Creighton University Communicable Disease Response Plan – Incident Level Responsibilities

This is an emergency response plan adopted on 08/24/07 by the Creighton University Crisis Committee. The actions listed below have been reviewed by the departments and entities listed. Any revisions should be directed to Fred Salzinger at fsalzinger@creighton.edu. This document incorporates good planning and response advice from various sources, including other universities, the CDC, public health officials, etc.

Responsible Party	**Level 0 (Current Level)** Pre-event Assessment and Planning	**Level 1:** Intense University Planning and Preparation	**Level 2:** University Preparing to Suspend Classes	**Level 3:** University Suspends Classes for 4-8 weeks ***
	Incident Response Level Criteria and Corresponding WHO Phase and Federal Government Response Stages			
Incident Response Level Criteria	*No current hazard to persons*	*Minimal immediate hazard to students, faculty and staff. Can be resolved with minimal outside agency assistance.*	*Endangers students, faculty and staff, and requires coordination with outside agencies.*	*Significant risk to students, faculty and staff and requires substantial coordination with outside agencies.*
WHO Phase *Federal Gov't Response Stage*	*Phase 3—Pandemic alert period* *Stage 0—New Domestic animal outbreak in at-risk country* *Stage 1—Suspected human outbreak overseas*	*Phase 4—Elevated pandemic risk* *Stage 2—Confirmed human outbreak overseas*	*Phase 5—Pandemic imminent* *Stage 2—Confirmed human outbreak overseas*	*Phase 6—Pandemic period* *Stage 3—Widespread human outbreaks in multiple locations overseas* *Stage 4—First human case in North America* *Stage 5—Spread throughout United States* *Stage 6—Recovery and preparation for subsequent waves*
Situation	▪ Current situation. ▪ Human infections with a new subtype, but no sustained human-to-human spread.	▪ Small, highly localized clusters anywhere in the world with limited human-to-human transmission. ▪ International travel advisories begin.	▪ Large clusters, but still localized. ▪ Public health authorities urge to prepare for social distancing. ▪ International travel warnings and passenger screenings begin. ▪ Disease characterized as having a high rate of transmissibility and/or mortality. ▪ Worried well begin to use resources. ▪ Trough between waves.	▪ Increased and sustained transmission in the general U.S. population. ▪ Confirmation of a high rate of infectivity and/or mortality. ▪ Immediately preceded by falling class attendance, students leaving campus and local public health recommendations to curtail/cancel public activities. ▪ Rising employee absenteeism. ▪ International travel restrictions. ▪ Essential employees must report to work. ▪ Estimated XXXX residents remain on campus in housing.

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	Emergency Management and Policymaking Responsibilities			
Communicable Disease Planning Committee	☐ Review Communicable Disease Response Plan and submit to Cabinet. ☐ Joint review of plans with University, CUMC, and Douglas County Health Dept. ☐ Track preparedness tasks and accomplishments. ☐ Identify essential functions and personnel campuswide. ☐ Encourage departments to draft, update crisis plans.			
Communicable Disease Steering Committee	☐ Provide information & links for Communicable Disease Web Site. ☐ Develop Level 1 Communicable Disease communications. ☐ Joint review of plans with University, CUMC and Douglas County Health Department guidelines for on-campus mass dispensing site (POD). ☐ Memo of Understanding to provide POD first responders	☐ Assess threat and implement appropriate Level 1 Communicable Response activities. ☐ Initiates medical incident command to assess threat and advise Crisis Committee. ☐ Issue Level 1 communications (educational campaign, self-protection information, handwashing, promote seasonal flu vaccination, university response). ☐ Select technical expert spokespersons for internal and media communications ☐ Develop Level 2 communications ☐ Review Communicable Disease Response Plan with members of Crisis Committee ☐ Alert and educate departments to report high volume absenteeism through Dean and VP level officials	☐ Assess threat and implement appropriate Level 2 activities. ☐ Activates Crisis Committee, if not already convened. ☐ Plan for recovery in post-communicable disease period. ☐ Issue Level 2 communications (protocol for suspected cases, preparations for social distancing). ☐ Develop Level 3 communications. ☐ Develop post-communicable disease communications (medical clearance, recovery).	☐ Issue Level 3 communications (self-protection, social distancing, etc). ☐ Coordinate internal messages and news releases with Public Relations.

