

# **Pandemic Flu Preparedness Plan Updated, February 9, 2009**

## **(1) PREPARING FOR AN EMERGENCY**

### **(1)A. Getting Started**

(1)A1. There is recognition of the potential human, social, economic, and legal impact of a pandemic at the highest levels of the institution's administration.

**The President has authorized the development of the preparedness plan. The final document will be shared with the Board of Trustees.**

(1)A2. There is commitment from the highest level to prepare for such an event.

**The President has authorized the development of the plan and submitted names for participation.**

(1)A3. Funding and staff have been committed relative to the anticipated preparedness planning costs.

**The College's Contingency Fund will finance necessary costs. If this fund is depleted, the College's Fund Balance will be spent.**

(1)A4. Individuals responsible for developing the pandemic preparedness plan have been designated.

**The initial meeting of the planning team was held in the Spring of 2008 and key individuals attended and were assigned tasks toward the completion of the Checklist. Participants will represent their work areas as well as constituencies.**

(1)A5. A single individual has been designated by senior management to facilitate the process.

**The Director, Human Resources is responsible for the development of the plan.**

(1)A6. The team has decided on the major goals of the plan, such as life safety, protection of property, the protection of laboratory research and animal care.

**The major goals are for safety of students, staff and visitors to the college, continued operation of the college, if possible, protection of college property at all locations, assisting with the well-being of the community as an emergency distribution center and in any other way needed by the local community.**

(1)A7. Any existing emergency preparedness and business continuity plans have been reviewed for relevance.

**The Emergency Operations Plan has been reviewed. While it primarily focuses on a critical incident of fairly short duration, certain procedures in this plan will be useful for the Pandemic Flu Plan. Rather than duplicate or reinvent the wheel, some of the existing responses will be the same in this plan. No Business Continuity Plan exists.**

(1)A8. The planning team has identified and appointed those who will serve in a “command and control” function.

**They are: the President, Vice President for Instruction and Student Services, Director, Human Resources, Associate Vice President of Student Services, Director of Administrative Services, Chief Financial Officer, Director, Marketing and College Relations.**

(1)A9. There is a clear strategy on how to involve the institution’s stakeholders in the planning process.

**The Communications Team, composed of constituency heads, will receive continuous updates from the Chair of the Pandemic Planning Team. Constituency heads will then update members regarding the plan. It will be announced, via the DACC web page and through college wide in-services. A reminder will be sent as the document receives scheduled updates. All members of the Communications Team have been instructed to update their constituency groups. A presentation to the Board will be provided once the plan has been completed.**

(1)A10. A realistic timeline for completion of the plan has been established.

**The Task Force has scheduled a completion date of March 2009.**

(1)A11. There is agreement on the roles and contribution in the planning process from all participating individuals.

**At the initial meeting, planning roles were assigned and agreement reached as to planning responsibilities.**

(1)A12. There is agreement for: scheduled periodic meetings of the pandemic planning team in the absence of a pandemic; urgent, regular meetings of the committee in the early warning phase of a potential pandemic; and ongoing meetings when a pandemic is developing locally.

**The Pandemic Flu Preparedness Task Force will hold scheduled meetings. More frequent meetings will be scheduled, as needed, if the Early Warning Phase or the pandemic develops locally.**

(1)A13. Steps have been taken to coordinate with local public health officials.

**The Director, Human Resources will coordinate with local public health officials in case of an epidemic.**

(1)A14. Steps have been taken to educate employees about the need for their own personal planning.

**See (1)EI.1**

## **(1)B. Governance, Command, and Control**

(1)B1. A command and control structure is in place identifying the management and decision-making processes of all departments involved in response.

**The Director, Human Resources has been designated as the Officer in Charge (OIC). Those who will represent offices with direct involvement are: Security and Safety Officer; Director of Administrative Services; Director of Marketing & College Relations; and Director of Counseling**

(1)B2. The key decision makers have been identified, including who will advise the administration.

**The President will make final decisions and will advise the Board of Trustees. If the President is not available, the Vice President of Instruction and Student Services will make decisions. If that individual is not available, the Director, Human Resources will make decision. Advisors will include: Administrative and the Security and Safety Officer.**

(1)B3. The hierarchical structure for deciding when and how actions are to be taken and in what order for implementation have been defined and are known to key responders and departments.

**Identified by Emergency Operations Plan.**

(1)B4. Senior management and key department heads know who will be in charge and what they themselves are to do, including reporting lines and responsibilities.

**Identified by Emergency Operations Plan.**

(1)B5. Coordination with local public health officials and communication protocols has been established.

**The Director of Human Resources contacted Public Health Offices and established protocols.**

(1)B6. Responsibility has been assigned for monitoring recommendations from WHO, CDC, state and local public health departments.

**The Director of Human Resources will monitor this information. In her absence, the Vice President of Instruction and Student Services will monitor this information.**

(1)B7. Roles and responsibilities are defined and explained in the operational plans for each department.

**Accessed through Pandemic Flu Plan.**

(1)B8. Standard procedures have been developed for outbreak verification and alert.

**See (1)EI.1**

(1)B9. Standard procedures have been developed for establishing an operational emergency team.

**Identified by Emergency Closing Committee. (See Attachment 1)**

(1)B10. Standard operational procedures have been developed for information flows (i.e. drafting of situation reports, monitoring mechanisms, briefings, back-up of information).

**All relevant information will be forwarded to the Director, Human Resources. They will review and send information regarding the potential**

**risks to the Director of Marketing & College Relations. The Director, Marketing & College Relations will edit and summarize the material, which will be reviewed by the Director, Human Resources, the Director of Administrative Services, and the College President.**

(1)B11. Standard procedures have been developed for obtaining medical/scientific consensus during a crisis.

