



FLORIDA
ATLANTIC
UNIVERSITY

PANDEMIC INFLUENZA PLAN

September 28, 2009
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Introduction

Influenza (the flu) is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness and at times can lead to death. Every year in the United States, on average, 5% to 20% of the population gets the flu; more than 200,000 people are hospitalized from flu complications; and about 36,000 people die from flu-related causes.

A pandemic occurs when a new influenza virus emerges and starts spreading as easily as seasonal influenza – by coughing and sneezing. Because the virus is new, the human immune system will have no pre-existing immunity. This makes it likely that people who contract pandemic influenza will experience more serious disease than that caused by normal influenza.¹

An outbreak of Pandemic Influenza may occur at any time. Several outbreaks occurred in the 20th century, including “Spanish Flu” in 1918-19, “Asian Flu” in 1957-58, and “Hong Kong Flu” in 1968. These pandemics resulted in the deaths of millions of people world-wide. It is estimated the “Spanish Flu” killed 40-50 million people, the “Asian Flu” killed 2 million people, and the “Hong Kong Flu” killed another 1 million people.

It is important for Florida Atlantic University to be prepared in the event a pandemic occurs. This plan is designed to guide University actions from pre-pandemic through the pandemic itself and the ensuing recovery. This plan recognizes that while influenza may be widespread (i.e. epidemic or pandemic), the University’s actions must take into consideration the severity of the influenza in circulation. Factors such as fatality rates, ease of transmissibility, prevalence in the population, degree of debilitation, length of debilitation, and conditions in the local area will be analyzed.

Objectives

The objectives of this plan are to:²

- Protect and support the health, safety and welfare of our students, staff and faculty
- Protect the assets and property of the university
- Maintain our commitment to fulfilling the university mission to provide teaching, research and service as long as possible
- To minimize the impact on students and employees should any university operations be reduced or suspended, and to resume those operations as quickly as possible
- Collaborate, coordinate and cooperate with community health care providers and local government, as well as state and national governments as needed, and
- Develop a communication plan to inform students, parents, employees and other groups of our actions.
- Establish benchmarks to trigger university action.

Relation to Other Plans

This plan is specific to pandemic influenza, but it is designed to be used in conjunction with University Emergency Response Plans (ERP) and Continuity of Operations Plans (COOP). This plan addresses elements of both types of plans and is somewhat generic in nature. This plan should be used as a guide by departments in developing their unit level plans.

Implementation

The University will assign a “Severity Level” from 0 to 5 to pandemic events based on consideration of factors such as disease transmissibility, prevalence in the population, and degree of debilitation, length of debilitation, case fatality ratios, conditions in the local area, etc. This severity level will be determined by the President of

¹ *Ten things you need to know about pandemic influenza*, WHO Representative Office in Viet Nam
web citation: http://www.wpro.who.int/vietnam/sites/dcc/pandemic_flu/

² *University of Wisconsin-Superior Pandemic Influenza Emergency Plan*, November 2007

web citation: <http://www.uwsuper.edu/emergency/pandemic/upload/Emergency-Response-Plan-Pandemic-Annex-C.pdf>

the University in consultation with Student Health Services, Environmental Health & Safety, Executive Committee, and others, as necessary. The severity level will then determine the University's "Response Level". The response level will also be determined based on whether or not the pandemic is affecting FAU or the local area. Severity and response levels will be adjusted as conditions warrant.

FAU Pandemic Influenza Severity / Response Level Matrix

Severity Level	Response Level	
	Not Affecting FAU or Local Area	Affecting FAU or Local Area
0	0	0
1	0	0
2	0	1
3	1	2
4	2	3
5	2	3

FAU Pandemic Influenza Response Levels

Response levels range from 0 to 4 and may be categorized as follows:

Level 0: Plan-Prevent-Prepare

- This level is characterized by a lack of pandemic influenza activity, the indication that a new strain of influenza may be about to emerge, or the presence of influenza with a low severity level.
- Operations continue as normal.

Level 1: Minor Disruption

- This level is characterized by noticeable student and staff absenteeism due to influenza of severity level 2 at FAU or in the local area or by influenza of severity level 3 outside FAU and the local area.
- Operations are suffering minor disruptions, but all operations continue.

Level 2: Moderate Disruption

- This level is characterized by increasing student and staff absenteeism due to influenza of severity level 3 at FAU or in the local area or by influenza of severity level 4 outside FAU and the local area.
- Operations are suffering moderate disruptions. Some operations may be curtailed or conducted through alternate means.
- Partial COOP activations.

Level 3: Major Disruptions

- This level is characterized by increasing student and staff absenteeism due to influenza of severity level 4 or 5 at FAU or in the local area or by influenza of severity level 5 outside FAU and the local area. Public Health Officials may have ordered business closures, travel prohibitions, etc.
- Operations are suffering major disruptions; classes are canceled; residence halls closed; administrative offices close; and critical research operations implement emergency shut-downs
- Full COOP activations

Level 4: Recovery

- This level is characterized by waning affects from the disease, and Public Health Officials have lifted orders closing businesses, prohibiting travel, etc.
- Employees are reporting to work to begin opening the University and returning to normal operations.

