

# **Randolph Community College**

## **Pandemic Preparedness Plan**

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# **Randolph Community College Pandemic Preparedness Plan**

## **Purpose**

Randolph Community College has created this Pandemic Preparedness Plan to guide the College in preparing for and responding to an influenza pandemic outbreak. The purpose of this plan is to minimize the impact of an influenza pandemic on students, faculty and staff by describing the specific actions to be taken by the College based on the following objectives and assumptions.

### **Objectives:**

- To protect the lives, safety, and health of all students, faculty, staff, and visitors at every Randolph Community College campus.
- To effectively communicate with all involved parties throughout the duration of a pandemic.
- To provide for the continuation of as many college operations and services as possible as long as it is safe to do so.
- To prevent the spread of infection through health and hygiene education.

### **Assumptions:**

- In the event of a pandemic, the State of North Carolina will have minimal resources available for local assistance and local authorities will be responsible for community based response plans.
- A pandemic flu will easily and rapidly spread from person to person resulting in substantial absenteeism at the College.
- Vaccines and antiviral medications will be in short supply during the initial months after the onset of a pandemic.
- Direction to close schools, public events, restrict travel, and quarantine areas may come from NC Public Health and/or the Randolph County Health Department.
- During a pandemic Randolph Community College may need to close facilities for eight weeks or longer.

## **Relationship to Current Plans**

If a pandemic impacts the normal operations at Randolph Community College, the College will implement the existing emergency management structure in the All Hazards Emergency Action Plan to manage the response and recovery activities prior to, during and after a pandemic.

The Pandemic Preparedness Plan provides basic information about a Pandemic Incident. The Colleges Continuity of Operations Plan (COOP) will address how individual departments within the college will operate during a Pandemic Incident.

The Pandemic Preparedness Plan, the All Hazards Emergency Response Plan and other related and non-related safety plans can be found on the Randolph Community College Website at: <http://www.randolph.edu/administration/publications/index.php>

### **Authority**

The Randolph Community College Pandemic Preparedness Plan will be authorized by the President of the College. The plan is designed to work in conjunction with plans by the Randolph County Health Department, the Randolph County Emergency Management Office and shall be subordinate to all local, state and federal pandemic plans. A copy of the plan will be provided to the Randolph County Health Department and the Randolph County Emergency Management Office.

### **Communication**

Information will be shared in order to communicate the response actions of the College and keep the College Community informed. An information release shall be drafted in advance to address both internal and external communication during a pandemic. In addition, the Director of Communications will collaborate with the Director of Safety and Emergency Preparedness and the Director of Computer Services to notify the College community of any updates, changes, and activities associated with the status of a potential pandemic.

### **Pandemic Flu Website**

The North Carolina Department of Health and Human Services, Division of Public Health will have information posted on the current situation concerning any activity on a potential influenza pandemic.

Links to important sites including the World Health Organization, Center for Disease Control, Randolph County Emergency Management, NC Department of Health and Human Services, and the official Federal site, [pandemicflu.gov](http://pandemicflu.gov) will be available.

Information about reducing the spread of infection such as procedures for social distancing and hand washing will also be available on the Center for Disease Control website.

### **Roles and Responsibilities**

#### **Incident Management Team and the Emergency Operations Center (EOC)**

The Incident Management Team consists of the College members as defined in the All Hazards Emergency Operation Plan.

During the early phases of the onset of a pandemic, the Incident Management Team may decide to open the EOC to discuss action plans for the College response based on information from the state and local authorities on how and when the pandemic is projected to affect the Asheboro / Randolph County area.

## **Campus Deans (Archdale Center and ESTC)**

During a pandemic, some areas may be affected before others due to increased employee and student absenteeism, area specific quarantines, travel restrictions, or other possible mandates from state and local government. Consequently, personnel at one campus may be impacted more in the initial stages. As mentioned above, the Campus Deans should be included in the EOC meetings to ensure communication and information flow to and from their staff, faculty and students is taking place.

## **Faculty and Staff**

Faculty and staff have a responsibility to stay informed about any emergency information from the College and to provide that information to their students and visitors. If a potential pandemic situation occurs, faculty and staff will be expected to follow the recommendations issued by the College, such as campus closings, social distancing policies, personal hygiene procedures, and share that information with students and visitors. All information will be posted on the Campus Cruiser and College website.

## **Students**

Randolph Community College is committed to providing a safe and healthy environment for students in all situations. Students have a responsibility to stay informed about current events and take the necessary precautions to ensure their personal safety and health. In a potential pandemic, students will be expected to follow all recommendations issued by the College.

