



NORTHEAST STATE

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PANDEMIC INFLUENZA PREPAREDNESS PLAN

June 2011

Pandemic Influenza Preparedness Plan

I. Purpose. To establish a coordinated response among departments at Northeast State Community College in the event of an actual or potential outbreak. This plan is consistent with relevant guidelines developed by the Tennessee Department of Health (TDH) and it applies to all students, faculty, and staff at Northeast State Community College.

II. Background. Pandemics represent disease outbreaks on a global scale. Influenza pandemics can occur when a new influenza virus strain emerges for which the population has little or no immunity and for which there is no vaccine. The disease spreads easily from person to person, it causes serious illness and can sweep across the country and around the world in a relatively short period of time. Predicting the timing or severity of the next influenza pandemic is a difficult task, but it must be appreciated that large numbers of individuals around the world will be at risk. Historically, the United States has experienced the following pandemics:

<u>Year</u>	<u>Name/Strain</u>	<u>Deaths</u>
1918	Spanish Influenza (H1N1)	> 40 million
1957	Asian Flu (H2N2)	> 2 million
1968	Hong Kong Flu (H3N2)	~ 1 million
1976	Swine Flu (H1N1)	No pandemic
1997	Bird Flu (H5N1)	Pandemic averted

Source: WHO, 1/2005

As the pandemic events unfold, countries might employ such measures as border closures and travel restrictions which might delay the arrival of the virus but would not likely prevent the eventual occurrence of the disease in a particular geographic location. In developing this plan certain, assumptions based upon past pandemics, are made in order to develop a response. The assumptions are as follows:

- No one is immune to a pandemic strain, and 30% of the population will become ill.
- Most will become ill in two days after exposure, but the range can be from one to ten days.
- People may be contagious up to twenty-four hours before they know they are sick.
- People are most contagious the first two days after knowing they are sick.
- Children are more contagious than adults.
- On average each ill person can infect two or three others if no precautions are taken.
- Pandemics move through the community in "waves."

- Each “wave” in the community will last six to eight weeks.
- There will be at least two “waves” of pandemic disease likely separated by several months.
- The entire pandemic period, which includes all “waves,” will last eighteen months to two years.
- Disease may break out in multiple locations simultaneously or in isolated pockets.

An especially severe pandemic could lead to substantial levels of illness, death, social disruption, and economic loss. Impacts can range from school and business closings to the interruption of basic services such as public transportation and food delivery. With large numbers of persons requiring medical care, healthcare facilities could be overwhelmed, and various communities would be compelled to establish temporary medical care facilities.

A pandemic influenza event would place stresses on multiple layers of society, it is incumbent on various elements of that society (security, business, education, healthcare, etc.) to become as informed and prepared as possible to respond to and survive the crisis. In this context, Northeast State has developed this plan to address a range of challenges that would be associated with the event.

III. The Preparedness Plan and the Emergency Management Team (EMT). The Northeast State Pandemic Influenza Preparedness Plan is consistent with the state preparedness plan as developed by the Tennessee Department of Health and is compatible with the Campus Safety Plan. A listing of Pandemic Influenza Emergency Management Team (EMT) personnel with phone/pager numbers and e-mail addresses is provided in Attachment A of the plan outline. Room 114, on the first floor of the Library, has been designated as an Emergency Operations Center, if necessary.

IV. Responsibilities:

A. President. The college president will:

- Maintain close liaison with the Pandemic Coordinator who will keep the President informed on the current situation.
- Meet with the Emergency Management Team and determine operating levels for the college in the event of an outbreak.
- Consult with the Pandemic Coordinator and key administrators prior to activating the Emergency Command Center.

B. Vice President for Academic Affairs. The vice president for Academic Affairs will:

- In conjunction with the President determine level for continuing classes in the event of a pandemic. Plan will address partial closure scenarios and full closure.

- Initiate relocation or cancellation of classes and examinations.
- Communicate with the Tennessee Board of Regents (TBR) for guidance on what actions to implement in the event of partial closure scenarios and full closure.
- Advise the Emergency Command Center on academic implications of the pandemic.
- Convene a working group of faculty members to address and propose course management options for education continuity to be implemented when minimal personnel are present on campus during a pandemic.
- Include deans for academic and health affairs reviews of courses continuity plans.
- Establish suggestions for course continuity for traditional courses, traditional courses with experiential components, and experiential courses.
- Prepare a list of general actions that need to be taken to prepare for a pandemic at all levels.
- Develop pre-pandemic preparations that academic departments must organize to support education continuity or alternate traditional or non-traditional learning to include:
 - Identifying courses that can be conducted through electronic means.
 - Identifying courses not suitable for online instruction and developing management strategies for those courses.
 - Identifying opportunities for faculty to develop skills to conduct courses using either online or web enhanced techniques.
 - Developing alternative teaching and learning plans for students who do not have computers or Internet access.
 - Identifying faculty teams for appropriate courses for instruction continuity in the event the faculty member of record becomes ill.
 - Identifying hardware and software needs for home-bound instruction including authorization to take office computers home.
 - Developing a plan for faculty-student interactions.
 - Developing a communication plan to monitor the health status of department members.
 - Develop a plan to notify faculty of the academic response at all levels.
- Insure students acknowledge, in writing, the alternative teaching measures at each level.

