

Pandemic / Avian Influenza Response

Level 1 - Pre planning up to and including confirmed cases of human-to- human transmission of avian/swine flu

Level 2 - Suspected case(s) on Campus or suspected/confirmed cases in West Central Indiana region

Level 3 - Confirmed case(s) on Campus [Only essential personnel required to report to campus.]

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
Assessment Team -Critical Incident Team -University Physician. -Public Safety	1. University Physician & Director of Public Safety - Incident Commanders. 2. Monitoring situation 3. Keep info updated on website www.depauw.edu/student/safety/pandemic.asp 4. Housing/Dining - quarantine planning. 5. Essential personnel receive fit test & training on respiratory protection.	Essential personnel receive N95 respirators from Public Safety	1. Maintain contact among Assessment team.
Incident Commanders -University Physician -Director of Public Safety -Emergency Mgt. Coord. - Exec. VP	1. Communicate with Putnam County Health Department and SDOH for Planning and monitoring. 2. Communicate and benchmark other college Health Services & Safety Depts. 3. Inform Advisory Group members. 4. Regularly communicate with Cabinet regarding status of preparedness. 5. Update Critical Incident Management plan with Assessment Team & Advisory Group as situation evolves. 6. In conjunction with President's Office, issue info to campus community regarding status of disease spread, self protection and university response. (e-mail, website, meetings)	1. Notify Putnam County Health Dept. 2. Notify Student Affairs and Health and Counseling Services. 3. Notify Housing & Dining on number of potential contacts that may require isolation. 4. Compose communications with Media Relations and the Advisory Group Coordinator for the campus community regarding signs/symptoms, protocol for referral of suspected cases. 5. Essential personnel receive N95 respirators from Public Safety.	1. Incident Commanders activate Emergency Operations Center (EOC). 2. Recommend temporary closure of building(s) and suspension of student and academic activities. 3. Implement Critical Incident Management Plan with Assessment Team. 4. Ensure that each Operations Group function is covered. <ul style="list-style-type: none"> - Public Safety - Housing & Dining - Health Services - Facilities Management - Human Resources - Student Life

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
Public Safety	<ol style="list-style-type: none"> 1. Train dispatchers, and Public Safety Officers on avian flu. 2. Alert Student Health Center if encountering individual(s) with flu-like symptoms. 3. Essential personnel receive fit test and training on respiratory protection. 	<ol style="list-style-type: none"> 1. Implement policy on transporting individual to hospitals. 2. Essential personnel receive N95 respirators from Public Safety. 	<ol style="list-style-type: none"> 1. Secure buildings & post signage 2. Assist Health Center
Facilities Management	<ol style="list-style-type: none"> 1. Identify building ventilations systems. 2. Essential personnel receive fit test and training on respiratory protection. 3. Update training for removal and cleanup of hazardous waste. 4. Update NIMS training. 	<ol style="list-style-type: none"> 1. Essential personnel receive N95 respirators from Public Safety. 2. Issue additional hazardous spill recovery kits and review hazardous waste removal procedures. 	<ol style="list-style-type: none"> 1. Stand by to shut off utilities as directed by Incident Commander, if necessary
President's Cabinet	<ol style="list-style-type: none"> 1. Receive information from Incident Commander(s). 2. Review content of internal and external public information bulletins and announcements. 3. Essential personnel receive fit test and training on respiratory protection. 4. Consider restricting movement on and off campus for activities/athletic events. 5. Based on U. S. State Department recommendations, University recommends campus community not to travel to affected countries. http://www.state.gov/travelandbusiness/ http://www.cdc.gov/travel/destinat.htm 6. Receive fit test and training on N95 respiratory protection. 	<ol style="list-style-type: none"> 1. Advise Executive Management on response options. 2. Activate Critical Incident Management Plan. 3. Receive N95 respirators from Public Safety 4. Evaluate information on institutional effects of the incident and set response priorities as appropriate. 5. Essential personnel receive N95 respirators from Public Safety. 	<ol style="list-style-type: none"> 1. Provide oversight for student, staff, & 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)
Media Relations	<ol style="list-style-type: none"> 1. Draft internal and external bulletins and announcements, with the Cabinet and Pandemic Advisory Group. 	<ol style="list-style-type: none"> 1. Write and record bulletins and updates on the University's Emergency Information Hotlines. 2. Write scripts for phone tree with approval from Advisory Group Coordinator. 3. Request to campus that faculty and staff and their families to report all flu cases to Incident Commander. 	<ol style="list-style-type: none"> 1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control) 2. Establish a Media Relations Center: coordinate press releases, and manage news teams and interviews, etc.
Student Leadership (RAs, etc...)	<ol style="list-style-type: none"> 1. Health Center trains on avian flu. 2. Notify Health Center if suspected cases are encountered. 3. Essential personnel receive fit test and training on respiratory protection from Public Safety. 	Not applicable	Not applicable
Housing and Dining	<p>Enact planning for quarantine of students:</p> <ol style="list-style-type: none"> 1. Health Center 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 emergency response menu is planned for various degrees of need. 5. Stockpile additional food stuffs and water. 6. Ensure food delivery process is planned and supplies are on hand. 7. Essential personnel receive fit test and training on respiratory protection. 	<p>Enact plan for quarantine of students:</p> <ol style="list-style-type: none"> 1. Set up Housing and Dining command center and recall essential personnel. 2. Enact emergency phone contact tree. 3. Identify meal delivery need and method for quarantined students. 4. Communicate situation and needs to Greek House Corps. 5. Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping. 6. Essential personnel receive N95 masks from Public Safety. 7. Activate emergency locator tracker on housing website for use by displaced students to report their temporary addresses. 	<ol style="list-style-type: none"> 1. Activate plan from level 2 to quarantine students in conjunction with the guidance from the County Health Department.