**The Director, Human Resources, the Vice President, Instruction and Student Services, and the Director, Administrative Services, will assess the risks to the college campus, interpret research, determine its public health relevance, and advise the College President and the Emergency Management Team. A summary of the risks, real and potential, will be placed on the College website, complete with an icon that links to a summary in PDF format to the Center for Disease Control.**

(1)B12. Standard operational procedures have been developed for disseminating public information.

**The Marketing & College Relations office has developed standard operations procedures for disseminating information through a Pandemic Flu Website, electronic and LED signs, news releases and public service announcements.**

(1)B13. Standard operational procedures have been developed for human resource management and each of the other essential services:

- 1. Human Resources has requested updated Emergency contact information and will continue to remind employees to keep that information up to date.**
- 2. Human Resources will send each department a memo reminding them to update calling trees for each of their areas.**
- 3. Departments will be responsible for identifying key/essential personnel, cross-training or updating procedure manuals.**
- 4. The College Closing/Class Cancellation policy will be followed.**
- 5. Wallet cards with benefit information have been distributed to all employees having benefits and will be updated as needed.**
- 6. A phone number will be designated for employees to call in with information/condition and to get college closing information.**

## **(1)C. Risk Assessment**

(1)C1. Assumptions from which to evaluate the impact of a pandemic event have been developed.

**Completed through the development and review of the Pandemic Influenza Response Plan.**

(1)C2. Estimates have been determined of the effect of a pandemic on the institution, local health care delivery, hospitals, and morgues.

**Completed through the development and review of the Pandemic Influenza Response Plan by the Emergency Operations Team.**

(1)C3. An assessment as to what extent the campus can provide medical services has been completed.

**Not Applicable**

(1)C4. It has been determined whether the institution has been identified by local health officials or will volunteer to serve as a county infirmary or facility for mass inoculations, or in other support roles.

**Completed per the College's participation in the Vermilion County Homeland Security and Emergency Management Plan.**

(1)C5. An assessment is completed on the availability of additional healthcare providers needed in case of a pandemic outbreak on campus.

**Per the College's participation in the Vermilion County Homeland Security and Emergency Management Plan.**

(1)C6. Essential services and processes, both internal and external, have been identified.

**See Pandemic Influenza Response Plan**

(1)C7. It has been determined how a pandemic may affect the institution's **internal** essential services in the absence of any local support.

**See Pandemic Influenza Response Plan**

(1)C8. It has been determined how a pandemic will affect the availability and delivery of the institution's **external** essential services.

**See Pandemic Influenza Response Plan**

(1)C9. Continuity plans for critical research and training activities have been developed.

**NOT APPLICABLE**

(1)C10. Plans for research continuity involving animals and animal safety and care have been developed.

**NOT APPLICABLE**

(1)C11. It has been determined what percentage of foreign students reside on campus and how a pandemic would impact them.

**See (7)H.**

(1)C12. It has been determined what percentage of the institution's personnel, including students, faculty, and staff, is involved in international travel and how a pandemic would impact those activities.

**See (7)H and (7)E.**

(1)C13. It has been determined how a pandemic would impact the operations of the institution's agriculture school/college, if one exists.

**NOT APPLICABLE**

(1)C14. The local availability for potential interventions with antiviral medication and/or pandemic strain influenza vaccine has been determined.

**Completed per the College's participation in the Vermilion County Homeland Security and Emergency Management Plan.**

(1)C15. It has been determined how specific groups and cultural issues will be addressed before and during a pandemic; for example, language, access to media, religious practices, etc.

**See (7)H.**

## **(1)D. Response Plan by Pandemic Phase**

(1)D1. A response plan by pandemic phase has been established. The response plan indicates the specific response during each phase of a pandemic.

**A plan has been developed outlining Phases 1, 2, and 3.**

(1)D2. The response plan includes a mechanism for identifying triggers that will change the level of response.

**Completed per the College's participation in the Vermilion County Homeland Security and Emergency Management Plan.**

(1)D3. The response plan indicates the departments within the institution responsible for the designated responses at each phase.

**The Director, Human Resources, the Vice President of Instruction & Student Services, and the Director, Administrative Services will assess the risks to the college campus, interpret research, determine its public health relevance, and advise the College President and the Emergency Management Team.**

(1)D4. A response plan that identifies the responsibilities and tasks of departments and individuals at varying stages of a pandemic.

**Departments will be responsible for identifying key/essential personnel, cross-training or updating procedure manuals.**

## **(1)E. Communications: Internal and External**

### **Internal Communications**

(1)E1.1. A person or group with medical and scientific expertise has been appointed to assess risks to the campus and interpret research and determine its public health relevance to the campus community.

**The Emergency Management Team will consult with the Vermilion County Health Department, will assess the risks to the college campus, interpret research, determine its public health relevance, and advise the College President. A summary of the risks, real and potential, will be placed on the College website, complete with an icon that links to a summary in PDF format on a special Pandemic Flu Plan webpage.**

(1)EI.2. There is a process in place to review and approve all communiqués.

**All relevant information will be forwarded by the Director, Human Resources to the Director, Marketing and College Relations. The Director will provide a written summary which will then be reviewed by the College President and then communicated to all of the College community.**

(1)EI.3. The chain of responsibility for the communications plan has been defined with a designated spokesperson appointed.

**The Director of Marketing and College Relations will act as College spokesperson and is in direct communication with the College President.**

(1)EI.4. The communications plan takes into consideration an overview of all available campus media channels, including internet, campus-wide email, voice, and online messaging.

**The College's internal communications plan will involve placing updated messages on employee and student portals, official-communication emails, plasma signs, electronic message board (LED) signs, website, voicemail, employee e-mail and employee/student text messaging system.**

(1)EI.5. There is a communication plan that addresses the campus constituency at all levels to keep them informed of the progress and impact of the pandemic based on communications with state and local public health offices.

