

Pandemic Plan

Appendix G4

Pandemic Planning Summary Document*

This plan is based on the following flu phases:

- **Pre-Level I:** Prior to efficient human-to-human transmission
- **Level I:** First case of efficient human-to-human internationally— campus open, business as usual, enhanced planning.
- **Level II:** First verified case in North America AND one or more triggering events. Implement social distancing measures; prepare to cancel classes and/or other scheduled activities; prepare for closing; begin liberal leave for non-essential employees; healthy essential employees report to duty.
- **Level III:** Within 1-5 days of declaring Level 2 and depending on national and local conditions – All University residences will close; thereafter as soon as practical most administrative offices and academic buildings will close.
- **Level IV:** As soon as practical following Level 3 – Campus Closed; declared emergency condition; evacuation of campus; all facilities closed except skeletal services for infirmary, temporary emergency shelter housing for students with extreme hardships, and essential research; access to campus sealed off; closure sustained.
- **Recovery Level:** Recovery stage once pandemic is under control – Campus poised to re-open.

Please note: These levels do not correspond to the levels as determined by the World Health Organization.

*Units have individual, detailed, and specific plans

HUMAN RESOURCES

Pre Level I

- Assist Public Information as needed to develop a rapid communication system for all essential University employees
- Develop a plan for providing essential services
- Work with Director of Student Health Center to provide general training to employees
- Work with Vice Presidents on designation of essential employees
- Identify and develop a list of current essential personnel and a pool of possible replacements
- Provide preparedness training for staff

Level I

- Communicate expectations to campus community
- Identify any faculty, staff or students who are traveling abroad
- Review all upcoming travel for school sponsored groups

Level II

- Schedule and communicate with staff needed to maintain essential functions
- Implement telecommuting policy
- Begin voluntary leave for nonessential employees. Only healthy employees should report to work
- Implement social distancing for employees as needed

Level III

- Activate emergency voice mail message and transfer calls to cell phones and home phones where appropriate and possible
- Work to maintain essential services from remote sites
- Assist employees with processing claims as needed through electronic communications
- Assist employees with Corporate Travel Card issues if any are stranded in other countries through electronic communications

Level IV

- Work to maintain essential services from remote sites

Level V

- Implement return to work policy
- Employees to return to their job sites

CONTROLLER'S OFFICE**Pre-Level I**

- Provide staff training
- Develop a plan to provide essential functions from campus or remote location
- Identify essential staff and backup operators
- Make necessary banking arrangements
- Provide preparedness training for staff

Level I

- Develop timeline to implement plan should the University be closed
- Identify essential staff

Level II

- Additional persons serving as backup operators for cutting checks be given ACH access in Payroll and Accounts Payable
- Communicate with employees relative to the operations of the office especially as it relates to payroll
- Implement plan for maintaining payroll and accounts payable from campus or remote site

Level III

- Implement plan for managing TimeCentre functions

Level IV

- Work to maintain essential services from remote sites

Level V

- Implement return to work policy
- Employees to return to their job sites

ATHLETICS

Pre Level I

- Communicate with staff, student athletes and Southland Conference as necessary regarding current situation
- Provide preparedness training for staff
- Review team travel schedules and whereabouts

Level I

- Communicate with student-athletes, coaches and staff concerning the situation
- Identify essential staff
- Cancel team travel / events as appropriate

Level II

- Communicate with the Southland Conference and North Oaks Health Systems concerning social distancing related to game cancellations and large events
- Communicate with coaches and teams regarding travel/game decisions
- Communicate with parents of student-athletes as needed

Level III

- Games cancelled and public notified

Level IV

- Same steps as Level 3

Recovery Level

- Athletes and staff return to campus
- Athletic schedule/revised schedule is resumed

UNIVERSITY COUNSELING CENTER

Pre-Level I

- Provide preparedness training for all professional counseling staff
- Communicate that in the event of campus closing due to an emergency, essential counseling will be provided via telephone and internet
- Provide preparedness training for staff

Level I

- Create “psychological first aid” webpage
- Communicate psychological self-care information to campus community
- Identify essential staff

Level II

- Suspend day to day operations
- Activate “psychological first aid” information on website
- Implement on-call crisis management (24/7): Counseling via phone/internet for students, faculty, and staff who are off-campus
- Assess need and provide short-term stress counseling for on-campus community
- Attend to first responders
- In case of incapacitation of all UCC counselors, the Department of Counseling and Human Development will provide back-up counseling services.

