

Flu and Emerging Infections Response (aka Avian Influenza)

1. Confirmed cases of human-to-human transmission of high lethality avian flu
2. Suspected case(s) in Cleveland or confirmed cases in U.S.
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)
<p>1. Assessment Team</p> <p><i>a) Flu and Emerging Infections Committee</i></p>	<ol style="list-style-type: none"> 1. Bring in Director of Health Center as Incident Commander – <i>(Eleanor Davidson or Mary Beth Katitus)</i>. 2. Monitoring situation. 3. Contact Marketing and Communications – <i>(Laura Massie or Kim Finley or Marsha Bragg)</i>. 4. Bring in Housing/Dining <i>(Don Kamalsky or Bon Appetit/ Dan Farrell)</i> for quarantine planning. 5. Essential personnel receive fit test and training on respiratory protection from Department of Occupational and Environmental Safety (DOES) - <i>(David Sedwick or Arif Peshimam or Bill Cummins)</i>. 	<ol style="list-style-type: none"> 1. Essential personnel receive N95 respirators from DOES – <i>(David Sedwick or Arif Peshimam or Bill Cummins)</i>. 2. Need to designate a distribution point. <i>(Adelbert Gym – stored in Lincoln Storage)</i>. 	<ol style="list-style-type: none"> 1. Maintain contact amongst Assessment team.
<p>2. Incident Commander</p> <p><i>b) Director of Health Center</i></p> <p>Back-up 1C:</p>	<ol style="list-style-type: none"> 1. Communicate <i>(need phone number)</i> with County Health Department and regarding planning and surveillance. 2. Communicate and benchmark other college Health Services and Environmental Health Services Depts. 3. Alert <i>c) Emergency Operations Center</i> – <i>(Ken Basch, Glenn Nicholls, Jeanine Arden Ornt, Dick Jamieson)</i>. 4. Establish communication with Deans and <i>d) President Eastwood, Dick Jamieson, David Sedwick, Bob Salata</i> regarding status of 	<ol style="list-style-type: none"> 1. Inform Cleveland Public Health Dept. of Plan implementation and details for coordination. 2. Notify Student Affairs <i>(Glenn Nicholls or Dean Patterson)</i> and Counseling and Psychological Services – <i>(Jess Sellers or)</i>. 3. Notify Housing & Dining – <i>(Don Kamalsky or Bon Appetit/ Dan Farrell)</i> on number of potential contacts that may require isolation. 4. Compose communications with Marketing and Communication – 	<ol style="list-style-type: none"> 1. Advise Flu and Emerging Infections Coordinator – <i>(Lynn Singer or Don Feke)</i> to activate Emergency Operations Center (EOC). [moved from 1.3.2]. 2. Recommend temporary closure of building(s) and suspension of student and academic activities to Advisory Group Coordinator – <i>(Lynn Singer or Don Feke)</i>. 3. Implement Emergency Action Plan with Assessment Team & Advisory Group Coordinator - <i>(Lynn Singer or Don Feke)</i>.

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2. Incident Commander – <i>cont'd</i>	<p>preparedness.</p> <p>5. Update emergency action plan with Assessment Team & Advisory Group Coordinator – (<i>Lynn Singer or Don Feke</i>) as situation evolves.</p> <p>6. In conjunction with the Advisory Group Coordinator - (<i>Lynn Singer or Don Feke</i>) issue communication(s) to campus community regarding status of disease spread, self protection and university response. (e-mail, website, web casts).</p>	<p>(<i>Laura Massie or Kim Finley or Marsha Bragg</i>) and the Advisory Group Coordinator – (<i>Lynn Singer or Don Feke</i>) for the campus community regarding signs/symptoms, protocol for referral of suspected cases.</p> <p>5. Essential personnel receive N95 respirators from DOES – (<i>David Sedwick or Arif Peshimam or Bill Cummins</i>).</p>	4. Ensure that each Operations Group function is covered.
3. University Police <i>e) Dick Jamieson or Brian Hurd</i>	<p>1. DOES - (<i>David Sedwick or Arif Peshimam or Bill Cummins</i>) trains dispatchers, security, and police on avian flu.</p> <p>2. Alert Student Health Center if encountering individual(s) with flu-like symptoms.</p> <p>3. Essential personnel receive fit test and training on respiratory protection from DOES - (<i>David Sedwick or Arif Peshimam or Bill Cummins</i>).</p>	<p>1. Implement policy on transporting individual to hospitals or isolation facilities.</p> <p>2. Essential personnel receive N95 respirators from DOES - (<i>David Sedwick or Arif Peshimam or Bill Cummins</i>).</p>	<p>1. Secure buildings & post signage.</p> <p>2. Assist Health Center.</p>
4. Facilities Management <i>f) Don Kamalsky or Eugene Matthews</i>	<p>1. Train housekeeping in decontamination of washroom facilities and areas where infected patients have stayed or resided. (Campus should install automatic water taps, towel dispensers and disinfectant stations (following NFPA guidelines) wherever possible).</p> <p>2. Plant and housekeeping should be specially trained in maintaining these Facilities Identify building ventilations systems.</p> <p>3. Essential personnel will be fit tested and</p>	1. Essential personnel receive N95 respirators from DOES - (<i>David Sedwick or Arif Peshimam or Bill Cummins</i>).	1. Stand by to shut off utilities as directed by Incident Commander – (<i>Eleanor Davidson or Mary Beth Katitus</i>), if necessary.