**The Director, Human Resources will maintain an open channel of communication with the College President and Emergency Management Team, updating them with the latest safety- and risk-related information. The College President and Emergency Management Team will initiate a chain of communication within their respective areas so that the latest information is passed on to the supervisors and employees within those areas. The Team will also decide whether the information will be forwarded to the College constituency groups via conference calls to the various Communication Team Members or official communication emails and voicemail messages.**

(1)EI.6. The internal communications plan addresses different target groups (e.g. staff, faculty, students, student health workers, and specific risk groups), key messages to be conveyed, possible materials that are needed (websites, leaflets, information in different languages and so on) and distribution mechanisms to reach the target groups. This plan is in addition to the detailed plan outlined in #4.

**Expanded Administrative Council members will hand out brochures that provide basic information on what steps to take for students and**

**employees to safeguard their health. Brochures, which also include safety information in Spanish, can also be mailed internally to employees once or twice a year.**

### **External Communications**

(1)EE.1. The external communication plan addresses different target groups (e.g. parents, donors, boards, press, general public, and health-care workers), key messages to be conveyed, possible that are needed (websites, leaflets, information in different languages and so on) and distribution mechanisms to reach the target groups.

**The Marketing & College Relations office will produce and send out news releases, news bulletins, public service announcements and other external communications to area news media. The Marketing & College Relations, in consultation with the College President, will act as college spokesperson for any news media inquiries. As with Internal Communications efforts, the use of student portals, LED signs, Pandemic Flu webpage, and automated phone messaging will be important for reaching students and parents. Faculty members will also be asked to make any necessary safety or informational announcements to their classes.**

(1)EE2. An official campus Pandemic Flu website has been created and linked with other appropriate websites such as the CDCs and WHOs.

**The official campus Pandemic Flu webpage will be created and linked with other informational websites. The Director, Marketing and College Relations will work with the Director, Human Resources to provide the necessary updates to be included on the webpage.**

(1)EE3. Relationships have been established with medical and public health specialists who are able to help with the development of accurate and timely messages before and during a pandemic.

**The Director of Human Resources will consult with the Allied Health Nursing Staff and the Vermilion County Health Department and will keep the Director, Marketing and College Relations updated with the latest information available from area medical and public health and safety specialists. This information can be added to the Pandemic Flu webpage.**

(1)EE4. A mechanism for daily briefings has been built into the communications plan if a pandemic occurs locally or otherwise impacts institutional activities, i.e. satellite campuses and foreign operations.

**The Director, Human Resources, the Vice President of Instruction and Student Services, and the Director, Administrative Services will maintain an**

**open channel of communication with the College President and the Emergency Management Team, updating them with the latest safety- and risk-related information. The College President and the Emergency Management Team will decide whether the information will be forwarded to the college constituency groups through a chain of command initiated by the College President.**

(1)EE5. Mechanisms exist for information sharing with local authorities.

**The Director, Human Resources, the Director, Marketing and College Relations, and the Vice President for Instruction and Student Services will meet with the College President to determine the information to be shared and how it will be distributed.**

(1)EE6. The necessary technology and networks for rapid communication with the state and local authorities have been established, including teleconferencing.

**The use of the Danville Area Community College website, as well as teleconferencing facilities provided by the Audio Visual Department, can be employed for rapid communication with state and local authorities. The Security Department can also use its available technology and networking facilities to communicate with other local and state agencies.**

(1)EE7. Other issues and considerations have been identified.

**As with Internal Communications, if a pandemic occurs, daily updates will be made through all forms of communication and media, the Pandemic Flu webpage, all local radio stations and television, voice mail, marquees, etc.**

## **(1)F. Legal and Ethical Issues**

(1)F1. Liability issues have been considered and identified in the event the institution fails to respond appropriately to a pandemic outbreak.

**Liability issues relating to pandemic will be reviewed with counsel.**

(1)F2. The advantages and disadvantages of a declaration of a state-of-emergency on campus during a pandemic have been identified.

### **NOT APPLICABLE**

(1)F3. Liability issues have been considered and identified in the event the institution fails to provide adequate level of care to students.

**Liability issues relating to pandemic will be reviewed with counsel.**

(1)F4. The institution has assessed the legal impacts of public health measures that are likely to be proposed, including: travel or movement restrictions (leaving and entering areas where infection is established); campus closings; prohibition of mass gatherings; isolation or quarantine of infected persons, or of persons suspected of being infected, or persons from areas where pandemic strain influenza infection is established.

**Liability issues relating to pandemic will be reviewed with counsel.**

(1)F5. The liability, insurance and any necessary licensing issues have been considered for temporary, retired workers, and volunteers who may be assisting in areas outside their training and competence, particularly health and emergency services.

**Liability issues relating to pandemic will be reviewed with counsel.**

(1)F6. The liability issues have been considered for unforeseen adverse events in the possibility of administering a vaccine and/or antiviral drug, especially where the licensing process for a pandemic strain vaccine has been expedited.

**Liability issues relating to pandemic will be reviewed with counsel.**

(1)F7. The legal and ethical questions have been considered for limiting the availability of a scarce resource, such as rationed diagnostic laboratory testing, pandemic strain influenza vaccine or antiviral drugs.

**Liability issues relating to pandemic will be reviewed with counsel.**

(1)F8. The legal and ethical questions related to compulsory vaccination for healthcare workers and workers from essential services have been considered.

**Liability issues relating to pandemic will be reviewed with counsel.**

(1)F9. The legal and ethical issues related to limiting personal freedom, such as may occur with isolation and quarantine, have been considered.

**Liability issues relating to pandemic will be reviewed with counsel.**

## **(2) IMPLEMENTATION, TESTING, AND REVISION OF THE PLAN**

(2)1. In the absence of outbreaks, a period of time has been established in which to review, revise and test the plan; for example, annually, biannually, etc.

**Completed through the development and review of the Pandemic Flu Preparedness Plan by the Emergency Management Team.**

(2)2. In the absence of an outbreak, a mechanism is in place to ensure that the plan is tested and updated in the absence of, and prior to, a pandemic outbreak; for example, a table-top review of the preparedness and response plan is developed based on realistic situations.