C. College Nurse. During a Pandemic, the College Nurse will serve as a contact for the Pandemic Influenza Emergency Management Team dealing with the health impact on students, staff and faculty and implement all health-related tasks adopted by the college. When the team is activated, the College Nurse will:

- Serve as a member of the Pandemic Influenza Emergency Management Team.
- Monitor all activities.
- Coordinate an overall response to the healthcare needs on campus during a pandemic event.
- Ensure all health-related data is appropriately collected and interpreted.
- Ensure all key personnel are notified of current health threats and the college's response to those threats.
- Open a line of communication with county, state, and federal health officials. Keep the Pandemic Influenza Emergency Management Team updated on current health information and any actions recommended by these agencies.
- Monitor and direct ongoing necessary operations as they pertain to health-related issues.
- Maintain constant communication with the President and the Pandemic Influenza Emergency Management Team.
- Construct a computerized database to monitor categories of illness and number of healthcare encounters recorded at Student Health Services. This information will allow Student Health Services to engage in a form of syndromic surveillance.
- Immediately alert the Pandemic Influenza Emergency Management Team about the clustering of cases present with significant respiratory illness or the presence of a person with respiratory illness who recently returned from a region where an epidemic influenza strain might be problematic.
- Facilitate the distribution of educational materials concerning influenza prevention and infection control to students, staff, and faculty.
- Serve as a liaison between Northeast State Community College and the Regional and State Health Departments.
- Assist in designing, updating, and implementing the Pandemic Influenza Preparedness Plan.
- Procure emergency equipment and supplies the college will need in the event of a pandemic.
- Develop and update a pandemic influenza Web page.

D. Vice President for Business Affairs. The vice president for Business Affairs will ensure that adequate personnel and finances are available to support the college during a pandemic influenza event. At the time of a crisis of this nature, human and financial resources at the college could be strained and continuity of business at Northeast State could be affected. Northeast State will need to adapt to different operational levels as determined by the geographic location of the pandemic and whether the campus is open, partially functioning, or closed. The vice president for Business Affairs is a member of the Pandemic Influenza Emergency Management Team and will:

- Develop a proposal for varying degrees of business continuity according to scenarios that acknowledge pandemic influenza somewhere in the world, in the continental United States, in Tennessee, and in this immediate area. Plans must address the scenarios of open, partially closed, and closed.
- Identify critical functions on campus where staffing and work effort are needed even in the setting of a pandemic event (i.e. police and safety, communications, payroll, etc). List critical personnel with back-ups to provide these essential functions.
- Identify less critical functions that could possibly be suspended or significantly curtailed in the event of a closure or partial closure of the college.
- Develop a plan to notify college departments and staff members regarding their functional designation according to the operational status of the college.
- Communicate with the President, Tennessee Board of Regents, and Pandemic Influenza Emergency Management Team regarding plans for furloughs and salary continuance during a pandemic influenza crisis.

E. Information Technology. The vice president for Information Technology:

- Serve as a member of the Pandemic Influenza Emergency Management Team.
- Ensure the Emergency Command Center includes full computer, radio, and television capabilities.
- Assist in developing, updating, and maintaining the pandemic flu web page.
- Assess damage and carry out prompt repair to Northeast State computer systems.

F. Director of Plant Operations and Maintenance. The director of Plant Operations and Maintenance will:

- Serve as a member of the Pandemic Influenza Emergency Management Team.
- Collaborate openly and frequently with the Emergency Management Team to provide necessary services and security for various campus facilities. During a

pandemic event, it is likely certain buildings will be closed or operations modified to provide services on campus.

- Ensure the necessary logistical support elements (facilities, utilities, vehicles, etc.) are adequate to support the college's role during the time frame of the pandemic.
- Ensure the Emergency Command Center in the Library (L114) has adequate batteries and generators to provide electrical power.
- In the event of closure of portions of the campus, ensure that unused buildings are secured.
- Provide personnel to maintain sanitation needs of the occupants who remain in buildings and provide sanitation needs to closed buildings.

G. Director of Police and Safety. The director of Police and Safety serves as the Coordinator of the Pandemic Influenza Emergency Management Team. The director will:

- In conjunction with the Pandemic Influenza Emergency Management Team, develop and update the college's Pandemic Influenza Preparedness Plan.
- Oversee safety and security matters on campus during an emergency and advise the Pandemic Influenza Emergency Management Team regarding equipment and personnel needs that are required to address the changing demands during a pandemic event.
- Emphasize the maintenance of law and order on campus and insure that access and egress routes remain clear for emergency equipment.
- Open lines of communication with local law enforcement to coordinate safety and security efforts that might impact the college at large.
- Offer training to police/security staff on methods to prevent infectious transmission (hand hygiene, mask, gloves) and encourage staff to receive influenza vaccine should vaccine become widely available.

H. Vice President for Student Affairs. The vice president for Student Affairs will:

- Serve as a member of the Pandemic Influenza Emergency Management Team.
- Coordinate with the director of Police and Safety, Campus Dining Services, director of Plant Operations and Maintenance, and the College Nurse for a pandemic event and the implementation of the plan, if activated.
- Participate in an educational effort to inform students about infection prevention Methods (hand hygiene, cover cough, etc.) and critical components of the Pandemic Influenza Preparedness Plan (PIPP) as well as social distancing measures.

