

Avian Influenza Response

1. Pre-event planning: no or very limited human-to-human transmission
2. Sustained cases of human-to-human transmission of a highly virulent strain avian flu with cases appearing in a city with an international airport anywhere in the world.
3. Cases of influenza in Pittsburgh and/or the surrounding metropolitan area [Only personnel performing essential functions required to report to campus.]

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
1. Assessment Team (FMS, EH&S, Health Center & Univ. Police)	<ol style="list-style-type: none"> 1. Bring in Director of Health Center as Incident Commander 2. Monitor situation 3. Bring in Housing/Dining for evacuation/quarantine planning. 4. Essential personnel receive fit test & training on respiratory protection from Environmental Health & Safety (EH&S) 	<ol style="list-style-type: none"> 1. Assume leadership roles to support Incident Commander. 2. Essential personnel receive N95 respirators from EH&S 3. Contact Media Relations 	<ol style="list-style-type: none"> 1. Maintain contact amongst Assessment team.
2. Incident Commander (Director of Health Center)	<ol style="list-style-type: none"> 1. Communicate with Allegheny County Health Department and UPMC regarding planning and surveillance. 2. Communicate and benchmark other college Health Services and EH&S Depts. 3. Establish communication with deans and Sr. Director of Global Security regarding status of preparedness. 4. Update emergency action plan with Assessment Team & Advisory Group Coordinator as situation evolves. 5. Launch and update AI website. 6. Ongoing training for incident management. 	<ol style="list-style-type: none"> 1. Recommend that Advisory Group Coordinator, activate Emergency Operations Center (EOC) 2. Recommend temporary closure of building(s) and suspension of student and academic activities to Advisory Group Coordinator. 3. Notify Student Affairs, Housing & Dining to mobilize plans for evacuation. 4. Maintain ongoing communication with Allegheny County Health Dept. 5. Compose communications with Media Relations and the Advisory Group Coordinator for the campus community regarding signs/symptoms, protocol for referral of suspected cases. 6. In conjunction with the Advisory Group Coordinator, issue communication(s) to campus community regarding status of disease spread, self protection and university response. (email, website, hotline 8-8000 and town meetings. 7. Essential personnel receive N95 respirators from EH&S 	<ol style="list-style-type: none"> 1. Ensure that each Operations Group function is covered by appointing: <ul style="list-style-type: none"> • Liaison for leader(s) for internal and external communications. • Logistics leader(s) for procurement of supplies and employee pool. • Head of Operations for medical staffing. 2. Notify Housing & Dining on number of potential contacts that may require isolation. 3. Recommend implementation of non Pharmaceutical Intervention: social distancing, quarantine and isolation.

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3. University Police	<ol style="list-style-type: none"> 1. Health Center trains dispatchers, security, and police on avian flu. 2. Essential personnel receive fit test and training on respiratory protection from EH&S 	<ol style="list-style-type: none"> 1. Essential personnel receive N95 respirators from EH&S 2. Alert Student Health Center if encountering individual(s) with flu-like symptoms. 	<ol style="list-style-type: none"> 1. Implement policy on transporting individual to hospitals. 2. Secure buildings & post signage 3. Assist Health Center
4. Facilities Management	<ol style="list-style-type: none"> 1. Identify building ventilations systems. 2. Essential personnel receive fit test and training on respiratory protection from EH&S 	<ol style="list-style-type: none"> 1. Essential personnel receive N95 respirators from EH&S 2. Provide support of housing for evacuation and set up of critical staging areas including the Conan Room and isolations areas. 	<ol style="list-style-type: none"> 1. Maintain essential building functions including CPS' cleaning.
5. Env. Health & Safety	<ol style="list-style-type: none"> 1. Assess respiratory protection plan and resources. 2. Contract with hazardous material company for professional cleanup. 3. Train and fit essential personnel for respirators Arrange for negative pressure machines. 	<ol style="list-style-type: none"> 1. Distribute N95 to essential personnel. 2. Ongoing evaluations of N95 use and other personal protection. 	<ol style="list-style-type: none"> 1. Assist w/notification of Emergency Coordinators via Alert Now* 2. Assist Health Care Center 3. Arrange for additional medical waste pickups
6. President's Office Advisory Group Coordinator	<ol style="list-style-type: none"> 1. Receive updated information from Incident Commander 2. Essential personnel receive fit test and training on respiratory protection from EH&S 3. Update Executive Management on response and planning options. 	<ol style="list-style-type: none"> 1. Activate EOC 2. Advise the suspension of classes and the evacuation of residential occupant to executive management. 3. Receive N95 respirators from EH&S 4. Review content of internal and external public information bulletins and announcements. Work with Media Relations to select appropriate university spokesperson(s) for media reporting. 5. Initiate restricting movement on and off campus for activities/athletic events. Contact Athletic Director. 6. Evaluate research continuity. 	<ol style="list-style-type: none"> 1. Review reports of morbidity and mortality 2. Assess building security status 3. Suspend experimental research if necessary.

