

Indiana University
Purdue University
Fort Wayne

Pandemic Preparedness Plan

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Introduction

INDIANA UNIVERSITY – PURDUE UNIVERSITY FORT WAYNE

PANDEMIC PREPAREDNESS PLAN

INTRODUCTION

By CDC definition, a pandemic is the worldwide outbreak of a disease in numbers clearly in excess of normal. A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in very short time.

Health professionals are concerned that the continued spread of a highly pathogenic avian H5N1 virus across eastern Asia and other countries represents a significant threat to human health. The H5N1 virus has raised concerns about a potential human pandemic because it is especially virulent, it is being spread by migratory birds and can be transmitted from birds to mammals and in some limited circumstances to humans, and like other influenza viruses, it continues to evolve.

PURPOSE

Acknowledging the concerns of health professionals around the world, IPFW has formed a Pandemic Preparedness Planning Committee to research this pandemic threat and to make appropriate plans to prepare for, respond to, and recover from a pandemic that may affect the IPFW community.

Please note that this is a living document which continues to grow and evolve. Please share your suggestions, questions, or comments relating to the plan by contacting a committee member who represents the area of the plan you wish to discuss. Committee members and their IPFW contact information can be found on their corresponding section heading pages of this document. All input is welcome and encouraged.

ORGANIZATION

The Plan is organized as follows:

The Crisis Management Team, made up of key members of the university community, is identified on page 3.

Flow charts are included for easy use in identifying each step the university will take during a pandemic threat.

A summary of the major actions IPFW will take during each level of pandemic planning is included. These plan levels and the associated actions are based on the pandemic alert phases outlined by the World Health Organization. A summary of the World Health Organization's Pandemic Influenza alert phases may be found in Appendix C on page 58.

The committee developed a plan that will best prepare IPFW for the effects that a pandemic may have on the university and surrounding community, and will communicate that plan as thoroughly and extensively as possible. The main body of this plan consists of spreadsheets detailing how each university department will respond to different levels of a pandemic threat. Due to the large number of departments, many have been grouped together with more general university areas. The document is divided into sections covering each of the following areas:

- Human Resources, Comptroller, IPFW/Parkview Health & Wellness Clinic
- Information Technology Services, Telephone Services
- Physical Plant, Police & Safety, Radiological & Environmental Management
- Student Housing
- Academic Affairs
- Student Affairs
- University Relations

IPFW Crisis Management Team

IPFW Crisis Management Team

Tier I:

Michael Wartell	Chancellor
Walter Branson	Vice Chancellor of Financial Affairs
Susan Hannah	Vice Chancellor of Academic Affairs
George McClellan	Vice Chancellor of Student Affairs
Lauren Denhartog	Chief of Police & Safety
Jay Harris	Director of Physical Plant
Irene Walters	Executive Director – University Relations & Communications
Susan Alderman	Media Director – University Relations & Communications
Stephanie Flinn	Environmental Health & Safety Manager – Radiological & Environ. Mngmt.

Tier II:

Sara Garcia	Director of Student Housing
Jim Ferguson	Director of Human Resources
To be named	Environmental Health & Safety Specialist – Radiological & Environ. Mngmt.
Jack Dahl	Associate Vice Chancellor of Institutional Research & Analysis

Tier III:

To be determined depending on crisis.

Tiers II and III include individuals who may be called in to consult and work with as a crisis warrants.

This may include, but is not limited to:

Local, state, and federal law enforcement agencies

Local, state, and federal crisis management agencies

Local, state, and federal environmental protection/regulatory agencies

Private consultants

Flowcharts (Levels 3 - 5)

