

Pandemic Influenza – Continuity of Operations Plan Kansas State University

How to Complete This Form

Instructions: All K-State departments and units are required to use this form to complete a Continuity of Operations Plan (COOP). This plan will prepare your department in the event of a Pandemic Influenza to continue operations and recover afterwards to be fully operational. This is your plan, please feel free to add to this template to meet your needs. The process of planning for any emergency is a very valuable aid. Be collaborative when drafting this document and seek comments from your faculty and staff. For assistance contact the Division of Public Safety, 2-5856.

A. Background. Several influenza pandemics occurred in the last century, the most virulent being the Pandemic of 1918. The Centers for Disease Control (CDC) predict that another is likely some time in the future. No one can truly predict when a pandemic may happen or how severe it will be, but it is prudent to plan for one. In the event of an influenza pandemic, Kansas State University will have four objectives:

- Minimize the spread to students, faculty, and staff;
- Support students who remain in campus housing;
- Continue functions essential to university operations during a pandemic; and
- After the pandemic, resume normal teaching, research, and service operations as soon as possible.

Planning Assumptions. Although no one knows the precise characteristics of the next influenza pandemic, Kansas State University is basing its plans on the following assumptions:

1. To reduce the risk of illness, the University may apply social distancing measures such as canceling public events and suspending physical classes. If a severe outbreak were to occur, we should expect to suspend physical classes for up to 12 weeks.
2. To further reduce the risk, department heads and directors must insist that employees who are ill must stay at home rather than come to work.
3. Employee absenteeism will reach forty percent (40%) for periods of about 2 weeks at the height of a pandemic wave, with lower levels of staff absent for a few weeks on either side of the peak.
4. For planning purposes, assume that absent employees include leaders, heads, and personnel with primary responsibility for essential functions.
5. Fifty percent (50%) of your supplies will not be available during the 12 week period of contagion.
6. For planning purposes, assume that the wave will occur during the Fall or Spring semester.
7. It is unlikely that students, faculty, and staff will be subject to mandatory quarantine orders. Instead, public health officials will rely on voluntary social distancing measures.

A. Primary Department Information. See K-State's "Pandemic Influenza Planning Assumptions"

Department/Unit			
College			
Department Head		Phone #:	Alt Phone #:
	Email Address:		
	Web Address:		

More Information About Your Department. *Please note below information about your Continuation of Operations Plan (COOP) contact:*

COOP Contact (Name):	Phone #:	Email Address:	Room & Building:
Department Locations			

B. The Principle Nature of Your Department's Operations. *Please check all that apply below to indicate the principle nature of your department's operations:*

<input type="checkbox"/> Teaching	<input type="checkbox"/> Student life support
<input type="checkbox"/> Laboratory research	<input type="checkbox"/> Research support
<input type="checkbox"/> Other research	<input type="checkbox"/> Facilities support
<input type="checkbox"/> Administration	<input type="checkbox"/> Other (describe):

C. Your Department's Objectives. *Considering your department's unique mission, describe your teaching, research, and service objectives.*

D. How Do You Communicate With Your Faculty, Staff, Students, And Clients? *All K-State employees are responsible for keeping informed of emergencies by monitoring news media reports, K-State's home page, and/or **calling the Emergency Hotline (785.532.7233 or 785.532.SAFE)**. To rapidly communicate with employees in an emergency, we encourage all departments to prepare and maintain an intradepartmental call tree. Note below the system(s) you will use to contact your employees in an emergency. Departments should identify multiple communication systems that can be used for backup, after hours, when not on campus, or for other contingencies.*

<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Direct Connect, e.g., Nextel
<input type="checkbox"/> Call Tree	<input type="checkbox"/> Departmental Web Site	<input type="checkbox"/> Pager
<input type="checkbox"/> Instant Messaging	<input type="checkbox"/> Other (Describe):	

E. Emergency Access to Information and Systems. *If access to your department's information and systems is essential in an emergency, describe your emergency access plan below. This may include remote access (or authorization to allow remote access), contacting IT support, K-State On-Line, off-site data backup, backup files on flash drives, hard copies, Blackberry/Treo or use of alternate email systems.*

F. Your Department's Essential Functions. *List below your department's functions that are essential to operational continuity and/or recovery, and who is responsible for them. In many cases this is the department head or designate. **Make sure that alternates are sufficiently cross-trained to assume responsibilities.** Review your department's key personnel, leaders, heads, and those responsible for essential functions.*

Essential Function:			
	Primary	Alternate	Second Alternate
Responsible Person			
Phone Numbers			
Essential Function:			
	Primary	Alternate	Second Alternate
Responsible Person			
Phone Numbers			

