

# Nebraska Wesleyan University

## Pandemic Influenza Response Plan—Incident Level Responsibilities

The actions listed below have not necessarily been agreed to by the departments and entities listed. Each listed department and entity should review this plan and forward their edits to the **Wesleyan Pandemic Influenza Response Planning Team**, Clark Chandler, Chair (cchandle@nebrwesleyan.edu). This document incorporates good planning and response advice from various sources, including other universities, the CDC, public health officials, etc. This document was adapted from the University of North Carolina Department of Environment, Health and Safety Planning Document.

Wesleyan Emergency Plan Response Level	Level 0 (Current Level) Pre-event assessment and planning	Level 1: Intense Planning and Preparation	Level 2: Preparing to Suspend Classes	Level 3: Suspends Classes for 4-8 weeks
<b>Incident Response Level Criteria and Corresponding WHO Phase</b>				
<i>Wesleyan Emergency Plan Incident Response Level Criteria</i>	<i>No current hazard to persons</i>	<i>Minimal immediate hazard to students, faculty and staff. Can be resolved with minimal outside agency assistance.</i>	<i>Endangers students, faculty and staff, and requires coordination with outside agencies.</i>	<i>Significant risk to students, faculty and staff and requires substantial coordination with outside agencies.</i>
<i>World Health Organization Phase</i>	<i>Phase 3—Pandemic alert period</i>	<i>Phase 4—Elevated pandemic risk</i>	<i>Phase 5—Pandemic imminent</i>	<i>Phase 6—Pandemic period</i>
<i>Situation</i>	<ul style="list-style-type: none"> <li>• Current situation</li> <li>• Human infections with a new subtype, but no sustained human-to-human spread</li> </ul>	<ul style="list-style-type: none"> <li>• Small, highly localized clusters anywhere in the world with limited human-to-human transmission.</li> <li>• International travel advisories begin.</li> </ul>	<ul style="list-style-type: none"> <li>• Large clusters, but still localized.</li> <li>• Public health authorities urge to prepare for social distancing.</li> <li>• International travel warnings and passenger screenings begin</li> <li>• Virus characterized as having a high rate of transmissibility and/or mortality</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Increased and sustained transmission in the general U.S. population.</li> <li>• Confirmation of a high rate of infectivity and/or mortality.</li> <li>• Immediately preceded by falling class attendance, students leaving campus and <u>local public health recommendations</u> to curtail/cancel public activities in NE.</li> <li>• Rising employee absenteeism.</li> <li>• International travel restrictions</li> <li>• Essential employees must report to work</li> </ul>