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4. Fac. Mgmt. <i>- cont'd</i>	training on respiratory protection from DOES - (<i>David Sedwick or Arif Peshimam or Bill Cummins</i>).		
5. DOES - Dept. Occup. & Env. Safety <i>g) David Sedwick or Arif Peshimam or Bill Cummins</i>	<ol style="list-style-type: none"> 1. Prepare respiratory protection plan and resources. 2. Contract with hazardous material company for professional cleanup and activate clean-up teams. 3. Train and fit essential personnel for respirators. 	<ol style="list-style-type: none"> 1. Arrange for additional medical waste pickups. 2. Distribute N95 to essential personnel - (<i>David Sedwick or Arif Peshimam or Bill Cummins</i>). 	<ol style="list-style-type: none"> 1. Assist w/notification of Emergency Coordinators. 2. Assist Health Care Center.
6. President's Office <i>h) Advisory Group Coordinator - Lynn Singer or Don Feke</i>	<ol style="list-style-type: none"> 1. Receive information from Incident Commander and <i>Committee Chair - (Lynn Singer or Don Feke)</i> 2. Review content of internal and external public information bulletins and announcements. Work with Marketing and Communications – (<i>Laura Massie or Kim Finley or Marsha Bragg</i>) to select appropriate university spokesperson(s) for media reporting. 3. Essential personnel be fit test and trained in respiratory protection from DOES - (<i>David Sedwick or Arif Peshimam or Bill Cummins</i>). 4. Consider restricting movement on and off campus for activities/athletic events. 	<ol style="list-style-type: none"> 1. Advise CFO and Executive Management on response options. 2. Activate EOC – Administrative EOC in Adelbert Hall and Operational EOC at DOES - (<i>David Sedwick or Arif Peshimam or Bill Cummins</i>). 3. Receive N95 respirators from DOES at Distribution Center – (<i>Adelbert Gym</i>). 	<ol style="list-style-type: none"> 1. Provide oversight for student, staff, and faculty family notifications if appropriate. 2. Notify and educate above on Case Plan, and estimated table. 3. Implement home back up plan for essential personnel.
President's Office Executive Management (CFO)	<ol style="list-style-type: none"> 1. Based on U. S. State Department recommendations, University recommends campus community not to travel to affected countries. 2. Receive fit test and training on respiratory protection from DOES - (<i>David Sedwick or Arif Peshimam or</i> 	<ol style="list-style-type: none"> 1. Evaluate information on institutional effects of the incident and set response priorities as appropriate. 2. Essential personnel receive N95 respirators from DOES - (<i>David Sedwick or Arif Peshimam or Bill Cummins</i>) 	<ol style="list-style-type: none"> 1. Authorize temporary suspension of classes or closure.

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6. President's Office – <i>cont'd</i>	<i>Bill Cummins</i>).		
7. Marketing and Communications <i>i) Laura Massie or Kim Finley or Marsha Bragg</i>	1. Draft internal and external bulletins and announcements, with the Advisory Group Coordinator – (<i>Lynn Singer or Don Feke</i>).	1. Appoint liaison to interface with the Advisory Group. 2. Write and record bulletins and updates on the University's News Bulletin and Emergency Information Hotlines (must establish). 3. Write and distribute scripts for phone tree with approval from Advisory Group Coordinator - (<i>Lynn Singer or Don Feke</i>). 4. Distribute request by e-mail, home page bulletin and through Dept. Chairs that faculty and staff and their families to report all flu cases to Health Services.	1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control). 2. Establish a Marketing and Communications – (<i>Laura Massie or Kim Finley or Marsha Bragg</i>) Center: coordinate press releases, and manage news teams and interviews, etc.
8. Emergency Coordinators <i>j) Emergency Coordinators</i>	1) Triage – <i>Eleanor Davidson or Mary Beth Katitus, Robert Salada or David Bobak</i> . 2) Emergency Incident Response – (<i>David Sedwick or Arif Peshimam or Bill Cummins</i>). 3) Police Response – (<i>Dick Jamieson or Brian Hurd</i>). 4) Academic Decision Making – (<i>John Anderson or Lynn Singer</i>). 5) Financial Decisions – (<i>Hossein Sadid or Chris Ash</i>).		
9. Student EMS	1. DOES - (<i>David Sedwick or Arif Peshimam or Bill Cummins</i>) / Health Services trains EMS on avian flu. 2. Notify Health Center if suspected cases are encountered.	Not applicable	Not applicable

