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(Please enter the name of Your Functional Unit, Department, School, etc.)

Unit Pandemic Influenza Plan

mm/dd/yyyy

Emergency Management – (561)297-2889

http://www.fau.edu/emergency

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.

It is important for Florida Atlantic University to be prepared in the event a pandemic occurs. This plan is designed to guide unit 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 and unit'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.

Relation to Other Plans

This plan is specific to pandemic influenza, but it is designed to be used in conjunction with unit Emergency Response Plans (ERP) and Continuity of Operations Plans (COOP).

FAU Pandemic Influenza Severity / Response Level Matrix

Severity Level (CFR*)	FAU Response Level	
	Not Affecting FAU or Local Area	Affecting FAU or Local Area
0 (no pandemic)	**0**	**0**
1 (< 0.1 %)	**0**	**0**
2 (0.1 - < 0.5%)	**0**	**1**
3 (0.5 - < 1.0%)	**1**	**2**
4 (1.0 - < 2.0%)	**2**	**3**
5 (>= 2.0%)	**2**	**3**

* CFR = CDC Case Fatality Ratio
Note: Severity Level is also affected by factors other than death such as transmissibility, prevalence in the population, and degree of debilitation, length of debilitation, conditions in the local area, etc. **The severity level is determined by FAU as conditions warrant.**

Plan-Prevent-Prepare Response Level 0	
Trigger: 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. Unit operations continue as normal.	
Continuation of services during a pandemic outbreak	*Update Pandemic Outbreak Plan annually. (Title, First Name Last Name)*
Policies/procedures and guidelines (include social distancing measures)	1. Address policies and procedures for your staff. 2. Address polices and procedures to handle your mission essential functions within the university. 3. Address plans for university closure. 4. Address plans for university re-opening and recovery 5. Identify what functions you share with other departments/units and what policies will be developed to keep those systems running. 6. Address plans to provide services via other delivery means, e.g. internet, voice mail and/or e-mail. For example: *Create policy for dealing with potentially sick faculty, staff, and students. (Title, First Name Last Name)* *Work with appropriate University personnel (Housing/Police/Student Affairs/Food Services, etc.) to prepare for possible isolation and quarantine.(Title, First Name Last Name)* *Develop a plan for identifying health procedures that could potentially reduce the risk of getting or spreading the disease (Title, First Name Last Name)* *Identify alternate work sites that can accommodate social distancing requirements.* *Create policies if university reopening is on a limited basis with your department called upon to resume mission essential functions.* Engage other departments that you will work with.
Personnel: staffing, training and cross-training	1. Address how you will deal with a reduced workforce. 2. Determine essential personnel and alternates. For example: *Develop a manual with general procedures and directions for daily operation* *Develop a plan where certain procedures could be attended to from home.* *Investigate work from home capability for staff.* *Develop procedures to cross train staff (as much as possible/appropriate) to cover major operations, if staff outages are experienced.* *Look into making your order of succession or delegation of authority list at least 3 individuals deep.* Engage other departments that you will work with.
Communication planning	Develop procedures/protocol to communicate with individuals using your services and other interested parties. For example: *Develop policy for communication with parents/families and/or responsible parties.* *Develop signage and voice messages that would give students directions on how to access services.* Engage other departments that you will work with.
Planning scenarios/drills	Determine what type of planning is required for staff *Engage staff in pandemic planning utilizing scenarios; provide drills/rehearse/revise as needed.* *Begin planning for recovery after an outbreak.*
Education of staff/students	1. Identify how you will educate your staff, keep them informed. 2. Identify how you will educate those that you serve if different from your staff as defined by your mission essential function. For example:

	In-service training for staff on flu symptoms, profile, infection control, screening and treatment. *Identify community resources that students (if you serve students) could access.* *Keep staff informed about pandemic status from the CDC, WHO, ACHA, US State Dept. and county health departments.* *Encourage staff to make personal emergency preparedness plans with their families* *Applicable personnel receive fit test and training/re-training on respiratory protection from EH&S and receive protective equipment.* *Encourage all staff to receive seasonal flu vaccine.* *Discuss with staff the psych/ emotional support needs for pandemic event* Engage other departments that you will work with.
Fiscal issues (supplies, equipment, funding)	1. Identify what supplies and equipment you may need (and backup suppliers) and where funding originate. 2. Identify programs/supplies that will be non-essential to operations. For example: *Seek outside grant and/or other funding for supplies.* *Purchase supplies for adequate infection control (sanitizing agents, soap etc.)* Engage other departments that you will work with.

