

# **Hopkinsville Community College**

## **Pandemic Flu Response Plan**

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## **PLANNING OVERVIEW**

The Kentucky Community and Technical College System (KCTCS), having recognized the potential threat of a world-wide influenza pandemic, and the potential impact it could have on all KCTCS colleges, has instructed all KCTCS locations to develop a plan to respond to the effects such an outbreak would create.

In response to the request for the need to develop Pandemic Flu Response Plans system wide, Hopkinsville Community College (HCC) has established a local Natural Crisis Response Team (NCRT). The NCRT will serve as an addition to the existing Hopkinsville Community College Crisis Management Team (CMT). The NCRT has created the Pandemic Flu Response Plan, to ensure that preparedness and pandemic response planning occurs. The plan will be included in the Hopkinsville Community College Crisis Management Plan. The NCRT has been identified as the Hopkinsville Community College authority responsible for the activation of the Pandemic Flu Response Plan.

- The NCRT will be responsible for the development of an Incident Command System to manage the Pandemic Flu Response Plan.
- The NCRT will include input from faculty, staff, and employees representing various college operations and student representatives, as appropriate.
- The NCRT collaborates with local emergency response and public health planners in the establishment and maintenance of the HCC Pandemic Flu Response Plan to insure coordination of response and communication with the representative agencies.
- The NCRT reviews the Pandemic Flu Response Plan at least semi- annually to insure the response planning and program information is current and applicable.
- The NCRT considers the provision of sufficient and accessible infection prevention supplies (soap, alcohol based hand hygiene products, tissues and appropriate receptacles).
- The NCRT will maintain a surveillance mechanism to monitor and communicate substantial increases in absenteeism among students, faculty and staff. Notable increases in absenteeism will be reported to:
  - KCTCS System Office
  - Local County Health Departments

## **BACKGROUND**

According to the World Health Organization (WHO), “An influenza pandemic occurs when a new influenza virus appears against which the human population has no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics due to the new influenza virus are likely to quickly take hold around the world.”

Influenza is a highly contagious respiratory virus that is responsible for annual epidemics in the United States and other countries. Each year an average of 200,000 people are hospitalized and 36,000 die in the U.S. from influenza infection or a secondary complication. During an influenza pandemic the level of illness and death from influenza will likely increase dramatically worldwide.

The impact of an influenza pandemic on the local economy and business processes could be devastating. It is estimated that 15-35% of the population will be affected. There is a potential for high levels of illness and death, as well as significant disruption to society and our economy, making planning for the next influenza pandemic imperative.

## **ASSUMPTIONS**

Predicted spread and severity:

- Over a several month period, illness rates for population: 15-35%
- Global spread in: 3 months
- Vaccine availability: 6 months after initial outbreak
- Anti-viral treatment: Likely to be in short supply and may not be effective

Potential Effects:

- Large percentages of the population may be unable to work for days to weeks during the pandemic.
- Diminished numbers of people and expertise available.
- Diminished emergency and essential services – fire, police, and medical.
- Potential for mandatory school closures.
- Delays in supplies shipments and mail delivery.
- Delays in outside service work.
- Disruption of utilities repairs and limited potential service losses.

School Operational Effects:

- Large numbers of staff absent, difficult to maintain school operations.
- Loss of services from suppliers (e.g. postal service, other essential products).
- Large numbers of student absenteeism.
- Operational breakdowns of facility and services.

## **PLAN PURPOSE**

The purpose of this plan is to assist in managing the impact of an Influenza Pandemic at the Hopkinsville Community College. The key goal of this is plan is based on three main strategies:

- I. Reducing spread of the virus within the HCC facilities; and
- II. Sustaining educational and activity functions ; and
- III. Sustaining facility operational functions.