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9. Student EMS – <i>cont'd</i>	3. Essential personnel receive fit test and training on respiratory protection from EH&S.		
10. Radio Club	Not applicable	Not applicable	Not applicable
11. Parking	Not applicable	Not applicable	1. Clear Athletic Field and Veale Field House for medical staging area.
12. Housing and Dining <i>k) Don Kamalsky or Dan Farrell (Bon Appetit)</i>	Enact planning for quarantine of students: 1. DOES - (<i>David Sedwick or Arif Peshimam or Bill Cummins</i>) / 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 delivery supplies are on hand. 7. Essential personnel receive fit test and training on respiratory protection from DOES - (<i>David Sedwick or Arif Peshimam or Bill Cummins</i>).	Enact plan for quarantine of students: 1. Set up Housing and Dining – (<i>Don Kamalsky or Bon Appetit / Dan Farrell</i>) 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 owners and landlords of rented properties. 5. Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping. 6. Essential personnel receive N95 masks from DOES - (<i>David Sedwick or Arif Peshimam or Bill Cummins</i>). 7. Activate emergency locator tracker on housing website for use by displaced students to report their temporary addresses.	1. Activate plan from level 2 to quarantine students in conjunction with the guidance from the City and County Health Departments. 2. Co-ordinate with UH. 3. Activate triage center – (<i>Eleanor Davidson or Mary Beth Katitus, and Robert Salada or David Bobak</i>)
13. Dining Services	1. Reinforce training for food provision during flu response.	1. Prepare flu response dining operation.	1. Activate flu response dining plan.
14. Risk Management	Not applicable	1. Document damage and initiate insurance claims.	1. Same as Level 2

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15. Medical Services	<ol style="list-style-type: none"> 1. Post entry door notifying patients with influenza profile and have traveled to (or have been visited by persons from) effected countries to call 8-2157 opt 2. 2. Isolated exam room. 3. Set up barrier protection. 4. Arrange for negative pressure machines. 5. Standard precautions in place. 6. Respiratory protection equipment in place. 7. In-service training for avian flu. 8. Follow State and County protocol for patient testing. 9. Monitor Health Care workers. 10. Essential personnel receive fit test and training on respiratory protection from EH&S. 11. Policy on transporting individual to hospitals. 12. Familiarize staff with Area Hospital Protocols. 13. Ready Pharm supplies for routine treatment. 	<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 – <i>(Eleanor Davidson or Mary Beth Katitus)</i>. 6. Establish phone triage lines for Student Health Services and CAPS. 7. CAPS initiates pre-event counseling for essential personnel. 8. Initiate poster, e-mail campaign on self-protection. [from 2.2.5]. 9. Essential personnel receive respirators from DOES – <i>(David Sedwick or Arif Peshimam or Bill Cummins)</i>. 	<ol style="list-style-type: none"> 1. Isolation room in Health Center (negative pressure). 2. Locating people contacted by patients. 3. Arrange for screening of people who have had contact. 4. Arrange for counseling services. 5. Contact Coroner’s office if necessary.
16. Telecommunications	Not applicable	Not applicable	<ol style="list-style-type: none"> 1. Arrange for emergency telephone lines to be established at EOC and quarantine areas.
17. Student Affairs & Dorm RAs	<ol style="list-style-type: none"> 1. Health Center/DOES trains; International Student services (IS), CAPS, Dorm RAs, Resident Assistants and other offices within the Division on avian flu. 2. IS monitors student travelers entering 	<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 	<ol style="list-style-type: none"> 1. Identify student events which confirmed flu patients have attended. 2. Residential staff assists Health Center.

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<p>17. Student Affairs & Dorm RAs - <i>cont'd</i></p> <p><i>l) Glenn Nicholls or Dean Patterson</i></p>	<p>from effected regions and assists with communication to international students and their families.</p> <p>3. IS formulates and rehearses plan to address needs/support for graduate and commuter students.</p> <p>4. Dorm RAs – Formulate and rehearse plan to address needs/support for undergraduates.</p> <p>5. Student Life – Formulate and rehearse plan to address needs/support for Greek organizations.</p> <p>6. CAPS – see addendum.</p> <p>7. Identify division personnel available for telephone support work.</p> <p>8. Receive fit test and training on respiratory protection from DOES - <i>(David Sedwick or Arif Peshimam or Bill Cummins)</i>.</p>	<p>support.</p> <p>4. Essential personnel receive respirators from DOES - <i>(David Sedwick or Arif Peshimam or Bill Cummins)</i>.</p>	
<p>18. Human Resources</p> <p><i>m) Tony Kinslow or Lorraine Tobias-Watson</i></p>	<p>1. Identify essential personnel.</p> <p>2. Monitor faculty & staff travelers entering from effected regions.</p> <p>3. Implement call-off policy.</p> <p>4. Identify personnel available for telephone support work.</p>	<p>1. Same as Level 1</p>	<p>1. Activate call-off policy.</p>