- Coordinate counseling services for students and parents.
 - Inform students of actions the college is implementing in response to the current threat.
- I. Director of Human Resources and Affirmative Action Officer.** The director of Human Resources and Affirmative Action Officer is a member of the Pandemic Influenza Emergency Management Team and will:
- Advise the Emergency Management Team and the President on all matters pertaining to Human Resource issues.
 - Communicate actively with the vice president for Business Affairs to remain current on such matters as employee furloughs, modified employee leave policies, etc.
 - Closely monitor employee staffing and absenteeism during an emergency event and offer recommendations regarding employee reassignments to maintain essential functions.
 - Coordinate the Employee Assistance Program (EAP) and other counseling services for staff and faculty as required.
- J. Director of Community Relations and Marketing.** The director of Community Relations and Marketing is a member of the Pandemic Influenza Emergency Management Team and will:
- Assist in developing and updating a Northeast State Emergency Management Web page which includes information about avian influenza, pandemic influenza, infection prevention methodologies, and components of the Northeast State Pandemic Influenza Preparedness Plan.
 - Collaborate with the College Nurse and others to develop and facilitate the distribution of an informational brochure concerning Northeast State's response to the threat of pandemic influenza. The brochure should be made available to students, faculty, and staff.
 - Prepare and release all public announcements relating to Northeast State's response to the threat of or an actual pandemic influenza event. All inquiries by the news media during an emergency situation will be referred to the director of Community Relations and Marketing.
- K. Assistant Vice President for Evening and Distance Education.** The Assistant Vice President for Evening and Distance Education is a member of the Pandemic Influenza Emergency Management Team and will:
- Advise and assist the vice president for Academic Affairs on all academic matters pertaining to implementation of the PIPP.
 - Implements all actions pertaining to the PIPP at satellite and non campus sites.

L. Business Office Manager. The Business Office Manager is a member of the Pandemic Influenza Emergency Management Team and will:

- Advise and assist the vice president for Business Affairs on all business matters pertaining to implementation of the PIPP.

V. Travel Recommendations/Restrictions. Persons visiting areas with reported outbreaks of influenza can reduce their risk of infection by observing the following measures:

- Visit the Center for Disease Control (CDC) Travelers' Health Website at <http://www.cdc.gov/travel> to educate themselves and any others who may be traveling with them about any disease risks as well as CDC health recommendations for international travel in areas they plan to visit.
- Be current with all routine vaccinations and visit with their personal physician or healthcare provider preferably four to six weeks prior to traveling in order to receive any additional immunizations, medications, or information that might be needed.
- Assemble a travel kit containing basic first aid and medical supplies. Be sure to include a thermometer and alcohol-based hand gel for hand hygiene. See the [Travelers Health Kit](#) page in *Health Information for International Travel* for other suggested items.

VI. On Campus Health Care. On-campus health-care needs will be determined by the specific characteristics and scope of the pandemic event. Limited health care will be offered by the College Nurse in accordance with the supplies and equipment on hand.

VII. Recovery. A major pandemic influenza event would seriously challenge the college in many ways and would require considerable effort at multiple levels to plan and achieve a successful recovery. Anticipated losses among faculty, staff, and students as well as lost revenue and perhaps lost property will impact all college functions. In this regard, the Pandemic Influenza Emergency Management Team will begin recovery operations addressing the following:

- Document temporary and permanent personnel losses among faculty, staff, and students. Develop proposals for dealing with these losses.
- Document revenue, property, and equipment losses. Develop proposals for dealing with these losses.
- Assess the safety and functional capacity of various structural facilities on campus to accommodate faculty and staff who are able to return to work.
- Assess the capacity of the campus as a whole to accommodate returning personnel (traffic control, safety, water supply, etc.).
- Obtain a functional status report from each department at Northeast State. These reports should include assessments of faculty/staff availability, equipment and supply needs, and a determination of the feasibility of resuming pre-pandemic work

functions.

- Identify the conditions allowing for partial and complete resumption of various work functions on campus and develop a timetable to reach these goals.
- Develop a mechanism to notify students, faculty, and staff about recovery plans and the eventual resumption of services on campus.

Attachment A



Attachment A
Emergency Management Team Contact Information

Name/Title	Office Phone	Home Phone	E-mail	Pager	Cell
Dr. Gilliam President	3401	N/A	jhgilliam@northeaststate.edu	N/A	817.8600
Dr. Campbell VP Business	3205	753.7256	srcampbell@northeaststate.edu	N/A	794.6482
Ms. Hamilton VP Academics	7632	276.386. 2772	arhamilton@northeaststate.edu	N/A	967.8353
Dr. Harr VP Student Affairs	3231	764.7696	jpharr@northeaststate.edu	N/A	366.5130
Mr. Edens Police and Safety	3355	477.4459	jeedens@northeaststate.edu	N/A	483.4279
Ms. Hyder Business Manager	3283	323.7415	jdhyder@northeaststate.edu	N/A	943-7600
Ms. Brockwell Human Resources	3226	349.0414	gsbrockwell@northeaststate.edu	N/A	361.5283
Mr. Miller Plant Operations	2448	343.7798	pwmiller@northeaststate.edu	410.1938	726.0379
Dr. Lefler Evening and Dist.	3469	753.3628	jclefler@northeaststate.edu	410.1136	676.5967
Mr. Carpenter Community Relations	3259	N/A	rccarpenter@northeaststate.edu	N/A	943.2626
Mr. Lewis VP Technology	7665	926.6929	fdlewis@northeaststate.edu	N/A	335.2603
Ms. Robertson College Nurse	3212	323.2046	ksrobertson@northeaststate.edu	410.3567	956.4011