The plan addresses the following management elements for Pandemic Flu Response Plan which includes the following:

- Communication with external sources regarding the pandemic virus, and internal communications within HCC.
- Activities to reduce the spread of the virus:
  - Reducing risk of infected persons (students, employees, visitors) entering the facilities.
  - “Social Distancing” or reducing person to person interactions
  - Cleaning and disinfecting of facilities.
  - Educating staff to address concerns.
  - Assisting employees who become ill.
- Prevention/Treatment, related information regarding provision of and use of :
  - Influenza vaccine
  - Anti-viral medication, Antibiotics
- Continuance of essential functions:
  - Managing student absenteeism and course continuation.
  - Managing faculty absenteeism and course continuation.
  - Identification of essential staff and functions.
  - Planning for absenteeism of staff.
  - Communication with students, faculty and staff.
  - Pandemic Influenza education for students, faculty and staff.
- Maintenance of essential facility operational functions:
  - Identification of essential staff and functions.
  - Planning for absenteeism of custodial and maintenance staff.
  - Planning for absenteeism of supervisory and administration staff.

- Planning for absenteeism of payroll, human resources and support business functions.
- Ordering and stocking of essential supplies and support services.
- Planning for absenteeism of support service providers and contractors.
- Planning for interruption and failure of critical equipment operation.
- Communication with staff.
- Pandemic Influenza education for employees.

## **COMMUNICATION**

### **Pandemic Influenza Communication to HCC Administration**

- The NCRT will disseminate Pandemic Influenza information received from KCTCS and other governing authorities to the appropriate HCC officials. Information on Pandemic Influenza will be reviewed by the NCRT for potential affect on HCC operations.
- The NCRT will advise the Office of the HCC President of information due to potential or existing Pandemic Influenza which can, or does directly influence the operation of HCC.
- The NCRT will monitor information from national, State, and local public safety and health agencies, and will forward pertinent information to the Office of the KCTCS President as determined to be appropriate.
- The primary communication channels to be monitored by the Pandemic Flu Response Planning Committee will be the local county health departments and public health websites.
  - \* **Christian County Public Health Department**  
<http://christiancountyhd.com/>
  - Pennyrile District Health Department**  
<http://www.pennyriledistricthealth.com/>
  - \* **Kentucky Department of Public Health**  
<http://chfs.ky.gov/dph/>
  - \* **U.S. Center for Disease Control**  
<http://www.cdc.gov/>

## Communications to Public

- HCC has identified a chain of command and established back ups to include an appropriate lead spokesperson for communication of information.
- HCC will follow business interruption and closure procedures and will utilize outside communication resources to include:
  - Local Television News Services
  - Local Radio Stations
  - Local Newspaper
- Communications will be via a dedicated website, telephone system, or other communications systems that provide for the dissemination of information and advising employees, students, families and the general public as appropriate. Ensure that communications is language appropriate to reflect the needs of the diverse student body represented at the College.
- Create a Pandemic Influenza webpage within the HCC website with links to other local, state and federal agencies to create awareness and educate people on pandemic flu prevention and HCC plans.
- Develop procedures for communicating with the media. Conduct media briefings as necessary. Coordinate with the local county health departments, the KY Department for Public Health and other coordinating agencies.

## Communications to Students

- HCC has identified a chain of command and established back ups to include an appropriate lead spokesperson for communication of information.
- HCC will follow business interruption and closure procedures and will utilize outside communication resources to include:
  - Local Television News Services
  - Local Radio Stations
  - Local Newspaper
- Communications will be via a dedicated website, telephone system, or other communications systems that provide for the dissemination of information and advising employees, students, families and the general public as appropriate. Ensure that communications is language appropriate to reflect the needs of the diverse student body represented at the College.

- Create a Pandemic Influenza webpage within the HCC website with links to other local, state and federal agencies to create awareness and educate people on pandemic flu prevention and HCC plans.
- Develop procedures for communicating with the media. Conduct media briefings as necessary. Coordinate with the local county health departments, the KY Department for Public Health and other coordinating agencies.

