § 1240.45 Report of disease.*

The master of any vessel or person in charge of any conveyance engaged in interstate traffic, on which a case or suspected case of a communicable disease develops shall, as soon as practicable, notify the local health authority at the next port of call, station, or stop, and shall take such measures to prevent the spread of the disease as the local health authority directs.



# University of Texas Charter School System

## **CRISIS MANAGEMENT PLAN**

Updated 6/23/2021

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## **CRITICAL INCIDENT RESPONSE TEAM**

### **Advanced Planning and Communication are the KEYS to Crisis Management.**

This is a general guide that has been prepared to assist administrators and staff in planning for and managing a campus during a critical incident. This Quick Reference Guide is aligned with the UTCSS Campus Emergency Operations Plan.

#### **CAMPUS GOALS:**

1. Strengthen Safety Team
2. Help return school campus to its normal routine
3. Assist individuals' recovery from the emotional impact of the incident
4. Prevent the escalation of the crisis and any long-term impact.

#### **Critical Incident Response Team:**

The Critical Incident Response Team utilizes trauma-informed practices and may provide campus support for a LEVEL 3, 4 & 5 crisis. The District Emergency Management Coordinator (DEMC) will work directly with the Principal determining the LEVEL of crisis and support needed. Main function of the Critical Incident Response Team:

1. Assist campus in the monitoring and counseling of students.
2. Follow-up by making home visits and assisting families.
3. Assist with campus follow-up and debriefing planning.
4. Provide trauma-informed practices.

## SUPPORT PERSONNEL/RESOURCES

<b>DISTRICT EMERGENCY MANAGEMENT COORDINATOR</b>	
Autumn Leal	512-699-5142
<b>COUNSELORS/ BEHAVIOR SPECIALIST</b>	
Gail Arredondo	512-745-7195
Bree Davison	512-784-4231
Angela Lengefeld	512-413-3497
<b>Licensed Specialist in School Psychology</b>	
Stacy Swenson	512-736-3837
Julie Joesel	512-923-3322
Janina Roberts	512-965-7033
<b>Additional District Contacts</b>	
Superintendent	512-797-4302
Deputy Superintendent	512-791-2270
Operation Specialist	361-212-2271

<b>ADDITIONAL CONTACT AGENCIES AND NUMBERS</b>	
Austin Police Department (911)	512-974-5900
UT Police Department	512-471-4441
Harris County Sheriff (911)	713-221-6000
Travis County Sheriff (911)	512-974-0845 option 3
Dell Children's Medical Center	512-324-0150
Seton Hospital	512-324-7000
Texas Children's Hospital	832-824-1000
Department of Family and Protective Services	800-362-2178

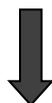
## LEVELS OF CRITICAL INCIDENCE

### CAMPUS LEVEL EMERGENCIES LEVEL (5 or 4)

#### Handled by Campus Staff

Involves personal tragedy or threatening incidents primarily affecting a student, teacher or administrator impacting a single campus.

(e.g.: Death of Parent, Child Abuse, Bullying, Fights, Suicide Outcry, Assault)



### DISTRICT LEVEL EMERGENCIES LEVEL (3)

#### Need Additional Support from District Level

Constitutes a major personal crisis or threatening incident at a campus or major disaster elsewhere that indirectly impacts students and teachers. High emotional fall out of student.

(e.g.: Death of staff or student, school shooter, on campus suicide attempt, suicide completion, arson resulting in destruction involving emotional fall-out.)



### COMMUNITY LEVEL EMERGENCIES LEVEL (2 or 1)

#### Community Involvement

**Threatened disaster or catastrophe that directly or profoundly affects more than one campus. Coordination of services from campus, district and local community response agencies is warranted. However, schools must be prepared to rely on own resources until help arrives.**

(e.g.: Shooting on campus, hostage & sniper gunfire, murder on campus, contagious disease, natural disaster, cluster suicide, severe storm damages with injures)