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<b>Emergency Supplies Management and Policymaking Responsibilities</b>				
Pandemic Influenza Assessment Team	<ul style="list-style-type: none"> <li>• Review PI Response Plan</li> <li>• Joint review of plans with Wesleyan and Lancaster County Health Department</li> <li>• Track preparedness tasks and accomplishments</li> <li>• Identify essential functions and personnel campuswide</li> <li>• Encourage departments to draft, update Business Continuity Plans for Pandemic Influenza</li> <li>• Post Avian/Pandemic Influenza Web Site</li> <li>• Develop Level 1 pandemic influenza communications.</li> <li>• Plan for general information (non-health) call center.</li> <li>• Assess EMERGENCY SUPPLIES needs and stock</li> <li>• Create succession plan for leaders of essential departments</li> </ul>	<ul style="list-style-type: none"> <li>• Assess threat and implement appropriate Level 1 activities</li> <li>• Inform Cabinet</li> <li>• Issue Level 1 communications to (educational campaign, self-protection information, hand washing, promote seasonal flu vaccination, university response)</li> <li>• Select technical expert spokespersons for internal and media communications. (Crisis Communication Plan)</li> <li>• Develop Level 2 communications.</li> <li>• Implement NWU's Emergency supplies Plan.</li> <li>• Coordinates response with NWU and Lancaster County Health Department.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess threat and implement appropriate Level 2 activities</li> <li>• Implement plan for recovery in post-pandemic period</li> <li>• Inform Cabinet</li> <li>• Inform Board of Governors</li> <li>• Issue Level 2 communications (protocol for suspected cases, preparations for social distancing)</li> <li>• Develop Level 3 communications</li> <li>• Develop post-pandemic communications (medical clearance, recovery)</li> <li>• Distribute EMERGENCY SUPPLIES to members</li> <li>• Gather information on number of suspected cases on campus and in Lancaster County</li> <li>• Verify succession plan for leaders of essential departments</li> </ul>	<ul style="list-style-type: none"> <li>• Pandemic Influenza Assessment Team transfers control to Cabinet</li> <li>• Issue Level 3 communications (self-protection, social distancing, etc).</li> <li>• Coordinate internal messages and news releases</li> <li>• Manage media relations issues</li> <li>• Gather number of cases on campus and in County; report to Cabinet</li> <li>• Direct Essential Personnel when activated.</li> <li>• Direct tactical emergency supplies operations; implement Level 3 activities.</li> </ul>
Ad Council (Led by Vice President for Administration)	<ul style="list-style-type: none"> <li>• Endorse NWU Pandemic Influenza Response Plan</li> <li>• Draft, review and endorse "NWU Pandemic Influenza Social Distancing Policy"</li> </ul>	<ul style="list-style-type: none"> <li>• If supplies, medicine and vaccine are limited, develop ethical and administrative guidelines for their distribution beyond essential personnel</li> <li>• Draft succession plan for NWU leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate influenza pandemic effects; reevaluate response plan and priorities.</li> <li>• Plan for post-pandemic recovery and resumption of normal NWU operations</li> <li>• Plan for revised instruction calendar and completion of the session.</li> </ul>	<ul style="list-style-type: none"> <li>• Authorize implementation of "Pandemic Influenza Social Distancing Policy"</li> <li>• Implement plan for instruction calendar and completion of the session.</li> </ul>

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<p><b>Responsibilities of Essential Departments and Units</b></p> <p>These departments and units need Pandemic Influenza Business Continuity Plans, including verifying continuity of their supply chain</p>				
Student Health	<ul style="list-style-type: none"> <li>• Identify essential personnel and inform them of their responsibilities</li> <li>• Assess EMERGENCY SUPPLIES and needs and inventory; order stocks</li> <li>• Create self-care information/packets for students.</li> <li>• Promote seasonal influenza vaccination.</li> <li>• Assess Level 3 Health Care providers needs/ availability for NWU health needs</li> </ul>	<ul style="list-style-type: none"> <li>• Give seasonal influenza vaccinations</li> <li>• Review EMERGENCY SUPPLIES &amp; needs; inventory</li> <li>• Order self-care items.</li> <li>• Develop surge care plan.</li> <li>• Review PI surveillance with Lancaster County Health Department.</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive EMERGENCY SUPPLIES.</li> <li>• Daily report suspected cases to Incident Command</li> <li>• NWU provides counseling services</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel must report to work</li> <li>• Daily report cases to Incident Command</li> <li>• Provide health services to remaining students in NWU residences and off campus housing</li> <li>• Consider residential visits for ill students</li> <li>• Assist Lancaster County Health Department with investigation of suspected cases and contact tracing.</li> <li>• NWU provides counseling services</li> </ul>
Sodexo Dining Services	<ul style="list-style-type: none"> <li>• Assess Sodexo Emergency Plan</li> <li>• Identify essential personnel and inform them of their responsibilities</li> <li>• Identify suppliers and alternates for Level 3 meals</li> <li>• Assess essential personnel EMERGENCY SUPPLIES needs and stock</li> </ul>	<ul style="list-style-type: none"> <li>• Plan for delivery of Level 3 meals. Identify alternate suppliers.</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive EMERGENCY SUPPLIES</li> <li>• Order and stock Level 3 meals to support students</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel must report to work</li> <li>• Provide Level 3 meals to students and employees who remain on campus</li> </ul>

