

University of California Irvine Campus Pandemic Response Plan

The UCI Campus Pandemic Response Plan uses 3 levels as a system to launch progressively more intense actions to prevent the spread of disease. This system is based upon the World Health Organization's 6 levels of pandemic alert to international communities indicating the current seriousness of threat.

The Campus Pandemic Planning Committee (CPPC) was formed in January of 2006 by Environmental Health & Safety in response to a threat of an Avian Influenza pandemic. The CPPC is comprised of departments determined to be essential to the maintenance of the UCI campus infrastructure. The goal of the CPPC is to develop this Response Plan which can provide guidance in any public health threat potentially affecting the UCI campus.

U.C.I.	World Health Organization (W.H.O.)
Level 1 Pandemic Development New virus in animals, no human cases	Phase 1 Low risk of human cases
	Phase 2 Higher risk of human cases
Level 2 Pandemic Alert New virus causes human case, human to human transmission	Phase 3 No or very limited human to human cases
	Phase 4 Evidence of increased human to human cases
	Phase 5 Evidence of significant human to human transmission
Level 3 Pandemic Sustained human to human transmission in the general population impacting California.	Phase 6 Efficient and sustained human to human transmission

Note: As of December 3, 2007 the world is currently in W.H.O. phase 3 and our campus is at **Level 2**.

http://www.who.int/csr/disease/avian_influenza/phase/en/index.html

Responsible Group	Level 1 Actions	Level 2 Actions Plus Level 1 actions	Level 3 Actions Plus Level 2 actions
Campus Leadership ❖ EH&S	<ul style="list-style-type: none"> • Coordinate CPPC Responsible Grps <ul style="list-style-type: none"> ○ University Communications ○ Chancellor's office ○ Network Acad Computer Services ○ Student Health Center ○ Gottschalk Medical Plaza/ UCIMC ○ EH&S staff ○ Facilities Management ○ UCI Police department ○ Academic Affairs ○ Student Affairs ○ Student Housing ○ Food Services ○ Human Resources ○ Risk Management ○ Parking and Transportation • Assemble CPPC to review public health issue to help develop/revise this Response Plan • Gather/update Essential Personnel and Action Item lists • Collaborate with University Communications to develop/update communication mode to staff, students, and families • Coordinate EH&S website re: pandemic preparedness with Univ Communications • Develop/review Social Distancing Policy • Develop/review Business Continuity template • Develop/review Supervisor Guidelines with HR 	<ul style="list-style-type: none"> • Coordinate with University Communications to prepare Zot Mailings to be sent to students, faculty and staff. • Post appropriate information on prevention, preparedness, and Emergency Response on EH&S website. • Brief Emergency Operations Center (EOC) of campus efforts/ move to stand-by mode • Advise/plan implementation of Social Distancing Policy with Chancellor's Office. • Plan suspension of academic activities with Academic Affairs • Update Chancellor and Academic Affairs re: health issue as needed • Communicate with Student Housing regarding isolation needs • <i>Identify methods of tracking staff and student illness</i> • <i>Communicate with ASUCI on student related issues</i> • Conduct table-top exercises with CPPC to test plans 	<ul style="list-style-type: none"> • Coordinate implementation of Social Distancing Policy with Chancellor, Student Affairs liaison, and University Communications • Activate Emergency Operations Center (EOC) • Coordinate CPPC leadership role with EOC • Update OCHCA regarding campus disease surveillance. • Coordinate temporary closure of building(s) with Facilities Management • Communicate to students and non-essential staff when they should not come to campus. • Ensure that each Responsible Group's function is covered • Maintain communication with CPPC members • Coordinate with Police/Parking and Transportation Services to clear parking areas for medical staging • Develop strategy for resuming normal campus business

