

## Communicable Disease Response plan – Example – Pandemic Flu

### Description of Levels

1. Pre Planning up to and including confirmed cases of human-to-human transmission of avian flu.
2. Suspected case(s) on Campus or suspected/confirmed cases in WV/OH/KY area.
3. Confirmed case(s) on Campus (Only essential personnel required to report to campus).

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
1. Assessment Team (FMS, Safety and Health, Health Center and University Police)	<ol style="list-style-type: none"> <li>1. Brining in Director of Health Center as Incident Commander</li> <li>2. Monitoring situation</li> <li>3. Contact Media Relations</li> <li>4. Bringing in House/Dining for quarantine planning</li> <li>5. Essential personnel receive fit test &amp; training on respiratory protection from Safety &amp; Health</li> </ol>	Essential personnel receive N95 respirators from Safety & Health	1. Maintain contact amongst Assessment team.
2. Incident Commander (Director of Health Center)	<ol style="list-style-type: none"> <li>1. Communicate with Cabell County Health Department and Wayne County Health Department and <u>University Physicians and Surgeons</u> regarding planning and surveillance</li> <li>2. Communicate and benchmark with other College Health Services and Safety and Health Depts.</li> <li>3. Alert Advisory Group Coordinator</li> <li>4. Establish communication with deans regarding the status of preparedness.</li> <li>5. Update emergency action plan with Assessment Team &amp; Advisory Group Coordinator as situation evolves.</li> <li>6. In conjunction with the Advisory Group Coordinator, issue communication(s) to campus community regarding status of disease spread, self protection and university response. (e-mail, website, town meetings)</li> </ol>	<ol style="list-style-type: none"> <li>1. Notify Cabell Huntington Health Department and Wayne County Health Department.</li> <li>2. Notify Student Affairs and Counseling and Psychological Services (CAPS)</li> <li>3. Notify Housing &amp; Dining on number of potential contacts that may require isolation.</li> <li>4. Compose communications with Media Relations an the Advisory Group Coordinator for the campus community Regarding signs/symptoms, protocol for referral of suspected cases.</li> <li>5. Essential personnel receive N95 respirators from Safety and Health</li> </ol>	<ol style="list-style-type: none"> <li>1. Advise Advisory Group Coordinator to activate Emergency Operations (EOC)</li> <li>2. Recommend temporary closure of Building(s) and suspension of student and academic activities to Advisory Group Coordinator.</li> <li>3. Implement Emergency action Plan with Assessment Team &amp; Advisory Group Coordinator.</li> <li>4. Ensure that each Operations Group function is covered.</li> </ol>

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
3. University Police	<ol style="list-style-type: none"> <li>1. Health Center trains dispatchers, security, and police on avian flu.</li> <li>2. Alert Student Health Center if encountering individual(s) with flu-like symptoms.</li> <li>3. Essential personnel receive fit test and training on respirator protection from Safety and health</li> </ol>	<ol style="list-style-type: none"> <li>1. Implement policy on transporting individual to hospitals.</li> <li>2. Essential personnel receive N95 respirators from Safety and Health</li> </ol>	<ol style="list-style-type: none"> <li>1. Secure buildings and post signage</li> <li>2. Assist Health Center</li> </ol>
4. Physical Plant	<ol style="list-style-type: none"> <li>1. Identify building ventilations systems.</li> <li>2. Essential personnel receive fit test and training on respiratory protection from EH&amp;S</li> </ol>	Essential personnel receive N95 respirators from EH&S	<ol style="list-style-type: none"> <li>1. Stand by to shut off utilities as directed by Incident Commander, if necessary.</li> </ol>
5. Safety and Health	<ol style="list-style-type: none"> <li>1. Assess respiratory protection plan and resources.</li> <li>2. Contact with hazardous material company for professional cleanup.</li> <li>3. Train and fit essential personnel for respirators.</li> </ol>	<ol style="list-style-type: none"> <li>1. Arrange for additional medical waste pickups.</li> <li>2. Distribute N95 to essential personnel.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist w/notification of Emergency Coordinators</li> <li>2. Assist Health Care Center</li> </ol>
6. President's Office  Advisory group coordinator	<ol style="list-style-type: none"> <li>1. Receive information from Incident Commander</li> <li>2. Review content of internal and external public information bulletins and announcements. Work with Media Relations to select appropriate university spokesperson(s) for media reporting.</li> <li>3. Essential personnel receive fit test and training on respiratory protection from Safety and Health</li> <li>4. Consider restricting movement on and off campus for activities/athletic events.</li> </ol>	<ol style="list-style-type: none"> <li>1. Advise Executive Management on response options.</li> <li>2. Activate EOC</li> <li>3. Receive N95 respirators from Safety and Health</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide oversight for student, staff and faculty family notifications if appropriate.</li> </ol>