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Medical Incident Command: Chief Infectious Disease Student Health Director E,H&S Director VP Student Services	☐ Assess PPE needs and stock	☐ Implement Communicable Disease Response Plan ☐ Coordinates response with campus Health Services and Douglas County Health Department. ☐ Advises Crisis Committee of Communicable Disease status and response efforts.	☐ Gather information on number of suspected cases on campus and in Douglas County. ☐ Advise Crisis Committee.	☐ Gather number of cases on campus and in County; report to Crisis Committee. ☐ Directs operations. ☐ Consider activation of Emergency Operations Center. ☐ Advise Crisis Committee.
Crisis Management Team (Crisis Committee)	☐ Endorse Communicable Disease Response Plan ☐ Direct departments to develop crisis plans for: ▪ academic functions ▪ administrative functions ▪ essential services ☐ Assess PPE needs and stock	☐ If supplies, medicine and vaccine are limited, develop ethical and administrative guidelines for their distribution beyond essential personnel (review ACIP and NVAC recommendations) ☐ Endorse "Policy concerning study, travel and research in countries under US State Department Travel Warnings" ☐ Endorse "Communicable Disease Social Distancing Policy"	☐ Crisis Committee activated ☐ Distribute PPE to members ☐ Evaluate communicable disease effects; reevaluate response plan and priorities. ☐ Review succession plan for University leadership	☐ Authorize implementation of "Communicable Disease Social Distancing Policy" ☐ Plan for post-communicable disease recovery and resumption of normal NMSU operations ☐ Plan for revised instruction calendar and completion of the session.

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Responsibilities of Essential Departments and Units These departments and units need Communicable Disease Continuity of Operation Plans - including verifying continuity of their supply chain				
Academic Affairs & Health Sciences	☐ Develop departmental plan for continuity of operations ☐ Train personnel on plan ☐ Identify essential personnel and inform them of their responsibilities ☐ Support distance learning ☐ Lead drafting of "Policy concerning study, travel and research in countries under US State Department Travel Warnings" ☐ Develop plan for communicating with students completing studies at locations other than main campus ☐ Assess essential personnel PPE needs and stock ☐ Provide volunteers for a Medical Reserve group	☐ Consider "Class Suspension" plans and the possible effects of refunded tuition, semester cancellation, and class scheduling ☐ Consider Admission plans and the approach to recruiting, and application processing during a suspended session ☐ Train essential personnel on PPE ☐ Essential personnel identified to need N-95 respirators must be fit tested	☐ Essential personnel receive PPE and are trained and fit tested (if using N-95) ☐ Medical Reserve training	☐ Implement "Class Suspension" Plans ☐ Monitor Distance Learning ☐ If activated, participate in Medical Reserve
Administration & Finance	☐ Review department plan for continuity of operations ☐ Identify essential personnel and inform them of their responsibilities ☐ Assess essential personnel PPE needs and stock	☐ Train essential personnel on PPE	☐ Essential personnel receive PPE	☐ To allow staff to work from home, consider allowing off-campus access to financial, budget, and payroll information systems
Food Service - Sodexho	☐ Develop department plan for continuity of operations ☐ Identify essential personnel and inform them of their responsibilities ☐ Identify suppliers and alternates for Level 3 meals ☐ Assess PPE needs and stock	☐ Plan for delivery of Level 3 meals. Identify alternate suppliers. ☐ Train essential personnel on PPE ☐ Essential personnel identified to need N-95 respirators must be fit tested	☐ Essential personnel receive PPE ☐ Order and stock Level 3 meals to support students	☐ Provide Level 3 meals to students and employees who remain on campus

