

## Longwood University Pandemic Flu Response Plan – Incident Level Responsibilities

<b>Longwood University Emergency Plan Incident Response Levels (Color Codes)</b>	Pre-event assessment, evaluation and planning	<b>Level 1:</b> Confirmed cases of sustained human-to-human transmission of novel flu virus anywhere in the world	<b>Level 2:</b> Suspected case(s) on Campus or confirmed/suspected in Virginia	<b>Level 3:</b> Confirmed case(s) on Campus
<b>Incident Response Level Criteria and Corresponding WHO Phase</b>				
<b>WHO Phase</b> <i>World Health Organization</i>	Pandemic Alert	Pandemic Imminent	Pandemic	Pandemic
<b>Longwood University Emergency Plan Incident Response Level Criteria</b>	<ul style="list-style-type: none"> <li>No current hazard to persons</li> </ul>	<ul style="list-style-type: none"> <li>Minimal immediate hazard to students, faculty and staff and can be resolved with minimal outside agency assistance.</li> </ul>	<ul style="list-style-type: none"> <li>Endangers students, faculty and staff and requires coordination with outside agencies.</li> </ul>	<ul style="list-style-type: none"> <li>Significant risk to students, faculty and staff and requires substantial coordination with outside agencies.</li> </ul>
<b>Emergency Management and Policymaking Responsibilities</b>				
<b>Pandemic Flu (PF) Assessment Team</b>	<ul style="list-style-type: none"> <li>Define essential functions</li> <li>Review of:                             <ul style="list-style-type: none"> <li>Overall PF Response Plan</li> <li>Incident level responsibilities of campus units</li> <li>Tracking preparedness tasks and accomplishments</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Assess threat and implement appropriate Level 1 activities</li> </ul>	<ul style="list-style-type: none"> <li>Assess threats and implement appropriate Level 2 activities</li> <li>Advise on activation of ERT – <i>Emergency Response Team</i></li> </ul>	<ul style="list-style-type: none"> <li>Pandemic Flu Assessment Team dissolves when ERT is activated</li> </ul>
<b>University Communications</b>	<ul style="list-style-type: none"> <li>Post Pandemic Flu Web Site.</li> <li>Develop Level 1 PF communications and plans.</li> </ul>	<ul style="list-style-type: none"> <li>Issue Level 1 Communication to (i.e., educational campaign, self-protection information, university response, heavily promote seasonal flu vaccination)</li> <li>Select technical expert spokespersons for media communication.</li> <li>Develop Level 2 PF communications and plans.</li> <li>Essential personnel determine PPE-<i>Personal Protective Equipment</i></li> </ul>	<ul style="list-style-type: none"> <li>Issue Level 2 communications (e.g., protocol for suspected cases).</li> <li>Develop Level 3 PF communications and plans.</li> <li>Develop education plan for post-pandemic period.</li> <li>Essential personnel receive PPE to be determined by local VDH (<i>Virginia Department of Health</i>) recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>Issue Level 3 communications (e.g., self-protection, social distancing, parents, families, death notices, etc.)</li> <li>Coordinate press releases; manage news teams and interviews, etc.</li> </ul>
<b>Emergency Response Team - ERT</b>	<ul style="list-style-type: none"> <li>Implement Longwood's Emergency Plan</li> <li>Communication with Piedmont District regarding response and plans.</li> <li>Ensures executable plans</li> <li>Produce centralized list of needed resources</li> </ul>	<ul style="list-style-type: none"> <li>Essential personnel determine PPE</li> </ul>	<ul style="list-style-type: none"> <li>Advise Executive Council.</li> <li>Coordinates with Piedmont Health District</li> <li>Notifies per ER plan</li> <li>ERT receives PPE</li> </ul>	<ul style="list-style-type: none"> <li>Significant risk to students, faculty and staff and requires substantial coordination with outside agencies.</li> <li>When ERT is activated, direct tactical emergency operations; implement Red activities.</li> </ul>
<b>Leadership President and Cabinet, Executive Council</b>	<ul style="list-style-type: none"> <li>Ensures pre-planning occurs</li> <li>Resources allocated</li> <li>Endorse final Longwood University PF Response Plan</li> </ul>	<ul style="list-style-type: none"> <li>Essential personnel determine PPE</li> <li>Ensure appropriate actions are initiated</li> <li>If supplies, medicine and vaccine are limited beyond essential personnel, utilize Piedmont Health District Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Essential personnel receive PPE</li> <li>Review and endorse "Policy for Curtailing Longwood Operations During Flu Pandemic"</li> <li>Evaluate flu pandemic effects; reevaluate response plan and priorities.</li> </ul>	<ul style="list-style-type: none"> <li>Authorize appropriate social distancing measures: curtailment, suspension and cancellation of instruction, events, activities, etc.</li> <li>Develop criteria for resuming normal university operations when public health officials no longer recommend social distancing measures.</li> </ul>

