

NICHOLLS STATE UNIVERSITY

PANDEMIC PREPAREDNESS PLAN

Environmental Health & Safety

5/5/2009

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Introduction:

The following document is a pandemic illness plan for Nicholls State University; this is not static as conditions may change on or off campus. The purpose of this document is to provide guidance to University employees, on the proper procedure for implementing a response to any pandemic communicable illness.

Objectives:

- To educate and inform university staff, faculty, and community,
- Implement prevention and safe practices by all on campus,
- Provide care to infected individuals with resources available,
- Take all precautionary measures to prevent the spread,
- Return to normal campus operations when the threat is over.

Responsibilities:

- To provide and distribute educational information, including materials and supplies,
- Maintain contact with the Centers for Disease Control (CDC), Office of Public Health (OPH) and the Louisiana Office of Homeland Security,
- Follow CDC and OPH guidelines,
- Secure supplies and resources needed for prevention and response,
- Provide for temporary housing and food services for infected students,
- Close the university if required,
- Maintain basic academic structures.

Pandemic Illness Responses by Phases: Level One, Level Two, Level Three, Level Four, and Level Five

Level 1 – Confirmed cases of human – to- human transmission of a potential pandemic illness with a probability of reaching the U.S. (Campus Open, Business as usual)

Level 2 – Confirmed case (s) in the United States (Campus Open, begin possible level 3 preparations)

Level 3 – Suspected case(s) on Campus or confirmed cases(s) in the State of Louisiana (Campus open, implement social distancing, prepare to cancel classes and or other scheduled activities, prepare for probable campus closure)

Level 4 – Confirmed Case(s) on Campus (University possible closure, declared emergency condition, facilities may close except for skeletal services, temporary housing if needed established, access to campus secured)

Level 5 – Recovery Operations

It should be noted that the above levels do not correspond to the levels set forth by the World Health Organization (WHO) or the Centers for Disease Control (CDC).

	Level 1	Level 2	Level 3	Level 4	Level 5
Emergency Preparedness Committee	Updates received from University Health Services & University Env. Health & Safety Department.	Continue Monitoring. Initial meeting held. Update University President and Senior Management.	Same as Level 2. Update EPC members. Prepare for possible level 4.	EPC to meet daily. Continue levels 2&3. Essential personnel to receive N95 respirators.	Guide the recovery following OPH guidelines.
Univ. Health Services	Education efforts Contact OPH Monitor OPH and CDC	Education efforts. Ongoing contact with OPH/DHH. Follow CDC guidelines. Respiratory precautions per CDC recommendations	Continue Level 2. Continue CDC recommendations. Treat suspect cases, forward for further treatment if necessary.	Identify contacts. Collaborate with OPH/DHH, follow CDC guidelines. Keep NSU administration informed of case/student status. Continue levels 2 &3.	Follow up/stay in contact with treated cases. Keep NSU administration informed of status. Follow OPH/DHH guidelines.
Environmental Health and Safety	Assist UHS with education efforts. Monitor updates from CDC & WHO. Director of EH&S chairs EPC.	Continue Level 1. Compile list of needed supplies. Provide cost estimate for securing supplies.	Continue levels 1 &2. Prepare to distribute required personal protective equipment (PPE).	Assist with possible university closure. Provide essential personnel with required PPE. Continue to monitor CDC & State requirements.	Assist in recovery operations. Provide waste removal services. Conduct building inspections.
Presidents Office	Receives information from EPC. Monitors updates from CDC & WHO.	Keep informed and monitor recommendations by the EPC, and the UL Systems Board.	Limit campus activities. Continue levels 1 & 2.	Authorize suspension of classes or possible university closure. Consults with the UL Systems Board, and the LA Commissioner of Adm.	Guide the recovery operation following OPH guidelines.
Executive management (VPs)	Receives information from EPC. Monitors updates from CDC & WHO.	Assist the President on recommendations by the EPC, and the UL Systems Board. Review Faculty/Staff and Student travel; determine if such travel poses a threat.	Limit social and extracurricular activities. Continue Levels 1 & 2	Assist with possible University closure. Notify Faculty to utilize blackboard for continued class work. Continue Level 3.	Guide the recovery following OPH guidelines
University Relations		Communicate with all Nicholls	Communicate the facts of the situation to the university's	Communicate the facts of the situation	Continue Level 4