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President's Office Executive Management	<ol style="list-style-type: none"> 1. Receive fit test and training on respiratory protection from EH&S 2. Evaluate information on institutional effects of the incident and set response priorities as appropriate. 	<ol style="list-style-type: none"> 1. Essential personnel receive N95 respirators from EH&S 2. Based on U. S. State Department recommendations, University recommends campus community not to travel to affected countries. 3. Authorize temporary suspension of classes or closure. 	<ol style="list-style-type: none"> 1. Determine length of closure. 2. Determine when the university will enter the recovery phase 3. Restoration of research, business, and academic functions.
7. Media Relations	<ol style="list-style-type: none"> 1. Draft internal and external bulletins and announcements, with the Advisory Group Coordinator. 	<ol style="list-style-type: none"> 1. Appoint liaison to interface with the Advisory Group. 2. Write and record bulletins and updates on the University's Emergency Information Hotlines (8-2000). 3. Write scripts for Alert Now with approval from Advisory Group Coordinator. 4. Request to campus that faculty and staff and their families to report all flu cases to Incident Commander. 	<ol style="list-style-type: none"> 1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control) 2. Establish a Media Relations Center: coordinate press releases, and manage news teams and interviews, etc. 3. Set up podium and microphones for media center at PTC. 4.
8. Floor Marshals	Not applicable	<ol style="list-style-type: none"> 1. Watch CMU front page and disseminate information to floor occupants. 2. Remain available for further instructions 	Same as Level 2
9. Student EMS	<ol style="list-style-type: none"> 1. Health Center trains EMS on avian flu. 2. Essential personnel receive fit test and training on respiratory protection from EH&S 	Notify Health Center if suspected cases are encountered.	Not applicable
10. Radio Club	Not applicable	Not applicable	Not applicable
11. Parking	Not applicable	Not applicable	Clear Morewood Parking lot for medical staging area.

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12. Housing and Dining	<p>Develop plan for evacuation, isolation and quarantine of students:</p> <ol style="list-style-type: none"> 1. Health Center trains essential personnel on risks and response. 2. Identify potential rooms and/or buildings to be used for quarantined/isolation of students who: <ol style="list-style-type: none"> a. Cannot leave the campus b. Would be in isolation c. Would be in quarantine. 3. Update by semester based on current occupancy. 4. Ensure emergency response menu is planned for various degrees of need. 5. Stockpile additional food stuffs and water. 6. Ensure food delivery process is planned and delivery supplies are on hand. 7. Essential personnel receive fit test and training on respiratory protection from EH&S 8. Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping. 	<ol style="list-style-type: none"> 1. Initiate “move off” of student residents who can return home. 2. Enact emergency phone contact tree. 3. Notify current occupants in spaces that will be needed of the potential or need for them to move. 4. Communicate situation and needs to owners and landlords of rented properties. 5. Activate emergency locator tracker on housing website for use by displaced students to report their temporary addresses. 6. Essential personnel receive N95 masks from EH&S 	<ol style="list-style-type: none"> 1. Activate plan from level 2 to quarantine students in conjunction with the guidance from the County Health Department. Enact plan for isolation/quarantine of students: 2. Set up Housing and Dining command center and recall essential personnel. 3. Identify meal delivery need and method for isolation/quarantined students.
13. Dining Services	See above	See above	See above.
14. Risk Mgmt	<ol style="list-style-type: none"> 1. Identify risk exposures for which insurance can and cannot be obtained including associated financial impact. 2. Identify steps that must be taken to monitor and protect insurance coverage. 3. Benchmark risk management response and insurance coverage options with peer universities. 	Communicate with insurance carriers on evolving campus issues.	Assess actual risk/insurance claim issues.