## **Emergency Preparedness**

The Director of Safety and Emergency Preparedness will be responsible for monitoring and disseminating the most update pandemic information from public health sources including maintaining frequent communication with the Randolph County Health Department Pandemic Preparedness Coordinator to keep Randolph Community College personnel informed of the latest developments in the community. All information will be posted on the Campus Cruiser and College websites. Any new information will be sent to the College Incident Commander for approval before distribution to the College.

## **Critical Functions and Essential Personnel**

Preparing for an influenza pandemic is significantly different than planning for manmade and natural emergencies. Since most disasters such as tornadoes, fires, or hazardous material releases are site specific and pose an immediate threat to personnel and property, recovery usually begins within days of the incident. In planning to respond to a pandemic, the focus will be on preparing for extended interruption of college activities, including long periods of class cancellations, campus closures, and significant increase in student and employee absenteeism. Recovery may not begin for four to 12 weeks. It is of the utmost importance to identify essential personnel and critical functions early in the planning process in order to continue to deliver the vital services required to keep the College functioning.

**Table 1** lists the critical functions that must be maintained at all times. In maintaining the critical functions, departments have been identified as having responsibility for either essential onsite personnel or essential remote personnel. Each responsible department in the list should identify specific individuals (and alternates) within their department and inform these individuals of their role.

<b>CRITICAL FUNCTION</b>	<b>RESPONSIBLE PERSON (ONSITE ESSENTIAL PERSONNEL)</b>	<b>RESPONSIBLE PERSON (REMOTE ESSENTIAL PERSONNEL)</b>
Facilities (Shutdown operations and basic maintenance) Facilities Services Facilities Services Secure Campuses and Buildings	Facility Services	Facility Services
Continuation of Critical Administrative Functions (student financial aid, employee leave, continuation of benefits and pay practice, accounts payable, purchasing)	Human Resources Administrative Services Student Services	Human Resources Administrative Services Student Services
Computer Technology Infrastructure (Shutdown and maintenance, support services for essential personnel)	Computer Services	Computer Services
Communication (Internal and external communication, media information, situation updates)	Director of Communications Computer Services	Director of Communications Computer Services
Human Health (Monitoring activities of onsite essential personnel and personal protective equipment requirements)	Director of Safety & Emergency Preparedness	Director of Safety & Emergency Preparedness

EOC Operations (Monitor overall situation, develop action plans, communicate with local authorities on pandemic status)	RCC Incident Management Team	RCC Incident Management Team
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## Recovery

Planning for recovery from a pandemic will assist the College Community in returning to normal operations as quickly and efficiently as possible. Recovery will be dependent on several factors such as the duration of the pandemic, the length of time the College is closed, the number of students, faculty and staff affected and the time of year (mid semester, summer...).

Topics that should be considered include:

### Returning to Normal Operations

The Incident Management Team will make decisions on how the College will return to normal operations based on the situation and information from the state and local public health authorities. The resumption of college business plans will be communicated to employees and students by the procedures outlined in the Crisis Communication Plan. Recommendations may include making adjustments to the academic calendar and rescheduling special events.

### Support for Students, Faculty and Staff

Consideration should be made for providing psychological counseling and crisis debriefing to individuals affected by the pandemic. Effects may include loss of loved ones, health issues related to the disease, or financial hardship due to interruption of work.

## Randolph Community College Response

### Federal Government Response Stages and the World Health Organization Phases

In February 2007, the Federal government issued the *Pandemic Influenza Community Mitigation Interim Planning Guide for College and Universities*. Included in the document are recommendations for dismissing students for college and university classes based on the severity of the pandemic. As part of this guide, a Pandemic Severity Index has been established to be used as a tool by communities in their planning efforts and has assigned federal response stages aligned with the World Health Organization (WHO) Global Pandemic Phases ([www.pandemicflu.gov](http://www.pandemicflu.gov)).

### Randolph Community College Alert Levels and Actions

**Table 2** outlines the general actions to be taken by the College during a pandemic event, based on the Federal Response Stages and WHO pandemic response alert phases.

Additional actions taken by the College, related to the pandemic, will be based on information provided by federal, state and local government, and/or through the Randolph County Health Department.