### Communications to Employees

- Communications to employees shall be managed per the HCC operating procedures and the Pandemic Flu Response Plan. HCC will advise employees in advance where to find up-to-date and reliable information.
- Communications will be via a dedicated website, telephone system, or other communications systems that provide for the dissemination of information and advising employees, families and the general public as appropriate.
- Create a Pandemic Influenza webpage within the HCC website with links to other local, state and federal agencies to create awareness and educate people on pandemic flu prevention and HCC plans.
- Educational communications will be provided to encourage employees to acquire and maintain personal, regular healthcare services.
- Educational communications will be provided regarding KCTCS policies for employee's compensation and sick leave absences that may be unique to a pandemic.

## Reducing the Spread of the Virus

- Upon notification that a potential outbreak of a pandemic influenza is occurring, and prior to an outbreak within the United States and or Canada, the Crisis Management Team will do the following:
  - Set up prominent notices at all entry points to instruct students, faculty, staff and visitors not to enter the building if they have symptoms of influenza.
  - Informational postings will be placed around the campus buildings (including entrances, notice boards, meeting rooms and restrooms) to educate employees and visitors on how to stop the spread of the virus. Notices will contain information regarding hand hygiene, covering coughs and sneezes, and social distancing.
  - Ensure adequate supplies of tissues, hand sanitizing gels, disinfectant hand soaps and disinfectant cleaning supplies are available for employees and visitors.
  - Will instruct that all shared work areas (such as desktops, tables, door knobs, stair rails, etc.) be cleaned with a disinfectant at least daily.
  - Consult with and prepare HCC administration to function with 30% of the workforce potentially absent.
  - Consult with, and prepare HCC Administration to implement policies and procedures for containment measures (canceling events).
  - Consult with and prepare HCC Administration to consider the implementation of alternative procedures to assure continuity of business in the event of large numbers of absenteeism or campus closure.
  - Consult with and prepare HCC Administration as a result of information received by local and state public health officials, and dependent upon the significance of the outbreak, considering if and/or when the HCC campus may close.
  - Consult with and prepare HCC Administration to implement social distancing. [*Social distancing refers distancing individuals and strategies to reduce the spread of the virus between people.*]
    - Education on social distancing should be distributed to all employees and visitors.
    - Social distancing strategies may include:
      - Space individuals three (3) feet apart.
      - Discourage prolonged congregation in hallways, public areas, etc.
      - Limit or eliminate group activities and interaction.
      - Cancel activities that place individuals in close proximity.

## Maintenance and Cleaning

- Disinfection of shared work areas, counters, railings, door knobs and openers, stair rails, elevator buttons, and telephones should be performed more frequently during the influenza pandemic.
- Filters of the HVAC systems should be cleaned and changed more frequently.
- Telephones should not be shared whenever possible. Shared phones should be cleaned frequently by the users.
- Computer keyboards and mice should not be shared whenever possible. Shared computer keyboards and mouse should be cleaned / disinfected between each user using recommended treated wipes. (NOTE: *Free liquids should not be used on electrical equipment. Use cleaning materials recommended by the equipment manufacturers.*)
- Where operationally possible, during the day increase ventilation to the facilities to decrease spread of disease. [It is recommended that during the night hours when the buildings are secured rooms should be thoroughly ventilated by opening interior doors and turning up air conditioning/heating system air exchange units.

## Educating Students and Employees to Eliminate Concern

- Recognizing that there will be anxiety regarding the pandemic influenza activities that may contribute to increased absenteeism and/or increased distress to staff, the NCRT will address this by:
  - Education of, and appropriate communication to students, employees and visitors.
  - As more information becomes available, provide timely updates to students, employees and visitors.
  - As needed, communicate with local resources and local public health services the need to provide access to available support mechanisms, (for example: mental health, social services and faith based resources).

## Managing Illness in Students, Employees and Visitors

- The NCRT will post information on what to do if people get sick while at Hopkinsville Community College.
- The NCRT will educate students and employees regarding symptoms of illness.
- If a person becomes ill, or if someone observes that another person is exhibiting symptoms of influenza at work/school; the ill person will be instructed to leave HCC facilities as soon as possible.
- Ill persons should be encouraged to seek medical care.
- Educate students and employees regarding standard baselines for staying home and when they may return to class or work.

