

The University of Memphis

Avian Influenza Preparedness and Response Plan of Action

Level 1	Pre-planning up to and including confirmed cases of human-to-human transmission of Avian Flu
Level 2	Activated when there is concern of spread of Human Avian Influenza virus to the University campus
Level 3	Activated when a case of Avian Flu is suspected/confirmed on the University of Memphis campus or in the Memphis metropolitan area. Encompasses the possibility that the University may be open or closed. If open, then isolation and quarantine will be required for level 3. (See last page for definition of quarantine and isolation.)

(*If classes suspended, only emergency crucial personnel required to report for work.*)

Level 1	No current hazard or minimal immediate hazard to students/faculty/staff
Level 2	Imminent danger to students/faculty/staff; requires coordination with outside agencies
Level 3	Endangers students/faculty/staff; requires substantial coordination with outside agencies

Incident Command

Incident Commander (IC): As listed under the Crisis Management Plan. In the event of an influenza pandemic, a unified command structure will be employed. The Director of Police Services, Director of Environmental Health and Safety, and Medical Director of Student Health Services will jointly serve as Incident Commander.

Crisis Management Team (CMT): Will assist IC in the preparedness/response for/to Avian Influenza pandemic

CMT includes, but may not be limited to the following:

1. Executive Council/Policy Group
2. Student Health Services
3. Police Services
4. Environmental Health & Safety
5. Marketing and Communications
6. Government Relations
7. Physical Plant
8. Finance/Payroll
9. Information Technology
10. International Programs
11. Residence Life/Housing
12. Dining Services
13. Human Resources
14. Telecommunications
15. Student Affairs
16. Employee Safety & Health

The University of Memphis Avian Influenza Response Action Implementation

Group	Level 1	Level 2 (In addition to Level 1)	Level 3 (In addition to Level 2)
Assessment Team CMT/Ops Group/ others as needed	<ol style="list-style-type: none"> 1) Monitor National and International situation 2) Develop media strategy 3) Determine where to house <i>quarantine</i> and <i>isolation</i> students 4) Communicate with Housing and Dining Services for quarantine planning 5) Prepare a transportation plan/determine who will transport <i>quarantine</i> patients to designated sites on campus/or <i>isolation</i> patients to hospitals in conjunction with Legal Counsel 6) Personnel receive fit test on respiratory protection and training from Environmental Health & Safety (EHS) 7) Oversee development of University plans and actions 8) Coordinate with Student Health Services (SHS) 9) Coordinate with state/city/county public agencies 10) Develop a list of emergency crucial positions 11) Track preparedness tasks and accomplishments 	<ol style="list-style-type: none"> 1) Activate the University Emergency Operations Center (EOC) 	<ol style="list-style-type: none"> 1) Coordinate all actions with Memphis/Shelby County EMA EOC 2) Maintain contact with University Police, EH&S, and SHS 3) Plan for recovery in post-pandemic period 4) Plan for revised instructional calendar and completion of the session

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Group	Level 1	Level 2 (In addition to Level 1)	Level 3 (In addition to Level 2)
<p>IC Team</p> <p>1) Director, Police Services</p> <p>2) Director, Environmental Health and Safety</p> <p>3) Medical Director, Student Health Services</p>	<ol style="list-style-type: none"> 1) Coordinate with Memphis/Shelby County Health Department 2) Communicate with other universities 3) Brief emergency operations group on regular basis 4) Communicate with campus faculty, staff, students, and parents 5) Update plans as appropriate 6) Monitor developments in the city, metro region, state, nation, and internationally 7) Communicate with and brief SHS/EH&S/President and Executive Council/Policy Group 8) Oversee the development and implementation of the Avian Influenza action plan 9) update avian influenza action plan with CMT when needed 10) Monitor WHO, CDC bulletins, and other information sites about the virus and assess to determine if that information affects the University's plan 	<ol style="list-style-type: none"> 1) Consider cancellation of classes, public functions, and athletic events 2) Advise President and Executive Council/Policy Group 3) Implement emergency action plan 4) Consider recommending cancellation of classes, public functions, and athletic events 	<ol style="list-style-type: none"> 1) Recommend quarantine of building frequented by infected person 2) Notify Housing and Dining Services of numbers that may need to be quarantined or isolated 3) Ensure that all functional groups have appropriate staffing 4) Plan for revised post-pandemic recovery and resumption of normal operations 5) Recommend cancellation of classes, public functions, and athletic events, if not done under Level 2

