



Pandemic Flu Preparedness Resources

As you have undoubtedly heard, human cases of swine influenza A (H1N1) virus infection have been identified in the United States, Canada, and Mexico, the likely epicenter of the outbreak. As of April 27, 2009, several other human cases are pending identification in countries outside of North America.

The U.S. Centers for Disease Control and Prevention (CDC) is working very closely with officials in the states where human cases of swine influenza A (H1N1) have been identified, as well as with health officials in Mexico, Canada and the World Health Organization. **This is a very fluid and rapidly evolving situation.**

Given the severity and changing nature of this situation, we would like to provide you with some key actions and considerations to assist you as you prepare your campuses for potential infection.

For Students, Faculty and Staff:

There are everyday actions people can take to stay healthy.

- Take common-sense steps to limit the spread of germs—make good hygiene a habit.
- Wash hands frequently with soap and warm water or anti-bacterial wash.
- Cover your mouth and nose with a tissue when you cough or sneeze.
- Put used tissues in a waste basket.
- Cough or sneeze into your upper sleeve if you don't have a tissue.
- Clean your hands after coughing or sneezing. Use soap and warm water or an alcohol-based hand cleaner.

Try to avoid close contact with sick people.

- Influenza is thought to spread mainly person-to-person through coughing or sneezing of infected people.
- If you get sick, CDC recommends that you stay home from work or school and limit contact with others to keep from infecting them.

Keep on hand a hygiene kit that includes the following items.

- Anti-microbial alcohol wipes (in addition to antiseptic wipes in first aid kit)
- Non-Latex Gloves, in addition to those in First Aid Kit (readily available at paint supply and hardware stores)
- Soapless/waterless alcohol-based hand sanitizer
- Face masks (available at drug or hardware stores)

These materials have been prepared by James Lee Witt Associates for informational purposes only. In no way are they to be considered medical advice, or advice regarding diagnosis or treatment and are not intended to take the place of advice or treatment from licensed healthcare professionals.

For College and University Administration:

In the event of pandemic influenza, your administration will play a key role in protecting the health of students, faculty and staff as well as limiting the impacts to your neighboring community. **A few key issues to consider may include:**

- What is the institution's "telecommuting" policy? Who is authorized to activate this policy? What triggers the policies?
- Do you have MOUs and/or contracts in place for alternate work facilities in the event of a campus closure and business interruption?
- What communication methods are in place to notify your staff, faculty, students, parents and external stakeholders?
- Do you have a child care or senior center on your campus and if so, how are they incorporated into your planning process or notified of emergency situations?
- What are the travel policies during a pandemic flu? A potential outbreak?
- What are the college/university's policies for essential staff? When are the policies activated?
- Do your Human Resource policies address payroll and/or faculty, student and staff leave or prolonged absences? Account Receivables/Payables? Has the institution communicated its policies to staff, faculty and contractors?
- What is the institutions protocol for maintaining or suspending operations at its international program sites (including research and business operations)? How will the main campus work with international agencies to provide for the safety of its people?
- What will the university or college communicate to students, faculty, staff, vendors, partners, grant funders, donors, media and visitors? Where will the institution find credible information on the crisis?
- What are the federal, state and local regulations and reporting requirements?
- What core services and functions does the institution provide? How will they be protected and maintained during a pandemic flu?
- What are the institution's contingency plans for final exams and graduation?
- Will the institution restrict visitors on campus?
- How will the hospital, student health center or medical center monitor potential infections? Do they have the resources to activate in the event of a local outbreak or have the capacity to accommodate a "surge" at your health facility?

The administration may take the following steps to prepare for a pandemic flu:

- Monitor government and credible sources to determine influenza/pandemic alert level or threat.
- Identify your university or college pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning.
- Make key notifications to your senior executives.
- Develop or review roles and authorities for emergency operations.
- Develop or review lines of succession for emergency operations.
- Develop or review your Continuity Plan and Strategies.
- Develop notification database of essential staff.
- Inform and update campus populations.
- Establish and monitor key relationships with local/state health and emergency management agencies.

Additional Resources

www.pandemicflu.gov

Planning & preparedness outreach and awareness information, government alert phases and stages, control and management advice and traveler alerts and advice.

www.cdc.gov

Centers for Disease Control. Planning & preparedness outreach and awareness information, government alert phases and stages, control and management advice and traveler alerts and advice

www.pandemicflu.gov/plan/pdf/colleges_universities.pdf

The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) Colleges and Universities Pandemic Influenza Planning Checklist

www.ed.gov/admins/lead/safety/emergencyplan/pandemic/index.html

U.S. Department of Education: Emergency Planning for Influenza Outbreak

www.fema.gov

Federal Emergency Management Agency: Emergency planning, preparedness, response and recovery information.

www.hhs.gov

Department of Health and Human Services

www.who.int

World Health Organization: Information of pandemic for the world

www.un.int

United Nations: Information related to Pandemic for countries throughout the world

www.worldbank.com

World Bank: Financial information related to pandemic

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