Attachment B
Northeast State Community College
Incident Level Responsibilities

Northeast State Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense planning and development	Level 2 Classes conducted on a limited basis and considering suspension of classes	Level 3 Suspend on-campus classes. Campus closed except essential functions
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Incident Response Level Criteria and Corresponding WHO Phase

Northeast State Emergency plan incident response level criteria	No current hazard to persons	Minimal immediate hazard to students, faculty, and staff; minimal outside assistance required	Endangers students, faculty and staff. Requires coordination with outside agencies and departments (TBR and health departments)	Significant risk to students, staff, faculty. Requires substantial coordination with outside agencies
WHO Phase	Phase 3 Pandemic Alert	Phase 4 Elevated Pandemic Risk	Phase 5 Pandemic Imminent	Phase 6 Pandemic period
Situation	- Human infections with a new influenza subtype but no sustained human to human transmission	-Localized influenza infection clusters with limited human to human transmission outside continental US -International travel advisories begin	-Major infection clusters in continental US but not in Tennessee -Public health advises preparing for social distancing -International travel warnings and passenger screenings begin -Virus shows high rate of transmission and/or mortality -Worried well employees begin to use resources -Troughs noted between infection waves	-Increased and sustained transmission in US population and Tennessee -Confirmed high rate of infectivity and/or mortality -Falling class attendance, many students leave campus. TDH recommends curtail/cancelling of schools and mass gatherings in Tennessee. -Employee absenteeism rise -International travel restrictions observed -Limited number of students on campus require basic support and healthcare Critical campus staff encouraged to report to work

**Northeast State Influenza Response Plan
Incident Level Responsibilities**

Northeast State Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense planning and development	Level 2 Classes conducted on a limited basis and considering suspension of classes	Level 3 Suspend on-campus classes. Campus closed except essential functions
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Responsibilities of Essential Departments and Units

Pandemic Influenza Emergency Management Team (EMT)	<ul style="list-style-type: none"> -Develop Pandemic Influenza Preparedness Plan (PIPP) with input from state and regional health departments -Track preparedness tasks and accomplishments -Identify essential functions and essential staff campus wide - Departments draft and update business continuity and academic operations continuity plans -Assess Personal Protective Equipment (PPE) needs in stock 	<ul style="list-style-type: none"> -Assess threat and implement appropriate Level 1 activities as described for each Department and Unit 	<ul style="list-style-type: none"> -Assess threat and implement appropriate Level 2 activities -Provide advice concerning activation of the Emergency Command Center (ECC) -Brief college staff and inform students of proposed actions -Offer advice regarding implementing the PIPP including plans for recovery in post-pandemic period 	<ul style="list-style-type: none"> -Emergency Management Team establishes operations in Emergency Command Center at L114 -Implement Level 3 activities
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**Northeast State Influenza Response Plan
Incident Level Responsibilities**

Northeast State Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense planning and development	Level 2 Classes conducted on a limited basis and considering suspension of classes	Level 3 Suspend on-campus classes. Campus closed except essential functions
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Responsibilities of Essential Departments and Units

Director of Community Relations and Marketing	-Assist in developing and regularly updating a Pandemic Influenza web page -Assist in developing a pandemic influenza brochure for faculty, staff, and students	-Prepare for internal and external media communications -Develop Level 2 communications regarding travel advisories, preparing for social distancing, etc.	-Issue Level 2 communications concerning travel warnings, preparing for social distancing -Receive PPE -Develop post-pandemic communications dealing with recovery actions	-Issue Level 3 communications regarding suspension of classes, social distancing, self-protection, availability of medical services, etc. -Coordinate internal messages and news releases -Manage media relations issues
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**Northeast State Influenza Response Plan
Incident Level Responsibilities**

Northeast State Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense planning and development	Level 2 Classes conducted on a limited basis and considering suspension of classes	Level 3 Suspend on-campus classes. Campus closed except essential functions
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Responsibilities of Essential Departments and Units

Director of Police and Safety	<ul style="list-style-type: none"> -Function as the Coordinator for the Pandemic Influenza Emergency Management Team in developing the Pandemic Influenza Preparedness Plan -Develops an open channel of communication with local law enforcement -Ensure a functional and reliable communication capability with local law enforcement and emergency responders -Assess PPE needs for Public Safety staff and stock needed items -Advise the EMT regarding equipment and personnel needs required for a pandemic event -Provide training to campus police and security personnel on methods to prevent disease transmission (hand hygiene, PPE, vaccine, etc.) -Insure that all emergency equipment and supplies are available and operational 	<ul style="list-style-type: none"> -Coordinate the implementation of the preparedness plan -Communicate actively with local law enforcement to coordinate security efforts -Assist in coordinating response with the Regional Health Department and local emergency responders -Coordinate plans for post-pandemic recovery 	<ul style="list-style-type: none"> -Maintain high level of communication with local law enforcement, EMT, emergency responders, and the Regional Health Department -In coordination with the College Nurse, monitors the status of the disease on campus -Prepare for safety and security issues dealing with partial and complete closure 	<ul style="list-style-type: none"> -Essential police/security personnel are encouraged to report to work -Maintain campus security -Ensure access and egress routes remain clear for emergency equipment -Assist with safety needs of individuals on campus -Provides safety updates to the EMT -Prepare to implement recovery plans
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**Northeast State Influenza Response Plan
Incident Level Responsibilities**