**Completed through the development and review of the Pandemic Flu Preparedness Plan by the Emergency Management Team.**

(2)3. An individual has been identified who is responsible for facilitating the regular review, testing and revision of the plan; for example, the health services director, risk manager, disaster services coordinator, etc.

**Director, Human Resources**

(2)4. Processes are in place to assure improvement opportunities, once identified in the testing, are pursued; for example, critiquing of the drill, documentation of action items, assignment of action items to individuals, etc.

**Completed through the development and review of the Pandemic Flu Preparedness Plan by the Emergency Management Team.**

### **(3) MONITORING INCIDENCE AND PREVALENCE**

(3)1. A coordination mechanism for monitoring in advance and during the response to an outbreak or pandemic has been established; for example, input from housing, security services, student health, athletics, international programs, and local authorities.

**Director of Human Resources will establish communication link from the Vermilion County Health Department and will coordinate communication with the Emergency Management Team.**

(3)2. Personnel have been identified who are responsible for monitoring incidence and prevalence for infection internationally, regionally, and locally.

**See (3)1.**

(3)3. Objectives have been defined for a pandemic alert and during a pandemic.

**Danville Area Community College's main objective during a pandemic is to minimize/eliminate transmission of disease.**

(3)4. A point of contact has been identified at a local and/or regional health department.

**Point of contact is the Vermilion County Health Department.**

(3)5. Procedures to detect unusual or unexplained events of acute respiratory illnesses among students, faculty, and staff on campus have been developed in order to trigger appropriate public health and laboratory investigations.

**Director of Human Resources and Association Vice President of Students will continue with current procedures in documentation of respiratory illnesses at the college.**

(3)6. Procedures have been developed to help identify possible cases of pandemic influenza that might not otherwise be detected by routine monitoring among students, faculty and staff.

**NOT APPLICABLE**

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(3)7. Procedures have been developed to notify public health officials of unusual illnesses and medical conditions occurring among students, faculty, and staff.

**Associate Vice President of Student Services will receive notice from students and the Director, Human Resources will receive notice from employees of unusual illness. The Director, Human Resources will contact the Vermilion County Health Department.**

(3)8. Procedures for daily reporting of cases among students, faculty, and staff to local-area authorities have been developed, including information on the possible source of infection.

**NOT APPLICABLE**

(3)9. Appropriate protocol and contacts have been developed for arranging public health testing of students, faculty, and staff suspected of exposure or illness.

**Students will be referred to Vermilion County Health Department for testing of suspected or exposed students and employees.**

(3)10. A central reporting mechanism has been established for reporting:

- Employee “call-offs”/absences because of flu symptoms
- Number of students in isolation and quarantine because of flu
- Number of confirmed cases of flu being treated with antivirals
- Number of flu symptom transports to ERs

**The Human Resources office will coordinate the employee reporting area and Student Services will coordinate the student reporting area.**

## **(4) INFECTION CONTROL**

- (4)1. Campus-wide education has been developed and available, including:
- **Information on routes of transmission – email, flyers, posters, electronic signs, brochures**
  - **Supervisor email, webpage,**
  - **How to prevent spread of the disease, including general hygiene measures such as cough etiquette and hand washing**
  - **Medical follow-up – if flu is diagnosed, a doctor’s note will be required to return to work or school**
  - **Treatment with antiviral drugs, etc. – N/A**

4)2. General bio-safety protocols have been developed where needed on campus; for example, science laboratories, custodial services, etc.

### **Math & Science Dean and Director, Administrative Services.**

(4)3. Personnel have been identified who will need special in-depth training because of the likelihood of exposure and infection; for example, security services personnel, housekeeping, and the Child Development Center food services; and anyone who may be working outside their area of competence and training.

**The Math / Science Dean, Director, Administrative Services and the Associate Vice President, Student Services will identify those who need special in-depth training.**

**The Director of the Child Development Center has been notified that a plan will need to be developed to provide training to CDC personnel.**

(4)4. Equipment needed to implement CDC recommended infection control and bio-safety measures; including personal protective equipment and fit testing for respiratory protection, has been identified.

**Director, Administrative Services will ensure equipment is available as necessary.**

(4)5. The availability of equipment needed to implement CDC recommended infection control and bio-safety measures has been assured.

**Hand sanitizers will be placed throughout the campus on an ‘as needed basis.’**

(4)6. Policies have been developed on when to use personal protective equipment.

**In the event of a flu-like event, first responders will use the following personal protective equipment: masks, protective eye wear, Nitrile gloves.**

(4)7. Waste disposal and housekeeping protocols have been developed to prevent the exposure and spread of the disease.

**The Director, Administrative Services has developed protocols addressing waste disposal and general housekeeping processes.**

(4)8. Protocols for the handling and transfer of bodies have been developed to prevent the exposure and spread of the disease.

**Not Applicable**

(4)9. Fitness-for-duty procedures have been established to identify recovered cases of essential employees presumed to be immune.

**All individuals who have been identified with pandemic flu must have a return to work permit from their physician. Follow Human Resources protocol that is currently in place.**

## **(5) PUBLIC HEALTH MEASURES: SOCIAL DISTANCING AND QUARANTINE, TRAVEL RESTRICTIONS**

(5)1. The campus community knows how to achieve protection and contribute to limiting the spread of the disease, including public health measures that might be implemented to limit community spread, such as voluntary or enforced quarantine.

**To include:**

- **See Section (4)1**
- **Vermilion County Health Department (VCHD) updates**
- **Notifying students and employees – Public Information**
- **Promote good hand washing**
- **Encourage ill people to STAY HOME if symptomatic**

(5)2. Logistical plans are in place to decide, carry out and communicate the proposed measures to limit the spread of the disease.