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
President's Office Executive management	<ol style="list-style-type: none"> <li>1. Based on U.S. State Department recommendations, University recommends campus community not to travel to affected countries.</li> <li>2. Receive fit test and training on respiratory protection from Safety and Health</li> </ol>	<ol style="list-style-type: none"> <li>1. Evaluate information on institutional effects of the incident and set response priorities as appropriate.</li> <li>2. Essential personnel receive N95 respirators from Safety and Health</li> </ol>	<ol style="list-style-type: none"> <li>1. Authorize temporary suspension of classes or closure.</li> </ol>
7. Media Relations	<ol style="list-style-type: none"> <li>1. Draft internal and external bulletins and announcements, with the Advisory Group Coordinator.</li> </ol>	<ol style="list-style-type: none"> <li>1. Appoint liaison to interface with the Advisory Group.</li> <li>2. Write and record bulletins and up dates on the University's Emergency Information Hotlines.</li> <li>3. Write scripts for phone tree with approval from Advisory Group Coordinator.</li> <li>4. Request to campus that faculty and staff and their families to report all flu cases to Incident Commander.</li> </ol>	<ol style="list-style-type: none"> <li>1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control)</li> <li>2. Establish a Media Relations Center: coordinate press releases and manage news teams and interviews etc.</li> </ol>
8. Emergency Coordinators	NOT APPLICABLE	<ol style="list-style-type: none"> <li>1. Watch MU front page and disseminate information to Floor Marshals.</li> <li>2. Remain available for further instructions.</li> </ol>	Same as Level 2
9. Student Health Services	<ol style="list-style-type: none"> <li>1. Health Center trains EMS on avian flu.</li> <li>2. Notify Health Center if suspected cases are encountered.</li> <li>3. Essential personnel receive fit test and training on respiratory protection from Safety and Health</li> </ol>	NOT APPLICABLE	NOT APPLICABLE
10. Parking			Clear a parking lot at Marshall University for medical staging area.

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
11. Residence Services	<p>Enact Planning for Quarantine of students:</p> <ol style="list-style-type: none"> <li>1. Health Center trains essential personnel on risks and response.</li> <li>2. Identify potential rooms and/or buildings to be used for quarantined students. Update by semester based on current occupancy.</li> <li>3. Notify current occupants in spaces that will be needed of the potential or need for them to move.</li> <li>4. Ensure emergency response menu is planned for various degrees of need.</li> <li>5. Stockpile additional food stuffs and water.</li> <li>6. Ensure food delivery process is planned and delivery supplies are on hand.</li> <li>7. Essential personnel receive fit test and training on respiratory protection from Safety and Health</li> </ol>	<p>Enact plan for quarantine of students:</p> <ol style="list-style-type: none"> <li>1. Set up Housing and Dining command center and recall essential personnel.</li> <li>2. Enact emergency phone contact tree.</li> <li>3. Identify meal delivery need and method for quarantined students.</li> <li>4. Communicate situation and needs to owners and landlords of rental properties.</li> <li>5. Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping.</li> <li>6. Essential personnel receive N95 masks from Safety and Health</li> <li>7. Activate emergency locator tracker on housing website for use by displaced students to report their temporary addresses.</li> </ol>	<ol style="list-style-type: none"> <li>1. Activate plan from level 2 to quarantine students in conjunction with the guidance from the <u>Cabell Huntington Health Department</u>.</li> </ol>
12. Dining Services	SEE ABOVE	SEE ABOVE	SEE ABOVE
13. Risk Management	<ol style="list-style-type: none"> <li>1. Identify risk exposure for which insurance can and cannot be obtained including associated financial impact.</li> <li>2. Identify steps that must be taken to monitor and protect insurance coverage.</li> <li>3. Benchmark risk management response and insurance coverage options with peer universities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Communicate with insurance carriers on evolving campus issues.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assess actual risk/ insurance claim issues.</li> </ol>

