**Marshall University**

**Infectious Disease Preparedness**

Level 1: Pre Planning up to and including confirmed cases of human-to-human transmission of a Communicable Disease.

Level 2: Suspected case(s) on Campus.

Level 3: Confirmed case(s) on Campus.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Level 1** | | | **Level 2**  **(in addition to Level 1 actions)** | | **Level 3**  **(in addition to Level 2 actions)** | | |
| 1. Assessment Team  **(EH&S, Student Health Services, School of Medicine Personnel/Cabell Huntington Health Department, and University Police)** | 1. Monitoring situation 2. Contact University Communications 3. Bringing in House and Residence Life   for quarantine planning   1. Essential personnel receive training   on respiratory protection from Environmental  Health and Safety (EH&S) | | | Essential personnel receive N95 respirators and/or appropriate PPE from EH&S | | 1. Maintain contact amongst Assessment team. | | |
| 2. Incident Commander  **(School of Medicine or Cabell Huntington Health Department)** | 1. Communicate with Cabell Huntington Health Department and/or School of Medicine regarding planning and surveillance 2. Alert President’s Cabinet 3. Update emergency action plan with Assessment Team and President’s Cabinet as situation evolves. 4. In conjunction with the President’s Cabinet, issue communication(s) to campus community regarding status of disease spread, self-protection and university response. (e-mail, website, town meetings) | | | 1. Notify School of Medicine and/or Cabell Huntington Health Department. 2. Notify the following on the number of potential contacts that may require isolation:  * President’s Cabinet * Student Affairs * Housing and Residence Life  1. Compose communications with University Communications for the campus community regarding signs/symptoms, protocol for referral of suspected cases. 2. Essential personnel receive N95 respirators and/or appropriate PPE from EH&S | | 1. Advise President’s Cabinet to activate Emergency Operations Center (EOC) | | |
|  | | **Level 1** | **Level 2**  **(in addition to Level 1 actions)** | | | | **Level 3**  **(in addition to Level 2 actions)** |
| 3. University  Police | | 1. EH&S trains dispatchers and police on symptoms of communicable disease. 2. Alert Student Health Services if encountering individual(s) with symptoms relating to the communicable disease. 3. Essential personnel receive training on respirator protection from EH&S | 1. Implement policy on transporting individual to hospitals. 2. Essential personnel receive N95 respirators and/or appropriate PPE from EH&S | | | | 1. Secure buildings and post signage 2. Assist Student Health Services 3. Clear Marshall University Parking lots for medical staging area. 4. Establish on-campus medical staging area. |
| 4. Physical Plant | | 1. Identify building ventilations systems. 2. Essential personnel receive training on respiratory protection from EH&S. 3. Campus Service Workers and Contracted Janitorial staff receive training on general cleaning and disinfecting from EH&S. | Essential personnel receive N95 respirators and/or appropriate PPE from EH&S | | | | 1. Stand by to shut off utilities as directed by Incident Commander, if necessary. |
| 5. Environmental Health & Safety | | 1. Assess respiratory protection plan and resources. 2. Train essential personnel for respirators. | 1. Arrange for additional medical waste pickups. 2. Distribute N95 to essential personnel. | | | | 1. Assist Student Health Services. 2. Contact with hazardous material company for professional cleanup if needed. |
| 6. President’s Cabinet/Senior Vice Presidents | | 1. Receive information from Incident Commander 2. Review content of internal and external public information bulletins and announcements. 3. Work with University Communications to select appropriate university spokesperson(s) for media reporting. 4. Based on U.S. State Department recommendations, University recommends campus community not to travel to affected countries. 5. Consider restricting movement on and off campus for activities/athletic events. 6. Essential personnel training on respiratory protection from EH&S. | 1. Advise Board of Governors on response options. 2. Activate Emergency Operations Center. 3. Evaluate information on institutional effects of the incident and set response priorities as appropriate. 4. Essential personnel receive N95 respirators and/or appropriate PPE from EH&S | | | | 1. Provide oversight for student, staff and faculty family notifications if appropriate. 2. Authorize temporary suspension of classes or closure. |
|  | | **Level 1** | **Level 2**  **(in addition to Level 1 actions)** | | **Level 3**  **(in addition to Level 2 actions)** | | |