**To include:**

- **See Section (4)1**
- **Central phone lines for employees – Human Resources (217.443.8836) and (217.443.8757)**
- **Central phone lines for students – Student Services, (217.443.8896), Child Development Center (217.443.8866) and Student Success Center (217.443.8702).**
- **Direct lines to acute facilities (to be provided by the Vermilion County Health department.)**

(5)3. Persons who will be affected by public health measures have been informed about the expected effects and limitations.

**Refer students and employees to educational materials.**

(5)4. General information on personal respiratory hygiene will be developed and distributed by the Director, Human Resources and the Director, Marketing & College Relations.

- **Information re respiratory hygiene will be dispersed throughout the college.**
- **Webpage/brochure/electronic sign – educational materials.**

(5)5. Personal advice about reducing the risk of transmission is easily available to the campus community, for instance, on an official influenza pandemic website.

**College webpage for educational materials and links.**

(5)6. Infection control guidelines are in place for non-medical settings; for instance, in specific places where people gather or where there is a high risk of spread of infections (residence halls, classrooms, laboratories, athletic facilities, etc.).

- **Post guidelines for disease prevention in PBR, bathrooms, lounges, website, flyers and electronic signs**

(5)7. Criteria to close the campus have been determined and the process for implementation has been developed.

**Vermilion County Health Department recommendations given to Emergency Management Team.**

(5)8. Criteria for the prohibition of mass gatherings have been defined and the process for implementation has been developed.

**Completed through review by Emergency Management Team.**

(5)9. Procedures for implementing the confinement and quarantine, if proposed, have been developed taking into consideration the legal and practical issues.

**Completed through review by Emergency Management Team.**

(5)10. Places on campus have been identified and designated for quarantine purposes.

- **Mary Miller Gymnasium**
- **Mary Miller chemistry labs have negative air pressure and could be considered.**

(5)11. Procedures for the provision of medical care, food supply, social support, and psychological assistance for people in quarantine have been developed.

**Quarantine for transport out. Temporary. Early closure.**

(5)12. Procedures for transport of persons to quarantine sites and from there to hospitals or mortuaries have been developed.

**Early closure.**

(5)13. Procedures to restrict domestic and foreign travel have been developed.

**Not Applicable**

(5)14. Consequences of travel restrictions on partnering organizations have been identified.

**Completed through review by Emergency Management Team.**

## **(6) MAINTAINING ESSENTIAL SERVICES: DECISION TO STAY OPEN VERSUS DECISION TO CLOSE**

(6)1. Those essential services necessary to maintain the primary mission of the institution; for example, teaching, research, etc.

**Per Emergency Closing Committee.**

(6)2. How a widespread pandemic will affect the delivery of essential services to campus has been evaluated; for example; food services, travel to foreign locations, utilities, etc.

**The Emergency Closing Committee, with the assistance of the Director of Administrative Services, will determine the campus food delivery.**

(6)3. Each designated essential service has developed emergency contingency plans applicable to a pandemic.

**As Part of Pandemic Planning review with input from Emergency Closing Committee.**

(6)4. Persons responsible for maintaining essential community services have been identified; for example, law enforcement and security, student health services, facilities, etc.

**Per Emergency Closing Committee:**

- **Public Safety: Safety & Security Officer**
- **Health Services: Director, Human Resources**
- **Risk Management: Director, Administrative Services**

(6)5. A list has been developed of essential campus personnel whose absence would pose a serious threat to public safety, or would significantly interfere with the response to a pandemic.

**As Part of Pandemic Planning review with input from Emergency Management Team.**

(6)6. Contingency plans have been developed for coping with shortages of workers in these services; for example, cross-training volunteers.

**As Part of Pandemic Planning review with input from Emergency Management Team.**

(6)7. Protocols have been developed for utilizing and training volunteers and untrained workers for essential service roles; for example, training in advance versus post-incident training.

**As Part of Pandemic Planning review with input from Emergency Management Team.**

(6)8. Opportunities for cross-training “single source” providers to enhance operational redundancy have been identified; for example, a single employee normally assigned, trained, and familiar with a key process or service.

**As Part of Pandemic Planning review with input from Emergency Management Team.**

(6)9. Those persons who are responsible for maintaining essential services and who “moonlight” for another entity have been identified and it has been pre-determined which entity they will respond to and support during a pandemic event.

**As Part of Pandemic Planning review with input from Emergency Management Team.**

(6)10. The institution has compared its needs assessment for essential services to the needs of the community for similar services; for example, housing, food, medical treatment, building and vehicle use, etc.

**Vermilion County Health Department updates to Administrative Council from Director, Human Resources and Director, Administrative Services.**

(6)11. Mutual Aid and/or Memo of Understanding agreements with other institutions or service providers for essential services have been developed; for example, science labs, food services; housing, etc.

**NOT APPLICABLE**

(6)12. Discussions have taken place, and decisions made, as to what conditions need occur to decide whether to keep the institution open for classes or to shut down altogether for a specified period of time.

**Information from Vermilion County Health Department presented to Administrative Council with a recommendation for Early Closure from Health Services/Risk Management.**

## **(7) CAMPUS CONSIDERATIONS**

### **(7)A. Student Health Center**

(7)A1. Plans have been developed to assure ongoing student health services in the event of a reduction in work force.

**NOT APPLICABLE**

(7)A2. Protocols have been established for communicating with local health department and hospital emergency rooms.

**Human Resources to received updates from Vermilion County Health Department.**

(7)A3. Protocols have been established for planning and communicating with parents.

**Public Information Website, Hand-outs, Plasma Signs, Hand washing to prevent disease.**

(7)A4. Planning has occurred and protocols have been established for pre-event counseling with students.

**Counseling received through in-house Counseling Department.**

(7)A5. A range of supplies and medications have been identified and stockpiled that will be useful for the prevention of exposure to influenza.

**Stockpile of materials – expiration dates; recommendation on number of respirators, gloves, goggles to stockpile.**

(7)A6. Appropriate type and amount of personal protective equipment will be identified and stockpiled that will be useful for treatment of influenza complications.