Level III

- Continue to assess and provide crisis response intervention strategies as listed in Level 2 plans
- Maintain contact with other essential personnel on campus

Level IV

- Continue to assess and provide crisis response intervention strategies as listed in Level 2 plans
- Maintain contact with other essential personnel on campus

Level V

- Normal operations are resumed on campus as campus reopens

UNIVERSITY POLICE DEPARTMENT**Pre-Level I**

- Director and/or his designated representative will review the Southeastern Louisiana University Pandemic Emergency Operations Plan and brief all supervisors
- Provide preparedness training for staff

Level I

- Initiate planning for traffic control, building checks, and overall security for the campus and other duties as assigned
- Identify all essential staff

Level II

- Finalize all plans for traffic control, building checks, and coordinate with the Director, Physical Plant for the delivery of barricades to pre-determined locations, and the overall security posture of the campus
- Finalize planning and coordination with state and local agencies. Place all police officers, radio dispatchers, and key personnel on stand-by status and brief all supervisors on the outbreak status
- Coordinate with the officers at satellite centers
- Activate all phone and data lines in Department's EOC Room, Pride Hall.
- Continue regular law enforcement and security operations
- Update radio dispatchers with the most current information
- Continue coordination with the Louisiana Governor's Office of Emergency Preparedness and the Tangipahoa Parish Office of Homeland Security and Emergency Preparedness
- Prepare for imminent closure of campus
- Request support from external agencies as may be needed

Level III

- Maintain and secure campus during closure

Recovery Level

- Notify all key personnel by telephone that the campus is open for business
- Continue traffic control, building check, campus security operations as well as regular law enforcement operations
- All administrative employees return to duty and begin routine operations

PHYSICAL PLANT

Pre-Level I

- Identify essential buildings that will remain in operation
- Evaluate and assess inventory of supplies relative to event and make purchases as needed
- Provide preparedness training for staff

Level I

- Inform maintenance staff of pandemic flu emergency and begin to prepare non-essential buildings to be secured and vacated
- Identify all essential staff

Level II

- Eliminate non-essential, routine maintenance on campus
- Require all designated maintenance and custodial staff to report and maintain all essential buildings

- Contact all outside contractors working on campus and notify of potential campus closure

Level III

- Director and designated representative manage the essential personnel working on campus
- Maintain essential Physical Plant services on campus
- Verify all outside contractors working on campus have been notified and have vacated campus

Level IV

- Director and designated representative manage the essential personnel working on campus
- Ensure essential services on campus

Recovery Level

- Contact all Physical Plant personnel and report re-opening of University and to report to work
- Assist University Police in opening buildings
- Perform building inspections and report deficiencies

OFFICE OF TECHNOLOGY

Pre Level I

- Review the Southeastern Louisiana University Flu Pandemic Plan and ensure employees are knowledgeable of the plan
- Update staffing changes and emergency contact information for all employees
- Develop plans to support emergency support personnel/activities that may locate on the campus in support of emergency operations in the immediate or regional area
- Identify all essential staff
- Provide preparedness training for staff

Level I

- Directors will ensure the Assistant Vice-President for Technology, is informed of actions being taken

Level II

- Ensure that communication systems are established and operational at the University Police Department and other essential locations on campus as needed
- Ensure essential technology systems are maintained

Level III

- Ensure that communication systems are established and operational at the University Police Department and other locations on campus as needed
- Ensure that essential technology is maintained and update as needed

Level IV

- Release all non-essential employees
- Transfer the University switchboard to the radio dispatch/communications office, University Police Department
- Power down all non-essential telecommunications systems.
- Directors will inform the Assistant Vice-President for Technology, of actions taken and actions to be taken

Recovery Level

- Recall all employees released
- Resume normal operations

HEALTH CENTER

Pre Level I

- Staff members remain up to date on pandemic preparedness utilizing CDC and ACHA pandemic preparedness documents.
- Monitor the CDC, WHO, and ACHA websites for the latest developments and updates on planning recommendations
- Alternative staffing possibilities will be reviewed
- Annual staff yearly training on PPE will be provided
- Protocol for transport to medical facilities will be developed
- Voice message and web based information systems will be developed to provide students information about seeking medical care at the clinic or outside agency
- Medications will be available as provided by the Office of Public Health, State of Louisiana
- Provide preparedness training for staff

Level I

- Continue to monitor recommendations from WHO, CDC, and ACHA
- Essential campus personnel will be fitted with N95 respiratory protection
- Identify essential staff

Level II

- Complete listing of all students/staff remaining on campus along with personal information including how to notify next of kin must be available in the University Health Center

Level III

- Update list of all emergency medical supplies on-hand and available at Health Center
- Provide staffing as needed if Health Center will be operational
- Assist with prescriptions for staffing if unable to obtain for OPH

