

Draft



Pandemic Influenza Emergency Preparedness Plan

In an emergency, the goals of the colleges are to protect life and safety, secure critical infrastructure and facilities, and resume teaching and business activities as quickly and safely as possible.

Ohio University Zanesville and Zane State College have a broad Pandemic Influenza Emergency Preparedness Plan that establishes response protocol and a chain of command in the case of a flu event that threatens the health and safety of the campus community.

Ohio University Zanesville is ultimately guided by the Critical Incident Response Team (CIRT) Manual, Pandemic Influenza Response Plan, Annex A, July 2009

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TABLE OF CONTENTS

I.	Purpose and Objectives	3
II.	Key Strategic Personnel/Chain of Command	4
III.	Pandemic Influenza Communication Strategies	6
IV.	Zane State Community College Pandemic Response Levels.....	6
V.	Pandemic Influenza Response Levels	7

Ohio University Zanesville/Zane State College Pandemic Influenza Preparedness Plan Draft

Purpose

The purpose of the Ohio University Zanesville/Zane State College Pandemic Influenza Preparedness Plan is to provide a well coordinated and comprehensive response to a pandemic event. The goal is to minimize the impact on students and employees while maximizing the ability of the college to continue its educational mission.

Objectives

1. Protect the lives, safety and health of student and employees
2. Effectively communicate with all involved parties
3. Continue as many college services as safely possible
4. Prevent the further spread of infection

Assumptions about a pandemic influenza event

1. There may be minimal resources available from the state so that local assistance and authorities will be responsible for the plans and their implementation
2. The virus will easily spread from person to person resulting in substantial absenteeism of students and employees, expect 30% with peaks up to 40%
3. Vaccines and antiviral medications will be in short supply during the initial months of the event
4. Directions to close the campus or alter its use may come from local and state health departments
5. A closure of the campus may last for eight weeks or longer

Considerations in planning and implementation

1. Employer flexibility will be necessary which may include; staggered schedules, expansion of physical work spaces or allowing employees to work from remote locations
2. Leave policies may need to be flexible
3. Personal protective equipment may be necessary requiring acquisition of supplies and policies and procedures for implementation
4. Essential functions should be identified and cross-training provided.
5. Written job action instructions should be in place for priority positions responsibilities in the event that a person not familiar with the position needs to perform the duties.

II. Key Strategic Personnel and Chain of Command

Dean/President or designee – responsible for making highest level decisions and directing operations.

Ohio University Zanesville	Zane State College
1. Dean	1. President
2. Associate Dean	2. Vice Pres. for Academic Services
3. Academic Division Coordinator	3. Vice Pres. for Business Services
	4. Vice Pres. for Student Services

Public Information Officers – act as college spokespersons, in charge of all communications.

1. Dean	1. Dir. of Marketing and Communication
2. Public Relations Coordinator	2. Director of Safety and Security
3. Associate Dean	3. Chair, Board of Trustees
	4. Vice Pres. for Academic Services

Pandemic (or Emergency) Coordinator – responsible for completing paperwork for Health Department (HD) and informing HD, President/Dean, and employees of status with regard to Ohio University Zanesville/Zane State College.

1. Director of Safety and Security	1. Director of Safety and Security
2. Director of Operations	2. Director of Operations
3. Assistant Director of Operations	3. ERM representative

Influenza (or Emergency) Response Team – responsible for assisting Pandemic Influenza Coordinator. Team is composed of a variety of representatives from both campuses.

Facilities Management– responsible for adequate levels of supplies and keeping areas cleaned and disinfected as much as possible.

1. Director of Operations	1. Director of Operations
2. Assistant Dir. of Operations	2. Asst. Director of Operations
3. Administrative Associate (Facilities Mgt.)	3. Administrative Associate (Facilities Mgt.)

Information Technology Departments – responsible for supplying essential computer services to employees who are working at home – such as faculty and payroll, etc. as well as online and phone systems.

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| 1. Director of Information Technology | 1. Executive Dir. of IT Services |
| 2. Computer Lab Manager | 2. Dir. of Customer Support Services |
| 3. Data Systems Coordinator | 3. Dir. of Network and Security |

Human Resources-- gathers information from each department with regard to absenteeism. Assists employees in understanding Pandemic Influenza policies as they apply to benefits.

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| 1. Executive Administrative Assistant | 1. Director of Human Resources |
| 2. Budget Manager | 2. HR Gen./Benefits Coordinator |
| 3. Administrative Associate (Facilities Mgt.) | 3. Director of Safety and Security |

Faculty – responsible for working with other instructors and students to ensure that classes can continue on-line or through other methods whenever possible to reduce disruption to classes.

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| 1. Associate Dean | 1. Faculty Senate Chair |
| 2. Academic Division Coordinator | 2. Faculty Senate Vice Chair |
| 3. Faculty Chair | 3. Mem. with greatest Senate seniority |

Student Services Representatives – responsible for communicating with student body to ensure that students are informed of operating changes.

