

Morehead State University

PanPlan

Preparing for Pandemic Influenza Crisis

August 2009

Pandemic Health Plan Forward

It is essential that the University work together with the local Department of Public Health to make plans to prepare for a pandemic outbreak. A well developed plan will allow for continued education of our students while reducing or delaying the spread of infection. Morehead State University along with the Gateway District Health Department has worked closely to develop such a plan.

A pandemic occurs in many localities almost simultaneously. Because of this, much of the planning for a pandemic must be the responsibility of state and local governments. Community strategies that delay or reduce the impact of a pandemic (also called non-pharmaceutical intervention) may help reduce the spread of disease until a vaccine is available.

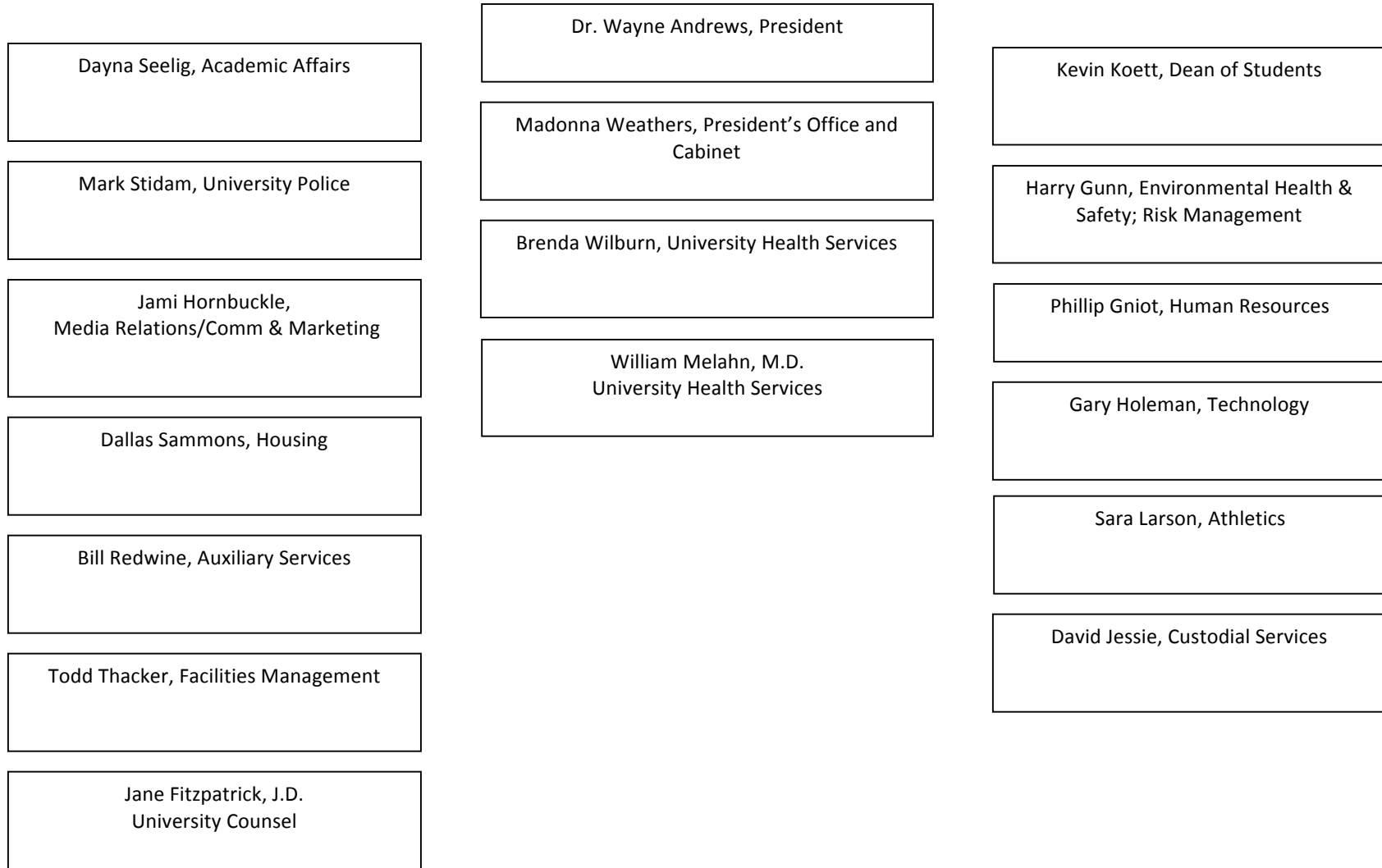
The first stage of this plan focuses on the planning and preventive measures to reduce the spread of disease. Infection rates are high if regular classroom instruction methods are employed during a time of seasonal or HINI flu illness. Therefore, it is imperative that the entire instructional process be included to carry out the non-pharmaceutical intervention plan and keep the University open for business.