Level IV

- University Health Center closed for normal operations
- Special operations will be housed in the Health Center facility

Recovery Level

- University Health Center staff return to work
- Regular operations of the center return

UNIVERSITY HOUSING

Pre-Level I

- Provide training for students and professional staff
- Develop an educational and communication plan for resident students
- Assess need for emergency supplies
- Provide preparedness training for staff

Level I

- Provide updates to students as the situation changes
- Schedule planning meetings with students and professional staff
- Inventory emergency supplies and purchase essential items
- Meet with UPD, Health Center Director and UCC to review, update, and coordinate plan of action for potential closure
- Identify essential staff

Level II

- Prepare and implement, as appropriate, closure of the residence halls and determine status of students who cannot go home
- Determine housing and meal needs for students who must remain on campus
- Place all essential professional staff on-call 24/7
- Up-date website on all residence hall closures
- Provide list of students remaining on campus to University Officials

- Coordinate with Physical Plant to insure cleaning of rooms of any ill students

Level III

- Normal residential services suspended
- Allow any non-essential staff to go home
- Inventory students remaining on campus and develop a consolidation plan
- Maintain contact with remaining resident students

Level IV

- All residence halls closed

Recovery

- Clean Buildings
- University housing is re-opened to students

PUBLIC INFORMATION

Pre-Level I

- Develop a crisis communications plan focused on an influenza pandemic that will address both internal and external communications needs
- Cross-train departmental staff to ensure critical functions are covered
- Develop educational material and “key messages” to educate university community about the possibilities of pandemic influenza
- Identify essential staff
- Provide preparedness training for staff

Level I

- Communicate pandemic information to campus
- Revise “key messages” according to new information
- Develop key messages for possibility of classes or university being closed

Level II

- Activate university info phone line
- Activate communications plan on where media calls go, where parent calls should be routed, and where other public calls should be directed
- Activate pandemic emergency webpage and communications
- Activate a university Communications Center in conjunction with the EOC
- Refine key messages
- Activate telephone messaging system
- Update pandemic flu website and university home page
- Update e-mail messages for university community

- Issue news releases updating media on campus status
- Handle media inquiries, arrange interviews as needed

Level III

- Healthy essential staff report to work, others work from home
- Staff university Communications Center
- Collect information from departments needed to communicate to key audiences
- Update and refine key messages
- Update telephone messaging system
- Update e-mail messages to university community
- Make Southeastern's home page THE pandemic flu web site for the latest information on the university's status. Website will include information on how individuals can protect themselves and links to other sources of information
- Update web page as needed
- Issue news releases on developments and handle media inquiries

Level IV

- Get information needed from departments to communicate to key audiences
- Staff university Communications Center
- Update and refine key messages
- Update telephone messaging system
- Update e-mail messages to university community
- Update Southeastern's home page as needed with latest information
- Issue news releases on developments and handle media inquiries

Recovery

- Update telephone messaging system
- Update e-mail messages to university community
- Update Southeastern's home page as needed with latest information
- Issue news releases on developments and handle media inquiries
- Departmental staff report to work and resume routine operations
- Review communications plan and procedures to identify and make necessary changes for future

INTERNATIONAL STUDENTS/STUDY ABROAD

Pre-Level I

- Track and keep up to date records on all active and planned study abroad students and make decisions necessary at this time
- Conduct orientation at Southeastern that includes health and safety information on Pandemic Flu

- Provide preparedness training for staff

Level I

- Confirm home email and telephone numbers for international students
- Study Abroad Office (SAO) makes contact with travel advisory teams to assess situation
- Decisions are made relative to students who are out of the country as part of the Study Abroad Program
- An e-mail will be sent to all international students regarding the students mandatory attendance at a Town Hall meeting in regard to the possible threat

Level II

- Remain in constant contact with travel advisory team
- Make sure funding is available for students who are unable to return. Funding will be used to provide shelter, food, water and other essentials.
- Students unable to return are kept up to date via phones and e-mails
- Individual plans put into place for those unable to return
- International students will be encouraged to go home if possible
- For those international students who can not return home, the University's plan for their housing, safety, food and health services will be disseminated to those living on campus

Level III

- Follow up with travel advisory team and account for all students returned and not returned
- The plan for housing international students remaining on campus will be put into place

Level IV

- Same as Level 3

ACADEMICS

Pre Level I

- Develop a list of current essential personnel and a pool of possible replacements, including a "chain of command" within academic departments and other units within the Division

Level I

- Update contact lists of personnel within each unit (cell & home phone numbers, e-mail addresses, identification of text messaging capability)