FAU Pandemic Influenza Response Levels

UNIT	RESPONSE LEVELS				
	0 Plan-Prevent-Prepare	1 Minor Disruption	2 Moderate Disruption	3 Major Disruption	4 Recovery
Administration	<ul style="list-style-type: none"> Determine Current Response Level with advice from SHS, EH&S, Exec, and others, as necessary Amend or modify policies and procedures where necessary Plan for class cancellations, grading, reimbursements, etc. Work with university departments to draft appropriate communication pieces for dissemination to the university's constituents 	<ul style="list-style-type: none"> Implement social distancing practices Encourage university - wide meetings to be held by video or voice teleconferencing Consider work from home Consider alternate delivery of instruction Consider curtailing large gatherings Consider travel restrictions Work with university departments to draft appropriate communication pieces and disseminate when necessary 	<ul style="list-style-type: none"> Recommend work from home Curtail large gatherings Implement alternate delivery of instruction Implement travel restrictions Prepare to close if conditions worsen. Work with university departments and draft communication pieces for university closure and disseminate when necessary 	<ul style="list-style-type: none"> Cancel classes, close University to all but essential personnel Continue work from home and alternate delivery of instruction Execute plans for academic course cancellation, resumption, or credit Determine when conditions allow for reopening Work with university departments and draft communication pieces for the reopening of the university and disseminate when necessary 	<ul style="list-style-type: none"> Execute plan for reopening Execute plans for loss of revenues Debrief, revise policies, procedures, and plans where needed Return to Level 0
All Departments	<ul style="list-style-type: none"> Update Pandemic Flu Plans, ERPs & COOPs Purchase supplies needed to combat the spread of influenza Promote disease prevention and good hygiene practices Encourage cross training of employees to maintain essential functions. Participate in exercises and drills 	<ul style="list-style-type: none"> Follow guidance issued by the administration Begin increased cleaning of high-touch departmental areas Ensure cross training of employees to maintain essential functions. 	<ul style="list-style-type: none"> Implement partial COOP activation Continue increased cleaning of high-touch departmental areas 	<ul style="list-style-type: none"> Deliver as many essential services as possible electronically Provide essential services with as few individuals as possible and with those who can work from home Implement full COOP activation 	<ul style="list-style-type: none"> Execute plans to reopen Restock emergency supplies Debrief, revise policies, procedures and plans where needed
EH&S	<ul style="list-style-type: none"> Assist Departments in completing/updating ERPs and COOPs Participate in multi-department planning 	<ul style="list-style-type: none"> Continue Level 0 activities Work in concert with SHS, Communications, and others to provide 	<ul style="list-style-type: none"> Continue to assist SHS, Communications and other departments to manage the effects of the pandemic 	<ul style="list-style-type: none"> Essential personnel continue to assist in managing the effects of the pandemic Assist in evaluating 	<ul style="list-style-type: none"> Assist in executing plans for reopening Conduct post pandemic debriefings

UNIT	RESPONSE LEVELS				
	0 Plan-Prevent-Prepare	1 Minor Disruption	2 Moderate Disruption	3 Major Disruption	4 Recovery
	<p>efforts, committees, etc.</p> <ul style="list-style-type: none"> • Conduct exercises • Field questions and concerns from staff, faculty, students and parents • Provide training, and fit testing for those needing to wear a respirator • Encourage staff to make personal/family emergency preparedness plans 	<p>disease specific information via web site and training sessions</p>		<p>when conditions allow for reopening</p>	
Housing and Residential Life	<ul style="list-style-type: none"> • Update COOP, ERP, etc. • Update educational materials from Student Health Services, Housing materials, etc. • Update Safety Week floor meetings to include Pandemic plans • Revise Housing contract to address emergency closures • Begin the educational/training process for all housing staff • Begin to obtain needed supplies and equipment • Review sick tray protocol with Chartwells/Business Services 	<ul style="list-style-type: none"> • Distribute educational materials to floors or individual residents: SHS posters, H1N1 brochure, etc. • Encourage ill residents to go home or self isolate • Clean common areas of effected suites • Adjust custodial work schedule to include disinfecting public area hot spots • Keep a list at the area office of affected suites • Test the emergency phone tree list • Begin to place supplies into appropriate areas • Place appropriate messages/information on the Housing website • Meet with staff to prepare and plan for Level 2 • Identify a Housing Command 	<ul style="list-style-type: none"> • Distribute hand sanitizers to all residents • Prepare for possible closure of the University • Prioritize work due to potential reduction in staff • Possibly reassign staff tasks due to personal risk factors of Facilities staff • All supplies in areas as planned • Consolidate resident spaces to create open suites for quarantine/isolation • Prepare TAG keys for possible distribution to residents • Activate additional phone lines in the University Village Apartments 	<ul style="list-style-type: none"> • Evacuate campus/residence halls • Residents check out/return keys to area offices • Collect information on where residents are going • Coordinate transportation, if necessary, with Campus Police, Henderson School (bus) • Consolidate any residents who must stay on campus to IRT, UVA, or BPW • Triage at the Village MPR <ul style="list-style-type: none"> ○ Student Health Services staff ○ CDC ○ EHS • Coordinate hazardous waste pick up with EHS/Waste Management 	<ul style="list-style-type: none"> • Announce opening of residence halls/campus • Clean building before residents arrive • Adjust students accounts based on University decisions • Hire temporary staff to clean, or assist with reopening • Restock supplies • Address contract terminations, withdrawals, etc. • Everything back to normal • Debrief

