

UCSD Continuity of Operations Plan – Pandemic Influenza

Baseline Activities: (World Health Organization (WHO) levels 1-3, low to high risk of human cases)
WHO Level 4: Evidence of increased human-to-human transmission (anywhere in the world)
WHO Level 5: Evidence of significant human-to-human (in Southern California and/or Baja Mexico)
WHO Level 6: Suspected/confirmed case(s) of human-to-human transmission on campus
Recovery: After incident(s)

Responsible Individuals/Units	Baseline Activities	Level 4	Level 5 (In addition to Baseline)	Level 6 (In addition to Level 5)	Recovery
Pandemic/Epidemic Response Committee (P/ERC)					
P/ERC Members: AVC-Student Health & Wellness Director, EH&S Director, H&DS Chief, Police Biosafety Officer, EH&S AVC-Aux. & Plant Svcs. Sr. Comm. Advisor, Univ. Comm. Emergency Svcs. Mgr., EH&S Provost, Warren College Director of Safety & Security, Medical Center EH&S Business Manager, Preuss School Director, International Education Assistant Dean, OGSR Director, P&CS Director, Employee Relations Director, FSAP Manager, Graduate Housing Director, University Centers Director, Animal Care Program Director of Emergency Svcs., Medical Center EH&S Manager, SIO Facilities & Safety Safety Coordinator, Extension Assistant Director, Facilities Mgmt. AVC- Human Resources	<ol style="list-style-type: none"> 1. Coordinate baseline efforts of entire campus community. Notify key stake-holders from all departments of committee existence and scope of effort. 2. Coordinate all campus specific efforts with those of the County of San Diego and the State Department of Health Services. 3. Draft and publish continuity of operations plan. 4. Disseminate educational materials and set up internet linkages. 5. Plan and conduct a pandemic based emergency response exercise. 	<ol style="list-style-type: none"> 1. Convene meeting of P/ERC, review CDC guidance, and advise Emergency Policy Group. 2. Confer with Housing, Student & Academic Affairs on quarantine planning. 3. Confer with campus Police for transport & quarantine planning. 4. Confer with Facilities for air filtration system planning. 	<ol style="list-style-type: none"> 1. Serve as staff in the Emergency Operations Center (EOC) 		<ol style="list-style-type: none"> 1. After EOC deactivation, reconvene P/ERC and evaluate lessons-learned.

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Emergency Policy Group (EPG)					
EPG Members: <ul style="list-style-type: none"> • VC-Business Affairs • SVC-Academic Affairs • AVC-Aux. & Plant Services • AVC-University Communications • Director, EH&S • Chief, Police • Manager, Emergency Services 	<ol style="list-style-type: none"> 1. Maintain awareness of continuity of operations plan. 2. Assist in the development and publishing of public information concerning campus actions. 	<ol style="list-style-type: none"> 1. Receive information from P/ERC. 2. Review quarantine and transport plans. 3. Review content of internal and external public information bulletins and announcements. 4. Recommend campus community not to travel to effected countries, based on U. S. State Department recommendations. 5. Consider restricting movement on and off campus for activities/athletic events. 6. Evaluate need to monitor/restrict entry to UCSD of individuals from effected countries 	<ol style="list-style-type: none"> 1. Activate EOC. <ul style="list-style-type: none"> • Notify UCOP • Director of EH&S as EOC Director • AVC-Student Health as Operations Chief 2. Notify San Diego County Health and Human Services. 3. Advise Chancellor on need for temporary suspension of classes and non-essential campus services. 4. Require Deans to report numbers of faculty and student absences related to flu. 5. Require department managers to report numbers of non-faculty employee absences due to flu to Human Resources Department. 	<ol style="list-style-type: none"> 1. Staff EOC. 1. Recommend temporary closure of building(s) and suspension of student and academic activities. 	<ol style="list-style-type: none"> 1. Notify staff of report/return-to-work procedures

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Student Affairs					
Student Health & Wellness	<ol style="list-style-type: none"> 1. Monitor CDC and SD County Health Dept. websites on weekly basis for info regarding infectious diseases. 2. Update UCSD website with information and links regarding detection, diagnosis, and treatment of flu. 3. Provide students with self-care guidelines for upper respiratory infections. 4. Provide educational materials and outreach to assist students/staff in understanding differences in symptoms of colds vs. flu. 5. Provide outreach to campus community with educational campaign to minimize germ transmission (i.e., hand washing, tissue use, sharing food, missing classes). 6. Update Emergency Action Plan with P/ERC as situation evolves. 	<ol style="list-style-type: none"> 1. Communicate with San Diego Health & Human Services (SDH&HS) regarding preliminary planning and surveillance. 2. Issue updated communication(s) to campus community regarding status and university response. 3. Initiate e-mail campaign on self-protection. 4. Post notice on website notifying patients with influenza profile who have traveled to (or have been visited by persons from) affected countries to call Student Health. 5. Provide in-service training to responders on pandemic influenza. 6. Follow State and County protocol for patient testing. 7. Receive respirators & training on respiratory protection. 8. Develop protocol for referral to local hospitals/ emergency departments. 9. Identify students at higher risk because of pre-existing conditions. 	<ol style="list-style-type: none"> 1. Notify SDH&HS. 2. Coordinate with Public Health authorities for accurate and timely diagnosis. 3. Notify Housing & Dining of potential resident students that may require isolation. 4. Provide ongoing communications with campus community regarding signs/symptoms and protocol for referral of suspected cases. 5. Require faculty and staff to report if positive for flu or if family members positive to Student Health Center. 6. Provide care to affected/ suspected students. 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. Provide daily updates on case numbers to Response Coordinator. 11. Communicate with area hospitals/EDs for protocols for admission. 	<ol style="list-style-type: none"> 1. Assist with transport of seriously ill students to hospitals/ emergency departments. 2. Coordinate care to students in residential buildings. 3. Arrange for screening of students who have had contact and advise others to seek screening. 4. Contact Coroner's office, if necessary. 	<ol style="list-style-type: none"> 1. Notify staff of report/return-to-work procedures.
Counseling Centers (P&CS and FSAP)		<ol style="list-style-type: none"> 1. Develop plan to address possible rumors, fears, and distresses. 	<ol style="list-style-type: none"> 1. Provide counseling, as needed. 2. Implement plan to address possible rumors, fears, and distresses. 	<ol style="list-style-type: none"> 2. Provide oversight for student, staff, faculty, and family notifications and counseling, as appropriate. 	<ol style="list-style-type: none"> 1. Notify staff of report/return-to-work procedures.