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<b>Campus Health Service</b>	<ul style="list-style-type: none"> <li>• Provide roster and number of essential personnel.</li> <li>• Inventory PPE</li> <li>• Create self-care information/packets for Longwood community.</li> <li>• Develop surveillance plan for individuals with acute respiratory illness</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel determine PPE</li> <li>• Provide seasonal flu vaccinations</li> <li>• Order PPE if needed.</li> <li>• Order self-care items</li> <li>• Heavily promote seasonal flu vaccination.</li> <li>• Develop surge care plan</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Assist public health officials with investigation of suspected.</li> </ul>
<b>Dining Services</b>	<ul style="list-style-type: none"> <li>• Provide roster and number of essential personnel.</li> <li>• Plan Level 3 menus</li> <li>• Consider contracts for alternate suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel determine PPE</li> <li>• Stockpile additional foodstuffs.</li> <li>• Plan for Red food delivery. Identify alternate suppliers.</li> <li>• Continue to promote hand washing.</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive PPE</li> </ul>	<ul style="list-style-type: none"> <li>• If academic instruction is curtailed, continue to support those students and essential employees who remain on campus.</li> </ul>
<b>Division of Finance</b>	<ul style="list-style-type: none"> <li>• Director consults regarding essential personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel determine PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive PPE</li> </ul>	<ul style="list-style-type: none"> <li>• To allow Division staff to work from home, consider allowing off-campus access to financial planning, budgets and payroll information systems.</li> </ul>
<b>Environmental Health and Safety</b>	<ul style="list-style-type: none"> <li>• Identify essential functions, departments, units, and personnel.</li> <li>• Provide roster and number of essential personnel.</li> <li>• Review PPE inventory</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel determine PPE</li> <li>• Provide seasonal flu vaccinations via State Health Plan</li> <li>• Order more PPE if needed.</li> <li>• Review disinfection and cleaning procedures with custodial staff</li> <li>• Plan for increased volume of infectious waste.</li> <li>• Heavily promote seasonal flu vaccination.</li> <li>• Update PF Web site</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive PPE</li> <li>• Implement Hand Washing Campaign</li> <li>• Update PF web site</li> </ul>	<ul style="list-style-type: none"> <li>• Assist w/ notification of Emergency Coordinators</li> <li>• Arrange for additional medical waste pickups.</li> <li>• Assist public health officials with investigation of suspected cases.</li> <li>• Updated PF website</li> <li>• If POD is activated, provide appropriate resources. <i>POD=Point of Dispensing, None currently identified</i></li> </ul>