## **TREATMENT**

### **Influenza Vaccine**

Public health officials will make the best use of available vaccine and will inform schools and the public on how any available vaccine will be used. It may take six months or more to manufacture the vaccine after the pandemic begins.

- HCC will encourage students and employees to obtain the annual seasonal influenza vaccines.
- The Kentucky Department for Public Health, the Kentucky Department of Homeland Security, the Kentucky Department of Emergency Management, and the Center for Disease Control will provide advice on priority groups for pandemic influenza immunization.

### **Anti-Viral Medication**

Anti-viral medications may play an integral role in the treatment and prevention of pandemic influenza; however, their efficacy against a pandemic strain of influenza is currently unknown. Unlike the influenza vaccine, limited amounts of certain antiviral medications are already available, though there may be barriers in attempting to use them as a treatment and prevention tool in the event of pandemic influenza.

- The Kentucky Department for Public Health and the Center for Disease Control will provide recommendations of the use of anti-viral medication.

## **CONTINUITY OF OPERATIONS**

- Hopkinsville Community College Administration will ensure that core functions, people and skills have been identified and that strategies are in place to manage these prior to the pandemic.
- Hopkinsville Community College Administration will maintain a process for maintaining the operations of the business office (including budget, payroll), information technology, maintenance and operations, and other pertinent departments within the System Office.

## **PANDEMIC FLU RESPONSE PLAN MAINTENANCE**

- The Natural Crisis Response Team (NCRT) will do the following:
  - The plan will be reviewed and revised annually.
  - The plan will be exercised and tested annually.
  - The exercise results should be incorporated into the plan to improve effectiveness of procedures.

## APPENDIX - A

### **WEB-SITE LINKS**

For Pandemic Influenza information click on the following links:

<http://www.pandemicflu.gov/>

Pandemic preparedness and prevention:

<http://www.pandemicflu.gov/health/>

<http://www.ready.gov/>

Pandemic influenza and its potential impact:

[http://www.who.int/csr/disease/avian\\_influenza/avian\\_faqs/en/index.html](http://www.who.int/csr/disease/avian_influenza/avian_faqs/en/index.html)

<http://www.who.int/csr/disease/influenza/pandemic10things/en/index.html>

## APPENDIX - B

### **FEDERAL, STATE AND LOCAL PLANNING FOR PANDEMIC INFLUENZA**

Pandemic influenza will take federal, state and local resources to respond. Roles vary at each level, with general guidance provided at the federal level with detailed operational plans at the state and local levels.

#### **Federal Role**

- The federal government provides general guidance and laboratory support to states, supports vaccine research and conducts national and international disease surveillance activities. In November, 2005, the US Department of Health and Human Services (DHHS) released its latest Pandemic Flu Response Plan which can be found at:

<http://www.hhs.gov/pandemicflu/plan/>

#### **State Role**

The state reviews federal guidance and develops plans for statewide implementation.

- The Kentucky Department for Public Health has pandemic information which can be found at:

<http://chfs.ky.gov/dph/epi>

## APPENDIX - C

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### HCC Natural Crisis Response Team

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President/CEO	707-3705	Administration
Chief Business Affairs Officer	707-3721	Administration
Chief Academic Affairs Officer	707-3711	Administration
Chief Student Affairs Officer	707-3801	Administration
Safety Chairman	707-3904	Academic
Director of Human Relations	707-3722	Administration
Maintenance / Operations Director	707-3790	Academic
Public Information Officer	707-3732	Administration
Information Technology Supervisor	707-3771	Administration
Chief Advancement Officer	707-3709	Administration
Nursing Department Chair	707-3843	Academic
Safety Specialist	707-3795	Administration
Distance Learning	707-3903	Academic