One of the main tools used in this effort is the use of social distancing throughout the campus community. The University will follow guidelines and recommendations of the ACHA (American College Health Association) that are based on the most current CDC (Center for Disease Control) guidelines.

Key to the success of the Pandemic Plan is the regular and concise communications between the University and all concerned parties. Sample letters to parents or other community members, press releases and public service announcements, policies, procedures, and memoranda of agreement must be discussed prior to any community emergency such as a pandemic.

The public's willingness to follow health department and University recommendations is going to be dependent on both agencies working together on the education of the entire campus community and a clear communication of what is expected of students, faculty and staff. A planning committee from critical areas of the University has developed a plan that will facilitate, as are medically feasible, the continuation of services for the greatest number of students. However, this plan can only work with the full cooperation of the campus community. This plan allows for specific needs of a pandemic occurrence and extends on principles and procedures formerly established in the Emergency Operations Plan.

Pandemic Emergency Operations Command Staff
Organizational Chart – Chain of Command



Duties and Responsibilities of the Assessment Team

Department/Unit Contact Person	Alert Level MSU Level I Ongoing Preparedness	Alert Level MSU Level II (in addition to MSU Level I) Trigger: Sustained human-to-human transmission AND a PROBABLE case of H1N1 Influenza on campus.	Alert Level MSU Level III (in addition to MSU Level III) Trigger: Sustained human-to-human transmission AND multiple PROBABLE cases of H1N1 Influenza on campus due to person-to-person transmission.
1. Assessment Team (see committee List)	<ol style="list-style-type: none"> 1. Develop Pandemic Influenza Response plan. 2. Monitor situation. 3. All personnel receive training & education on universal precautions from Environmental Health & Safety (EH&S). 	<ol style="list-style-type: none"> 1. Assume leadership roles to advise administration and implement departmental response plans. 2. Contact media relations (one person should be designated). 	<ol style="list-style-type: none"> 1. Maintain contact among Assessment team.
2. Response Leaders (Madonna Weathers, Brenda Wilburn, William Melahn)	<ol style="list-style-type: none"> 1. Communicate with Gateway District Health Department (GDHD) regarding planning and surveillance. 2. Review recommendations of Center of Disease Control (CDC) and Kentucky Department of Public Health (KDPH) daily. 3. Communicate and benchmark other college health services and EH&S depts. 4. Communicate with administration & crisis management team regarding 	<ol style="list-style-type: none"> 1. Recommend that Crisis Management Committee, meet to implement Response Plan. 2. Notify Student Affairs, Housing & Dining to <i>prepare</i> evacuation or isolation plans should they be needed. 3. Maintain ongoing communication with GDHD, and monitoring of latest information from CDC and KDPH. 4. Update information on MSU Web site. 5. Issue communication(s) to campus community regarding status of disease 	<ol style="list-style-type: none"> 1. Appoint liaison for internal and external communications. 2. Appoint logistics leader for procurement of supplies. 3. Recommend mitigation measures (cancellation of travel and public events; university closure) to Administration & President as deemed necessary. 4. Notify Housing & Dining on number of potential contacts that may require isolation.

	<p>preparedness.</p> <ol style="list-style-type: none"> Update Crisis Management Committee as situation evolves. Post information about Pandemic Influenza on MSU Homepage through Jami Hornbuckle. Ongoing training for incident management in collaboration with GDHD. 	<p>spread, self-protection and University response.</p> <ol style="list-style-type: none"> Essential personnel receive appropriate masks from GDHD and/or EH&S. Make travel recommendations based on U. S. State Department Advisories. 	
<p>3. University Health Services (Brenda Wilburn, William Melahn)</p>	<ol style="list-style-type: none"> Personal Protective Equipment in place. Ongoing training for pandemic flu. Essential personnel receive fit test and training on respiratory protection from GDHD. Policy on transporting individual to hospitals in case EMS is unavailable. Initiate education campaign on keeping healthy and influenza vaccination. Prepare list and purchase medical supplies. Implement Pandemic Influenza Procedure for MSU Level II if necessary. 	<ol style="list-style-type: none"> Implement Pandemic Influenza Procedure for MSU Level II. Increase inventory of appropriate masks. Update Crisis Management Committee & Administration as needed. <p><i>The following will be implemented upon order of GDHD (if appropriate for the level of outbreak).</i></p> <ol style="list-style-type: none"> Isolate and monitor suspected cases as directed by GDHD. Communicate with parents of suspected cases and explain procedure, if needed. 	<ol style="list-style-type: none"> Implement Pandemic Influenza Procedure for MSU Level III. Update Crisis Management Committee & Administration as needed. Arrange for screening and treatment of people who have been exposed. Arrange for counseling services as needed.
<p>4. University Police (Mark Stidam)</p>	<ol style="list-style-type: none"> All personnel receive training & education on universal precautions from Environmental Health & Safety (EH&S). Essential personnel receive fit test and training on respiratory 	<ol style="list-style-type: none"> Essential personnel receive appropriate masks from EH&S. Alert MSU Health Services if encountering people with flu-like symptoms. Assess building security status. 	<ol style="list-style-type: none"> Implement policy on transporting individuals to hospitals. Secure buildings & post signage. Assist MSU Health Services in patient flow if needed. Clear designated lot for medical

