

Pandemic Influenza (Flu) Plan for Kansas State University 2009

Emergency preparedness planning is essential because it affords the University an opportunity to respond more effectively to a number of emergency situations including a possible pandemic. This plan serves as a guide to help us respond appropriately to an influenza pandemic. Flexibility is needed based on up-to-date information variables.

The World Health Organization (WHO) describes 10 points of reference about Pandemic influenza (flu):

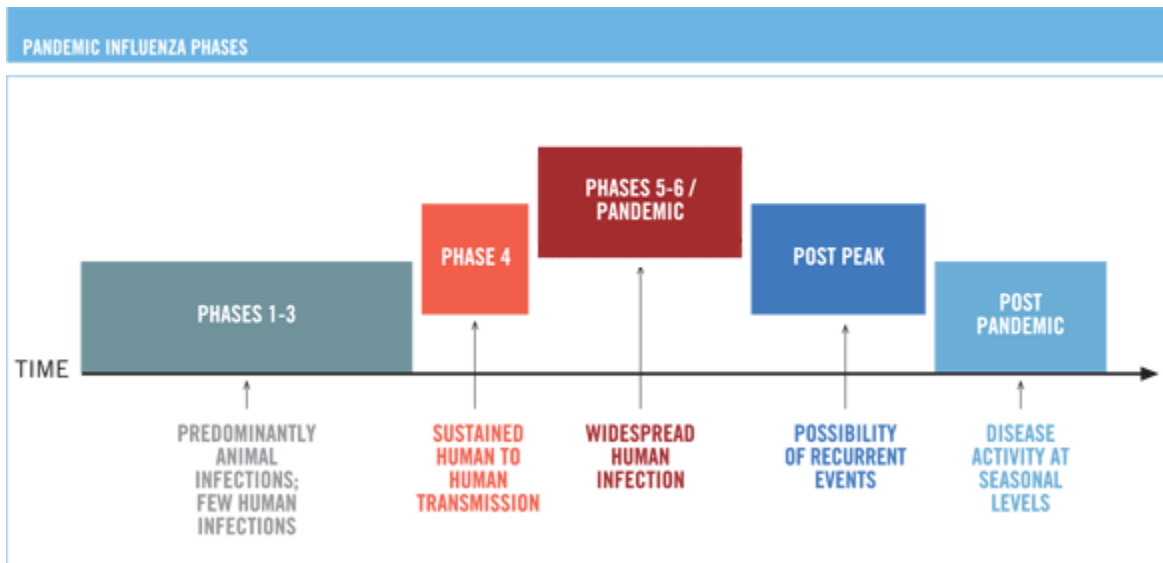
1. Pandemic influenza is different than seasonal influenza;
2. Influenza pandemics are recurring events;
3. The world may be on the brink of another pandemic;
4. All countries will be affected;
5. Widespread illness will occur;
6. Medical supplies will be inadequate;
7. Large numbers of deaths will occur;
8. Economic and social disruption will be great;
9. Every country must be prepared; and
10. The WHO will alert the world when the pandemic threat increases (pandemic alert phases).

The objectives of K-State's Pandemic Influenza Plan are to:

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

World Health Organization Pandemic Phases

In the 2009 revision of the phase descriptions, WHO has retained the use of a six-phased approach for easy incorporation of new recommendations and approaches into existing national preparedness and response plans. The grouping and description of pandemic phases have been revised to make them easier to understand, more precise, and based upon observable phenomena. Phases 1–3 correlate with preparedness, including capacity development and response planning activities, while Phases 4–6 clearly signal the need for response and mitigation efforts. Furthermore, periods after the first pandemic wave are elaborated to facilitate post pandemic recovery activities.



In nature, influenza viruses circulate continuously among animals, especially birds. Even though such viruses might theoretically develop into pandemic viruses, in **Phase 1** no viruses circulating among animals have been reported to cause infections in humans.

In **Phase 2** an animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans, and is therefore considered a potential pandemic threat.

In **Phase 3**, an animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

Phase 4 is characterized by verified human-to-human transmission of an animal or human-animal influenza reassortant virus able to cause “community-level outbreaks.” The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a forgone conclusion.