**Stockpile of materials – expiration dates; recommendation on number of respirators, gloves, goggles to stockpile.**

(7)A7. There is a process in place to ensure that stockpiled materials that have expiration dates have not exceeded those dates.

**Stockpiled equipment will be monitored for expiration by Administrative Services / Director of Human Resources.**

(7)A8. Policies and procedures have been developed for fit-testing of respirators when required to be worn.

**Per Administrative Services / Director, Human Resources**

(7)A9. Contingency plans have been developed for buying increased supplies of antibiotics, including the identification of suppliers, supply quantities, and necessary lead time.

**Purchasing will work with vendors.**

(7)A10. A Strategy has been developed for the triaged-distribution of stockpiled supplies and medication.

### **Administrative Services**

(7)A11. For campuses without infirmaries, a plan has been developed for establishing one on campus.

### **NOT APPLICABLE**

(7)A12. An **internal** notification plan and alert mechanism is defined and in place.

**See (1)EI.1.**

(7)A13. An **external** notification plan and alert mechanism is defined and in place.

**See (1)EE.1.**

(7)A14. A negative pressure room has been created for private evaluations of patients with flu-like symptoms.

**Pandemic Committee has identified Chemistry Classrooms with negative air flow.**

(7)A15. Signs have been posted at all entry points to the clinic directing patients with flu-like symptoms and/or returning from recent international travel to areas where there have been avian flu outbreaks to self-identify and register with staff immediately.

**Signs will be created when the need arises and a room is identified.**

(7)A16. The time lag between sending samples for testing and getting results has been determined.

### **NOT APPLICABLE**

(7)A17. Clinic protocols have been developed for evaluating patients with flu-like symptoms to determine the likelihood of an avian flu exposure while minimizing contact and self-exposure.

- **Send to a negative air pressure room**
- **File an Incident Report**
- **Triage out for evaluation**
- **Follow-up in 24 hours for confirmation**

(7)A18. Clinic protocols have been developed for caring for students exposed to the flu but not symptomatic:

- **Provide educational materials – Avian Flu Brochure**
- **Must contact their own doctor for any medication administered**
- **Counsel students for hysteria.**

(7)A19. Clinic protocols have been developed for caring for students who are ill but not hospitalized.

Students will be instructed to not attend campus classes.

(7)A20. Staff has been trained in each of the above noted protocols.

**The Associate Vice President of Student Services will ensure that a process is in place to care for students who are too ill to return home.**

(7)A21. Transportation policies to isolation areas have been developed.

**Patients will wear respirators in hallways to evaluation room and exiting the college.**

(7)A22. The development and implementation of protocols have been developed for the safe handling of corpses, respecting cultural and religious beliefs.

**Seek consultation with the area funeral directors.**

(7)A23. The emergency capacity for storage of corpses before transfer to a morgue has been determined.

**Status: Seek guidance from Vermilion County Health Department.**

## **(7)B. Food Services**

(7)B1. Plans have been developed to assure the ongoing provision of food services in the event of a reduction in work force.

**NOT APPLICABLE** – No food will be available

(7)B2. Appropriate type and amount of non-perishable foods have been stockpiled.

**NOT APPLICABLE**

(7)B3. Appropriate amount of prepackaged utensils have been stockpiled.

**NOT APPLICABLE**

(7)B4. There is a process in place to ensure that stockpiled foodstuffs that have expiration dates have not exceeded those dates.

**NOT APPLICABLE**

(7)B5. Medical personnel have trained essential food service personnel on the risks and response to flu exposure.

**NOT APPLICABLE**

(7)B6. Infection control policies and procedures are developed to minimize or prevent the spread of flu from self-serving operations and food service personnel; i.e., replacing open utensil bins with prepackaged plastic utensils.

**NOT APPLICABLE**

(7)B7. Enforcement policies have been developed for assuring infection control procedures are followed to minimize or prevent the spread of flu by and among food service personnel.

**NOT APPLICABLE**

(7)B8. The impact of a pandemic on supply chains such as food deliveries has been identified and expected deficiencies have been addressed.

**NOT APPLICABLE**

D (7)B9. Plans are in place to safely transport food to individuals isolated or quarantined.

**NOT APPLICABLE**

(7)B10. Other issues and considerations have been identified.

**NOT APPLICABLE**

### **(7)C. Admissions/Registrar/Financial Aid**

(7)C1. A policy has been developed to address academic and financial concerns of students resulting from prolonged absences from class.

1. **Business Office**: Every effort will be made on an individual basis to address students' financial concerns resulting from prolonged absences from class. The efforts would include refunds or letters of credit or other accommodations as deemed necessary to the particular situation in hand.
2. **Admissions, Registration & Records**: a) Deadlines for medical withdrawals and current refund procedures will be extended accordingly. b) Students with extenuating circumstances will be handled on an individual basis.
3. **Financial Aid**: Federal refund guidelines are in place to determine the amount of student aid earned. In the event that the institution closed, federal guidelines are also in place to address the treatment of breaks in the academic year.

**(Academic Concerns)**

1. **Registration & Records**: A variety of scenario solutions are available. Depending on the severity of the pandemic, the appropriate one will be selected:
  - Incomplete grades ("I") will be issued if students are unable to complete course work by the end of the term.
  - Incomplete grades ("I") will be issued if faculty are unable to submit final grades by the end of the term.
  - Deadlines for practices and procedures will be extended accordingly, such as permits to register and to withdraw, residency documentation and proof of completion of prerequisites.
  - Appeals for medical withdrawals and tuition refunds will be handled on an individual basis and deadlines will be extended.
2. **Registration & Records**: ICCB guidelines for the midterm reporting process will be followed during the terms affected by the Pandemic Flu.
3. **Registration**: The guidance of the academic administrators will be followed for withdrawing all students from specific classes.

