Morehead State University
PanPlan
Preparing for Pandemic Influenza Crisis
July 2014
Pandemic Health Plan Forward

It is essential that the University work together with the local Department of Public Health to make plans to prepare for a pandemic outbreak. A well developed plan will allow for continued education of our students while reducing or delaying the spread of infection. Morehead State University along with the Gateway District Health Department has worked closely to develop such a plan.

A pandemic occurs in many localities almost simultaneously. Because of this, much of the planning for a pandemic must be the responsibility of state and local governments. Community strategies that delay or reduce the impact of a pandemic (also called non-pharmaceutical intervention) may help reduce the spread of disease until a vaccine is available.

The first stage of this plan focuses on the planning and preventive measures to reduce the spread of disease. Infection rates are high if regular classroom instruction methods are employed during a time of seasonal or HINI flu illness. Therefore, it is imperative that the entire instructional process be included to carry out the non-pharmaceutical intervention plan and keep the University open for business.

One of the main tools used in this effort is the use of social distancing throughout the campus community. The University will follow guidelines and recommendations of the ACHA (American College Health Association) that are based on the most current CDC (Center for Disease Control) guidelines.

Key to the success of the Pandemic Plan is the regular and concise communications between the University and all concerned parties. Sample letters to parents or other community members, press releases and public service announcements, policies, procedures, and memoranda of agreement must be discussed prior to any community emergency such as a pandemic.

The public's willingness to follow health department and University recommendations is going to be dependent on both agencies working together on the education of the entire campus community and a clear communication of what is expected of students, faculty and staff. A planning committee from critical areas of the University has developed a plan that will facilitate, as are medically feasible, the continuation of services for the greatest number of students. However, this plan can only work with the full cooperation of the campus community. This plan allows for specific needs of a pandemic occurrence and extends on principles and procedures formerly established in the Emergency Operations Plan.

sss/July 2014
Pandemic Emergency Operations Command Staff
Organizational Chart – Chain of Command
Dr. Wayne Andrews, President

Dr. Dayna Seelig, Academic Affairs
Mark Stidam, University Police
Jami Hornbuckle, Media Relations/Communications & Marketing
Dr. Christopher Sumerlin, Housing
Bill Redwine, Auxillary Services
Todd Thacker, Facilities Management
Jane Fitzpatrick, J.D., University Counsel

Madonna Weathers, President's Office and Cabinet
Dr. Shannon Smith-Stephens, DNP, APRN Counseling and Health Services

Dean of Students
James Edward Frazier, Environmental Health & Safety; Risk Management
Phillip Gniot, Human Resources
Jeff Highley, Technology
Sara Larson, Athletics
David Jessie, Custodial Services