Northeast State Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense planning and development	Level 2 Classes conducted on a limited basis and considering suspension of classes	Level 3 Suspend on-campus classes. Campus closed except essential functions
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Responsibilities of Essential Departments and Units

Executive Council and EMT	-Endorse Northeast State's Pandemic Influenza Preparedness Plan and Social Distancing Policy	-Ensure that PIPP actions are ready for implementation. -Ensure implementation of appropriate Level 1 components of the PIPP	-In collaboration with TBR and the Regional Health Department, endorse implementing appropriate actions at Level 2 of the PIPP -Evaluate and analyze effects of pandemic and reassess response and priorities -Review and update succession plan for Northeast State leadership	-In collaboration with TBR and the Regional Health Department, endorse implementing appropriate actions of Level 3 of the PIPP -Examine frequent Pandemic Influenza EMT progress reports and advise regarding response and priorities -Review and update plans for post-pandemic recovery
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Northeast State Influenza Response Plan Incident Level Responsibilities

Northeast State Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense planning and development	Level 2 Classes conducted on a limited basis and considering suspension of classes	Level 3 Suspend on-campus classes. Campus closed except essential functions
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Responsibilities of Essential Departments and Units

<p>Student Health Services College Nurse</p>	<ul style="list-style-type: none"> -Member of the Pandemic Influenza Emergency Management Team -Assists in developing and updating the PIPP -Develop a social distancing plan for the college -Develop and implement a Syndromic Surveillance database for respiratory illness -Assess college-wide PPE needs to the EMT and procure needed items -Develop PPE training for essential personnel and stock needed items -Develop a professional working relationship with the Regional Health Department -Collaborate with Community Relations and Marketing to facilitate the distribution of educational materials concerning influenza prevention and infection control -Develop and assist in distributing a pandemic influenza brochure for faculty, staff, and students -Offer infection prevention and personal hygiene information to the campus community -Develop a web page devoted to Pandemic Influenza information and actions the college is taking 	<ul style="list-style-type: none"> -Ensure that critical and other essential personnel are educated regarding infection transmission, infection prevention and proper uses of PPE -Review cleaning and disinfection procedures and PPE requirements with housekeepers -Plan for infectious waste management -Review plans for post-pandemic recovery -Promote seasonal influenza vaccination -Communicate with the Regional Health Department and provide current information to the EMT, students, faculty, and staff -Communicate directly with the director of Police and Safety regarding cases of influenza-like illness -Prepare list of backup personnel for Student Health Services 	<ul style="list-style-type: none"> -Issue PPI to critical and other essential personnel -Prepare to perform essential functions as determined in the PIPP and suspend less critical functions -Provide current updates to the EMT as to influenza-like cases reported to SHS -Plan for clinical services are reviewed and coordinated with the Regional Health Department -Assist in informing students, faculty, and staff current influenza updates and the response the college is taking through e-mails, brochure, internet, and other forums 	<ul style="list-style-type: none"> -College Nurse is encouraged to report to work -Campus closure plan is implemented -Influenza-like illnesses evaluated by SHS and reported to the EMT on a daily basis -Assist in fully implementing the PIPP and updates the EMT regarding overall response to the threat -Prepare to implement recovery plan
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Northeast State Influenza Response Plan Incident Level Responsibilities

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Responsibilities of Essential Departments and Units

Director of Plant Operations and Maintenance	<ul style="list-style-type: none"> -The director of Plant Operations and Maintenance is a member of the EMT -Participate in developing the PIPP with emphasis in the area of building maintenance and cleaning -Identify essential personnel and inform them of their responsibilities at each level -Conduct assessment of needed housekeeping supplies -Assess PPE and stock necessary items -Identify campus facilities that would be available to students and/or staff at each level -Review facility, utility and vehicle needs to support the college during a pandemic event -Develop plan for a post-pandemic recovery 	<ul style="list-style-type: none"> -Train staff in infection prevention practices and appropriate usage of PPE -List of essential Facilities Services personnel with backups and designated critical functions is reviewed and confirmed -Review, document and ensure electrical power needs for the ECC -With campus police, develop clear plans for securing any unused buildings on campus during a pandemic event -Review and reinforce cleaning and disinfection procedures with staff -Confirm capability to provide services including sanitation needs for campus buildings that will remain open during a pandemic -Review plans for post-pandemic recovery 	<ul style="list-style-type: none"> -Essential personnel receive PPE -ECC is tested and power sources, primary and back-up, are tested -Prepare to focus staff support to designated open buildings -Prepare to engage in essential services and suspend less critical functions 	<ul style="list-style-type: none"> -Essential personnel are encouraged to report to work -Campus-wide essential plan is implemented -Housekeeping procedures are modified to prioritize essential personnel areas, open campus buildings and ECC -Staffing is assessed on a daily basis and reports are provided to the EMT -Prepare to implement recovery plans
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Northeast State Influenza Response Plan Incident Level Responsibilities

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Responsibilities of Essential Departments and Units