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<p>The Responsible Groups listed below represent those departments deemed essential to the function of the campus infrastructure. Their response actions as listed are intended for general guidance. Each Responsible Group maintains a List of Essential Personnel and a more detailed Action Item List which is archived by Campus Pandemic Planning Committee (CPPC) leadership.</p>			
University Communications	<ul style="list-style-type: none"> • Identify essential personnel • Identify potential internal and external bulletins and announcements with CPPC • Select appropriate University spokesperson(s) for media reporting • Post Avian Flu Pandemic Plan website with uci.edu link. • Assist in the development of written prevention communication 	<ul style="list-style-type: none"> • Develop bulletins and updates to be posted on university website. • Coordinate with EHS to prepare Zot Mailings to be sent to students, faculty and staff. • Issue news to appropriate constituencies, including media. • Participate in Orange County Joint Information Center (JIC) as appropriate 	<ul style="list-style-type: none"> • Frequently update website re: campus status • Issue news to media outlets and respond to media inquiries • Help prepare message for emergency phone hotline
Chancellor's Office	<ul style="list-style-type: none"> • Receive information from Campus Leadership • Identify essential personnel • Review business continuity plan • Review Social Distancing Policy • Review content of internal and external public information bulletins and announcements, or delegate the authority to do so. 	<ul style="list-style-type: none"> • Evaluate information on institutional effects of the event and set response priorities as appropriate • Direct schools to review academic and business continuity plans • Consider restricting movement on and off campus. • Follow recommendations of CDC and State Dept regarding limitations of travel to affected countries • Issue campuswide Zotmails to inform UCI community of campus status and pandemic information 	<ul style="list-style-type: none"> • Provide oversight for student, staff and faculty communications if appropriate • Implement Social Distancing Policy <ul style="list-style-type: none"> ○ Authorize temporary suspension of classes or closure ○ Authorize temporary cancellation of campus activities ○ Limit campus activities to essential operations only • Implement Business Continuity plan to call-off non-essential personnel. • Evaluate criteria to re-open campus

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Telecommunications (NACS)	<ul style="list-style-type: none"> • Identify essential personnel • Review business continuity plan • Review Action Items • Assure VPN access • Identify essential spare equipment • Review/promote utilization of EEE for course material delivery 	<ul style="list-style-type: none"> • Coordinate with HR to plan for telecommuting resources • Coordinate phone triage lines with Student Health Services • Deliver staff training for public health issue at hand • Implement peering agreements to ensure campus connectivity 	<ul style="list-style-type: none"> • Arrange for emergency lines to be established at EOC and quarantine areas
Student Health Center	<ul style="list-style-type: none"> • Determine modified levels of care/scheduling of patients with progressive WHO levels • Identify essential personnel • Develop staff training for public health issue at hand • Develop/review policy on transporting individuals to hospitals • Obtain home care instructions for isolation, and quarantine measures. 	<ul style="list-style-type: none"> • Deliver staff training for public health issue at hand • Establish phone triage lines • Identify and advise contacts of suspected cases • Communicate with parents of students with suspected cases • Isolate and monitor suspected cases in accordance with UCIMC plan • Stockpile essential supplies • Disaster notification phone drill • Establish case surveillance schedule with Campus Leadership and OCHCA 	<ul style="list-style-type: none"> • Activate ancillary work force plan from Academic Affairs to assist Student Health Center • Implement SHC Pandemic Operation Procedures • Activate isolation room • Arrange for counseling services • Contact Coroner, if necessary • Coordinate crowd control needs with campus police.
Gottschalk Plaza	<ul style="list-style-type: none"> • Identify essential personnel • Develop staff training for public health issue at hand • Develop isolation/quarantine/mass care plan (Bren Events Center, ARC and Student Housing) • Identify isolated exam room • Put standard precautions in place • Put respiratory protection equipment in place • Develop/review policy on 	<ul style="list-style-type: none"> • Deliver staff training for public health issue at hand • Isolate and monitor suspected cases in accordance with UCIMC plan • Establish phone triage lines • Identify and advise contacts of suspected cases • Initiate vaccination program • Distribute appropriate prophylaxis • Establish case surveillance schedule with Campus Leadership and 	<ul style="list-style-type: none"> • Activate ancillary work force plan from UCIMC to assist Gottschalk Plaza • Activate isolation room in Health Center(s) (negative pressure) • Arrange for counseling services • Contact Coroner, if necessary • Coordinate crowd control needs with campus police.

