

College and University Planning and Coordination

Tasks	√	Planning Notes
Identify the authority responsible for declaring a public health emergency at the state and local levels <ul style="list-style-type: none"> • State Contact _____ • Phone _____ • Email _____ • Local Contact _____ • Phone _____ • Email _____ 		
Identify the authority responsible for officially activating the campus pandemic influenza response plan <ul style="list-style-type: none"> • Contact _____ • Phone _____ • Email _____ • Alternate _____ • Phone _____ • Email _____ 		
Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for <ul style="list-style-type: none"> • Case Identification _____ • Isolation _____ • Quarantine _____ • Movement Restriction _____ • Healthcare Services _____ • Emergency Care _____ • Mutual Aid _____ 		
Identify a pandemic coordinator Name _____ Location _____ Phone _____ Email _____		
Create a pandemic response team including various campus sectors <ul style="list-style-type: none"> • campus health services and mental health staff • student housing personnel • security • communications staff • physical plant staff • food services director • academic staff • student representatives • other 		

<p>Identify the specific components of the operational plan.</p> <ul style="list-style-type: none"> • preparedness • response • recovery • other _____ • other _____ 		
<p>Delineate accountability and responsibility for key stakeholders engaged in planning and executing specific components of the operational plan.</p> <p>Name: _____</p> <p>Accountable to: _____</p> <p>Responsible for: _____</p> <p>_____</p> <p>_____</p> <p>Name: _____</p> <p>Accountable to: _____</p> <p>Responsible for: _____</p> <p>_____</p> <p>_____</p> <p>Name: _____</p> <p>Accountable to: _____</p> <p>Responsible for: _____</p> <p>_____</p> <p>_____</p>		
<p>Delineate resources for key stakeholders engaged in planning and executing specific components of the operational plan.</p> <p>Name: _____</p> <p>Resources: _____</p> <p>_____</p> <p>_____</p> <p>Name: _____</p> <p>Resources: _____</p> <p>_____</p> <p>_____</p> <p>Name: _____</p> <p>Resources: _____</p> <p>_____</p> <p>_____</p>		

<p>Ensure that the plan includes</p> <ul style="list-style-type: none"> • duration – 2–3 pandemic disease waves of 6-8 weeks each are likely to affect communities, with intervals of 3 – 6 months • timelines • deliverables ▪ performance measures ▪ other . 		
<p>Develop scenarios that address college/university functioning based upon having various levels of illness in students and employees and different types of community containment interventions. Plan for different outbreak scenarios including variations in severity of illness, mode of transmission, and rates of infection in the community.</p> <ul style="list-style-type: none"> • www.hhs.gov/pandemicflu/plan/sup8.html • cancellation <ul style="list-style-type: none"> • classes • sporting events • other public events • other ○ closure <ul style="list-style-type: none"> ○ campus ○ student housing ○ public transportation ○ other ○ assessment <ul style="list-style-type: none"> ○ suitability of student housing for quarantine of exposed and/or ill students ○ contingency plans <ul style="list-style-type: none"> ○ maintaining regular operations ○ maintaining research laboratories, particularly those using animals ○ other • stockpiling <ul style="list-style-type: none"> • non-perishable food and water • equipment • medical supplies • pharmaceuticals • other 		

<p>Incorporate into the pandemic influenza plan a contingency plans for students who depend on student housing and food services</p> <ul style="list-style-type: none"> • international students • students who live too far away to travel home • quarantine situations • other 		
<p>Work with local public health authorities to institute community containment measures such as closing (and re-opening) the college/university with respect to identifying</p> <ul style="list-style-type: none"> • legal authority • decision makers • trigger points • thresholds 		
<p>Work with local authorities to institute community containment measures such as closing (and re-opening) the college/university with respect to identifying</p> <ul style="list-style-type: none"> • legal authority • decision makers • trigger points • thresholds 		
<p>Work with state authorities to institute community containment measures such as closing (and re-opening) the college/university with respect to identifying</p> <ul style="list-style-type: none"> • legal authority • decision makers • trigger points • thresholds 		

<p>Identify and review the college/university's legal responsibilities and authorities for executing infection control measures</p> <ul style="list-style-type: none"> • case identification • reporting information about ill students and employees • isolation • movement restriction • provision of healthcare on campus • other 		
<p>Ensure that pandemic influenza planning is consistent with any existing college/university emergency operations plan</p>		
<p>Ensure that pandemic influenza planning is coordinated with the pandemic plan of the community</p>		
<p>Ensure that pandemic influenza planning is coordinated with the pandemic plan of the state higher education agency.</p>		
<p>Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college/university and community during and after a pandemic</p> <ul style="list-style-type: none"> • campus designated as contingency hospitals • campus designated as other contingency shelter • campus feeding vulnerable populations • community utilization of campus healthcare and mental health staff 		
<p>Establish an emergency communication plan identifying key contacts with</p> <ul style="list-style-type: none"> • local public health officials • state public health officials • state higher education officials • alternate contacts 		
<p>Establish an emergency communication plan identifying</p> <ul style="list-style-type: none"> • the chain of communications • alternate mechanisms 		
<p>Revise emergency communication plan on a regular basis</p>		
<p>Test the linkages between the college/university's Incident Command System and the Incident Command Systems of the local department</p>		
<p>Test the linkages between the college/university's Incident Command System and the Incident Command Systems of the state health department</p>		

Test the linkages between the college/university's Incident Command System and the Incident Command Systems of the state's higher education agency.		
Implement an exercise/drill to test your plan		
Review and revise regularly.		
Participate in exercises of the community's pandemic plan.		
Develop a recovery plan to deal with consequences of the pandemic <ul style="list-style-type: none"> • loss of students • loss of staff • financial and operational disruption • other 		
Share what you have learned from developing your preparedness and response plan with other colleges/universities to improve community response efforts.		