Assistant Vice President of Information Technology	<ul style="list-style-type: none"> -The Assistant Vice President for Information Technology is a member of the EMT -Participate in developing the PIPP regarding IT issues -Identify essential personnel, stock necessary equipment, and inform them of responsibilities according to the operational level of the college -Identify less critical functions that could be curtailed or suspended depending on operational status -Identify IT business functions that could be conducted from off-campus sites -Develop IT plan for post-pandemic recovery -Participate in educational effort to inform IT staff about related components of PIPP -Collaborate with Media Relations and the College Nurse to develop a Pandemic Influenza web page -Ensure the ECC has functional computer and other technology capabilities 	<ul style="list-style-type: none"> -Educate IT staff regarding infection transmission and infection prevention -Listing of essential IT personnel with back ups and designated critical functions are reviewed and confirmed -Ensure the Pandemic Influenza web page is operational and current -Test and confirm functionality of all internal and external IT communications and inform the EMT -Fully evaluate and ensure technology equipment is operational in the ECC 	<ul style="list-style-type: none"> -Essential IT personnel receive PPE -Prepare to engage IT essential functions plan and suspend less critical functions -Monitor IT absenteeism and advise EMT -Assist in implementing plans for distant learning -Post daily updates on the Pandemic Influenza web page -Provide updates to EMT regarding functions of the IT staff along with internal and external communications systems 	<ul style="list-style-type: none"> -Essential IT personnel are encouraged to report to work -Campus-wide essential function plan is implemented -Off campus IT business functions are conducted as feasible and IT helps to facilitate distance learning -Maintain ECC IT systems in working order -Support function of the hotline/call center -Report IT employee absenteeism data and report to EMT -Prepare to implement recovery plan
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Responsibilities of Essential Departments and Units

<p>Director of Human Resources and Affirmative Action Officer</p>	<ul style="list-style-type: none"> -The director of Human Resources and Affirmative Action Officer is a member of the EMT -Participate in developing the PIPP regarding employee issues (leave policy, reassignments, furloughs, teleworking, essential personnel rosters, etc.) - Advise EMT on all Human Resources issues -Coordinate with TBR on leave issues -Inform HR personnel on their roles at each level -Identify Employee Assistance (EAP) and other counseling services for faculty and staff -Identify less critical functions that could be curtailed or suspended at each level of operation -Prepare to send information to Northeast State retirees and spouses -Identify functions that can be conducted from off-campus sites -Determine if policies need to be changed or adapted to allow those who work from home to claim expenses -Determine HR staff communication requirements for employees who work from home -Determine worker's compensation issues to be resolved -Inform staff and faculty of HR issues 	<ul style="list-style-type: none"> -Educate HR staff regarding infection transmission, infection prevention, and proper use of PPE -Recommend to the vice president for Business Affairs on leave, furlough, and reassignments -Inform faculty and staff on personnel issues -Review and confirm listing of essential HR personnel with designated back-ups for critical functions -Confirm methodology to be used to monitor staff and faculty absences and provide back-up functions for essential personnel who are absent from work -Notify departments to monitor travel destinations of faculty, staff, and students -Determine if medical clearance or <u>XX</u> day clearance is required from incoming personnel from affected areas (see SARS PPP-67) -Determine if medical certification forms (FMLA) need to be completed by employees returning to work after illness -Consider non-essential HR actions to be suspended, e.g. training, audits, reorganizations -Analyze need for hiring freeze and suspension or delaying of hiring actions for non-essential personnel 	<ul style="list-style-type: none"> -Essential HR personnel receive PPE -In conjunction with EMT, review staffing status of ECC -Alert campus staff about potential conversion to essential personnel operations, review furlough plans and offer employee counseling services -Coordinate with TBR on leave policies in preparation for Level 3 -Recommend payroll, furlough, and leave policies to the vice president for Business Affairs -Ensure information to staff and faculty is disseminated on payroll, furloughs and leaves -Depending on TBR decision on leaves and payroll, coordinate with departments to determine who will be working at Level 3 -If furlough without pay is likely for Level 3, advise departments of staffing rotation methodologies so maximum number of employees can work enough in order to keep health insurance and other deductions paid -Monitor employee staffing and absenteeism and report to EMT -Offer recommendations regarding employee assignments to maintain essential functions 	<ul style="list-style-type: none"> -Campus-wide essential functions plan is implemented -In conjunction with EMT, review staffing status of ECC -Coordinate EAP and other counseling services -Depending on TBR decision on leaves and payroll, coordinate with departments to determine who is working -Coordinate employee status with payroll -Coordinate with departments to obtain absenteeism data and determine/monitor employee health status and leave balances -Coordinate HR staffing to maintain essential functions -Change contract dates for new staff and faculty as necessary -Only conduct essential HR functions -Conduct off-campus HR functions as feasible -Prepare to implement recovery plan
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**Northeast State Influenza Response Plan
Incident Level Responsibilities**

Northeast State Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense planning and development	Level 2 Classes conducted on a limited basis and considering suspension of classes	Level 3 Suspend on-campus classes. Campus closed except essential functions
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Responsibilities of Essential Departments and Units

Director of Human Resources and Affirmative Action Officer (Continued)	-Identify essential personnel PPE needs and stock necessary items		-Notify departments to monitor travel destinations of faculty, staff, and students -Prepare to change contract dates for new faculty and staff -Postpone or suspend non-essential hiring decisions and postpone advertisements for non- essential personnel -Suspend non-essential HR functions	
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Northeast State Influenza Response Plan Incident Level Responsibilities