	protection from EH&S.		staging area if needed.
5. Facilities Management/Custodial Services (Todd Thacker, David Jessie)	<ol style="list-style-type: none"> 1. Be familiar with building ventilations systems. 2. All personnel receive training & education on universal precautions from Environmental Health & Safety (EH&S). 3. Review cleaning procedures and increase wipe down and sanitizing of door knobs and common surfaces where possible. 	<ol style="list-style-type: none"> 1. Essential personnel receive appropriate masks from EH&S, if deemed necessary. 2. Provide support of housing for evacuation and set up of critical staging areas as well as isolation areas if deemed necessary. 	<ol style="list-style-type: none"> 1. Maintain essential building functions; cleaning.
6. Environmental Health & Safety (Harry Gunn)	<ol style="list-style-type: none"> 1. Assess respiratory protection plan and resources. 2. Contract with hazardous material company for professional cleanup. 3. Train and fit essential personnel for masks. 	<ol style="list-style-type: none"> 1. Distribute appropriate to essential personnel. 2. Ongoing evaluations of appropriate mask use and other personal protection equipment. 	<ol style="list-style-type: none"> 1. Maintain stocks of and distribute PPE. 2. Arrange for additional medical waste pickups.
7. President's Office & Cabinet (Madonna Weathers)	<ol style="list-style-type: none"> 1. All personnel receive training & education on universal precautions from Environmental Health & Safety (EH&S). 2. Update President and Cabinet on response and planning options. 	<ol style="list-style-type: none"> 1. Consider cancellation of activities and/or athletic events if deemed necessary. 	<ol style="list-style-type: none"> 1. Authorize the suspension of classes and the evacuation of resident students should it be deemed necessary. 2. Implement call-off procedure and University Closure if directed to do so by the GDHD or other public health authority. 3. Suspend experimental research if necessary. 4. Determine length of closure, if necessary. 5. Determine when the university will

			enter the recovery phase.
8. Media Relations (Jami Hornbuckle)	<ol style="list-style-type: none"> 1. Draft internal and external bulletins and announcements, with the Crisis Management Committee. 	<ol style="list-style-type: none"> 1. Update the University's Emergency Information Web site. 2. Activate emergency communications plan. 	<ol style="list-style-type: none"> 1. Establish a Media Relations Center: coordinate press releases, and manage news teams and interviews, etc. 2. Update message on MSU homepage. 3. Assist with emergency message distribution.
9. Housing (Kevin Koett, Dallas Sammons)	<ol style="list-style-type: none"> 1. All personnel receive training & education on universal precautions from Environmental Health & Safety (EH&S). 2. Develop plan for evacuation and/or isolation of students 3. Identify potential rooms and/or buildings to be used for isolation of ill students who: <ol style="list-style-type: none"> a. Cannot leave the campus b. Would be in isolation. 	<ol style="list-style-type: none"> 1. Enact emergency communications. 2. Notify current occupants in spaces that will be needed for "social distancing" of the potential need for them to move. 3. Communicate situation to landlords of rental properties used by students. 4. Watch MSU Home Page and disseminate information to others in your area. 5. Remain available for further instructions. 6. Notify MSU Health Services if suspected cases are encountered. 	<ol style="list-style-type: none"> 1. Initiate "move off" of student residents who can return home if deemed necessary. 2. Activate plan to isolate ill students who cannot go home. 3. Activate plan for distribution of food to isolated students if necessary.
10. Auxiliary Services (Bill Redwine)	<ol style="list-style-type: none"> 1. Ensure emergency response menu is planned for various degrees of need. (Take-out vs. communal dining.) 2. Stockpile additional foodstuffs and water. 3. Ensure food delivery process is planned and delivery supplies are on 	<ol style="list-style-type: none"> 1. Prepare to implement food delivery processes if needed. 2. Ensure delivery supplies are on hand for estimated duration of emergency, if needed. 3. Plan to prepare individual meals for take-out service rather than communal 	<ol style="list-style-type: none"> 1. Implement food delivery process if needed.