(7)C2. A plan is in place to address decreased tuition receivables if there is a significant reduction in returning students.

A decrease in tuition receivables would be just one item of concern as the financial impact of a pandemic flu is estimated as described in Section (7)K. Business and Finance. The deferred tuition payment plan is outsourced at the College. The Finance Office would work closely with the outside vendor to ensure students are given ample time or extended time periods to make their tuition payments.

(7)C3. A means to monitor the whereabouts of students during a pandemic has been developed.

Danville Area Community College is a non-residential institution and Admissions, Registration & Records does not monitor students' whereabouts.

(7)C4. A plan is in place to continue the recruiting and admissions process during quarantine.

1. **Admissions:** In lieu of being able to physically recruit students on- and off-campus, Admissions will move to electronic, phone and direct mail recruitment methods. Admissions processing methods would also move to electronic, phone and direct mail formats. Alternative course delivery formats (online & independent study) will be promoted.

2. **Financial Aid:** The majority of students apply for financial aid on the web. When information is processed and returned, available staff would begin the review and awarding process. Dependent on staffing levels and the point in time of the academic year, processing time may be increased.

(7)C5. Other issues and considerations have been identified.

1. **Staffing – Admissions, Registration & Records staffing will be adjusted to accommodate services by electronic, phone, fax and mail methods.**

2. **Remote Access – Admissions, Registration & Records will work with Information Technology to provide remote access and functionality of the Student Records System to allow staff to work from home.**

## **(7)D. Academic Affairs**

(7)D1. A policy has been developed to address academic concerns of students resulting from prolonged absences from class.

Realizing that a catastrophic event, such as pandemic flu, is an extraordinary circumstance, every effort should be made to accommodate students without compromising academic integrity. The manner in which that is accomplished may vary from discipline to discipline and in the timing of the event. Therefore, the following options for different scenarios are recommended:

“School remains open, but the student has missed significant time due to documented illness:”

1) Student withdraws and receives a refund or credit to retake the class.

- 2) If the instructor determines enough of the course has been completed, the instructor may issue a grade or an incomplete, depending upon how much time has been missed and the feasibility of making up the missed work. The faculty will work with their deans and associate deans to develop these guidelines.

**“School closes:”**

- 1) Student withdraws and receives a refund or credit to retake the class.
- 2) If the instructor determines that enough of the course has been completed, the instructor may issue a grade or an incomplete, depending upon the feasibility of making up missed work.
- 3) When the school reopens, continue from the point when the school closed. This may necessitate an extended semester or special interim session that modifies the academic calendar. The student should still have the option of Item #1.

(7)D2. A procedure is in place for students to take courses online.

**Since many classes are not available online, it would not be feasible to have all courses conducted online. The only classes to continue online would be those existing online courses, provided that both students and faculty have access and the capability of doing work from home. The faculty will work with their deans to determine the feasibility of conducting the remainder of the class online.**

(7)D3. A procedure is in place for students in isolation to obtain class lectures and participate in exams.

**Handouts, lecture notes, lab notes, etc. should be available to students through the online platform. At the instructor’s discretion, an exam could be administered to a student through the online platform.**

(7)D4. A procedure is in place to provide tutoring to students in quarantine or isolation.

**Tutoring may be provided through email, phone tutoring, or in the Student Success Center utilizing webcams. Each discipline could be assigned a specific time for tutoring.**

(7)D5. Other issues and considerations have been identified.

**Students and faculty in specialized programs that have components with high external public contact may need to be withdrawn from that component prior to the closure of the college (i.e., clinical assignments, internships, etc.). On-campus learning experiences may be developed to**

replace the experiences. The faculty will work with their deans to develop those guidelines.

## **(7)E. Human Resources**

(7)E1. Emergency contact information has been updated for students, faculty, and staff.

**Emergency contact information will be updated by June of 2009. Employees will have access to Web Advisor to update emergency contact information. Additionally, the College has established an emergency cell phone text process.**

(7)E2. A work-at-home policy has been developed.

**NOT APPLICABLE. The College does not offer work at home policies. Certain individuals may be identified to do critical work from home. Those people will be determined by the Emergency Management Team.**

(7)E3. IT resources are available for work-at-home for students, faculty, and staff.

### **COMPLETED**

(7)E4. There is a system in place to train temporary workers.

Status: **NOT APPLICABLE**

(7)E5. There is a policy requiring cross-training of essential personnel.

**Status: COMPLETED – Each department is in charge of making sure cross-training is an ongoing process during the normal course of business**

(7)E6. There is a means to provide support and benefit information to employees' families other than face-to-face.

**The Human Resources Website has benefit information, which is open to public view. Each employee who has benefits has been issued Wallet Cards that include Policy Number, Phone Numbers and Contact Information. The toll free line is available for families from out of the area to call in for information.**

## **(7)F. Student Housing Services – NOT APPLICABLE**

## **(7)G. Physical Plant and Facilities**

(7)G1. Buildings best suited to serve as triage treatment centers, quarantine areas, and morgues have been identified.

**Per the College's participation in the Vermilion County Health Emergency Management Plan.**

(7)G2. Plans have been developed to assure the ongoing provision of essential services in the event of a reduction in work force.

**To be completed by the Emergency Management Team.**

(7)G3. Appropriate type and amount of personal protective equipment has been stockpiled.

**To be completed by the Emergency Management Team.**

(7)G4. Appropriate type and amount of germicidal and disinfectant supplies have been stockpiled.

**To be completed by the Emergency Management Team.**

(7)G5. There is a system in place to transport supplies and personnel to secondary facilities.

**NOT APPLICABLE**

## **(7)I. Counseling**

(7)I1. A plan has been developed to provide counseling services to faculty, staff, and students pre-, during-, and post-event with special recognition to the significant number of deaths anticipated.

**Internal counselors and the College's Employee Assistance Plan will be consulted.**

(7)I2. A procedure has been developed to offer counseling services to faculty, staff, and students by means other than face-to-face.