Northeast State Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense planning and development	Level 2 Classes conducted on a limited basis and considering suspension of classes	Level 3 Suspend on-campus classes. Campus closed except essential functions
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Responsibilities of Essential Departments and Units

Vice President for Student Affairs	<ul style="list-style-type: none"> -The vice president for Student Affairs is a member of the Pandemic Influenza EMT and makes recommendations to the President regarding all departments within Student Affairs -Identify essential personnel within Student Affairs and inform them of their responsibilities according to the operational level of the college -Identify less critical functions that could be curtailed or suspended depending on operational status -In collaboration with the College Nurse, inform students about infection prevention methods -Ensure the college is ready to provide counseling and liaison services to students and parents 	<ul style="list-style-type: none"> -Staff is educated regarding infection transmission, infection prevention and proper use of PPE -Listing of essential personnel with back-ups and designated critical functions are reviewed and confirmed -Inform students about TDH position on social distancing which could result in recommendation to cancel campus events and classes and having students leave campus during a pandemic event -In collaboration with the College Nurse, provide education to students through brochures email, Web page, etc. regarding infection transmission and infection control -In collaboration with IT, identify and test a communications methodology to allow families to contact students during a pandemic event 	<ul style="list-style-type: none"> -Essential personnel receive PPE -Prepare to engage essential functions plan and to suspend less critical functions -Activate support services should classes be cancelled -Communicate frequently with students primarily through the Pandemic Influenza web page and email regarding status of the pandemic, social distancing policy, infection control issues, etc. -Anticipate directives dealing with social distancing and cancellation of events and classes 	<ul style="list-style-type: none"> -Essential personnel are required to report for work -Open communication through the Internet, email, etc. with students and their families -Prepare to implement recovery plans
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Northeast State Influenza Response Plan Incident Level Responsibilities

Northeast State Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense planning and development	Level 2 Classes conducted on a limited basis and considering suspension of classes	Level 3 Suspend on-campus classes. Campus closed except essential functions
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Responsibilities of Essential Departments and Units

Vice President for Business Affairs	<ul style="list-style-type: none"> -The vice president for Business Affairs is a member of the EMT and makes recommendations directly to the President regarding all departments within Business Affairs -Participate in developing the PIPP particularly with regard to college business continuity -Identify essential personnel within departments under Business Affairs and inform them of their responsibilities under each level of operation -Identify business functions that can be conducted at off-campus locations -Identify less critical functions that could be suspended or curtailed depending upon operational level -Review pandemic event business continuity plans with TBR and faculty/staff -Assess essential personnel PPE needs and stock necessary items 	<ul style="list-style-type: none"> -Personnel are educated regarding infection transmission, infection prevention, and proper use of PPE -Listing of essential personnel with back-ups and designated critical functions are reviewed and confirmed -Communicate with TBR regarding potential financial impact related to reduced operational status of the college and advise the President -In collaboration with HR, prepare communications for faculty, staff, and students concerning financial consequences of reduced operational status (salaries, benefits, tuition) -Review plans for post-pandemic recovery 	<ul style="list-style-type: none"> -Essential personnel receive PPE -Business Office absenteeism is monitored and EMT is apprised of status -Prepare to engage essential functions plans and suspend or curtail less critical functions -In collaboration with HR and Student Services, inform faculty, staff, and students regarding plans for salary continuation, tuition adjustments, etc. 	<ul style="list-style-type: none"> -Essential personnel are encouraged to report to work -Essential functions plan implemented -Off-campus business functions are conducted as feasible -Implement TBR approved plan for salary continuation and tuition adjustments during the pandemic event -Prepare to implement recovery plans
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Northeast State Influenza Response Plan Incident Level Responsibilities

Northeast State Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense planning and development	Level 2 Classes conducted on a limited basis and considering suspension of classes	Level 3 Suspend on-campus classes. Campus closed except essential functions
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Responsibilities of Essential Departments and Units

Vice President for Academic Affairs	<ul style="list-style-type: none"> -The vice president for Academic Affairs is a member of the Pandemic Influenza EMT and makes recommendations directly to the President on academic matters -Participate in developing the PIPP regarding Academic Affairs issues -Identify essential Academic Affairs personnel and inform them of their responsibilities according to the operational level of the college -Identify less critical functions that could be curtailed or suspended depending on operational level -Identify Academic Affairs functions that can be developed from off-campus sites -Collaborate with Student and Business Affairs and develop advisory guidelines for faculty to prepare methodologies for distance learning -Faculty should consider organizing "teaching teams" with an on-line curriculum should it become necessary to curtail or cancel classes on campus -Identify courses that can be adapted to distance learning methodology and those that cannot be adapted -Educate Academic Affairs staff and faculty about components of the PIPP 	<ul style="list-style-type: none"> -Academic staff and faculty are educated regarding infection transmission, infection prevention, and proper use of PPE -List essential Academic Affairs staff with back-ups and critical functions are reviewed and confirmed -Plan for Academic Affairs staff off-campus work functions are confirmed -Contact college departments to review plans for course continuation and distance learning and alternative teaching-learning strategies depending on the operational level of the college -Utilize the Pandemic Influenza Web page to inform students and faculty about specific plans for course continuation during a pandemic event -Contact IT to confirm capability and arrangements for distance learning -Review plans for post-pandemic recovery 	<ul style="list-style-type: none"> -Essential personnel receive PPE -Academic Affairs Offices and academic departments absenteeism is monitored and EMT is apprised of status -Prepare to engage Academic Affairs essential functions plan and to suspend less critical functions -Clarify plans for course continuation and distance learning and communicate to faculty and students. List courses that will be cancelled, curtailed or converted to electronic format should the pandemic reach campus and TDH recommends cancelling classes and the President concurs 	<ul style="list-style-type: none"> -Essential Academic Affairs personnel are encouraged to report to work -Essential functions plan is implemented -Off-campus Academic Affairs business functions are conducted as feasible -Depending on the extent and severity of the pandemic, initiate alternative teaching and distance learning methodologies after receiving approval from the President -Provide frequent updates to EMT regarding course continuation efforts and availability of teaching faculty -Prepare to implement recovery plans
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**Northeast State Influenza Response Plan
Incident Level Responsibilities**