Phase 5 is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

Phase 6, the pandemic phase, is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in **Phase 5**. Designation of this phase will indicate that a global pandemic is under way.

During the **post-peak period**, pandemic disease levels in most countries with adequate surveillance will have dropped below peak observed levels. The post-peak period signifies that pandemic activity appears to be decreasing; however, it is uncertain if additional waves will occur and countries will need to be prepared for a second wave.

Previous pandemics have been characterized by waves of activity spread over months. Once the level of disease activity drops, a critical communications task will be to balance this information with the possibility of another wave. Pandemic waves can be separated by months and an immediate “at-ease” signal may be premature.

In the **post-pandemic period**, influenza disease activity will have returned to levels normally seen for seasonal influenza. It is expected that the pandemic virus will behave as a seasonal influenza A virus. At this stage, it is important to maintain surveillance and update pandemic preparedness and response plans accordingly. An intensive phase of recovery and evaluation may be required.

Reference: The World Health Organization pandemic alert phases

Kansas State University Pandemic Influenza Plan Levels

The Kansas State University Pandemic Influenza Plan is divided into four levels, each dependent on the World Health Organization current pandemic alert phase.

* **Level 1** - Announcement by WHO of a phase 4 pandemic alert

* **Level 2** - Suspected cases of pandemic influenza in the Midwest or confirmed cases in the Continental United States

* **Level 3** - Suspected cases of pandemic influenza in Manhattan or on campus or confirmed cases in the Midwest

* **Level 4** - Confirmed cases of pandemic influenza in Manhattan or on campus

Key contact people for Kansas State University Pandemic Influenza Plan

Incident Commander: Robert Tackett, MD, Medical Director, Lafene Health Center, 532-6544, or his designate. The Incident Commander is responsible for setting the incident objectives, strategies, and priorities and has overall responsibility during the pandemic influenza event.

Safety Officer: Steven Galitzer, PhD, Director, Environmental Health and Safety, 532-5856, or his designate. The Safety Officer monitors safety conditions and develops measures for assuring the safety of all personnel.

Public Information Officer: Cheryl May, Assistant Vice President for University Relations, 532-6415, or her designate. The Public Information Officer serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly related to the pandemic influenza event.

Finance Officer: Bruce Shubert, Vice President for Administration and Finance, 532-6226 or his designate. The Finance Officer is responsible for monitoring the costs related to the event and provides accounting, procurement, time recording, and cost analyses.

Operations Officer: Stephen Broccolo, Emergency Management Coordinator, 532-5856 or his designate. The Operations Officer is responsible for tactical operations to carry out the plan, developing the tactical objectives, and directs all tactical resources.

Logistics Officer: Gary Leitnaker, Assistant Vice President for Human Resources, 532-6277 or his designate. The Logistics Officer is responsible for support, resources and all other services needed to meet the operational objectives.

Crisis Management Officer: Heather Reed, Assistant Dean/Director of Student Life and Crisis Management Committee Chair, 532-6432 or her designate. The Crisis Management Officer coordinates and chairs the assessment team meetings and disseminates information.

LEVEL 1

All departmental directors should review and update their Continuity of Operations Plan

I. Assessment team meets (representatives from Crisis Management Committee, Human Resources, Athletics, Provost Office, Information Technology Services, Public Safety, Lafene Health Center, Housing and Dining Services, Media Relations, Facilities, Faculty Senate, Student Governing Association, International Programs and Ag Communications). Any of the above **officers** may convene the Assessment Team as needed.

- A.** Activate the Medical Director of Lafene Health Center as the Incident Commander
- B.** Monitor the situation

II. Incident Commander

- A.** Communicates with the Riley County Health Department and Kansas Department of Health and Environment regarding planning and surveillance
- B.** Communicates with University President and the President's Executive Leadership Team
- C.** Communicates with other University Health Services including other Regents Institutions, the Big 12 and our peer institutions

D. Assists the assessment team with obtaining and distribution of accurate medical information

III. University Police

- A.** All personnel (police, security and dispatchers) receive training on pandemic influenza
- B.** Notifies Lafene Health Center if encountering individual(s) with flu-like symptoms
- C.** Essential personnel receive personal protective equipment training