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Environmental Health & Safety	☐ Develop department plan for continuity of operations ☐ Identify EH&S essential personnel and inform them of their responsibilities ☐ Develop N-95 respiratory safety class ☐ Institute quantitative fit testing for N 95 respirators ☐ Fit test EH&S & medical personnel ☐ Develop PPE stockpile for 30-60 day duration ☐ Develop one Emergency Management web site with one section devoted to Communicable Disease (response plan, links to Student Health Center, International Programs, HR, etc. web pages)	☐ Develop PPE policy for essential personnel ☐ Promote hand washing & sneeze etiquette in Employee Safety Awareness training ☐ Review cleaning procedures with custodial dept manager & supervisors ☐ Plan for increased volume of infectious waste ☐ Expand Communicable Disease information of Emergency Management web site and direct DoIT Web Team to establish link to main student, faculty and staff sites.	☐ Distribute PPE ☐ Identify minimum staffing required and schedule for essential functions ☐ Introduce administrative controls for EH&S operations to reduce exposure ☐ Liaison with Student Health Centers, Public Safety, and Crisis Committee to ensure implementation of response plan ☐ Update Communicable Disease web site and request DoIT Web Team to establish link from CU home page	☐ Arrange for additional medical waste pickups ☐ Update Communicable Disease web site

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Facilities Management	☐ Develop department plan for continuity of operations ☐ Identify essential personnel and inform them of their responsibilities ☐ Needs assessment for housekeeping supplies ☐ Assess essential personnel PPE needs and stock	☐ Train housekeepers for hygiene and cleaning of personal contact surfaces (e.g., doorknobs)	☐ Essential personnel receive PPE ☐ Review POD Guidelines	☐ If POD is activated, provide appropriate resources ☐ Change housekeeping procedures to prioritize essential personnel areas, remaining students/families, and cleaning of personal contact surfaces
Housing and Residential Life	☐ Develop department plan for continuity of operations ☐ Identify essential personnel and inform them of their responsibilities ☐ Assess PPE needs and stock ☐ Train essential employees on plan	☐ Communicate with students as appropriate: All Students – General communication with plan overview on Social Distancing information On Campus Housing – Ask students to prepare to leave campus; depending on severity, to plan on completely moving out or store items Off Campus Students – Send information re: preparing for the flu/stockpiling essentials/etc. ☐ Train all staff on hygiene, Level 3 plans, and symptom recognition ☐ Essential staff practice with PPE ☐ Intensive re-training of staff on all aspects of plan	☐ On Campus Housing students asked to prepare to leave campus within stated time frame ☐ Essential personnel receive PPE ☐ Establish mass communication procedures	☐ Community management plans take effect ☐ Prepare specified facilities to receive new residents ☐ Support families, international students, and others who were unable to leave (continue to maintain facilities, provide appropriate activities, information distribution, etc.)

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Human Resources	☐ Develop department plan for continuity of operations ☐ Identify essential personnel and inform them of their responsibilities ☐ Develop workplace policies designed to explain how staffing may be arranged in a declared crisis ☐ Assess essential HR PPE needs and stock	☐ Advise on HR aspects of "Communicable Disease Social Distancing Policy" ☐ Inform campus of policies for teleworking, social distancing, essential personnel, and sick leave. ☐ Discuss with departments plans for providing substitutes for essential personnel	☐ Essential personnel receive PPE ☐ Remind campuswide essential personnel of their duties and responsibilities. ☐ EAP directs employees to counseling services ☐ HR & Student Health – surveillance/tracking procedure for reporting of high volume absenteeism from classroom or workplace	☐ Implement HR aspects of "Communicable Disease Social Distancing Policy" ☐ To allow work from home for HR staff, consider allowing off-campus access to HR information systems ☐ Gather employee absenteeism data ☐ EAP directs employees to counseling services
Information Technology	☐ Identify essential personnel and inform them of their responsibilities ☐ Review IT needs for increased telecommuting and distance learning ☐ Facilitate and support the development of distance learning. ☐ Assess essential personnel PPE needs and stock ☐ Coordinate with departments planning to permit employees work from home and require access to information systems.	☐ Review department plan for continuity of operations ☐ Plan for general information (non-health) inbound call handling ☐ Offer vaccinations to personnel (if available) ☐ Train essential personnel on PPE ☐ Essential personnel identified to need N-95 respirators must be fit tested ☐ Train departments on accessing the information systems from home.	☐ Assure essential personnel receive PPE ☐ Assist with implementation of distance learning ☐ Work with Public Relations to disseminate information ☐ Act as back up to EH&S to make sure web pages are updated and Communicable Disease information is efficiently disseminated	☐ Support distance learning ☐ Support general information (non-health) inbound calls, if implemented ☐ If POD is activated, provide appropriate resources
International Programs	☐ Develop department plan for continuity of operations ☐ Identify essential personnel and inform them of their responsibilities ☐ Assess essential personnel PPE needs and stock	☐ Issue advisories for students, faculty and staff planning international travel ☐ Issue advisories for students, faculty, staff and visitors arriving from affected regions ☐ Review policies and procedures for recalling students from affected regions	☐ Essential personnel receive PPE. ☐ Advise, communicate with overseas students, faculty and staff	☐ Continue to advise, communicate with overseas students, faculty and staff. ☐ When possible, support overseas students, faculty and staff who are unable to return. ☐ Support international student, faculty and staff remaining on campus