Duties and Responsibilities of the Assessment Team
<table>
<thead>
<tr>
<th>Department/Unit Contact Person</th>
<th>Alert Level MSU Level I Ongoing Preparation</th>
<th>Alert Level MSU Level II (in addition to MSU Level I) Trigger: Sustained human-to-human transmission AND a PROBABLE cause of H1N1 Influenza on campus</th>
<th>Alert Level MSU Level III (in addition to MSU Level II) Trigger: Sustained human-to-human transmission AND a PROBABLE cause of H1N1 Influenza on campus due to person-to-person transmission</th>
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</table>
| 1. Assessment Team (see committee list) | 1. Develop Pandemic Influenza Response Plan.  
2. Monitor situation.  
3. All personnel receive training & education on universal precautions from Environmental Health & Safety (EH&S). | 1. Assume leadership roles to advise administration & implement departmental response plans.  
2. Contact media relations (one person should be designated) | 1. Maintain contact among Assessment Team. |
| 2. Response Leaders (Madonna Weathers & Shannon Smith-Stephens) | 1. Communicate with Gateway District Health Department (GDHD) regarding planning & surveillance.  
2. Review recommendations of Centers for Disease Control (CDC) and Kentucky Department of Public Health (KDPH) daily.  
3. Communicate and benchmark other college health services and EH&S departments.  
4. Communicate with administration & Crisis Management Committee regarding preparedness.  
5. Update Crisis Management Committee as situation evolves.  
6. Post information about Pandemic Influenza on MSU | 1. Recommend Crisis Management Committee meet to implement response plans.  
2. Notify student Affairs, Housing, & Dining to prepare evacuation or isolation plans should they be needed.  
3. Maintain ongoing communication with GDHD, and monitoring of latest information from CDC & KDPH.  
4. Update information on MSU Web site.  
5. Issue communication(s) to campus community regarding status of disease spread, self protection, & University response.  
6. Essential personnel receive appropriate masks from | 1. Appoint liaison for internal and external communications.  
2. Appoint logistics leader for procurement of supplies.  
3. Recommend mitigation measures (cancellation of travel & public events; university closure) to Administration & President as deemed necessary.  
4. Notify Housing & Dining on number of potential contacts that may require isolation. |
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<tr>
<th>University Counseling &amp; Health Services (C&amp;HS) (Shannon Smith-Stephens)</th>
<th>University Police (Mark Stidam)</th>
<th>Facilities Management/Custodial Service (Todd Thacker)</th>
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</table>
| 1. Personal Protective Equipment in place.  
2. Ongoing training for Pandemic Flu.  
3. Essential personnel receive fit test and training on respiratory protection from GDHD.  
4. Policy on transporting individuals to hospital in case EMS is unavailable.  
5. Initiate education campaign on keeping healthy & influenza vaccination.  
6. Prepare list & purchase medical supplies.  
7. Implement Pandemic Influenza Procedure for MSU Level II if necessary. | 1. All personnel receive training & education on universal precautions from EH&S.  
2. Essential personnel receive fit test & training on respiratory protection from EH&S. | 1. Be familiar with building ventilation systems.  
2. All personnel receive training & education on universal precautions from EH&S. |
| 1. Implement Pandemic Influenza Procedure for MSU Level II.  
2. Increase inventory of appropriate masks.  
3. Update Crisis Management Committee & Administration as needed.  
*The following will be implemented upon order of GDHD (if appropriate for the level of outbreak).*  
1. Isolate & monitor suspected cases as directed by GDHD.  
2. Communicate with parents of suspected cases and explain procedure, if needed. | 1. Essential personnel receive appropriate masks from EH&S.  
2. Alert MSU C&HS if encountering people with flu-like symptoms.  
3. Assess building security status. | 1. Essential personnel receive appropriate masks from EH&S, if deemed necessary.  
2. Provide support of Housing for evacuation & set up of |
| 1. Implement Pandemic Influenza Procedure for MSU Level III.  
2. Update Crisis Management Committee & Administration as needed.  
3. Arrange for screening & treatment of individuals who have been exposed.  
4. Arrange for counseling services as needed. | 1. Implement policy on transporting individuals to hospitals.  
3. Assist MSU C&HS with patient flow if needed.  
4. Clear designated lot for medical area if needed. | 1. Maintain essential building functions; cleaning. |
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<th>6. Environmental Health &amp; Safety</th>
<th>3. Review cleaning procedures &amp; increase wipe down &amp; sanitizing of door knobs &amp; common surfaces where possible.</th>
<th>critical staging areas as well as isolation areas if deemed necessary.</th>
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<tr>
<td>(James Edward Frazier)</td>
<td>1. Assess respiratory protection plan &amp; resources</td>
<td>1. Distribute appropriate masks to essential personnel.</td>
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<td>2. Contract with hazardous material company for professional cleanup.</td>
<td>2. Ongoing evaluation of appropriate mask use and other personal protective equipment.</td>
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<td>3. Train &amp; fit essential personnel for masks.</td>
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<td>2. Arrange for additional medical waste pickups.</td>
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<td>7. President’s Office &amp; Cabinet</td>
<td>1. All personnel receive training &amp; education on universal precautions from EH&amp;S.</td>
<td>1. Consider cancellation of activities and/or athletic events if deemed necessary</td>
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<td>(Madonna Weathers)</td>
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<td>2. Authorize the suspension of classes &amp; the evacuation of resident students should it be deemed necessary.</td>
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<td>3. Implement call-off procedure and University closure if directed to do by the GDHD or other public health authority.</td>