**Table 2**

RCC ALERT LEVEL	RCC ACTIONS
<p><b>RCC LEVEL 1</b></p> <p><b>No human-to-human spread of disease.</b></p> <p>WHO PHASE 3 and Federal Government Response Stage 0</p>	<ul style="list-style-type: none"> <li>• Review and Approve Pandemic Preparedness Plan.</li> <li>• Monitor situation through WHO, CDC, <a href="http://www.pandemicflu.gov">www.pandemicflu.gov</a>, Randolph County Health Department.</li> <li>• Identify all essential onsite personnel.</li> <li>• Identify all essential off-site personnel.</li> <li>• Director of Safety fit test all essential onsite personnel and order PPE.</li> <li>• All departments identify critical departmental functions and report to VP for Administrative Services.</li> <li>• Develop contingency plans for instruction and enrollment management procedures.</li> <li>• Computer Services - prepare for support of remote critical functions, remote access and increased system usage.</li> <li>• Develop templates for communicating pandemic events to faculty, students and staff</li> <li>• Develop HR policies and procedures for handling work related issues during pandemic (absences, travel, insurance...)</li> <li>• Promote Stop the Spread of Germs Campaign</li> </ul>
<p><b>RCC LEVEL 2</b></p> <p><b>Human-to-Human transmission found but localized. Confirmed Outbreak Overseas</b></p> <p>WHO PHASE 4-5 and Federal Response Stage 1-2-3</p>	<ul style="list-style-type: none"> <li>• Alert Incident Management Team and activate RCC EOC.</li> <li>• Notify Essential Onsite and Off-site Personnel to prepare for shutdown operations.</li> <li>• Distribute PPE to Essential Onsite Personnel.</li> <li>• Keep the college community updated on current status.</li> <li>• Coordinate with Randolph County Health Department and Randolph County Emergency Management.</li> <li>• Monitor all travel abroad programs and advise based on CDC Travel Warnings and locations.</li> <li>• All departments prepare to integrate contingency plans.</li> </ul>

<p><b>RCC LEVEL 3</b></p> <p><b>Widespread Outbreak in North America and Overseas.</b></p> <p>WHO PHASE 6 and Federal Response Stages 4&amp;5</p> <p><b>Level 3</b> actions will be based on the location of the disease within North America and the response of the local community.</p>	<ul style="list-style-type: none"> <li>• Virtual EOC Activated and Emergency Management Team continue to monitor the situation.</li> <li>• All campuses closed.</li> <li>• All classes cancelled.</li> <li>• All Special Events and Activities Cancelled.</li> <li>• Essential Onsite Personnel report to Central Campus for shutdown operations.</li> <li>• Essential Remote Personnel continue to perform critical functions.</li> </ul>
<p><b>RCC Recovery</b> – RCC returns to normal operations</p>	<ul style="list-style-type: none"> <li>• College facilities reopen and classes resume.</li> <li>• Emergency Management Team holds debriefing session.</li> </ul>

## Potential Resources for the Community

It is expected that the community resources will be overwhelmed during a pandemic. The Randolph County Health Department will be responsible for coordinating area health care services and may be requesting resources and volunteers from the community including area schools.

Some potential resources Randolph Community College may be asked to provide are:

- Nursing/Health Care Students
- Facilities

## Appendices

1. Stop the Spread of Germs Campaign
2. References and Additional Resources

## Stop the Spread of Germs Campaign

# RANDOLPH COMMUNITY COLLEGE



STOP the spread of germs and disease that can make you and others SICK.

**Cover your mouth** when you sneeze or cough. Cough into your upper sleeve, use tissues and discard them properly.



**Wash your hands** with soap and warm water or clean with alcohol based hand sanitizer (if soap and water are not available).

**Keep a social distance of 3 feet.**



**High germ-ridden areas:**

- Restrooms
- Desk
- Keyboards
- Door Knobs
- Phones
- Fax/Copy Machines

If you are sick, please stay at home!

## **References and Additional Resources**

CDC Publication: Interim Pre-pandemic Planning Guidance  
Arthur J. Gallagher & Co., Blueprint for Pandemic Flu Preparedness Planning for  
Colleges & Universities  
American College Health Association Pandemic Planning Guidelines - DRAFT (doc)  
Health and Human Services Pandemic Influenza Plan  
Campus Safety Health and Environmental Management Association  
Health and Human Services-Pandemic Flu.Gov.  
World Health Organization (WHO) Epidemic and Pandemic Alert and Response  
<http://www.ncpublichealth.com/>  
<http://www.epi.state.nc.us/epi/gcdc/pandemic.html>  
University of California, Davis  
University of North Carolina at Chapel Hill; Pandemic Influenza Planning Assumptions  
UNC PI Social Distancing Policy (March 2006)