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Public Safety	☐ Develop departmental plan for continuity of operations ☐ Train personnel on plan ☐ Ensure current training of personnel in contagious diseases and PPE ☐ Develop PPE stockpile for 30-60 day duration	☐ Review plan for any changes needed ☐ Intensive re-training of personnel on plan, practice with PPE ☐ Training of personnel specific to disease ☐ Offer vaccinations to personnel (if available) ☐ Ensure all personnel are fit-tested on various respirators	☐ Distribute PPE ☐ Training of Volunteers ☐ Act as a point of contact for city and local emergency officials ☐ Assist departments with final plans to close offices and buildings ☐ Liaison with Student Health, EH&S, Crisis Committee to ensure implementation of response plan	☐ Establish perimeters around designated facilities ☐ Institute ID/credentialing of critical personnel ☐ Alter crime responses to handle changes brought on by public health emergency ☐ Traffic Management ☐ Institute suspicious death investigation protocols ☐ Coordinate and deploy volunteers ☐ Assist with special duties at Crisis Command site, POD site, convoy escorts, crowd management, etc.

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Research	☐ Develop continuity of operations plan for research ☐ Identify essential personnel and inform them of their responsibilities ☐ Assess essential personnel PPE needs and stock ☐ Review plans and impacts to animal care	☐ Review research operations to identify current critical areas and support for maintaining those operations	☐ Essential personnel receive PPE. ☐ To allow staff to work from home, consider allowing off-campus access to information systems	☐ Animal Care Facility and IACUC supports research animals
Student Services	☐ Develop departmental plan for continuity of operations ☐ Identify essential personnel and inform them of their responsibilities ☐ Assess essential personnel PPE needs and stock ☐ Ask Fraternities and Sororities to plan for Communicable Disease	☐ Identify trigger and action points that prompt the University to: ▪ curtail student activities ▪ curtail events ▪ suspend classes ▪ closure and evacuation of campus and student resident halls and housing ☐ Lead drafting of "Communicable Disease Social Distancing Policy" ☐ Ask students to plan for leaving campus if classes are suspended ☐ Prepare counseling services	☐ Essential personnel receive PPE	☐ Implement "Communicable Disease Social Distancing Policy" ☐ Communicate with parents and families ☐ Communicate with students/families remaining in residence halls and the Omaha area. ☐ Communicate death notices ☐ Implement student counseling services

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Student Health and CMA	☐ Develop departmental plan for continuity of operations ☐ Identify essential personnel and inform them of their responsibilities ☐ Assess PPE and N95 needs and inventory; order stocks ☐ Develop surveillance plan for individuals with acute respiratory illness ☐ Update websites to include flu information and CDC/DPH Health care advisories ☐ Provide health education on flu prevention & infection control ☐ Participate in community preparedness planning ☐ Coordinate plans with CUMC	☐ Promote/Give seasonal influenza Vaccinations ☐ Review PPE & N95 needs; inventory ☐ Essential personnel receive N95 fit testing. (Aerosol-producing procedure will require an N95.) ☐ Order self-care items and begin stockpile of essential supplies ☐ Initiate web/communication health advisories ☐ Develop surge care plan ☐ Identify sites for infirmary facility	☐ Essential personnel use PPE and N95s. ☐ Cough/Hand washing materials given to patients entering clinics ☐ Intensive housekeeping of facilities ☐ Daily report suspected cases to Medical Incident Command & communication briefings ☐ Review guidelines for on-campus mass dispensing site (POD); prepare to Implement ☐ Publish self care instructions ☐ Activate emergency communications plans for timely distribution of information ☐ Activate surge care plan ☐ Mobilize supplies and facilities for acute illness surge	☐ Establish Medical Command Center ☐ Cancellation of routine care operations - social distancing ☐ Triage dispensing of flu care kits ☐ Illness Surveillance- daily report to Incident Command ☐ Provide health services to remaining students in campus residences, family housing and off campus housing ☐ Establish infirmary facility ☐ Assist Public Health with investigation of suspected cases and contact tracing.
Public Relations	☐ Develop departmental plan for continuity of operations ☐ Identify essential personnel and inform them of their responsibilities ☐ Assess essential personnel PPE needs and stock	☐ Obtain situational status briefing from Medical Incident Command ☐ Draft internal and external announcements ☐ Disseminate announcements using one or all of the following tools: all campus email, University web site and phone hotline	☐ Establish media relations center (or remote access) to handle ongoing media needs	☐ Continue media relations using remote capabilities