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15. Medical Services	<ol style="list-style-type: none"> 1. Respiratory protection equipment in place. 2. On going training for avian flu. 3. Essential personnel receive fit test and training on respiratory protection from EH&S 4. Policy on transporting individual to hospitals. 5. CAPS plans for pre-event counseling for essential personnel. 6. Initiate poster, e-mail campaign on self-protection and annual seasonal influenza vaccination. 7. Prepare list and purchase medical supplies 	<ol style="list-style-type: none"> 1. Post entry door notifying patients with influenza profile and have traveled to (or have been visited by persons from) affected countries to call 8-2157 opt 2. 2. Isolated exam room 3. Follow State and County protocol for patient testing. 4. Monitor Health Care workers. 5. CAPS initiates plans for pre-event counseling for essential personnel. 6. Isolate and monitor suspected cases. 7. Identify contacts of suspected case. 8. Communicate with parents of suspected cases and explain procedure. 9. Initiate prophylaxis of contacts based on strength of patient presentation. 10. Update Incident Commander 11. Establish phone triage lines for Student Health Services and CAPS. 12. Essential personnel receive respirators from EH&S. 	<ol style="list-style-type: none"> 1. Staff isolation areas 24/7. 2. Isolation room in Health Center (negative pressure) 3. Locating people contacted by patient. 4. Arrange for screening of people who have been exposed. 5. Arrange for counseling services 6. Contact Coroner's office if necessary 7. Secure additional personnel from staffing pool.
16. Computing & Telecommunications	<ol style="list-style-type: none"> 1. Assess supplemental telecomm./computing hardware/software needs: <ul style="list-style-type: none"> • Student Affairs • Health Services • Public Relations • Counseling Center • Human Resources • Telecommunications 2. Assess needs for webpage support. 3. Develop plan for adding volunteers to public email addresses. 4. Develop plan for distributing telephone calls to homes or phone banks @ the Career Center. 	<ol style="list-style-type: none"> 1. Purchase/contract for supplemental telecommunications/computing hardware/software needs. 2. Activate additional phone lines in Career Center. 3. Set up 8-8000 numbers. 	<ol style="list-style-type: none"> 1. Add additional phone lines to EOC, quarantine areas, and functional groups. 2. Publish messages from Public Relations on a periodic basis on Carnegie Mellon web's front page. 3. Assist with email message distribution 4. Provide guidance for forwarding phones and setting up "bounce messages."

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17. Student Affairs & Housefellows	<ol style="list-style-type: none"> 1. Health Center trains; Office International Education (OIE), CAPS, Housefellows, Resident Assistants and other offices within the Division on avian flu. 2. OIE formulates and rehearses plan to address needs/support for graduate and commuter students. 3. Housefellows – Formulate and rehearse plan to address needs/support for undergraduates. 4. Student Life – Formulate and rehearse plan to address needs/support for Greek organizations. 5. CAPS – see addendum 6. Identify division personnel available for telephone support work. 7. Receive fit test and training on respiratory protection from EH&S 	<ol style="list-style-type: none"> 1. Assist with evacuation of students from campus and relocation of those unable to leave. 2. Assist with telephone consultation and support. 3. Essential personnel receive respirators from EH&S. 4. OIE monitors student travelers entering from affected regions and assists with communication to international students and their families. 	<ol style="list-style-type: none"> 1. Identify contacts of confirmed patients have attended. 2. Residential staff assists Health Center. 3. Arrange for monitoring/delivery of medications, other goods and services to isolated cases. 4. Provide oversight for student family notification if appropriate.
18. Human Resources	<ol style="list-style-type: none"> 1. Identify personnel to staff essential functions. 2. Prepare a call-off policy 3. Identify personnel available for telephone support work 4. Communicate working expectations and leave policies to campus community. 	<ol style="list-style-type: none"> 1. Monitor faculty & staff travelers entering from affected regions. Assist with staffing pool for essential functions. 	<ol style="list-style-type: none"> 1. Activate call-off policy.