| 7. University Communications | | 1. Draft internal and external bulletins and announcements, with the President’s Office | 1. Write and record updates on the University’s Emergency Information Hotlines. 2. Write scripts for Emergency Notification System with approval from President’s Office 3. Request to campus that faculty and staff and their families to report all applicable cases to Incident Commander and EH&S. 4. Initiate poster, e-mail, and campaign on self-protection. | | 1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control) 2. Establish a University Communications Center 3. Coordinate press releases in conjunction with state and local health offices. | | |
| 12. Housing and Residence Life | | Enact Planning for Quarantine of students:   1. Student Health Services trains essential personnel on risks and response. 2. Identify potential rooms and/or buildings to be used for quarantined students. Update by semester based on current occupancy. 3. Notify current occupants in spaces that will be needed of the potential or need for them to move. 4. Ensure adequate supplies of food and water. 5. Essential personnel receive training on respiratory protection from EH&S | Enact plan for quarantine of students:   1. Set up Housing and Dinning command center and recall essential personnel. 2. Enact emergency phone contact tree. 3. Identify meal delivery need and method for quarantined students. 4. Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping. 5. Essential personnel receive N95 respirators and/or appropriate PPE from EH&S | | 1. Activate plan from level 2 to quarantine students in conjunction with the guidance from the Cabell Huntington Health Department. | | |
| 13. Dining Services | | SEE ABOVE | SEE ABOVE | | 1. SEE ABOVE | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Level 1** | **Level 2**  **(in addition to Level 1 actions)** | **Level 3**  **(in addition to Level 2 actions)** |
| 14. Risk Management/EH&S | 1. Identify risk exposure for which insurance can and cannot be obtained including associated financial impact. 2. Identify steps that must be taken to monitor and protect insurance coverage. 3. Benchmark risk management response and insurance coverage options with peer universities. | 1. Communicate with insurance carriers on evolving campus issues. | 1. Assess actual risk/insurance claim issues. |
| 15. Student Health Services  (Clinical Director) | 1. Arrange for isolation exam rooms and negative pressure machines where applicable. 2. Standard precautions in place 3. Respiratory protection equipment in place 4. In-service training for communicable disease. 5. Follow State and County protocol for patient testing 6. Monitor Health Care workers 7. Essential personnel receive training on respirator protection from EH&S 8. Policy on transporting individual to hospital. | 1. Isolate and monitor suspected cases. 2. Identify contacts of suspected case. 3. HIPPA compliant medical information shared with parents. 4. Initiate prophylaxis of contacts based on strength of patient presentation 5. Update Assessment Team 6. Essential personnel receive N95 respirators and/or appropriate PPE from EH&S | 1. Isolation room in Student Health Services (negative pressure) 2. Contacting Cabell Huntington Health Department to report confirmed cases. 3. Arrange for screening of people who have had contact. 4. Continued assessment and treatment with isolated patients. | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Level 1** | **Level 2**  **(in addition to Level 1 actions)** | **Level 3**  **(in addition to Level 2 actions)** |
| 16. Information Technology | 1. Assess supplemental telecomm./computing hardware/software needs:    * Student Affairs    * Student Health Services    * University Communications    * Human Resources 2. Assess needs for webpage support | Same as Level 1 | 1. Add additional communication lines to EOC, quarantine areas. 2. Publish message from University Communications on Marshall University web’s home page. 3. Assist with email messages distribution |
| 17. Student Affairs | 1. Monitors student travelers entering from affected regions and assists with communication to international students and with their families. 2. Formulates plan to address needs/support for all students and student organizations. 3. Receive training on respiratory protection from EH&S. | 1. Coordinate with Student Health Services for monitoring/delivery of medications, other goods and services to isolated cases 2. Assist with relocation of students for quarantine 3. Assist with communicating consultation and support. 4. Essential personnel receive N95 respirators and/or appropriate PPE from EH&S | 1. Assist with Housing and Residence Life in communicating status updates. 2. Arrange for counseling services. |
| 18. Human Resources | 1. Identify essential personnel 2. Prepare a call-off policy 3. Identify personnel available for telecommuting. | Same as Level 1 | Activate call-off policy |
| 19. Travel Office | 1. Monitor Faculty, Staff, Students, and Athletics travel plans. | Same as Level 1 | Same as Level 1 |