Plan-Prevent-Prepare Response Level 1	
Trigger: 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. Unit operations are suffering minor disruptions, but all operations continue.	
Continue duties from previous Level	All
Policies/procedures and guidelines (include social distancing measures)	Start focusing on implementation of policies and procedures from Level 0 For example: *Post entry door signage to all building sand main offices to notify all individuals of the influenza symptoms and present health warnings.* *Standard biohazardous precautions in place.* *Increase health measures and precautions by having alcohol wipes and other disinfectants, gloves, etc. where available.* *Follow CDC/State and County protocols for monitoring faculty, staff and students for disease symptoms* *Monitor health faculty, staff, and students for illness-daily.* Engage other departments that you will work with.
Personnel: staffing/training and cross-training	Review procedures with staff, students, faculty etc. For example: *Cross training of staff (as much as possible/appropriate) to cover major operations, if staff outages are experienced.* Engage other departments that you will work with.
Communication planning	Start refining messages, signage to be posted or disseminated to those you serve. Engage other departments that you will work with.
Planning scenarios/drills	Perform pandemic exercises/drills (Give timeframe e.g. Per semester, bi-annually)
Education of staff/students	1. Identify how you will maintain educating your staff, keep them informed. 2. Identify how you will maintain educating those that you serve if different from your staff as defined by your mission essential function. For example:

	Keep staff informed about pandemic status from the CDC, WHO, ACHA, US State Dept. and county health departments. *Begin Fit testing on applicable personnel and training/re-training on respiratory protection from EH&S.* Engage other departments that you will work with.
Fiscal issues (supplies, equipment, funding)	1. Identify what additional supplies and equipment you may need (and backup suppliers) and where funding originate. 2. Ensure applicable personnel have proper access to funds. 3. Limit non-essential programs For example: *Begin making sure that all departments have a p-card and authorization to use and with multiple levels of signing ability* *Continue to monitor supplies/equipment/staffing needs* Engage other departments that you will work with.

Plan-Prevent-Prepare Response Level 2	
Trigger: 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. Unit operations are suffering moderate disruptions. Some unit operations may be curtailed or conducted through alternate means. Partial COOP activations.	
Continue duties from previous Level	
Policies/procedures and guidelines (include social distancing measures)	
Personnel: staffing/training and cross-training	
Communication planning	
Planning scenarios/drills	
Education of staff/students	
Fiscal issues (supplies, equipment, funding)	

Plan-Prevent-Prepare Response Level 3	
Trigger: 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. Unit operations are suffering major disruptions; classes are canceled, residence halls close, administrative offices close, critical research operations implement emergency shut-downs. Full COOP activations	
Continue duties from previous Level	All
Policies/procedures and guidelines (include social distancing measures)	1. All services that can be via internet delivery, voice mail or e-mail should be implemented. 2. Prepare for university closure (Enact closure plans) For example: *Establish a list of known sick individuals*

	Arrange for counseling education to provide counseling services Engage other departments that you will work with.
Personnel: staffing/training and cross-training	Real time experience now. Working with healthy workforce and those who can work from home.
Communication planning	Same as Level 2 Engage other departments that you will work with.
Planning scenarios/drills	Same as Level 2 Engage other departments that you will work with.
Fiscal issues (supplies, equipment, funding)	Same as Level 2 Engage other departments that you will work with.
Continue duties from previous Level	All

Plan-Prevent-Prepare Response Level 4	
Trigger: Waning affects from the disease and Public Health Officials have lifted orders closing businesses, prohibiting travel, etc. Employees are reporting to work and the unit returns to normal operations.	
Reconstitution of services/Termination of closure	Implement recovery plans.
Policies/procedures and guidelines (include social distancing measures)	1. Address monitoring of those who have had contact with sick individuals. 2. Address post event counseling. Engage other departments that you will work with.
Personnel: staffing/training and cross-training	Address staff assessment to determine those who can return to work.
Communication planning	1. FAU will announce re-opening. 2. Address communications with faculty, staff, students, parents, visitors. Engage other departments that you will work with.
Planning scenarios/drills	1. Evaluate response to outbreak. 2. Address preparations for next wave. Engage other departments that you will work with.
Fiscal issues (supplies, equipment, funding)	1.Address financial status 2. Address supply/equipment inventory Engage other departments that you will work with.
Reconstitution of services/Termination of closure	Implement recovery plans.