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Department/Unit	Level 1	Level 2 (In addition to Level 1)	Level 3 (In addition to Level 2)
Police Services	<ol style="list-style-type: none"> 1) SHS trains Police Services on Avian Flu 2) Identify personnel to receive fit test on respiratory protection and training from Environmental Health & Safety (EH&S) 3) Identified personnel receive N95 respirators from EH&S 4) Develop procedures for securing building, protecting stored supplies, and restricting access to campus 5) Plan mock drills for campus and evaluate in cooperation with EH&S 6) If police officers will be involved in custodial transport because other emergency transport is not available: <ul style="list-style-type: none"> • EH&S will train in use of PPE, N95s, and infection control measures • Develop plan for transportation 	<ol style="list-style-type: none"> 1) Prepare appropriate signage 2) Alert SHS if encountering individual with flu-like symptoms 3) Equip cars with disinfectants, surgical masks, gloves, and hazard waste bags for persons being transported 4) Establish communication plan with SHS, Counseling Services, Residence Life, and Student Affairs for reporting calls and transport 	<ol style="list-style-type: none"> 1) Enforce quarantine and isolation 2) Assist SHS 3) Post signage for quarantine and isolation 4) Consider special parking rules for emergency crucial personnel 5) Prepare for crowd control 6) Implement plan on transporting individuals to hospital or quarantine areas 7) Deny entry or exit as directed by IC Team 8) Assist with crowd and traffic control 9) Secure buildings as directed by IC Team

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Department/Unit	Level 1	Level 2 (In addition to Level 1)	Level 3 (In addition to Level 2)
Physical Plant	<ol style="list-style-type: none"> 1) Prepare plan to shut down ventilation systems on buildings on an individual or entire campus basis 2) Evaluate building ventilation systems, especially in those areas considered for quarantine, isolation, and health care delivery 3) Increase the distribution of hand sanitizers by custodial staff 4) Place dry hand sanitizers in every building 5) Work with EH&S to identify personnel that should receive fit test on respiratory protection and training 6) Assess housekeeping supplies/stockpile housekeeping supplies 7) Receive training from EH&S on infection control procedures 8) Determine if a negative pressure area can be implemented for the Student Health Services building 9) Ensure that Student Health Services' Clinic has an adequate ventilation system to provide isolation of ill patients on all three floors 10) Acquire Personal Protective Equipment (PPE) in coordination with EH&S 11) Locate site(s) for temporary morgue(s) in coordination with IC Team 	<ol style="list-style-type: none"> 1) Identified personnel, if any, receive N95 respirators 2) Prepare temporary morgue(s) 	<ol style="list-style-type: none"> 1) Shut off utilities to buildings if instructed by the IC Team 2) Organize support system as required 3) Stand by to shut down ventilation systems as instructed by the IC Team

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EH&S	<ol style="list-style-type: none"> 1) Assess respiratory protection plan and resources 2) Obtain additional N95 respirators 3) Make PPE info available on-line 4) Fit test and train on respiratory protection those individuals identified by different departments 5) Train and review housekeepers on cleaning procedures for hygiene and cleaning of personal contact surfaces (e.g., doorknobs) in partnership with Physical Plant 6) Promote self-care and hand washing 7) Plan for increased volume of waste 8) Identify PPE (Personal Protective Equipment) needs and coordinate with departments/units. 9) EH&S's website will have PPE items listed 10) Assist with communicating planning efforts to campus resources 11) Assess needs for emergency crucial personnel 12) Draft guidelines for on-campus mass dispensing site (POD) 13) Train Police Services in use of PPE/infection control 14) Plan mock drills for campus and evaluate in cooperation with appropriate departments 15) Track preparedness tasks and accomplishments during Level 1 and 2 16) Test the University's preparedness and response plan using an exercise(s) drill(s), and review and revise plan as needed in cooperation with appropriate departments 17) Monitor WHO, CDC bulletins, and other information sites about the virus and assess to determine if that information affects the University's plan 	<ol style="list-style-type: none"> 1) Arrange for medical waste collection and disposal 	<ol style="list-style-type: none"> 1) Coordinate disposal of hazardous material and cleanup