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
Health Services	<ol style="list-style-type: none"> 1. Isolated exam room 2. Arrange for negative pressure machines. 3. Standard precautions in place 4. Respiratory protection equipment in place. 5. In-service training for avian flu. 6. Follow State and County protocol for patient testing. 7. Monitor Health Care workers. 8. Essential personnel receive fit test and training on respiratory protection. 9. Policy on transporting individual to hospitals. 	<ol style="list-style-type: none"> 1. Isolate and monitor suspected cases. 2. Identify contacts of suspected case. 3. Communicate with parents of suspected cases and explain procedure. 4. Initiate prophylaxis of contacts based on strength of patient presentation. 5. Update Incident Commander 6. Establish phone triage lines for Student Health and Counseling Services. 7. Counseling initiates pre-event counseling for essential personnel. 8. Initiate poster, e-mail campaign on self-protection. 9. Essential personnel receive respirators from Public Safety. 	<ol style="list-style-type: none"> 1. Isolation room in Health Center (negative pressure) 2. Locating people contacted by patient. 3. Arrange for screening of people who have had contact. 4. Arrange for counseling services 5. Contact Putnam County Health Dept. and Coroner's office if necessary.
Information Services	<ol style="list-style-type: none"> 1. Assess supplemental telecomm./computing hardware/software needs: <ul style="list-style-type: none"> • Student Life • Health Services • Public Relations • Counseling Center • Human Resources • Switchboard 2. Assess needs for webpage support. 3. Develop plan for distributing telephone calls to homes or phone banks. 	<ol style="list-style-type: none"> 1. Purchase/contract for supplemental telecommunications/computing hardware/software needs. 	<ol style="list-style-type: none"> 1. Add additional phone lines to EOC, quarantine areas, and functional groups. 2. Publish messages from Public Relations on a periodic basis on DePauw University web / front page. 3. Assist with email message distribution 4. Maintain A/V needs for media center . 5. Provide guidance for forwarding phones and setting up "bounce messages."

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
Student Life International Education Greek Life	<ol style="list-style-type: none"> 1. Health Center trains; Office International Education, Residence Life / Assistants, Greek Life, and other offices within the Div. of Student Life and Academic Affairs on avian flu. 2. CIEE monitors student travelers entering from effected regions and assists with communication to international students and their families. 3. Residence Life - Formulate and rehearse plan to address needs/support for undergraduates. 4. Greek Life – Formulate and rehearse plan to address needs/support for Greek organizations. 5. Identify division personnel available for telephone support work. 6. Receive fit test and training on respiratory protection. 	<ol style="list-style-type: none"> 1. Arrange for monitoring/delivery of medications, other goods and services to isolated cases. 2. Assist with relocation of students for quarantine 3. Assist with telephone consultation and support. 4. Essential personnel receive respirators from Public Safety. 	<ol style="list-style-type: none"> 1. Identify student events where confirmed patients have attended. 2. Residential staff assists Health Center.
Human Resources	<ol style="list-style-type: none"> 1. Identify essential personnel. 2. Monitor faculty & staff travelers entering from effected regions. 3. Prepare a call-off policy 4. Identify personnel available for telephone support work. 5. Identify risk exposures for which insurance can and cannot be obtained including associated financial impact. 6. Identify steps that must be taken to monitor and protect insurance coverage. 7. Benchmark risk management response and insurance coverage options with peer universities. 	<p>Same as Level 1</p> <ol style="list-style-type: none"> 1. Communicate with insurance carriers on evolving campus issues 	<p>Activate call-off policy.</p> <ol style="list-style-type: none"> 1. Assess actual risk/insurance claim issues.