		constituents the university's awareness of the potential pandemic and the university's preparedness to respond to a potential pandemic	constituents in a timely manner. Communicate the university's preparedness and intended response	to the university's constituents in a timely manner. Communicate the university's preparedness and ongoing response efforts.	
University Police		Keep informed and monitor recommendations from EPC	Continue level 2. Distribute required PPE to essential personnel.	Assist with possible university closure and secure campus. Assist with security of affected area.	Assist with recovery
Counseling		Encourage everyone to follow UHS requirements.	Send out info. Regarding anxiety, etc. Continue to follow level 2.	Make provisions for tele-counseling, and crisis referral. Continue levels 2 &3.	Assist with readjustment, for those affected.
Human Resource	Review personnel Leave policies.	Assist with distribution of information on emergency leave policy.	Inform employees of options and shut down policy. Continue level 2.	Maintain employee systems remotely. Continue levels 2&3.	Assist as needed with leave and benefits plan. Implement return to work policy.
Residence Life	Monitor Situation	Continue level 1. Provide educational materials and information resources to residents. Continue to maintain cleaning standards and procedures in all residential facilities.	Continue levels 1 &2. Identify & prepare possible quarantine area(s). Identify if suspected cases involving residential students; quarantine possibly affected residents. Communicate with custodial staff regarding cleaning housing facilities according to CDC guidelines and /or recommendations. Meet with Residence Life Staff to advise them of situation, including possible and/or anticipated closure(s), and to review closure and re-opening procedures Schedule meetings with residents to advise them of situation, including possible residential and/or campus closure(s) Suspend visitation and guest policies and activities Review scheduled residentially based programs/activities and advise planner(s) of possible need to reschedule and/or cancel Be prepared to respond to	Continue to monitor situation Quarantine affected residents As directed by the President, close residence halls and student apartments Activate communication procedures with any Residence Life Staff who are approved to leave campus Advise external program/activity facilitators of closures Continue cleaning procedures in residential facilities according to CDC guidelines and/or recommendations As requested and directed, assist health and medical professionals in assisting quarantined residents Respond to inquiries from residents and	Continue to monitor situation Ensure all facilities are thoroughly cleaned per CDC guidelines and/or recommendations Notify Residence Life Staff of facility re-opening date (s) Notify residents of facility re-opening date(s) Implement check-in procedures for returning residents Respond to inquiries from residents and parents

			inquiries from residents and parents	parents	
Food Service	Monitor the situation	<p>Continue to monitor situation</p> <p>Communicate with employees regarding heightened hygiene and preparation information</p>	<p>Continue to monitor situation</p> <p>Prepare to provide meals for students who may be quarantined</p> <p>Review procedures and communications to be implemented in the event of a possible campus closure</p> <p>Ensure adequate food and supplies are on hand in the event of a campus closure</p>	<p>Continue to monitor situation</p> <p>Close dining facilities in coordination with announced campus closure</p> <p>Prepare and deliver meals to quarantined students</p>	<p>Continue to monitor situation</p> <p>Ensure all facilities are thoroughly cleaned according to guidelines and/or recommendations</p> <p>Notify employees of dining facilities re-opening date (s)</p>
Physical Plant		<p>Identify essential buildings to remain open.</p> <p>Identify building ventilation system in the area considered for quarantine, isolation, or temporary housing.</p> <p>Increase custodial services at areas deemed to be high risk.</p> <p>Continue to monitor situation.</p>	<p>Prepare non-essential buildings to be secured and vacated.</p> <p>Identify essential staffing requirements.</p> <p>Notify outside contractors/prepare to vacate campus.</p> <p>Continue level 2.</p>	<p>Essential personnel only report to work if University is closed.</p> <p>Ensure essential services on campus.</p> <p>Continue levels 2 &3.</p>	<p>Conduct building inspections as needed.</p> <p>Ensure all facilities are thoroughly cleaned per CDC guidelines and/or recommendations</p>

Additional References and Resources

- www.dhh.louisiana.gov Louisiana Department of Health & Hospitals
- www.cdc.gov Centers for Disease Control and Prevention
- www.who.int World Health Organization
- www.hhs.gov U.S. Department of Health & Human Services
- www.oph.dhh.louisiana.gov Louisiana Office of Public Health
- www.ohsep.louisiana.gov Louisiana Governor's Office of Homeland Security & Emergency Preparedness