- Develop next-of-kin list and contact information for essential personnel and replacement pool; each unit head within Academic Affairs does same for his/her reports
- Provost communicates as necessary with deans and directors who report information regarding current situation
- Deans communicate as necessary with their assistant deans, department heads, and directors information regarding current situation; department heads and directors following suit with their reports. Directors reporting to provost do the same with their reports.
- Develop a plan for addressing the interruption of academic services (make-up, cancellation of entire semester, refund issues, financial aid, etc)
- Develop a plan to address absenteeism due to illness prior to closure of the university
- Explore alternate teaching methods to allow continuation of coursework from remote locations utilizing technology (telecourses, internet, blogs, podcasting, WebCT, conference calls)
- Develop a research plan that will minimize the impact on ongoing research (address animal labs, research requiring data collection from human participants, etc.; address policies for GAs in research labs and closure)
- Develop plans for off campus sites

Level II

- As appropriate, prepare for cancellation of classes, exams, and/or other scheduled activities, including but not limited to functions both on and off campus
- Address travel issues
- Communicate as appropriate with deans, assistant deans, department heads, directors, faculty, and students about preparations for class/exam/activity cancellations
- Communicate expectations to students
- Confirm availability of healthy essential personnel and pool of replacements in the event of illness of essential personnel during anticipated university closure

Level III

- Classes, exams, and other scheduled activities cancelled
- Communicate with essential personnel or relevant replacements as appropriate to determine personnel health status and to continually monitor available essential personnel
- Implement alternate forms of academic instruction as feasible

Level IV

- Same steps as Level III

Recovery Level

- Provost meets with deans and department heads to plan for resumption of classes/exams and making up missed days or extension of the semester; Deans/department heads communicate relevant plan information to faculty
- Provost meets with other direct reports to plan for campus re-opening and resumption of activities, who then communicate with their reports
- Provost receives and compiles reports from deans and other direct reports information regarding health status of personnel within each unit
- Backup plans are made to cover classes for faculty who are unable to return
- Essential personnel or relevant replacements as appropriate return to campus

Addendum A.

Addendum to University Pandemic Plan – H1N1 Flu Outbreak

The response to the H1N1 threat at Southeastern Louisiana University will be managed by University Emergency Response Team and will utilize the guidelines established by the CDC and Region IX Public Health Officials.

The Emergency Response Team will communicate with the Region IX Office of Public Health and area Emergency Preparedness offices as needed.

- 1. Students/faculty/staff with flu-like illness will be encouraged to self- isolate in their home, dorm or residence hall and not return to school or work for at least 24 hours after they are free of fever or signs of the fever without the use of fever-reducing medications.**
- 2. The University Health Center will extend its hours of operation if needed based on staff available.**
- 3. Seasonal Flu Vaccine will be provided by the University for students, faculty and staff at cost.**
- 4. Flu kits will be provided by the University Health Center for students who are self-isolated to the dorm or residence hall.**
- 5. The University will alter their dining services to meet the needs of dorm/residence hall students who are ill with the flu and who may need meals delivered to their rooms.**

- 6. A means of daily communication with ill students who are self-isolated to the dorms or residence halls will be established.**
- 7. Students will be reminded of the services offered by the University Health Center and University Counseling Center.**
- 8. The University website will be kept up to date and will provide links to CDC and other information sites.**
- 9. Systematic surveillance for the presence of respiratory illnesses and flu like diseases will occur and data obtained will be used in the decision making processes.**
- 10. Informational materials will be provided to students/faculty/staff through a variety of print and electronic methods and will include general information as well as basic hand washing and respiratory hygiene.**
- 11. Staff from the University Health Center will provide education sessions in the dorms and to other interested groups on campus.**
- 12. The University will provide updates to the University Community as necessary.**
- 13. Hand washing and cough/sneeze etiquette will be encouraged across campus through written reminders.**
- 14. Hand sanitizer stations will be made available in certain high traffic areas which may include the dining halls, computer labs, and student activity center.**
- 15. Back up plans will be made by the academic units for coverage of classes in the event of faculty illness.**
- 16. All units on campus will review plans to maintain the functions of their specific unit in the absence of employees**

who are ill. Some modifications in hours and services might be necessary.