IV. Facilities Management

- A.** Identifies building ventilation systems
- B.** Essential personnel receive training on the use of N95 respirators or surgical masks
- C.** Contracts for professional clean-up and disinfection services

V. Environmental Health and Safety

- A.** Assesses respiratory protection plan and resources
- B.** Trains and fit tests essential personnel for N95 respirator use or surgical masks
- C.** Ensures adequate disinfection and clean up protocols are provided to necessary sanitation facilities (facilities custodial, housing custodial, Student Union, Athletics)

VI. President's Executive Leadership Team

- A.** Receives information from Incident Commander
- B.** Reviews content of internal and external public information bulletins and announcements
- C.** Essential personnel receive training on the use of N95 respirators or surgical masks from Environmental Health and Safety
- D.** Considers restricting movement on and off campus for activities/athletic events
- E.** Based on Centers for Disease Control (CDC) recommendations, the University recommends campus community no travel to affected countries

VII. Media Relations

- A.** Distributes informational articles in K-Statement and via news releases
- B.** Posts links on K-State home page to pandemic influenza information
- C.** Develops and implements hand washing campaign

VIII. Academic Affairs

- A.** Develops plan to respond to pandemic influenza
- B.** Educates faculty and staff on pandemic influenza

IX. Student Life

- A.** Provides information to students, faculty, staff and other employees on pandemic influenza.
- B.** Formulates plan to address needs/support for graduate and commuter students
- C.** Formulates plan to address needs/support for undergraduates

- D.** Formulates plan to address needs/support for Greek organizations
- E.** Identifies personnel available for telephone support work
- F.** Receives training on the use of N95 respirators or surgical masks from Environmental Health and Safety

X. Housing and Dining Services

- A.** Determines essential personnel departmental wide
- B.** Identifies potential rooms and/or buildings to be used for isolation and/or quarantine of students
- C.** Notifies current occupants in designated spaces that will be needed of the potential or need for them to move
- D.** Ensures emergency response menu is planned for various degrees of need
- E.** Stockpiles additional foodstuffs and water
- F.** Ensures food delivery process is planned and delivery supplies are on hand
- G.** Identifies building ventilation systems

XI. Lafene Health Center

- A.** Communicates pertinent advice to all students on pandemic influenza
- B.** Develops isolation and examination protocols based on information from KDHE and CDC.
- C.** Follows KDHE and CDC testing and treatment recommendations
- D.** Receives in-service training on pandemic influenza
- E.** Monitors Health Center employees
- F.** Essential personnel receive training on the use of N95 respirators or surgical masks
- G.** Reviews policy on transporting individuals to hospital

XII. Telecommunications

- A.** Identifies areas where phone banks can be set up

XIII. Human Resources

- A.** Identifies essential personnel
- B.** Monitors faculty and staff travelers entering from affected regions
- C.** Prepares a call-off policy
- D.** Identifies personnel available for telephone support work

XIV. International Programs

- A.** Assists with monitoring student travelers entering from affected international regions and assists with communication to international students and their families
- B.** Assists low-level English speakers with accessing adequate medical translations of information on pandemic influenza

LEVEL 2

Includes all activities stated in Level 1, plus the following additional actions:

I. Assessment team continues to meet

II. Incident Commander

A. Ongoing communications with campus community regarding signs/symptoms and protocol for referral of suspected cases

III. University Police

A. Develops policy on transporting individual to hospital

IV. Facilities Management

No additional responsibilities

V. Environmental Health and Safety

No additional responsibilities

VI. President's Executive Leadership Team

A. Continues to receive information from Incident Commander

B. Evaluates information on institutional effects of the incident and set response priorities as appropriate

VII. Media Relations

A. Informs people if they are sick with flu-like symptoms to stay home and contact their medical providers

B. Releases updates, fact sheet with summary of the situation for media and others

C. Set up phone hotline to answer questions

D. Place information on K-State TV Channels 8 and 21

VIII. Academic Affairs

No additional responsibilities

IX. Student Life

A. Identify areas of quarantine

X. Housing and Dining Services

No additional responsibilities

XI. Lafene Health Center

A. Adjust phone triage lines for Student Health Services

XII. Telecommunications

No additional responsibilities

XIII. Human Resources

No additional responsibilities

XIV. International Programs
No additional responsibilities

LEVEL 3

Includes all activities stated in Levels 1 and 2, plus the following additional actions:

I. Assessment team continues to meet

II. Incident Commander

A. Notifies Housing and Dining Services, Student Affairs and Counseling Center of suspected/confirmed cases and on number of potential contacts that may require isolation and/or quarantine

III. University Police

No additional responsibilities

IV. Facilities Management

No additional responsibilities

V. Environmental Health and Safety

No additional responsibilities

VI. President's Executive Leadership Team

A. Continues to receive information from Incident Commander

B. Activates Emergency Operations Center

VII. Media Relations

A. Notifies news media that campus has activated strict procedures

B. Encourages employees to listen to local radio stations for closing decisions

C. Encourages employees to report all flu cases to their department and department personnel must notify the Incident Commander of any reported cases

VIII. Academic Affairs

A. Develops plan if closure is necessary

IX. Student Life

A. Assists with relocation of students for isolation and/or quarantine

B. Assists with telephone consultation and support

X. Housing and Dining Services.

A. Implements Housing and Dining Services command center and recalls essential personnel

B. Enacts emergency phone contact tree

C. Implements clearing house to track residents of Housing and Dining Services facilities

D. Identifies meal delivery need and method for isolated and/or quarantined residents

XI. Lafene Health Center

- A.** Monitors suspected cases
- B.** Assists Riley County Health Department (RCHD) with contact investigations
- C.** Communicates with parents of suspected cases and explains procedures
- D.** Reports to Incident Commander daily caseload

XII. Telecommunications

No additional responsibilities

XIII. Human Resources

No additional responsibilities

XIV. International programs

No additional responsibilities

LEVEL 4

Includes all activities stated in Levels 1, 2 and 3, plus the following additional actions:

I. Assessment team continues to meet

II. Incident Commander

- A.** After consulting with KDHE and RCHD will make recommendations regarding possible closure of building(s) and suspension of student and academic activities to the University President
- B.** Implements Emergency Action Plan
- C.** Ensures that each Operations Group function is covered

III. University Police

- A.** Secures buildings and post signage
- B.** Provide security as needed
- C.** Essential personnel receive N95 respirators from Environmental Health and Safety

IV. Facilities Management

- A.** Stands by to shut off utilities as directed by Incident Commander
- B.** Essential personnel receive N95 respirators from Environmental Health and Safety

V. Environmental Health and Safety

- A.** Activates additional medical waste pickups and areas for storage
- B.** Assists Lafene Health Services
- C.** Distributes N95 respirators or surgical masks to essential personnel

VI. President's Executive Leadership Team

- A.** Provides oversight for student, staff and faculty notifications as appropriate
- B.** Receives N95 respirators or surgical masks and training from Environmental Health and Safety
- C.** Authorize temporary suspension or closure of classes or other university activities and events

VII. Media Relations

- A.** If needed, sets up media room in Bramlage press conference room
- B.** Announces closure to public as necessary
- C.** Establishes a Media Relations Center to coordinate press releases, manage news teams and provide interviews

VIII. Academic Affairs

- A.** Activates Pandemic Flu plan if closure is necessary

IX. Student Life

- A.** Essential personnel receive N95 respirators from Environmental Health and Safety
- B.** Identify student events where confirmed patients have attended

X. Housing and Dining Services

- A.** Activate plan to isolate and/or quarantine students in conjunction with the guidance from the Riley County Health Department
- B.** Essential personnel receive N95 masks from Environmental Health and Safety office

XI. Lafene Health Center

- A.** Assist Riley County Health Department with contact investigation and management
- B.** Cooperate with University Counseling Services
- C.** Essential personnel receive N95 masks from Environmental Health and Safety office

XII. Telecommunications

- A.** Set up emergency telephone service to be established at Emergency Operations Center and quarantine areas
- B.** Essential personnel receive N95 respirators from Environmental Health and Safety office

XIII. Human Resources

- A.** Essential personnel receive N95 respirators from Environmental Health and Safety office

XIV. International programs
No additional responsibilities

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