

Crisis Contingency Plan

Huntsville City Schools

Current Actions

- 1. Monitor student illness status daily
- 2. Interface with State and Federal agencies daily
- 3. Conduct daily School District Leadership Team meeting
- 4. Clean all schools and administrative facilities
- 5. Distribute Health Enhancement Packages (HEP kits)
- 6. Print and distribute health information posters for all schools
- 7. Monitor and adjust field trips as necessary
- 8. Interface with neighboring school districts
- 9. Create a centralized web page for all pertinent information
- 10. Communicate plans to parents, students, and staff
- 11. Identify key and essential staff who will work during school closure
- 12. Distribute information to parents/guardians about home learning options

Planned Actions During A School Closure

- 1. Clean and disinfect all schools and administrative facilities
- 2. Clean and disinfect all school buses
- 3. Operate security control room seven days a week
- 4. Conduct daily security patrol of all HCS facilities
- 5. Restrict HCS Staff to school facilities
- 6. Employ key and essential personnel on critical tasks
- 7. Post daily updates on centralized web page
- 8. Issue regular communication through the SchoolCast Communication System as needed

Follow-Up Plans

- 1. Conduct an After-Action Review (AAR) to discuss and capture lessons learned
- 2. Re-engage educational partners to resume internships, etc.
- 3. Update Crisis Contingency Plan based on AAR