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Purchasing	☐ Require business continuity plans as part of contracts that support essential functions ☐ Develop departmental continuity of operation plan ☐ Develop emergency procurement procedures	☐ Assist campus departments with their individual continuity of operation plans	☐ Review contracts that support essential functions to ensure timely delivery of essential goods and services ☐ Verify continuity of supply chain	☐ Support emergency procurement
Responsibilities of other Officials, Units and Departments				
All Department Heads and Unit Directors	☐ Develop departmental plan for continuity of operations ☐ Adopt a three-deep roster for successors to ensure continuity ☐ Instructional departments should consider developing distance learning and contingency plans for suspension of classes	☐ Influenza awareness training (symptoms and hygiene) ☐ Review/revise continuity of operations plans ☐ Review Communicable Disease Response Plan with staff ☐ Report high volume absenteeism through Dean and VP level officials	☐ Monitor campus communications and disseminate information ☐ Prepare to activate continuity of operation plans ☐ Plan distancing measures/disbursement of PPE for essential personnel ☐ Report high volume absenteeism from classroom or workplace	☐ Activate departmental continuity of operation plans to maintain essential functions
Critical Interfaces With Other Entities				
Douglas County Public Health Department	☐ Coordinate plans and preparedness ☐ POD planning and supplies ☐ Recruit for Medical Reserve ☐ Plans for Command Center	☐ Train Medical Reserve	☐ Coordinate communications	If vaccine or antivirals are to be distributed via POD: ☐ Supply volunteers ☐ Offer use of on-campus sites
City of Omaha	☐ Review plans and service impacts for mass transit			
CUMC	☐ Coordinate plans and preparedness; discuss alternate care plans, including residential congregate care ☐ Coordinate plans if PODs are established			☐ Alternate care facilities established ☐ Care for critically ill students

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POD Resources, including limited dispensing of medicines to essential personnel	☐ Identify POD first responders and inform them of their responsibilities ☐ POD first responders receive training ☐ POD exercise?	(POD means "Point of Distribution"—a site for the mass dispensing of medicines)	☐ Prepare to activate POD and provide appropriate resources	If vaccine or antivirals are to be distributed via POD: ☐ Activate on-campus mass dispensing site ☐ POD first responders must report ☐ Provide appropriate resources ☐ Adjust procedures and notification if limited dispensing

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Plan adapted from materials available at http:// www.cshema.org/resource/pandemic 0306.htm Specific credit to University of North Carolina at Chapel Hill and Carnegie Mellon University Pandemic Flu planning, and NMSU – Katrina Doolittle, Ph.D (Source of this document).

EMS = Emergency Medical Service
N95 = Particulate respirator
POD = Point of Distribution – a site for the mass distribution of medicines
PPE = Personal Protective Equipment

Resources:

Description	Resource Link
Department of Homeland Security Avian Flu website	www.avianflu.gov
Center for Disease Control (CDC) website for Avian Flu	www.cdc.gov/flu/avian
World Health Organization (WHO) website for Avian Flu	www.who.int/csr/disease/avian_influenza/en/
Information on seasonal flue and pandemics; posted by Roche Labs	www.flufacts.com
New England Journal of Medicine website with information on numerous infectious diseases	http://infectious-diseases.jwatch.org/
CDC site providing current health-related travel advisories	www.cdc.gov/travel/outbreaks.htm
Various pandemic guides posted by a private source	www.pandemicreferenceguides.com
Douglas County Health Department website for Disease Control	http://www.douglascountyhealth.com/disease/index.php