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| 1. Director of Student Services | 1. Vice Pres. for Student Services |
| 2. Asst. Dir. of Student Services | 2. Director of Student Success Center |
| 3. Director of Learning Advancement Center | 3. Registrar |

(The Muskingum County Health Department recommends that each Key Strategic Personnel grouping should have 3 position titles listed – meaning if the President of the college has the flu, who is next in command, etc.)

Pandemic Flu Communication Strategies

The World Health Organization (WHO) is monitoring the progress and phases of the Pandemic. The phases are listed below:

A. Inter-pandemic period:

Phase 1: No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.

Phase 2: No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

B. Pandemic Alert Period

Phase 3: Human infection(s) with a new subtype but no human-to-human spread, or at most rare instances of spread to a close contact.

Phase 4: Small cluster(s) with limited human-to-human transmission but spread is highly localized suggesting that the virus is not well adapted to humans.

Phase 5: Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (substantial pandemic risk).

C. Pandemic Period:

Phase 6: Pandemic: increased and sustained transmission in general population. This phase includes periods when virus activity has subsided and a second wave has commenced.

III. Pandemic Influenza Response Levels

Level 1: Confirmed cases of human-to-human transmission of pandemic flu in Ohio

Level 2: Suspected/confirmed cases in the colleges' service area

Level 3: Confirmed cases in Muskingum County

Level One Response:

Confirmed cases of human-to-human transmission of pandemic flu in Ohio

- During a level one alert phase, the Dean/President, or his/her designee, will instruct the Pandemic Coordinators and the Influenza Response team to obtain information from organizational unit administrators/division directors in order to report absenteeism rates to the central health jurisdiction (Muskingum County Health Department). They will report their findings to the Liaison.
- The Pandemic Emergency Coordinators will fax or e-mail the completed Influenza Report Form to the Muskingum County Health Department.
- Personal surveillance of campus community for influenza-like illnesses (ILI) (e.g. fever, chills, shivering, muscle soreness, etc.) shall commence. Anyone displaying any of these symptoms will be sent home.
- Pandemic Emergency Coordinators will keep the Dean/President and/or designees abreast of latest information from organizational units and local health districts.
- Pandemic Emergency Coordinators will send campus-wide FYI regarding current pandemic threat and Public Information Officers will disseminate pandemic flu information.
- Faculty will communicate with students on how their individual classes will continue if buildings are closed.
- Information Technology Departments will start to prepare for the possible shut-down of buildings.
- Pandemic Coordinators and Influenza Response Team shall implement containment activities --- post General Infection Control notices (hand hygiene, cough etiquette, social distancing, etc.) across campus. The Coordinators will send notices via e-mail.
- Director of Marketing and Communication will inform the Chair, Board of Trustees of current alert status.

- Facilities/Human Resources, Wellness Committees will provide alcohol-based hand sanitizer and disinfectants throughout the campus. Everyone will be encouraged to wash hands often.

Level Two Response:

Suspected/confirmed cases in colleges' service area.

- Continue personal surveillance of campus community and reporting to Muskingum County Health Department.
- Director of Marketing and Communication will inform the Chair, Board of Trustees of level two response status.
- Pandemic Coordinators and Influenza Response Team shall post pandemic Influenza notifications at all entryways encouraging those that experience flu-like symptoms not to enter the campus facilities.
- Pandemic Coordinators will keep the Dean/President and designees abreast of latest information from organizational units and local health districts.
- General Infection Control notices and training will continue (hand hygiene, cough etiquette, social distancing, etc).

Level Three Response

Confirmed case in Muskingum County or on campus

- Pandemic Coordinators will notify Dean/President and designees of current alert status gleaned from Muskingum County Health Alert. Director of Marketing and Communication will inform the Chair, Board of Trustees of current alert status.
- The Dean/President, or his/her designee, will consult with the Muskingum County Health Department and/or Muskingum County Emergency Management Agency when making decision on closing operations due to a communicable disease.
- The Pandemic Emergency Coordinators are the designated people who will represent Ohio University Zanesville/Zane State College at the local Emergency Operations Center (EOC) when necessary. The Director of Operations will act as the EOC liaison when the Coordinator is not available. The Assistant Director of Operations is the third alternate for EOC Liaison.

- Dean/President shall convene a meeting with Influenza Emergency Response Team in the Campus Center. Information will be disseminated to Pandemic Emergency Coordinators and the campus community concerning status of daily operations.
- If necessary, decision will be made by the Dean/President or his/her designee to close operations.
- Daily disinfecting of offices and work areas by the occupants of these areas should be mandatory.
- Pandemic Coordinators and Influenza Response Team shall work with Facilities Management to ensure adequate supplies of hygiene products.
- Personnel will use the communication methods that are used for inclement weather days to communicate the status of the colleges including when the employees should report for work and when classes will be closed or resumed.