	hand.	dining.	
11. Risk Management (Harry Gunn)	<ol style="list-style-type: none"> 1. Identify risk exposures including associated financial impact. 2. Monitor and protect insurance coverage. 3. Benchmark risk management response and insurance coverage options with peer universities. 	<ol style="list-style-type: none"> 1. Communicate with insurance carriers on evolving campus issues. 	<ol style="list-style-type: none"> 1. Assess actual risk/insurance claim issues.
12. Technology (Gary Holeman)	<ol style="list-style-type: none"> 1. Assess additional computing/technology needs in the event of an emergency. 	<ol style="list-style-type: none"> 1. Activate additional phone lines for information dissemination. 	<ol style="list-style-type: none"> 1. Add additional phone lines to isolation areas, command centers and functional groups as needed. 2. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control). 3. Assist with emergency message distribution.
13. Student Life (Madonna Weathers, Kevin Koett)	<ol style="list-style-type: none"> 1. All personnel receive training & education on universal precautions from Environmental Health & Safety (EH&S). 2. Formulate and rehearse plan to address needs/support for: <ul style="list-style-type: none"> o Graduate Students o Commuter Students o Resident Students o Greek Organizations o Athletics 3. Identify division personnel available for telephone support work. 	<ol style="list-style-type: none"> 1. Be prepared to assist with evacuation of students from campus and relocation of those unable to leave if deemed necessary. 2. Assist with telephone consultation and support. 3. International office monitors student travelers entering from affected regions and assists with communication to international students and their families. 	<ol style="list-style-type: none"> 1. Arrange for monitoring and delivery of medications, other goods and services to isolated students if needed 2. Provide oversight for student family notification if needed. 3. International office assists in relocating students displaced by University closure if necessary. 4. Assist in staffing emergency phone bank/lines.

<p>14. Human Resources /Payroll (Phillip Gniot, Dana Baldrige)</p>	<ol style="list-style-type: none"> 1. Identify personnel to staff essential functions. 2. Coordinate resources so that personnel who may be working from home are equipped to perform critical functions from their home office. 3. Prepare a call-off/closure policy. 4. Identify personnel available for telephone support work. 5. Communicate work expectations and leave policies to campus community. 	<ol style="list-style-type: none"> 1. Monitor faculty & staff travelers entering from affected regions. 2. Assist with staffing for essential functions. 3. Have supervisors report absences in excess of 40%. 	<ol style="list-style-type: none"> 1. Activate call-off/closure policy if necessary. 2. Prepare for recalling employees after the closure is over.
<p>15. Academic Affairs (Dayna Seelig)</p>	<ol style="list-style-type: none"> 1. Assess and plan for different delivery systems if suspension of classes is necessary. 	<ol style="list-style-type: none"> 1. Monitor faculty & staff travelers entering from affected regions. Assist with staffing for essential functions. 2. Evaluate research continuity contingencies should suspension of classes be necessary. 3. Prepare for suspension of classes or closure if deemed necessary. 4. Evaluate effects of the incident in the University as a whole. 5. Have faculty monitor class attendance and report absences in excess of 40%. 	<ol style="list-style-type: none"> 1. Activate call-off/closure policy if necessary. 2. Prepare for recalling employees after the closure is over.
<p>16. Athletics (Sara Larson)</p>	<ol style="list-style-type: none"> 1. Participate in university wide education plan. 2. Coordinate vaccination plan for student athletes and athletics staff 	<ol style="list-style-type: none"> 1. Notify Student Health Services if suspected ILI is encountered. 2. Refer student athletes with ILI to Student Health Services. 	<ol style="list-style-type: none"> 1. Work with Counseling and Health Services to determine the best utilization of resources to meet the emergency medical needs of the campus community.

	<p>members.</p> <ol style="list-style-type: none">3. Stay in contact with OVC, PFL and NCAA regarding status of competitions.4. Develop an orientation plan to familiarize Assessment Team with athletic facilities available for use as staging areas.	<ol style="list-style-type: none">3. Report to Student Health Services the number of student athletes not participating in sport due to ILI.4. Stay in contact with OVC, PFL and NCAA regarding status of competitions.5. Initiate plans for use of staging areas should they be needed.	
--	--	--	--