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Department/Unit	Level 1	Level 2 (In addition to Level 1)	Level 3 (In addition to Level 2)
President/Provost Executive Council and Crisis Policy Group	<ol style="list-style-type: none"> 1) Approve Avian Influenza Response Plan 2) Create six subcommittees <ul style="list-style-type: none"> • Students and Residence Halls • Academics and Research • Health • Safety and Security • Business Continuity and Disaster Recovery Oversight • Communication and Education 3) Follow U.S. Government guidelines on foreign travel 4) Develop plan for cancellation of classes and dismissal and dispersion of students 5) Develop plan for cancellation of athletic events and other activities 6) Review content of internal and external public information bulletins and announcements 7) Work with Media Relations to select appropriate University spokesperson(s) for media reporting 8) Determine critical policy issues/identify options and decision point triggers 9) Draft succession plan for leadership 10) Identify emergency crucial positions 11) Develop an education program for the University community on preparedness and best practices 12) Hold forums where issues, precautions, and concerns can be aired 13) Develop plans for operating in a Pandemic with senior management 14) Update the Governor's office and TBR about preparedness for an influenza pandemic as required 15) Monitor WHO, CDC bulletins, and other information sites about the virus and assess to determine if that information affects the University's plan 16) Formulate a Social Distancing Policy and adopt and communicate 17) Work with Legal Counsel to resolve legal issues 18) Assist departments/units in purchasing hand sanitizer units for each office/building 	<ol style="list-style-type: none"> 1) Restrict travel to affected countries/regions 2) Evaluate information on potential institutional effects and set response priorities as appropriate 3) Consider cancellation of campus activities and athletic events 4) Consider implementing the plan for suspension of classes/dismissal and dispersal of students 5) Reevaluate response plan and priorities 6) Restrict movement on and off campus for activities/athletic events 	<ol style="list-style-type: none"> 1) Family notification of ill students, faculty, and/or staff 2) Consider canceling campus activities and athletic events, if not done under Level 2 3) Coordinate implementation of isolation and quarantine 4) Consider implementing the policy for suspension of classes/dismissal and dispersal of students 5) Plan for revised instructional calendar and completion of the session 6) Plan for revised post-pandemic recovery and resumption of normal operations 7) Family notifications of fatalities

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Department/Unit	Level 1	Level 2 (In addition to Level 1)	Level 3 (In addition to Level 2)
Marketing and Communications	<ol style="list-style-type: none"> 1) Identify outbreak control managers 2) Develop risk communication plan 3) Draft internal and external bulletins and announcement 4) Obtain President/IC Team approval and disseminate 5) Establish web site for referring questions and concerns about planning at the University 6) Identify mechanisms for communications: internal and external 7) Develop risk communication messages for public release 8) Coordinate media and public information about this issue prior to and during an influenza pandemic 9) Work with SHS in developing communications for release regarding personal preventive measures that will empower the University's community to take some responsibility for their own health 10) Media preparation for University personnel preceding each media interaction (not a process of preparation of delivery skills so much as preparation of specific messages and answers to likely questions) 	<ol style="list-style-type: none"> 1) Write and record updates through usual campus channels 2) Write and record bulletins and updates on the University's Emergency Information Hotlines and UofM web site 3) Request to campus that faculty/staff and their families report all flu cases to CMT 	<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 remote from the EOC: coordinate press releases, and manage news teams and interviews, etc. 3) Review and revise internal and external messages