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Maintenance and Physical Plant	<ul style="list-style-type: none"> <li>• Identify essential personnel and inform them of their responsibilities</li> <li>• Assess essential personnel EMERGENCY SUPPLIES needs and stock</li> <li>• Assess needs for essential personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Promote self-care and hand washing</li> <li>• Provide seasonal influenza vaccinations via State Health Plan</li> <li>• Review cleaning procedures with housekeepers</li> <li>• Plan for increased volume of infectious waste.</li> <li>• Train housekeepers for hygiene and cleaning of personal contact surfaces (e.g., doorknobs)</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive EMERGENCY SUPPLIES</li> <li>• Provide instructions to Building Team Leaders</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel must report to work</li> <li>• Arrange for additional medical waste pickups</li> <li>• Assist public health officials with investigation of suspected cases.</li> <li>• Change housekeeping procedures to prioritize essential personnel areas, remaining students/families, and cleaning of personal contact surfaces.</li> <li>•</li> </ul>
Business Office	<ul style="list-style-type: none"> <li>• Identify essential personnel and inform them of their responsibilities</li> <li>• Assess essential personnel EMERGENCY SUPPLIES needs and stock</li> <li>• Assist campus departments with their individual Business Continuity Plans</li> </ul>	<ul style="list-style-type: none"> <li>• Assist campus departments with their individual Business Continuity Plans</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive EMERGENCY SUPPLIES</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel must report to work</li> <li>• To allow Division staff to work from home, consider allowing off-campus access to financial planning, budgets and payroll information systems</li> </ul>

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Housing and Student Life	<ul style="list-style-type: none"> <li>• Identify essential personnel and inform them of their responsibilities</li> <li>• Advise on housing aspects of “NWU Pandemic Influenza Social Distancing Policy”</li> <li>• Assess essential personnel EMERGENCY SUPPLIES needs and stock.</li> <li>• Ask Fraternities and Sororities to plan for Pandemic Influenza</li> </ul>	<ul style="list-style-type: none"> <li>• Inform students of social distancing policy; ask them to plan for leaving campus if classes are suspended.</li> <li>• Train support staff on hygiene, Level 3 plans &amp; symptom recognition.</li> <li>• Ask students to plan for leaving campus if classes are suspended</li> <li>• Review Level 3 Business Continuity Plan to support students/families who remain when classes are suspended.</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive EMERGENCY SUPPLIES</li> </ul>	<ul style="list-style-type: none"> <li>• Implement housing aspects of “Wesleyan Pandemic Influenza Social Distancing Policy”—ask students to leave campus.</li> <li>• Essential personnel must report to work</li> <li>• Support international students, families and others who remain in Wesleyan residences</li> <li>• Communicate with parents and families</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• Identify essential personnel and inform them of their responsibilities</li> <li>• Consider “PI Essential Personnel Policy”</li> <li>• Advise on HR aspects of “NWU Pandemic Influenza Social Distancing Policy”</li> <li>• Assess essential personnel EMERGENCY SUPPLIES needs and stock</li> <li>• Review tele-working policy</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Inform campus of policies for teleworking, social distancing and essential personnel</li> <li>• Discuss with departments plans for providing substitutes for essential personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive EMERGENCY SUPPLIES</li> <li>• Remind campus wide essential personnel of their duties and responsibilities.</li> <li>• Direct employees to counseling services</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel must report to work</li> <li>• Implement HR aspects of “Pandemic Influenza Social Distancing Policy”</li> <li>• Ask faculty and staff to stay home.</li> <li>• To allow work from home for HR staff, consider allowing off-campus access to HR information systems</li> <li>• Gather employee absenteeism data</li> <li>• Direct employees to counseling services</li> </ul>