UNIT	RESPONSE LEVELS				
	0 Plan-Prevent-Prepare	1 Minor Disruption	2 Moderate Disruption	3 Major Disruption	4 Recovery
		Center/Coordinator <ul style="list-style-type: none"> Increase distribution of hand sanitizers to residents Communicate social distancing policy to all staff and students Move ill students into specific areas/suites Sick tray program implemented 		<ul style="list-style-type: none"> Essential staff at work: cleaning, checking on residents, coordinating meals, maintaining building systems Coordinate work for those at home via VPN Update Housing website regularly 	
Human Resources	<ul style="list-style-type: none"> Analyze leave use scenarios and prepare to provide information to departments and employees Develop and prepare to provide “work from home” guidance to departments and employees Ensure communication channels are in place, HR Weekly, HR Website 	<ul style="list-style-type: none"> Provide leave use information to departments and employees Provide “work from home” information to departments and employees Work with SHS, EH&S, Communications and others to provide access to FAQs via websites, Announcements, MyFAU, etc. Assist departments and employees with case by case leave and work from home issues 	<ul style="list-style-type: none"> Continue all Level 1 activities Prepare to staff HR with essential personnel only in the event of University closure. 	<ul style="list-style-type: none"> Conduct mission essential functions using essential personnel only 	<ul style="list-style-type: none"> Execute plans to reopen Assist departments and employees with leave and pay issues resulting from the pandemic. Debrief, review and revise policies and procedures where needed.
Physical Plant	<ul style="list-style-type: none"> Plan for and be ready to execute increased cleaning of public areas and facilities Work with cleaning contractor to be sure their staff is receiving appropriate training 	<ul style="list-style-type: none"> Begin increased cleaning of public areas and facilities. Distribute and maintain hand sanitizers in certain public spaces. 	<ul style="list-style-type: none"> Continue level 1 activities 	<ul style="list-style-type: none"> Provide cleaning of areas staffed by essential personnel. 	<ul style="list-style-type: none"> Clean public areas for return to normal operations Debrief
Student Health Services	<ul style="list-style-type: none"> Update pandemic flu plan, including all clinical policies/procedures Stress disease prevention 	<ul style="list-style-type: none"> Encourage students with ILI to call for advice/triage Encourage self-isolation 	<ul style="list-style-type: none"> Initiate telephone triage of ILI patients Institute social distancing in waiting 	<ul style="list-style-type: none"> Communications as needed to announce closure Assist in evaluating 	<ul style="list-style-type: none"> Consider increased student need for referrals to counseling services

UNIT	RESPONSE LEVELS				
	0 Plan-Prevent-Prepare	1 Minor Disruption	2 Moderate Disruption	3 Major Disruption	4 Recovery
	<p>strategies, hygiene, healthy living</p> <ul style="list-style-type: none"> Remind students of the availability of Student Health Services Coordinate with PBCHD /other county HDs and SUS SHS directors Train/cross train personnel Develop communication materials for students/parents/faculty/staff Identify SHS communication liaison Monitor for disease outbreaks CDC/WHO FLDOH/ County HD PPE/supplies-continue fit-testing and purchase supplies Create plan with housing/food service for care of ill residential students who stay on campus Plan monitoring system for ill students in residence halls Plan mass immunization operations Meet with College of Nursing & Med program for possible assistance during surge or mass immunization Plan for surge in phone calls by ill students 	<p>of those with ILI</p> <ul style="list-style-type: none"> Mask ILI patients in waiting areas Staff use PPE Increase cleaning of high-touch surfaces Review pandemic flu policies/procedures with all staff Monitor staff for ILI Initiate communication strategies for students/fac/staff/parents Monitor supplies and order more as needed Distribute flu kits for ILI students Ensure pharmacy has adequate stock of flu supplies 	<p>areas, clinic, etc.</p> <ul style="list-style-type: none"> Consider prophylaxis treatment based on CDC recommendations Staff flu training complete Daily remote monitoring of ILI students in residence halls Continue to monitor supplies and purchase as needed Consider canceling all non-urgent/non-ILI clinic visits If staff are out ill, consider staggering staff to cover all clinic hours or consider using CON/Med program volunteers Ask part-time staff to work more hours as needed Send updated communications to students/fac/staff/parents as needed 	<p>when conditions allow for reopening</p>	<ul style="list-style-type: none"> Plan for possible next wave/restock supplies Institute plan for surge of phone calls after re-opening Review lessons learned and incorporate into all levels as needed