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<b>Facilities Services / Energy Services / Aramark Custodial Services (Work Order Center)</b>	<ul style="list-style-type: none"> <li>• Provide roster and number of essential personnel.</li> <li>• Define essential functions and roster essential personnel.</li> <li>• Review custodial training on disinfection and cleaning as it relates to a pandemic event.</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel determine PPE</li> <li>• Train housekeepers on disinfection and cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive PPE</li> </ul>	<ul style="list-style-type: none"> <li>• If POD is activated, provide appropriate resources.</li> </ul>
<b>Housing and Residence Life</b>	<ul style="list-style-type: none"> <li>• Provide roster and number of essential personnel.</li> <li>• Define essential functions and roster essential personnel.</li> <li>• Create Flu Educational Campaign for RAs.</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel determine PPE</li> <li>• Campus Health Service trains essential personnel on risks and response.</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive PPE</li> </ul>	<ul style="list-style-type: none"> <li>• If academic instruction is curtailed, continue to support those students and essential employees who remain on campus.</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Identify essential functions, departments, units and personnel.</li> <li>• Provide roster and number of essential personnel.</li> <li>• Consider "PF Essential Personnel Policy"</li> <li>• Consider "Policy for Curtailing Longwood Operations During Flu Pandemic" (social distancing, leave)</li> <li>• Review Teleworking Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel determine PPE</li> <li>• Inform campus of Policies for Teleworking and Curtailing Longwood University Operations During Flu Pandemic (social distancing, leave)</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive PPE</li> <li>• Inform campus of PF Essential Personnel Policy.</li> <li>• Remind essential personnel of their duties and responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement "Policy for Curtailing Longwood University Operations During Flu Pandemic" (social distancing, leave)</li> <li>• To allow work from home for HR staff, consider allowing off-campus access to HR information systems.</li> </ul>
<b>Information Technology Services (includes telecommunications)</b>	<ul style="list-style-type: none"> <li>• Provide roster and number of essential personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel determine PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Support ERT</li> </ul>
<b>International Affairs</b>	<ul style="list-style-type: none"> <li>• Define essential functions and roster essential personnel.</li> <li>• Develop process for recalling overseas students.</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel determine PPE</li> <li>• Issue advisories for students, faculty and staff planning to travel internationally</li> <li>• Issue advisories for students, faculty, staff and visitors arriving from affected regions.</li> <li>• Review policies and procedures for recalling students from affected regions.</li> </ul>	<ul style="list-style-type: none"> <li>• Essential personnel receive PPE</li> </ul>	<ul style="list-style-type: none"> <li>• If instruction is curtailed, continue to support those students and employees who remain on campus.</li> </ul>

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<b>Public Safety</b>	<ul style="list-style-type: none"> <li>Provide roster and number of essential personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Essential personnel determine PPE</li> <li>Flu awareness training (symptoms and hygiene) for dispatchers, security, and police.</li> </ul>	<ul style="list-style-type: none"> <li>Essential personnel receive PPE</li> <li>Review POD Plan</li> </ul>	<ul style="list-style-type: none"> <li>Prepare for crowd control: POD, fit testing, social distancing measures, residential housing.</li> <li>If POD is implemented, clear the designated medical staging area.</li> </ul>
<b>Responsibilities of other Officials, Units and Departments</b>				
<b>All Departments and units</b>	<ul style="list-style-type: none"> <li>Have a current Continuity of Operations (COOP) Plan in place.</li> </ul>			
<b>Building Coordinators (under development)</b>	<ul style="list-style-type: none"> <li>Under development</li> </ul>	<ul style="list-style-type: none"> <li>Training program on identifying flu symptoms</li> </ul>	<ul style="list-style-type: none"> <li>Monitor campus communications and disseminate information.</li> <li>Remain available for further instructions.</li> </ul>	<ul style="list-style-type: none"> <li>Same as Level 2</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>Under development</li> </ul>	<ul style="list-style-type: none"> <li>Have a current campus-wide COOP Plan in place.</li> <li>Assist s campus departments with their individual COOP Plans.</li> </ul>	<ul style="list-style-type: none"> <li>Identify all key personnel and assure that COOP Plans are available to them.</li> </ul>	<ul style="list-style-type: none"> <li>Estimate potential financial impact. (Vice President for Administration and Finance)</li> <li>Initiate workers comp claims (HR)</li> <li>Activate COOP as needed.</li> </ul>