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Information Technology Services (includes telecommunications)	<ul style="list-style-type: none"> <li>• Identify essential personnel and inform them of their responsibilities</li> <li>• Review IT needs for increased teleworking and distance learning</li> <li>• Facilitate and support the development of distance learning.</li> <li>• Assess essential personnel EMERGENCY SUPPLIES needs and stock</li> </ul>	<ul style="list-style-type: none"> <li>• Plan for general information (non-health) call center</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive EMERGENCY SUPPLIES.</li> <li>• Assist with implementation of distance learning</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel must report to work</li> <li>• Support distance learning.</li> <li>• Support general information (non-health) call center, if implemented</li> </ul>
International Affairs and Study Abroad	<ul style="list-style-type: none"> <li>• Identify essential personnel and inform them of their responsibilities</li> <li>• Assess essential personnel EMERGENCY SUPPLIES needs and stock</li> <li>• Review plan for International Students</li> </ul>	<ul style="list-style-type: none"> <li>• Issue advisories for students, faculty and staff planning international travel</li> <li>• Issue advisories for students, faculty, staff and visitors arriving from affected regions</li> <li>• Review policies and procedures for recalling students from affected regions</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive EMERGENCY SUPPLIES.</li> <li>• Advise, communicate with overseas students, faculty and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel must report to work</li> <li>• Continue to advise, communicate with overseas students, faculty and staff.</li> <li>• When possible, support overseas students, faculty and staff who are unable to return.</li> </ul>
Provost, Office of	<ul style="list-style-type: none"> <li>• Identify essential personnel and inform them of their responsibilities</li> <li>• Encourage distance learning</li> <li>• Lead drafting of “Wesleyan Pandemic Influenza Social Distancing Policy”</li> <li>• Assess essential personnel EMERGENCY SUPPLIES needs and stock</li> </ul>		<ul style="list-style-type: none"> <li>• Essential personnel receive EMERGENCY SUPPLIES</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel must report to work</li> <li>• Implement “Wesleyan Pandemic Influenza Social Distancing Policy”</li> </ul>

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Security	<ul style="list-style-type: none"> <li>Identify essential personnel and inform them of their responsibilities</li> <li>Assess essential personnel EMERGENCY SUPPLIES needs and stock</li> </ul>	<ul style="list-style-type: none"> <li>Influenza awareness training (symptoms and hygiene) for dispatchers, security, and police</li> </ul>	<ul style="list-style-type: none"> <li>Essential personnel receive EMERGENCY SUPPLIES</li> </ul>	<ul style="list-style-type: none"> <li>Essential personnel must report to work</li> <li>Consider special parking rules for essential personnel</li> <li>Prepare for crowd control, social distancing measures residential housing</li> <li></li> </ul>
<b>Responsibilities of other Officials, Units and Departments</b>				
All Departments and units	<ul style="list-style-type: none"> <li>Draft, update Business Continuity Plan for Pandemic Influenza.</li> <li>Instructional departments should consider developing distance learning</li> </ul>	<ul style="list-style-type: none"> <li>Same as Level 0</li> </ul>	<ul style="list-style-type: none"> <li>Prepare to activate Business Continuity Plans</li> <li>Plan distancing measures/dispersement for essential personnel</li> </ul>	<ul style="list-style-type: none"> <li>Activate Business Continuity Plans</li> <li>Report absent employees to HR</li> </ul>
<b>Critical Interfaces With Other Entities</b>				
Lancaster County Health Department	<ul style="list-style-type: none"> <li>Coordinate plans and preparedness</li> </ul>		<ul style="list-style-type: none"> <li>Coordinate communications</li> </ul>	If vaccine or antivirals are to be distributed Supply volunteers <ul style="list-style-type: none"> <li>Offer use of on-campus sites</li> </ul>
Suppliers and vendors	<ul style="list-style-type: none"> <li>Review plans and service impacts</li> <li>Verify continuity of supply chain</li> </ul>			
City of Lincoln	<ul style="list-style-type: none"> <li>Review plans and service impacts for mass transit</li> <li>Participate in community planning exercises</li> </ul>			