Housing/Residential Life	<ol style="list-style-type: none"> 1. Develop educational campaign to minimize spread of infection in residence halls. 2. Develop plan for assistance/ monitoring of ill students in residence halls. 3. Develop plan to educate students re: importance of appropriate room cleaning to minimize disease spread. 	<ol style="list-style-type: none"> 1. Initiate steps to prepare for quarantine of students. 2. Educate RD/RA's on pandemic influenza. 3. Help disseminate relevant information to residents. 	<ol style="list-style-type: none"> 1. Arrange for isolation of suspected case(s). 2. Receive respirators & training on respiratory protection from EH&S. 3. Arrange for monitoring/ delivery of medications, meals, and other goods and services to isolated cases. 	<ol style="list-style-type: none"> 1. Activate plan to quarantine students in conjunction with the guidance from the County Health Department. 	<ol style="list-style-type: none"> 1. Notify staff of report/return-to-work procedures.
International Center					

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External Relations					
University Communications	<ol style="list-style-type: none"> 1. Be aware of all baseline activities. 	<ol style="list-style-type: none"> 1. Draft internal and external announcements in conjunction with P/ERC. 	<ol style="list-style-type: none"> 1. Write and record bulletins and updates on the University's Emergency Information 800 line 	<ol style="list-style-type: none"> 1. Serve as staff in EOC, establish a media relations center. 2. Coordinate press releases and manage news teams, interviews, etc. 	<ol style="list-style-type: none"> 1. Notify staff of report/return-to-work procedures.
Campus EOC			<ol style="list-style-type: none"> 1. Based on guidance from EPG, the EOC is activated. 2. Evaluate information on institutional effects of the incident and set response priorities. 3. Take actions consistent with CDC guidance. 4. Maintain contact with all sectors of campus. 	<ol style="list-style-type: none"> 1. Post detail of response actions via campus-wide email and message posted on all campus Web pages. 	<ol style="list-style-type: none"> 1. Notify staff of report/return-to-work procedures.

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Academic Affairs					
Council of Provosts and Council of Deans	<ol style="list-style-type: none"> 1. Review of policy and standards re: excused student absences from class when ill. 2. Disseminate information about risk to community of teaching when ill. 3. Monitor State Department recommendations for traveling abroad. 4. Develop plan for care and monitoring students studying abroad. 	<ol style="list-style-type: none"> 1. Facilitate dissemination of appropriate information to faculty regarding status and university response. 2. Provide information to faculty as to how to respond to student concerns. 3. Implement plan to care for or bringing back students from affected countries. 	<ol style="list-style-type: none"> 1. Monitor levels of faculty and student absences. 2. Facilitate dissemination of instructions to faculty. 3. Develop criteria for suspension of classes. 4. Develop plan for making missed class time. 	Same as level 5.	<ol style="list-style-type: none"> 1. Notify staff of report/return-to-work procedures.
Academic Units (Academic Affairs & OGSR)		<ol style="list-style-type: none"> 1. Develop plan for care and monitoring students in practicum, internships, and community service learning. 			<ol style="list-style-type: none"> 1. Notify staff of report/return-to-work procedures.
Preuss School			<ol style="list-style-type: none"> 1. Notify campus EOC of status. 		

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Business Affairs					
Human Resources	1. Initiate an educational campaign regarding avoidance of disease transmission.	1. Design reporting system to receive information on staff absences due to flu or family care needs. 2. Determine pay policies for mandated absences. 3. Determine policies for reassignment of staff to fill essential rolls	1. Implement reporting system.	1. Assist with relocation of faculty & staff to fill essential rolls	1. Notify staff of report/return-to-work procedures.
Campus Police		1. Initiate necessary steps to implement process of transporting individuals to hospitals. 2. Receive respirators and training on respiratory protection from EH&S. 3. Alert Student Health Center if encountering individual(s) with flu-like symptoms.	1. Implement policy on transporting individual to hospitals. 2. Define prioritization of functions based on staff availability.		1. Notify staff of report/return-to-work procedures.
Environment, Health & Safety	1. Review current data regarding masks and cleaning products for efficacy against potential pathogens.	1. Assess respiratory protection plan and resources. 2. Identify and provide respirator fit testing and training for essential staff.	1. Provide staff support as needed.		1. Notify staff of report/return-to-work procedures.
Housing & Dining Services	1. Display signage and materials for proper hand washing and discourage meal sharing.	1. Formulate a plan for alternate dining services or for the feeding of quarantined students.	1. Arrange for food service to isolated case(s).	1. Implement a plan for alternate dining services or the feeding of quarantined students.	1. Notify staff of report/return-to-work procedures.
Facilities Management		1. Determine the need for specialized cleaning supplies.	1. Train staff who will clean affected areas on use of specialized products, waste handling and use of respirators	1. Same as level 5.	1. Notify staff of report/return-to-work procedures.
Early Childhood Education Center			1. Notify campus EOC of status.		
Parking and Transportation services					