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Department/Unit	Level 1	Level 2 (In addition to Level 1)	Level 3 (In addition to Level 2)
Residence Life and Dining Services	<ol style="list-style-type: none"> 1) Notify current occupants in spaces that will be needed of the potential or need for them to move 2) Initiate influenza awareness training for RA's 3) Formulate plan for alternate Dining Services for students and staff 4) Ensure food delivery process is planned and will not be disrupted 5) Formulate plan to stockpile food and drinks, including water/ensure delivery process is planned 6) Identify appropriate staff and methods to provide custodial and maintenance service for quarantined students 7) Health Center trains personnel (including all front line staff): food service workers, custodial staff, conference coordinators, supervisors, managers, directors) on identification, transmission, risks, and appropriate response 8) EH&S trains on infection control and PPE 9) Ensure emergency response menu is planned and emergency items for various degrees of need are on hand 10) Identify potential rooms and buildings to be used for quarantined students. Update by semester based on current occupancy. Coordinate with School of Nursing 11) Identify rooms/buildings that can be used for residence for students who cannot go home 12) Preplan with food service contractor to arrange for continuity of service for all levels of the Avian Influenza Response Plan 13) Identify suppliers and alternates for meals 14) Formulate plans for quarantine of students. Coordinate with School of Nursing 15) Develop a plan for closure and evacuation of campus residence halls and houses not in use 16) Develop a plan for notifying and relocating students 17) Develop plans for continuation of housekeeping services 18) Identify communication protocols between Housing Services and Residence Life staff 	<ol style="list-style-type: none"> 1) Implement an emergency phone number for Avian Flu issues 2) Report suspicious illnesses to SHS 3) Stockpile food and water 	<ol style="list-style-type: none"> 1) Implement Feeding Plan 2) Activate plan to quarantine students in conjunction with SHS and/or Memphis/Shelby Health Department 3) Coordinate removal of dismissed students 4) Identify meal/delivery/medical needs for any student in quarantine 5) Set up Housing and Dining Services command center and recall necessary personnel 6) Activate emergency locator tracker on Housing web site for use by displaced students to report their temporary address 7) Activate emergency phone contact tree 8) Coordinate and work with School of Nursing with quarantine

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Department/Unit	Level 1	Level 2 (In addition to Level 1)	Level 3 (In addition to Level 2)
Student Health Services	<ol style="list-style-type: none"> 1) Post sign that patients who have flu-like symptoms should notify SHS immediately (901-678-2287) 2) Provide isolation exam rooms for patients with flu/flu-like symptoms 3) Follow local guidance for evaluation and monitor health care workers 4) Update Avian Influenza blog devoted entirely to Avian Influenza on a regular basis (www.uofmshs.type.com) 5) Identified personnel receive fit test on respiratory protection and training from EH&S 6) Receive N95 respirators 7) Health Center trains personnel of Housing (including all front line staff): food service workers, custodial staff, conference coordinators, supervisors, managers, directors) on identification, transmission, risks, and appropriate response 8) Instruct staff in PPE appropriate for pandemic flu 9) In-service staff on procedures for triaging patients and managing suspect cases 10) Prepare patient instruction sheet on pandemic flu 11) Implement a hand washing campaign on campus 12) Encourage each office/ department/unit to purchase and install hand sanitizer dispenser 13) Coordinate with Physical Plant to establish adequate ventilation system/negative pressure areas for the possibility of isolation on all three floors of clinic 14) Meet/coordinate with Memphis/Shelby County Health Department/State/Federal officials 15) Initiate poster, email campaign, etc., for self-protection 16) Prepare Pandemic Influenza medical policy and procedure manual 	<ol style="list-style-type: none"> 1) Notify Memphis/Shelby County Health Department and receive directions on how to proceed 2) Notify the IC/CMT/President 3) Follow local/state/federal protocols for patient testing 4) Coordinate with College of Nursing in setting up isolation rooms on first and third floor of clinic 5) Prepare and stock isolation rooms on second floor of clinic 	<ol style="list-style-type: none"> 1) Isolate suspected/confirmed cases in a predetermined area 2) Arrange for counseling services, if needed 3) Notify School of Nursing of isolated case(s) so that School of Nursing can arrange an interview and screening for those who came in contact with the patient 4) Update IC/CMT/President 5) Secure additional personnel from local nursing agencies, if possible 6) Notify Housing and Food Services on number of persons who are isolated 7) Establish contact with Shelby County Medical Examiner's Office