G. Your Department's Leadership Succession. *List the people who can make operational decisions if the head of your department or unit is absent.*

	Name	Phone #	Alt Phone #
Head of Operations			
First Successor			
Second Successor			
Third Successor			

H. Key Internal Dependencies (Within KSU). *Many University departments rely on Energy Services, ITS, Payroll/Purchasing/Finance, Public Safety and Facilities Services. List below the other products and services upon which your department depends and the internal (KSU) departments or units that provide them.*

Dependency (product or service)	
Provider (KSU department)	
Dependency (product or service)	
Provider (KSU department)	

I. Key External Dependencies. *List below the products, services, suppliers, and providers upon which your department depends. We recommend that you encourage them to prepare a Pandemic Influenza Continuity of Operations Plan.*

Dependency (product or service):		
	Primary	Alternate
Supplier/Provider		
Phone Numbers		

J. Mitigation Strategies. *Considering your objectives, dependencies, and essential functions, describe below the steps you can take to minimize the pandemic's impact on your operations. For example, you may wish to stock up on your critical supplies or develop contingency work-at-home procedures. **This may be the most important step of your emergency planning process.** Formulation of your mitigation strategies may require reevaluation of your objectives and functions. You might also consider alternatives to holding classes in-person to holding classes via the internet.*

K. Exercising Your Plan and Informing Your Staff. *Share your completed Plan with your staff. You may want to hold exercises to test the Plan and maintain awareness. In many cases discussing your Plan at a staff meeting will be sufficient. Note below the type of exercises you will use and their scheduled dates. Contact the Division of Public Safety for assistance.*

<input type="checkbox"/> Staff orientation meeting	<input type="checkbox"/> Emergency communication test	Exercise Dates:
<input type="checkbox"/> Call tree drill	<input type="checkbox"/> Off site information access test	
<input type="checkbox"/> Tabletop exercise	<input type="checkbox"/> Unscheduled work at home day	Staff Distribution Date:
<input type="checkbox"/> Interdepartmental exercise	<input type="checkbox"/> Emergency assembly drill	
<input type="checkbox"/> Other drill (describe):		

L. Recovery After the Pandemic. *Describe your Plan to fully resume operations as soon as possible after the wave has passed. Identify and address resumption/scheduling of normal activities and services, work backlog, restock of inventories, continued absenteeism, the use of earned time off, and emotional needs.*

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M. Special Considerations for Your Department. *Describe any additional or unique considerations that your department may face in a pandemic.*

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N. Home Emergency Planning for Individuals and Families. *Home Emergency Planning for Individuals and Families. Employees, students, and their families should plan for any type of emergencies that could impact them in their home, apartment, or residence. National emergency events in the past have taught us that employees may not show up for work if they are concerned for the safety and security of their families. We recommend that your employees receive the following information, available via that site:*

Guide for Individuals and Families	Emergency Contacts Form
Family Health Information Sheet	
Pandemic Flu Planning Checklist for Individuals and Families	

O. COOP Submission. Thanks you for completing your department's Pandemic Influenza Continuity of Operations Plan (COOP). Save a copy of this document on your computer or network. Please submit an electronic copy of this plan: **[SUBMIT]**

Additional Resources and Policy Summaries. The following is a list of resources, guidelines and policies that will help you plan for Pandemic Influenza. For a detailed description of these resources, see the <http://www.k-state.edu/safety/PandemicFlu> web site.

- Guidelines for Workplace Disbursement and Fitness to Work. During a Pandemic, employees will be encouraged to reduce fact-to-face contact between employees, where possible. Increasing the physical distance between employees to between three to six feet will reduce influenza transmission risk from coughing, sneezing, or speaking.

As a normal operating procedure, employees who are sick should not report to work. Be prepared to implement procedures to reduce workplace risk of transmitting influenza.

- Personal Protective Equipment. To date, the CDC has issued Pandemic Influenza personal protective equipment (PPE) guidance only for patient care. The CDC is not likely to issue additional PPE guidance until the threat becomes imminent. When this occurs, K-State will follow CDC guidelines to provide the specified PPE to employees who perform high risk duties identified by CDC.

K-State assumes that future CDC guidance will address the PPE needs of certain employees who care for ill students. Lafene Health Center and Housing and Dining Services has purchased limited quantities of masks and gloves for employees in those classifications. Housing and Dining Services expects that some students with influenza may need to live in student housing during the Pandemic.

Since CDC's PPE recommendations will rely on a high level of risk, it is *not* likely that K-State's limited PPE stocks will be available to all employees. Departments that wish to assess their PPE needs for Pandemic Influenza should contact the Division of Public Safety for guidance, 532-5856.