- 17. The University will develop “social distancing” protocols to be used in decisions making relative to cancelling events or other large group gatherings in the event of wide outbreak of illness.**
- 18. Cleaning schedules will be reviewed to allow additional time to clean areas such as restrooms, elevator buttons, door knobs/ pulls, desks and other commonly touched surfaces.**
- 19. Academic Colleges will be asked to alter policies on missed classes and examinations and late assignments so that students’ academic concerns do not prevent them from staying home when ill or prompt them to return while still symptomatic and potentially infectious. Policies will also be altered relative to requiring a doctor’s excuse for absences in order to make up work missed while absent.**
- 20. The university will continue to monitor the H1N1 status at the national, state and local levels and develop additional strategies should an increased level of severity occur as noted by the CDC.**

[Southeastern Home](#) > [About Southeastern](#) > [Safe Campus](#) > [FAQs on Pandemic Influenza](#)

[Be Prepared: FAQs on Pandemic Influenza](#)

[Pandemic Influenza - A preparation guide for students and staff](#)

Southeastern Louisiana University is dedicated to maintaining a safe and healthy environment for the many faculty, staff, students, and many visitors who visit our campus annually. With increasing concerns about a global outbreak of influenza or other possible viral diseases, the university is developing guidelines and communication plans to be used in the event of an outbreak of an influenza pandemic that could threaten the health and safety of students and staff.

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This information is intended to provide you with basic information regarding a possible influenza outbreak and some of the steps the university may need to take in order to limit the spread of disease and to continue operations as normally as possible.

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The university has appointed a pandemic planning council which will monitor the situation as it applies to our institution and which has been charged with periodically informing the campus community about developments and any steps that may be taken to protect the community. Information will be distributed via e-mail and Internet postings on the university's website. We ask that all assume the responsibility of keeping themselves informed and prepared for a possible outbreak.

[Frequently Asked Questions](#)

[What is pandemic influenza?](#)

Pandemic influenza can be any virus that is easily spread and which can possibly cause serious illness and death. It differs from the usual "seasonal" outbreaks of flu in that it is a new virus to people and is likely to affect many more people and a broader set of the population – including young adults -- than seasonal influenza.

[Why is there concern now about pandemic influenza?](#)

Flu viruses are constantly changing and appear just about every year. Pandemic influenza, however, has occurred three times in the last century, the most serious being the 1918 pandemic that killed tens of millions of people worldwide. Epidemiologists – scientists who study disease outbreaks – are predicting that statistically the world is at risk for another pandemic in the relatively near future. And a severe pandemic would most likely change daily life for a period of time, including limitations on travel and public gatherings.

[Is this related to the "bird flu" or avian influenza now in Asia?](#)

The short answer is "possibly," because this is a new virus that has the potential to become lethal and possibly develop into a pandemic influenza. The avian flu is spreading from birds to other animals and the virus has infected some people. In very rare cases, the virus has spread from one person to another. Currently, vaccines are being developed to possibly limit the spread of this disease; however, Swine Influenza A viruses and/or a combination of human and bird viruses must be considered as well.

[How fast would a pandemic flu spread?](#)

Because of the amount of worldwide travel, once pandemic influenza begins, it is likely to spread very rapidly. Influenza is an air-borne disease, meaning that it is usually spread by infected people coughing and sneezing. And, since this would likely be a new virus, most people would have little or no immunity to the disease. In general, however, most people who get sick will recover from the illness.

[Are some people at greater risk for illness?](#)

People who already have a health problem or who have weakened immune systems are likely to be at higher risk. Young children and older people tend to be at higher risk for disease as well. In addition, young adults – college-age students for example – could be at higher risk than the general population.

[Is there a treatment for this type of influenza?](#)

Right now the federal government and private pharmaceutical companies are developing possible vaccines that could be used to immunize people in the event of an outbreak. Antiviral medications – which can only be obtained by prescription – may also be used to lessen the severity of the disease. Plans are being developed to dispense these medications more easily if the situation warrants it. Seasonal influenza vaccines may not adequately cover new viral strains.

[When a pandemic hits an area, how long would it last?](#)

That's difficult to predict because so many variables are at play here. Estimates range from six weeks to two months for a pandemic virus impact on a region.

[What would Southeastern do if a pandemic hit this area?](#)

The university will implement an emergency response plan should a pandemic influenza affect this region. This includes the possibility of canceling classes for a period, setting up Internet or other distance learning programs, the possibility of shutting down residence halls, and the need to create an on-campus infirmary for individuals who need that assistance or who may need to be isolated from others. The campus community will be kept fully informed of any developments or policies that affect students and staff in the event of a pandemic outbreak.

What can individuals do to prepare?

Remember, right now there is no pandemic influenza in the U.S. or the world. It is important, however, that individuals stay informed about these developments, either through the university Health Center or via reliable Internet resources, such as www.pandemicflu.gov.

For more information

Southeastern's Vera W. Thompson Health Center (985-549-2241) has additional information on pandemic influenza. In addition, the federal government maintains up-to-date, factual information and advice on the website, www.pandemicflu.gov.

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