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Department/Unit	Level 1	Level 2 (In addition to Level 1)	Level 3 (In addition to Level 2)
Information Technology and Telecommunications	<ol style="list-style-type: none"> 1) Identify IT capabilities and deficiencies 2) Facilitate telecommuting 3) Contract for supplemental telecommunications/computing hardware/software needs 4) Update the University of Memphis web page as instructed 5) Facilitate and support the development of distance learning 6) Assess supplemental telecom/computing hardware/software needs: <ul style="list-style-type: none"> • Student Affairs • Health Services • Public Relations • Counseling Center • Human Resources • Telecommunications 7) Assess needs for webpage support 8) Develop plan for adding volunteers to public email addresses 9) Develop plan for distributing telephone calls to homes or phone banks 	<ol style="list-style-type: none"> 1) Arrange for an emergency telephone line for Avian Flu issues 2) Purchase supplemental telecommunications/computing hardware/software needs 	<ol style="list-style-type: none"> 1) Assist with email message distribution 2) Publish messages from Public Relations on a periodic basis on U of M web's front page 3) Add additional phone lines to EOC, quarantine areas, and functional groups 4) Set up podium and microphones for media 5) Assist with implementation of distance learning
Student Life	<ol style="list-style-type: none"> 1) Initiate influenza awareness training for RA's 2) Formulate and rehearse plan to address needs/support for Greek organizations 3) Ask Fraternities and Sororities to plan for pandemic influenza 	<ol style="list-style-type: none"> 1) Report suspicious illness to Student Health Services 2) Communicate with parents and families 	<ol style="list-style-type: none"> 1) Identify student events where suspected or confirmed patients have attended 2) Assist with relocation of students for quarantine

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Department/Unit	Level 1	Level 2 (In addition to Level 1)	Level 3 (In addition to Level 2)
Human Resources	<ol style="list-style-type: none"> 1) Prepare call-off guidelines and review vacation/sick leave guidelines for applicability in a pandemic event 2) Identify personnel available for telephone support work 3) Establish return-to-work guidelines 4) Prepare communications for supervisors and campus work force, addressing guidelines for reporting illnesses, business travel procedures, information to persons returning from affected areas 5) Develop contingency policies for work-at-home, emergency leave, working outside normal job description 6) Develop policies for payment of employees not reporting to work 7) Coordinate with Payroll (re: implementation of pay policies) 8) Assist with/help coordinate training staff (re: short staffing situations) 9) Coordinate the identification of emergency crucial personnel and ensure that departments are depth charted and inform them of their responsibilities 10) Encourage staff and faculty to update emergency contact information and phone tree 11) Assist in the recruitment of a volunteer work force and identification of cross-training needs 12) Review time-off policies, sick time policies, salary continuance policies, compensation policies, absence policies and processes (family leave for caregivers, bereavement leave and other causes of absence, such as: travel restrictions, University policies requiring isolation or quarantine) 13) Review redeployment policies to determine whether workers can be asked to switch shifts, employment locations or assignments 14) Review health care coverage and identify steps that must be taken to monitor and protect health insurance coverage 15) Assist departments with implementation of the Avian Influenza Preparedness and Action Plan 16) Explore strategies that consolidate offices and operations 		<ol style="list-style-type: none"> 1) Implement policies for leave and working at home; consult regarding any potential disciplinary situations 2) Activate call-off policy 3) Determine return-to-work requirements for employees; consult regarding any potential disciplinary situations 4) Track personnel leave; policies on payment during leave; policy on working outside normal job description, etc. 5) Communicate with insurance carriers on evolving campus issues 6) Coordinate with SHS for updated individual status 7) Provide master updated information to others on a need to know basis