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14. Medical Services	<ol style="list-style-type: none"> <li>1. Post on entry door notifying patients with influenza profile and have traveled to (or have been visited by persons from affected counties to call SHS (691-1176)</li> <li>2. Isolated exam room</li> <li>3. Arrange for negative pressure machines</li> <li>4. Standard precautions in place</li> <li>5. Respiratory protection equipment in place</li> <li>6. In-service training for avian flu</li> <li>7. Follow State and County protocol for patient testing</li> <li>8. Monitor Health Care workers</li> <li>9. Essential personnel receive fit test and training on respirator protection from Safety and Health</li> <li>10. Policy on transporting individual to hospital.</li> </ol>	<ol style="list-style-type: none"> <li>1. Isolate and monitor suspected cases.</li> <li>2. Identify contacts of suspected case.</li> <li>3. Communicate with parents of suspected cases and explain procedure</li> <li>4. Initiate prophylaxis of contacts based on strength of patient presentation</li> <li>5. Update Incident Commander</li> <li>6. Establish phone triage lines for Student Health Services and CAPS</li> <li>7. CAPS initiate pre-event counseling for essential personnel</li> <li>8. Initiate poster, e-mail, campaign on self protection</li> <li>9. Essential personnel receive respirators from Safety and Health</li> </ol>	<ol style="list-style-type: none"> <li>1. Isolation room in Health Center (negative pressure)</li> <li>2. Locating people contacted by patient.</li> <li>3. Arrange for screening of people who have had contact.</li> <li>4. Arrange for counseling services.</li> <li>5. Contact Coroner's office if necessary.</li> </ol>
15. Computing and Telecommunications	<ol style="list-style-type: none"> <li>1. Assess supplemental telecomm./computing hardware/software needs: <ul style="list-style-type: none"> <li>• Student Affairs</li> <li>• Health Services</li> <li>• Public Relations</li> <li>• Counseling Center</li> <li>• Human Resources</li> <li>• Telecommunications</li> </ul> </li> <li>2. Assess needs for webpage support</li> <li>3. Develop plan for adding volunteers to public e-mail addresses</li> <li>4. Develop plan for distributing telephone calls to homes or phone banks</li> </ol>	<ol style="list-style-type: none"> <li>1. Purchase/contract for supplemental telecommunications/computing hardware/software needs.</li> </ol>	<ol style="list-style-type: none"> <li>1. Add additional phone lines to EOC, quarantine areas, and functional groups.</li> <li>2. Publish message from Public Relations on a periodic basis on Marshall University web's front page.</li> <li>3. Assist with email messages distribution</li> <li>4. Set up podium and microphones for media center</li> <li>5. Provide guidance for forwarding phones and setting up "bounce messages."</li> </ol>

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16. Student Affairs	<ol style="list-style-type: none"> <li>1. Health Center trains; Office International Studies (OIS). Resident Advisors and other offices within the Division on avian flu.</li> <li>2. <u>OIS</u> monitors student travelers entering from effected regions and assists with communication to international students and with their families.</li> <li>3. OIS formulates and rehearses plan to address needs/support for graduate and commuter students.</li> <li>4. Housefellows- formulate and rehearse plan to address needs/support for undergraduates</li> <li>5. Student Life- Formulate and rehearse plan to address needs/support for Greek organizations.</li> <li>6. Identify division personnel available for telephone support work.</li> <li>7. Receive fit test and training on respiratory protection from Safety and Health.</li> </ol>	<ol style="list-style-type: none"> <li>1. Arrange for monitoring/delivery of medications, other goods and services to isolated cases.</li> <li>2. Assist with relocation of students for quarantine</li> <li>3. Assist with telephone consultation and support</li> <li>4. Essential personnel receive respirators from Safety and Health.</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify student events where confirmed patients have attended.</li> <li>2. Residential staff assists Health Center.</li> </ol>
17. Human Resources	<ol style="list-style-type: none"> <li>1. Identify essential personnel</li> <li>2. Monitor faculty and staff travelers entering from effected regions</li> <li>3. Prepare a call-off policy</li> <li>4. Identify personnel available for telephone support work</li> </ol>	Same as Level 1	Activate call-off policy