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	transporting individuals to hospitals <ul style="list-style-type: none"> • Develop priority for vaccination/prophylaxis distribution in coordination with UCIMC Pharmacy • Obtain home care instructions for isolation, and quarantine measures. 	OCHCA <ul style="list-style-type: none"> • Provide pre-event counseling for essential personnel • Arrange for monitoring/delivery of medications, other goods and services to isolated cases 	
Environmental Health & Safety	<ul style="list-style-type: none"> • Identify essential personnel • Review business continuity plan • Obtain list of essential personnel compiled by CPPC • Coordinate planning efforts by academic departments with EHS School Coordinators, Chief Personnel Officers (CPOs) • Revise respiratory protection plan/ Employee Prevention document and Supervisor brochure, as needed. • Fit test campus staff (SHC, EHS, UCIPD, FM) • Develop/distribute planning & prevention tools for home and workplace • Assess/replenish respiratory protection equipment stock • Develop/update EHS pandemic web site 	<ul style="list-style-type: none"> • Develop distribution system for appropriate PPE • Coordinate with FM on medical waste and custodial issues • Prepare phone bank in coordination with HR in EHS to field questions from campus community. • Fit test campus staff (SHC, EHS, UCIPD, FM) • Develop/update EHS pandemic web site to educate staff and students; provide resources and brochures • Post PPE/respiratory protection information on website • EOC coordinator to develop table-top exercise for campus 	<ul style="list-style-type: none"> • Activate Emergency Operations Center (EOC) • Distribute N95 respirators/ PPE to essential personnel • Help to coordinate assistance to Student Health Center and Gottschalk Medical Plaza • Conduct additional medical waste/bio-waste pick-ups • Set up phone bank in EHS and assist HR staff to field questions from campus community.
Facilities Management	<ul style="list-style-type: none"> • Identify essential personnel • Review business continuity plan • Identify building ventilation systems • Develop training on pandemic hazards and procedures • Identify coverage schedule for essential functions 	<ul style="list-style-type: none"> • Deliver staff training for public health issue at hand • Coordinate with EH&S for housekeeping issues on campus • Coordinate with EH&S for medical waste issues on campus • Plan alternative maintenance schedule (water, lights, ventilation, 	<ul style="list-style-type: none"> • Implement Business Continuity plan to call-off non-essential personnel. • Adjust utilities as needed • Maintain morgue site

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	<ul style="list-style-type: none"> • Identify outside contractor issues • Check emergency supplies/reorder 	<ul style="list-style-type: none"> heating, cooling, trash service) • Determine morgue site 	
UCIPD	<ul style="list-style-type: none"> • Identify essential personnel • Review business continuity plan • Develop training on pandemic procedures for dispatchers, security and police officers • Update respirator fit testing for all officers 	<ul style="list-style-type: none"> • Train dispatchers, security and police officers on pandemic hazards and procedures • Coordinate medical transportation needs with OCFA • Notify Irvine Police Department. Determine and coordinate action plans 	<ul style="list-style-type: none"> • Secure/restrict access to buildings • Assist Student Health Center and Gottschalk Medical Plaza regarding security and patient access • Issue Personal Protective Equipment • Coordinate with Parking and Transportation for traffic control/crowd control measures • Provide security patrols of vacated residential and academic facilities
Academic Affairs	<ul style="list-style-type: none"> • Academic senate and academic personnel to participate in CPPC • Discuss/review academic and business continuity planning with academic and research units, provide ABC template • Increase e-learning capacity (EEE), as needed • Encourage contingency planning for research labs (animals, biologicals) 	<ul style="list-style-type: none"> • CPPC leaders meet with Academic Senate • Track progress of EEE enhancements and utilization by faculty 	<ul style="list-style-type: none"> • Provide input into social distancing and class-closing decisions • Implement Business Continuity plan to call-off non-essential personnel.
Student Affairs	<ul style="list-style-type: none"> • Identify essential personnel • Review business continuity plan • Develop alternative procedures to assure continuity of instruction in event of class cancellations for graduate, commuter, and undergrad • Develop plan to address needs/support for Greek organizations • Identify division personnel 	<ul style="list-style-type: none"> • Assist with relocation of students for quarantine • Plan to assist with telephone consultation and support at EOC Call In Center • Monitor student travelers from affected regions and assist with communication to international students and their families • Issue news to students and parents 	<ul style="list-style-type: none"> • Identify student events where confirmed patients have attended • Implement Business Continuity plan to call-off non-essential personnel. • Assign non-essential staff to assist Student Health Center and Housing