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Department/Unit	Level 1	Level 2 (In addition to Level 1)	Level 3 (In addition to Level 2)
Career and Psychological Counseling Center	<ol style="list-style-type: none"> 1) Determine the appropriate level of intervention based on assessment of student body 2) Train staff in psychological protocol 	<ol style="list-style-type: none"> 1) Expand hours of operation and drop-in counseling as needed 2) Upgrade website to provide relevant psychological educational information and links to appropriate sites 	<ol style="list-style-type: none"> 1) Rotate staff assignments 2) Secure contract staff and volunteers, if possible 3) Implement off-site telephone hot lines as needed 4) Assign staff to phone lines
International Programs and Study Abroad	<ol style="list-style-type: none"> 1) Issue advisories for students, faculty and staff planning international travel 2) Issue advisories for students, faculty, staff, and visitors arriving from affected regions 3) Monitor student travelers entering from affected regions and communicate with international students and their families 4) Develop policies/procedures for monitoring and recalling students from affected regions 5) Develop policies/procedures for issuing advisories on international travel 6) Develop a plan for communicating with international students and their families regarding travel restrictions and re-entry 7) Develop a plan for communicating with students who are studying abroad or plan to study abroad 8) Develop guidelines for temporary closure of study abroad programs 9) Monitor faculty/staff traveling in affected region 10) Communicate with study abroad program leaders about planning procedures for shelter-in-place, closure decisions, and resources for assisting students who cannot get home 	<ol style="list-style-type: none"> 1) Advise/communicate with students, faculty, and staff outside the contiguous United States 2) When possible, support students, faculty, and staff who are outside the contiguous United States and unable to return 	

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Department/Unit	Level 1	Level 2 (In addition to Level 1)	Level 3 (In addition to Level 2)
School of Nursing	<ol style="list-style-type: none"> 1) Each semester provide a list of nursing student volunteers to assist SHS during Levels 2 and 3 2) Consult with Legal Counsel concerning nursing student volunteers 3) Train nursing volunteers/staff/faculty on infection control measures and the proper use of PPE 4) Identify personnel who should receive fit test on respiratory protection and training from EH&S 5) Acquire N95 respirators for identified personnel 6) Identify and purchase supplies needed to operate isolation rooms on first and third floor of clinic 7) Acquire PPE 8) Prepare plan for campus mass immunization 9) Implement mass immunization plan if vaccine is available and so instructed by SHS or local/state/federal decree 10) Develop point(s) of distribution (POD) for vaccines/prophylaxis 11) Identify nursing faculty to assist SHS with isolation 12) Identify nursing student volunteers and nursing faculty to assist with quarantine at designated sites 13) Assess capacity for nursing support to SHS 14) Prepare a surveillance and case-contact investigation plan 15) Prepare quarantine policies 	<ol style="list-style-type: none"> 1) Student nursing volunteers assist SHS, if needed, and directed to do so by Dean, School of Nursing 2) Prepare and equip isolation rooms with supplies, beds, etc. that will be needed for isolation 3) Implement mass immunization plan if vaccine is available and not already done under Level 1 	<ol style="list-style-type: none"> 1) Identified nursing faculty assist with quarantine and isolation and assist SHS 2) Implement surveillance and case-contact investigation plan 3) Implement quarantine policies 4) Notify Housing and Dining Services on number of persons who may be quarantined 5) Arrange for counseling services, if needed 6) Nursing volunteers to assist SHS 7) Nursing student volunteers assist with quarantine, if so directed by Dean, School of Nursing

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Department/Unit	Level 1	Level 2 (In addition to Level 1)	Level 3 (In addition to Level 2)
Dean of Students Office		<ol style="list-style-type: none"> 1) Coordinate communication to students and parents 2) Work with Housing and Police Services 	<ol style="list-style-type: none"> 1) Work with Dining Services, Housing Staff, Police Services 2) Coordinate implementation of isolation/quarantine 3) Work with enforcement issues 4) Handle parent issues, parent calls, those wanting to come on campus, etc
Admissions/Financial Aid	<ol style="list-style-type: none"> 1) Develop plan for reviewing applications and recruiting in the absence of face-to-face interviewing or campus visits 2) Discuss contingency plans for issues dealing with financial aid, withdrawal from school due to illness and other factors related to tuition and registration 		
Research	<ol style="list-style-type: none"> 1) Determine campus buildings that may remain open for research 2) Establish a plan for maintaining security in laboratory spaces 3) Establish a plan for laboratory animals if research ceases due to safety issues or high absenteeism among the animal handlers 4) Establish a plan for specimen storage and managing experiments in process 		

