

Longwood University Pandemic Flu Response Plan – Incident Level Responsibilities

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

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

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

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