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	available for telephone support work	about campus status and other pandemic activities.	
Student Housing	<ul style="list-style-type: none"> • Identify essential personnel • Review business continuity plan • Identify potential rooms and/or buildings to be used for isolation and quarantine of students. Update by quarter based on current occupancy. • Develop phone tree. • Coordinate with Food Services for food support to residents • Identify residents remaining on campus if campus activities reduced to essential services only • Identify roles of essential staff – leadership, communications, maintenance and housekeeping. 	<ul style="list-style-type: none"> • Train essential personnel on risks and response • Essential personnel receive fit test and training on respiratory protection from EH&S • Plan for isolation and quarantine of students • Set up residential housing command center and recall essential personnel. • Activate emergency phone contact tree • Communicate situation and needs to owners and landlords of rented properties. • Notify current occupants in spaces that will be needed of the potential need for them to move 	<ul style="list-style-type: none"> • Activate plan for isolation and quarantine in conjunction with the guidance from OCHCA • When appropriate, send students home if possible • Implement Business Continuity plan to call-off non-essential personnel.
Food Services	<ul style="list-style-type: none"> • Identify essential personnel • Review business continuity plan • Ensure emergency response menu is planned for various degrees of need. • Ensure food delivery process is planned and delivery supplies are on hand. • Evaluate use of alternative food delivery, i.e., boxed meals, and mobile canteens 	<ul style="list-style-type: none"> • Identify meal delivery need and method for quarantined students • Identify roles of essential staff – leadership, food production, food delivery • Plan for additional foodstuffs and water 	<ul style="list-style-type: none"> • Implement food supply plans • Implement Business Continuity plan to call-off non-essential personnel.

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Human Resources	<ul style="list-style-type: none"> • Assist in identifying essential personnel in HR and on campus • Review business continuity plan • Develop contingency policy/procedures for work-at-home, telecommuting, emergency leave, work outside normal job description in conjunction with UCOP. • Develop guidelines w/ UCOP for pay status of called-off non-essential personnel • Review EE benefit packages for pandemic/public health emergency coverage • <i>Develop a call-off and call-back policy (campus vs unit)</i> • Notification of Collective Bargaining organizations • Create emergency WC/DM packets • Develop/update Supervisor Guidelines with EHS 	<ul style="list-style-type: none"> • Prepare volunteers to staff Phone Bank in EHS. • Prepare for crisis counseling 	<ul style="list-style-type: none"> • Implement work at home and telecommuting procedures • Implement Business Continuity plan to call-off non-essential personnel. • Provide staff for Phone Bank at EHS to field questions from campus community. • Coordinate volunteer work force • Implement crisis counseling
Risk Management	<ul style="list-style-type: none"> • Identify essential personnel • Review business continuity plan 	<ul style="list-style-type: none"> • Identify materials and supply needs and secure them • Identify service needs and develop service contracts 	<ul style="list-style-type: none"> • Implement Business Continuity plan to call-off non-essential personnel.
Parking and Transportation Services	<ul style="list-style-type: none"> • Identify essential personnel • Review business continuity plan 		<ul style="list-style-type: none"> • Assist Campus Police with campus activities and closings

References	
Orange County Health Care Agency	http://www.ochealthinfo.com/
City of Irvine Emergency Management	949-724-7025
World Health Organization	http://www.who.int/csr/en/
Center for Disease Control	http://www.cdc.gov/flu/avian/index.htm
Interim Pre-pandemic Planning Guidance: Community Strategy for Pandemic Influenza Mitigation in the United States. Center for Disease Control and Prevention. 2007.	http://www.pandemicflu.gov/plan/community/community_mitigation.pdf
State of California	http://www.dhs.ca.gov/ps/dcdc/dcdcindex.htm
U.S. Department of Health and Human Services	http://www.pandemicflu.gov/
Preparedness for Deliberate Epidemics	http://www.who.int/csr/en