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Department/Unit	Level 1	Level 2 (In addition to Level 1)	Level 3 (In addition to Level 2)
All Departments and units	<ol style="list-style-type: none"> 1) Encourage staff to get the seasonal influenza vaccine 2) Notify personnel that the Avian Influenza vaccine, if available or in short supply, will, most probably, be given on a priority basis as determined by local/state/federal governments/CDC, which may mean certain individuals will not get the vaccine 3) The same applies to antiviral medications. (See #2 above) 4) Monitor the website where the Avian Influenza Preparedness and Response Plan resides for updates and implement the changes 5) Monitor SHS blog for Avian Influenza information (www.uofmshs.typepad.com) 6) Identify emergency crucial positions and maintain record in the department and HR as referenced in UM Policy 1531 7) Train emergency crucial personnel and inform them of their responsibilities (including full-time, part-time and unpaid or volunteer staff) needed to carry on your department's/unit's work. Include back-up plans, cross-train staff in other jobs so that if staff are sick, others are ready to assume that responsibility 8) Identify personnel, if any, who should receive fit test on respiratory protection and training from EH&S 9) Acquire N95 masks for those so identified 10) Assist in drafting Business Continuity Plan 11) Test your response and preparedness plan using an exercise/drill, and review and revise plan as needed. 12) Take Avian Influenza Preparedness and Response Plan and build and strengthen it for your department/unit 13) Assign key staff with the authority to strengthen, maintain and act upon an influenza pandemic preparedness and response plan 14) Determine the potential impact on your department/unit's 	<ol style="list-style-type: none"> 1) Plan to activate Business Continuity Plan and activate if necessary 2) Notify SHS of suspicious illnesses 3) Identified personnel receive N95 masks 	<ol style="list-style-type: none"> 1) Report absent employees to HR 2) Activate Business Continuity Plan 3) Plan for revised post-pandemic recovery and resumption of normal operations 4) Plan for revised instructional calendar and completion of the session

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	<p>activities and services</p> <p>15) Determine the potential impact on outside resources that your department/unit depends on to deliver its services (e.g., supplies, travel, etc.)</p> <p>16) Develop tools to communicate information about pandemic status and your organization's actions.</p> <p>17) Anticipate and plan for (high) staff absences due to personal and/or family illnesses, quarantine, and school, business, and public transportation closures</p> <p>18) Follow CDC/State Department/University travel recommendations</p> <p>19) Determine the amount of supplies needed to promote respiratory hygiene and how they will be obtained</p> <p>20) Consider focusing your department's/unit's efforts to providing services that are most needed during an emergency</p> <p>21) Assign a point of contact to maximize communication between your department/unit and IC/ CMT/ SHS/ EH&S/ President/ Communications</p> <p>22) Share what you've learned from strengthening the preparedness and response plan with other departments/units to improve community response efforts.</p> <p>23) Share what you have learned from your drills/exercises</p> <p>24) Maintain and update emergency phone notification/phone tree</p> <p>25) Install at least one hand sanitizer in your office/building in an accessible area for office staff/students and faculty</p> <p>26) Consult with EH&S about purchasing surgical masks</p> <p>27) Consider installing protective barriers between work stations or increasing space (greater than three feet) between staff/students</p> <p>28) Report all influenza cases to CMT and SHS</p>		
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***QUARANTINE** will be used for healthy persons who have been exposed to the suspected or diagnosed case. The person(s) should be kept in a place where they have no contact with others for the duration of the incubation period as determined by WHO or CDC. If no symptoms develop in that time frame, they may be taken out of quarantine. If a person develops symptoms, they are moved to isolation.

***ISOLATION** is used for a person suspected or diagnosed with the disease. The person(s) should be isolated in the hospital or their own home. A place to isolate a person here on campus is needed if we have an on-campus resident who is unable to be immediately transported home. Keep in mind that an International student might not be able to go home, especially if air transportation is shut down because of quarantine or disruption of travel because of supply problems (with jet fuel, etc.).

Current WHO (World Health Organization's) phase of pandemic alert

Inter-pandemic phase New virus in animals, no human cases	Low risk of human cases	1
	Higher risk of human cases	2
Pandemic alert New virus causes human cases	No or very limited human-to-human transmission	3
	Evidence of increased human-to-human transmission	4
	Evidence of significant human-to-human transmission	5
Pandemic	Efficient and sustained human-to-human transmission	6