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Area Hospitals	<ul style="list-style-type: none"> <li>• Coordinate plans and preparedness; discuss alternate care plans, including residential congregate care.</li> <li>• Assess Level 3 Health Care providers needs/ availability for NWU health needs</li> </ul>			<ul style="list-style-type: none"> <li>• Alternate care facilities established</li> <li>• Care for critically ill students</li> </ul>

## NWU's Pandemic Influenza Preparedness Tasks and Status

Task	Who	Status
Pandemic Influenza Assessment Team Meeting (includes Lancaster County Health Department)	PIRT (Pandemic Influenza Response Team)	June 2006
Avian Influenza/Pandemic Influenza Webpage on EHS website	PIRT, COMM	September 2006
Inventory current stock of respirators	PIRT	September 2006
Needs assessment for essential personnel for 4-8 weeks	PIRT	September 2006
"Pandemic Influenza Social Distancing Measures and Business Continuation at NWU" discussion document	PIRT	September 2006
Review emergency supplies and essential personnel, and applicable policies	HR, PIRT	September 2006
Review Teleworking Policy for implementation during influenza pandemic	CS/IT, HR	September 2006
PI Essential Personnel: List essential functions, departments and units	PIRT, HR	September 2006
POD 1: Draft NWU operating guidelines for on-campus mass dispensing site (POD): location; layout; operation; first responder staffing and notification	PIRT	September 2006
Review NWU PI Response Plan with NWU Health Services	PIRT	September 2006
Draft NWU Pandemic Influenza Social Distancing Policy (Class suspension, employment, event cancellation, business continuity for instruction, etc.)	PIRT, Provost's Office	September 2006
Planning Leader: Level 3 Plan for Housing and Residential Education	PIRT	September 2006
NWU System PI Planning Conference	PIRT	September 2006
Update of PIRT' Emergency supplies Response Manual—communicable disease procedure	PIRT	September 2006
Revise Policy Concerning Study, Travel and Research in Countries Under Travel Warnings	Office of Provost, Intl' Emergency supplies Comm., PIRT, U. Counsel	September 2006
POD 2: POD/First Responder/MRC volunteers MOA with Health Affairs Schools	PIRT	September 2006
EMERGENCY SUPPLIES policy for PI essential personnel and Family Housing; assess EMERGENCY SUPPLIES needs; provide stocking guidance	PIRT	September 2006
Housekeeping supplies needs assessment to support remaining employees and students for 4-8 weeks	Facilities Services	
Hand sanitizer needs assessment for employees and students for 4-8 weeks	PIRT	
POD 3: Identify other POD First Responders (volunteers)	PIRT, HR	
POD 4: On-line Training for POD First Responders	PIRT, LCHD	

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<b>Task</b>	<b>Who</b>	<b>Status</b>
POD 5: Exercise NWU operating guidelines for mass dispensing via fall seasonal flu vaccine	PIRT	
PI Essential Personnel I: Identify essential personnel (also flag in HRIS?)	PIRT, HR	
PI Essential Personnel I: Draft “PI Essential Personnel policy” (or incorporate into existing Emergency supplies Personnel Policy) including definition and responsibilities of PI essential personnel	PIRT, HR	
EHS Emergency supplies Planning/Business Continuity Web Site for Departments	PIRT	
Planning Leaders: Review plans with HealthLink, Energy Services, CHS	PIRT	
Pandemic Influenza tabletop exercise	PIRT	

<p>Human Resources                      Review and update conditions of employment as contained in pages 18-27 of the employee handbook                      Review policy on Reimbursement for authorized expenses                      Review and consider benefits for exempt full-time 12 month employees, 9 month employees, non-exempt employees and faculty. Develop revisions to these benefits for consideration of the Administrative Council and Board of Governors</p>	Human Resources	
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