**To be determined by the College's Employee Assistance Plan.**

## **(7)J. Campus Security**

(7)J1. Plans have been made to secure and protect **selected areas** on campus declared off limits for both short and long term periods of vacancy or quarantine:

for example, health center, food service centers, campus security's dispatch center, etc.

**As selected areas are identified, plans are in place to provide adequate protective services.**

(7)J2. Plans have been made to secure and protect the **Campus Premises** if declared off limits for both short and long term periods of vacancy or quarantine.

**Quarantine for a large number is not considered feasible, however, plans are in place for a secured vacancy.**

(7)J3. Plans have been made to secure and protect the campus dispatch center so that it remains open and operational for critical "routine" activities outside of those involving a pandemic.

**Plans are in place, including relocation to a secondary incident command center.**

(7)J4. Plans have been made to secure and protect the campus from encroachment from neighbors and other non-campus populations seeking services and refuge in the event of panic.

**Campus buildings will be locked down.**

(7)J5. A security plan is readily employable to secure and protect the campus' consumer staples, including food, water, and essential healthcare items.

**NOT APPLICABLE**

(7)J6. Campus security services have met with local authorities to understand the plans and expected limitations of local police, fire, and all other local emergency services.

**This is the result of longstanding, ongoing dialogue.**

(7)J7. Arrangements are readily employable to control access to campus and specific facilities when any have been designated by public entities as sites for public immunizations or other services.

**Refer to existing Vermilion County Health Department distribution plans.**

(7)J8. A policy had been developed to bring in the director of student health services or other medical personnel to assist in managing an outbreak.

**Refer to existing Vermilion County Health Department distribution plans.**

(7)J9. A policy has been developed to refer all media matters and inquires to those in charge of media affairs.

**See(1)EE.1**

(7)J10. A plan exists to provide all security service personnel identified as essential with N95 respirators and fit testing prior to wearing them.

**Campus security will have respirators when necessary.**

In the event of a Pandemic Flu Epidemic, the ongoing operations of the Business and Finance departments of the College are of paramount importance. This section describes in detail the Pandemic Flu Plan as it pertains to these operations.

**Pandemic Flu Plan  
Business and Finance**

Management Information System

1. Datatel Colleague operations must continue to be available and running
  - a. Daily operations are schedule to run automatically
  - b. MIS Staff will continue to cross train so all have the ability to troubleshoot if system goes down
  - c. All staff who now have access to Datatel Colleague can access system from anywhere they have web access through the WebUI option.
  - d. 100% documentation is in place for MIS processes for any MIS staff to reference

Payroll Processing

1. Staff with ability to process and run payroll is Payroll Specialist and Controller. Additional support with limited knowledge is CFO and Accounts Receivable Specialist after cross training process is completed
  - a. These identified staff will cross train and refresh their knowledge periodically by processing parts of payroll semi-annually
  - b. At first confirmed case of flu,
    - i. high speed internet access will be installed in home of Payroll Specialist and Controller
    - ii. MIS process for transmitting payroll file to bank will be discussed and procedures copied to Controller, CFO, HR/CF Programmer by MIS Director

- iii. Set up web transmission of payroll tax deposits
- c. Payroll will be processed for Employees with direct deposit
  - i. Payroll for physical paychecks may not be available if campus is closed
- d. Optional: If outside help is needed, contacts who may be available are--
  - i. Cyndi Bryan, Datatel employee who is expert in HR
  - ii. Illinois Community Colleges who have Datatel Colleague (CFO and Controller has list of contacts)

Payment of invoices

1. Staff with ability to pay to process vendor invoices are A/P Specialist, Bookstore Coordinator, Admin Assistant Finance/Administrative Services.
  - a. Only essential bills will be processed such as utilities, insurance premiums, payroll withholdings, etc.
  - b. Limited processing will occur from campus due to mail delivery and receipt of invoices
  - c. Controller and CFO will keep those staff advised of status of mail delivery and pickup both on campus and status of US mail.
  - d. At first confirmed flu case,
    - i. MIS Coordinator and Controller will review process for printing of paper checks on printer located in MIS department
    - ii. Stamps will be purchased and stored in safe to have ability to mail in the absence of someone to run mailing machine
    - iii. Controller will review with A/P Specialist and backup staff, the necessary steps and include current knowledge about mail delivery and pickup.

Bookstore

1. Students can order books on-line from DACC Bookstore or from other vendors
2. Students can check book requirements on line

3. At first confirmed flu case
  - a. Implement process that book orders online can be charged to student's account in Colleague ST. Students with internet access can then view their account and pay on-line with WebAdvisor.
  - b. Begin weekly assessment of shipping and receiving options for book deliveries for sale and deliveries to students

#### Finance and Cash Flow

1. CFO and Controller will have access to on-line banking to determine status of available cash. Interruptions may occur with state funding and property tax revenue. If only on-line classes are available, tuition/fee revenues will be minimal
2. CFO and/or Controller will keep Senior management advised of cash availability.

## **(8) RECOVERY**

(8)1. A prioritization sequence has been established in which essential services and key activities will be restored.

### **Emergency Management Team**

(8)2. A plan has been developed to establish recovery time-frames for essential services and key activities: for example, registrar's office within 2 weeks, physical plant operational within 24 hours.

### **Emergency Management Team**

(8)3. All essential services have developed **recovery** plans.

### **Emergency Management Team**

(8)4. Human resources have been determined for social, psychological and practical support to students and affected faculty, and staff and their families; for example, employee assistance program, student counseling, etc.

### **Emergency Management Team**

(8)5. The financial impact of a recovery process has been estimated and available sources of funds have been determined; for example, insurance, fundraising, use of endowment, etc.

## **Emergency Management Team**

Updated: February 9, 2009

Saved: LEXOR, E, J, M, Safety, Pandemic Flu