Northeast State Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense planning and development	Level 2 Classes conducted on a limited basis and considering suspension of classes	Level 3 Suspend on-campus classes. Campus closed except essential functions
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Responsibilities of Essential Departments and Units

Vice President for Academic Affairs (Continued)	-Plan to utilize the Pandemic Influenza Web page to notify students, staff, and faculty about implementing alternative teaching methods -Identify essential personnel PPE needs and stock necessary items -Develop plans for post- pandemic recovery			
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**Northeast State Influenza Response Plan
Incident Level Responsibilities**

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Responsibilities of Essential Departments and Units

-Director of Purchasing	-Procure necessary services and equipment for two long distance phone lines in L114	-Same as Level 0	-Be prepared to establish long distance telephone lines upon order of the President -Coordinate with long distance phone provider for ECC service support upon activation	-Install and coordinate service support for the long distance telephone lines
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Northeast State Influenza Response Plan Incident Level Responsibilities

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Responsibilities of Other Officials and Departments

All Departments and Units	<ul style="list-style-type: none"> -Become familiar with pertinent components of the PIPP -Draft business continuity and academic continuity plans that are consistent with operational levels of the college -Identify essential personnel/functions and less critical functions as previously described in the PIPP -Identify functions that can be carried out from off-campus sites -Identify essential personnel PPE needs and stock necessary items 	<ul style="list-style-type: none"> -Develop plans to educate departmental/unit staff regarding infection transmission, infection prevention, and proper use of PPE -Listing of essential staff is reviewed and confirmed -Plans for off-campus work is confirmed -Review plans for business and academic continuity with staff -Review plans for post-pandemic recovery 	<ul style="list-style-type: none"> -Essential personnel receive PPE -Department absenteeism is monitored and reported to HR who will inform the EMT -Prepare to engage essential functions plan and to suspend less critical functions -Prepare to engage plans for business and academic continuity and update staff and students -Anticipate directives dealing with social distancing and cancellation of mass gatherings 	<ul style="list-style-type: none"> -Essential personnel are encouraged to report to work -Essential functions plan is implemented -Off-campus work function is implemented -Report absenteeism to HR -Implement business and academic continuity plans -Prepare to engage recovery plans
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Northeast State Influenza Response Plan Incident Level Responsibilities

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Responsibilities of Other Officials and Departments

Building Coordinators	<ul style="list-style-type: none"> -Become familiar with pertinent components of the PIPP -Identify essential personnel and inform them of responsibilities according to the operational level -Identify less critical functions that could be curtailed or suspended depending on operational status -Coordinate response to the pandemic event with the office of Police and Safety and College Nurse -Frequently review the Pandemic Influenza web page for information -Maintain a function listing for each campus building and recommend consolidation or closure depending on status of the pandemic -Identify essential staff and stock necessary PPE 	<ul style="list-style-type: none"> -Personnel are educated regarding infection transmission, infection prevention, and proper use of PPE -Listing of essential staff and back-ups and critical functions is reviewed and confirmed. This information should be coordinated with the director of Police and Safety -Consult Pandemic Influenza web page on a daily basis -Monitor occupancy and functional designation for campus buildings on a weekly basis. Report findings to EMT -Review plans for a post-pandemic recovery 	<ul style="list-style-type: none"> -Essential staff receive PPE -Prepare to engage essential functions plan to suspend less critical functions -Continue to coordinate information with the office of Police and Safety and the College Nurse - Provide periodic building status reports to the EMT 	<ul style="list-style-type: none"> -Essential personnel are encouraged to report to work -Essential functions plan is implemented -Update EMT on a regular basis regarding usage and functions of various campus buildings -Continue to coordinate efforts with the office of Police and Safety and the College Nurse -Participate in implementing recovery plan
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**Northeast State Influenza Response Plan
Incident Level Responsibilities**

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Critical Interfaces with other Entities

Departments Using Suppliers and Vendors	-Review plans for service or business continuity with interrupted or discontinued supplies -Review options for stockpiling and/or identifying alternative suppliers -Assess impact resulting from interrupted or discontinued supplies -Inform Pandemic Influenza EMT of potential major impacts resulting from supply interruption or discontinuation	-Provide periodic updates to EMT regarding availability of major supplies -Provide periodic impact assessments -Review plans for post- pandemic recovery	-Provide frequent updates to EMT regarding supply lines and availability of critical supplies -Provide frequent impact assessments	-Same as Level 2 -Prepare to implement post-pandemic recovery plans
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