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<td>4. Determine length of closure, if necessary.</td>
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<td>5. Determine when the university will enter the recovery phase.</td>
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<td>(Jami Hornbuckle)</td>
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<td>2. Activate emergency communications plan.</td>
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<td>1. Establish a Media Relations Center: coordinate press releases and manage news teams, interviews, etc.</td>
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<td>2. Update messages on MSU homepage.</td>
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<td>3. Assist with emergency message distribution.</td>
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<td>9. Housing</td>
<td>1. All personnel receive training &amp; education on universal</td>
<td>1. Enact emergency communications.</td>
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<td>(Christopher Summerlin)</td>
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<td>1. Initiate “move-off” of student residents who can</td>
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<td>1.</td>
<td>Ensure emergency response menu is planned for various degrees of need (take-out vs. communal dining).</td>
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<td>2.</td>
<td>Stockpile additional foodstuffs &amp; water.</td>
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<td>3.</td>
<td>Ensure food delivery process is planned and delivery supplies are hand.</td>
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<th>10. Auxillary Services</th>
<th>1. Prepare to implement food delivery processes if needed.</th>
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<td>(Bill Redwine)</td>
<td>2. Ensure delivery supplies are on hand for estimated duration of emergency, if needed.</td>
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<td>3. Plan to prepare individual meals for take-out services rather than communal dining.</td>
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<tr>
<td>1.</td>
<td>Implement food delivery process if needed.</td>
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<td>(James Edward Frazier)</td>
<td>1. Assess actual risk/insurance claim issues.</td>
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<td>1.</td>
<td>Identify risk exposures including associated financial impact.</td>
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<td>2.</td>
<td>Monitor &amp; protect insurance coverage.</td>
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<td>3.</td>
<td>Benchmark risk management response and insurance coverage options with peer universities.</td>
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<th>12. Technology</th>
<th>1. Assess additional computing/technology needs in the event of an emergency.</th>
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<td>(Jeff Highley)</td>
<td>1. Activate additional phone lines for information dissemination.</td>
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<td>1.</td>
<td>Add additional phone lines to isolation areas, command centers, and functional groups as needed.</td>
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| 2. | Organize phone banks, if necessary (phone banks can
| 13. **Student Life**  
(Madonna Weathers) | 1. **All personnel receive training & education on universal precautions from EH&S.**  
2. **Formulate & rehearse plan to address needs/support for:**  
   a. Graduate Students  
   b. Commuter Students  
   c. Resident Students  
   d. Greek Organizations  
   e. Athletics  
3. **Identify division personnel available for telephone support work.** | 1. **Be prepared to assist with evacuation of students from campus & relocation of those unable to leave if deemed necessary.**  
2. **Assist with telephone consultation & support.**  
3. **International office monitors student travelers entering from affected regions & assists with communication to international students & their families.** | 1. **Arrange for monitoring & delivery of medications, other goods & services to isolated students if needed.**  
2. **Provide oversight for student family notification if needed.**  
3. **International office assists in relocating students displaced by University closure if necessary.**  
4. **Assist in staffing emergency phone bank/lines.** |
| --- | --- | --- | --- |
| 14. **Human Resources/Payroll**  
(Phillip Gniot, Dana Baldridge) | 1. **Identify personnel to staff essential functions.**  
2. **Coordinate resources so that personnel who may be working from home are equipped to perform critical functions from their home office.**  
3. **Prepare a call-off/closure policy.**  
4. **Identify personnel available for telephone support work.**  
5. **Communicate work expectations & leave policies to campus community.** | 1. **Monitor faculty/staff travelers entering from affected regions.**  
2. **Assist with staffing for essential functions.**  
3. **Have supervisors report absences in excess of 40%.** | 1. **Activate call-off/closure policy if necessary.**  
2. **Prepare for recalling employees after the closure is over.** |
| 15. **Academic Affairs**  
( ??? ) | 1. **Assess & plan for different delivery systems if suspension of classes is necessary.** | 1. **Monitor faculty/staff travelers entering from affected regions.**  
2. **Assist with staffing of essential functions.**  
3. **Evaluate research continuity contingencies should suspension of classes be** | 1. **Activate call-off/closure policy if necessary.**  
2. **Prepare for recalling employees after the closure is over.** |
| 16. Athletics (Sara Larson) | 1. Participate in university wide education plan.  
2. Coordinate vaccination plan for student athletes and athletics staff members.  
3. Stay in contact with OVC, PFL, & NCAA regarding status of competitions.  
4. Develop an orientation plan to familiarize Assessment Team with athletic facilities available for use as staging areas. | 1. Notify C&HS is suspected ILI is encountered.  
2. Refer student athletes with ILI to C&HS.  
3. Report to C&HS the number of student athletes not participating in sports due to ILI.  
4. Stay in contact with OVC, PFL, & NCAA regarding status of competitions.  
5. Initiate plans for use of staging areas should they be needed. | 1. Work with C&HS to determine the best utilization of resources to meet the emergency medical needs of the campus community. |