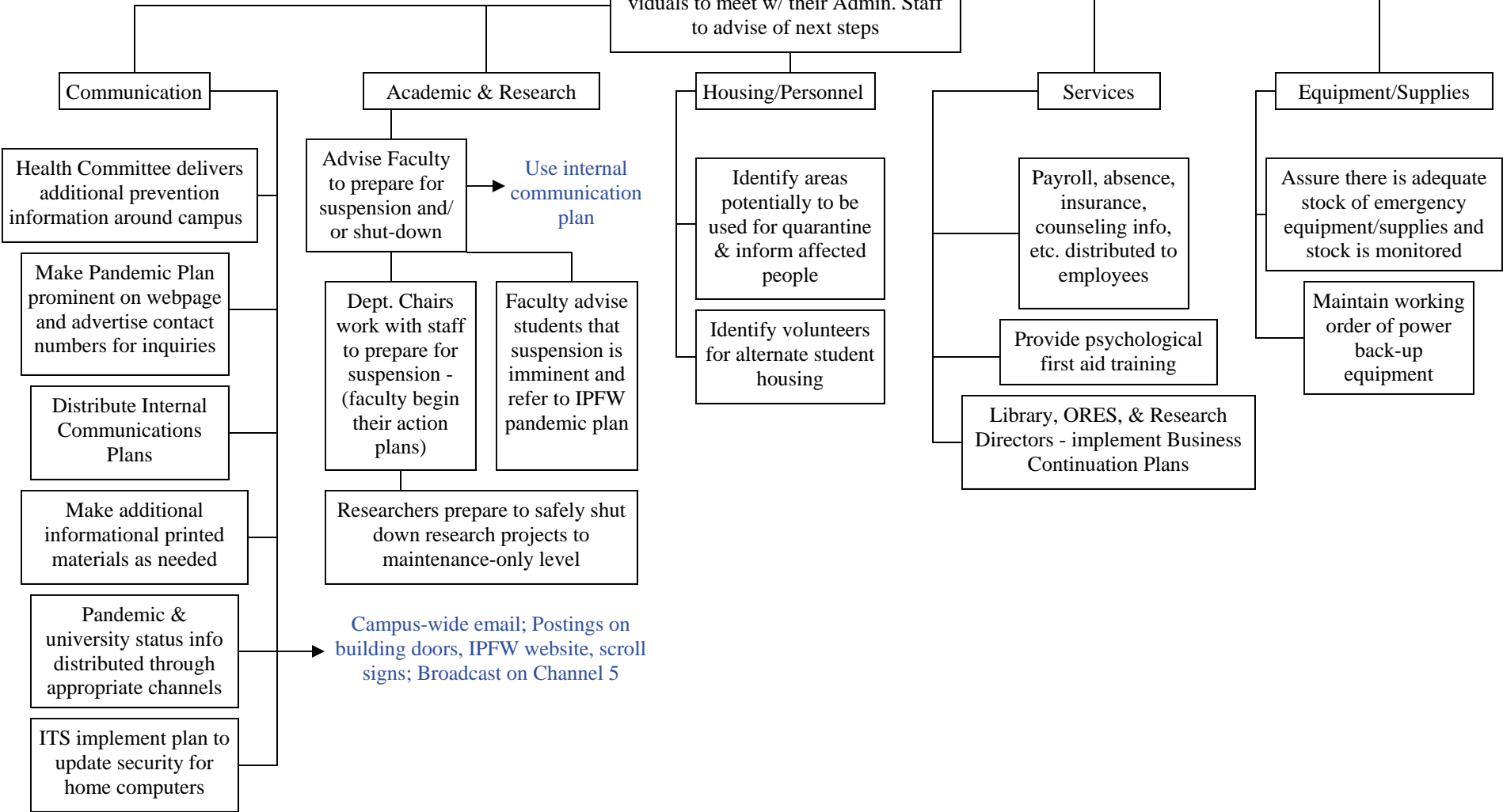
The following flowcharts identify each step the university will take during IPFW Emergency Plan Levels 3, 4, and 5 of a pandemic threat.

IPFW Pandemic Level 3
Human-to-human transmission not yet fully developed

Chancellor meets with Crisis Management Team

→ Contact team by activating phone tree

Chancellor instructs appropriate individuals to meet w/ their Admin. Staff to advise of next steps



**IPFW Pandemic Level 4
WHO Declares Pandemic Anywhere in World**

Chancellor meets with Crisis Management Team

→ Contact Team by activating phone tree

Chancellor suspends classes

→ Campus-wide email; Postings on building doors, IPFW website, scroll signs; Broadcast on channel 5

Cancel all mass gatherings on campus

Appropriate offices contact study-abroad students to instruct them on proper action

Alternate housing for Student Housing residents goes into effect

Chancellor instructs appropriate individuals to meet w/ their Admin. staff to advise on next steps

Admin. Staff prepares for IPFW Pandemic Preparedness Level 5

→ Use internal communication plan

Admin staff meets with all depts. they are responsible for and prepares them for next steps

Use internal communication plan

Communications

Equipment/Supplies

Services

Academic & Research

Communications

Services

Emergency contact info updated as necessary

Pandemic & university status info distributed through appropriate channels

Necessary IT & emergency communications equipment is put on stand-by

Accessibility to and proper use of emergency equipment/supplies is reviewed w/ appropriate staff

Employees authorized to work from home should make appropriate preparations

Advise researchers to prepare to safely shut down research projects to maintenance-only level

Emergency communications equipment is assured to be in place and in working order

Payroll, absence, insurance, counseling info, etc. distributed to employees

Departments providing core services during pandemic period prepare to maintain services from campus/home

Campus-wide email; Postings on building doors, IPFW website, scroll signs; Broadcast on channel 5

ITS prepares to set up work-from-home stations.

Local telephone service fails:
1. Cell phone
2. Email

Local cell phone service fails:
1. Local phone
2. Email

Local email service fails:
1. Local phone
2. Cell phone

Local telephone, cell phone, & email services fail:
1. Use 2-way radio service

Use internal communication plan

**IPFW Pandemic Level 5
Human-to-human transmission in Indiana**

Chancellor meets with Crisis Management Team

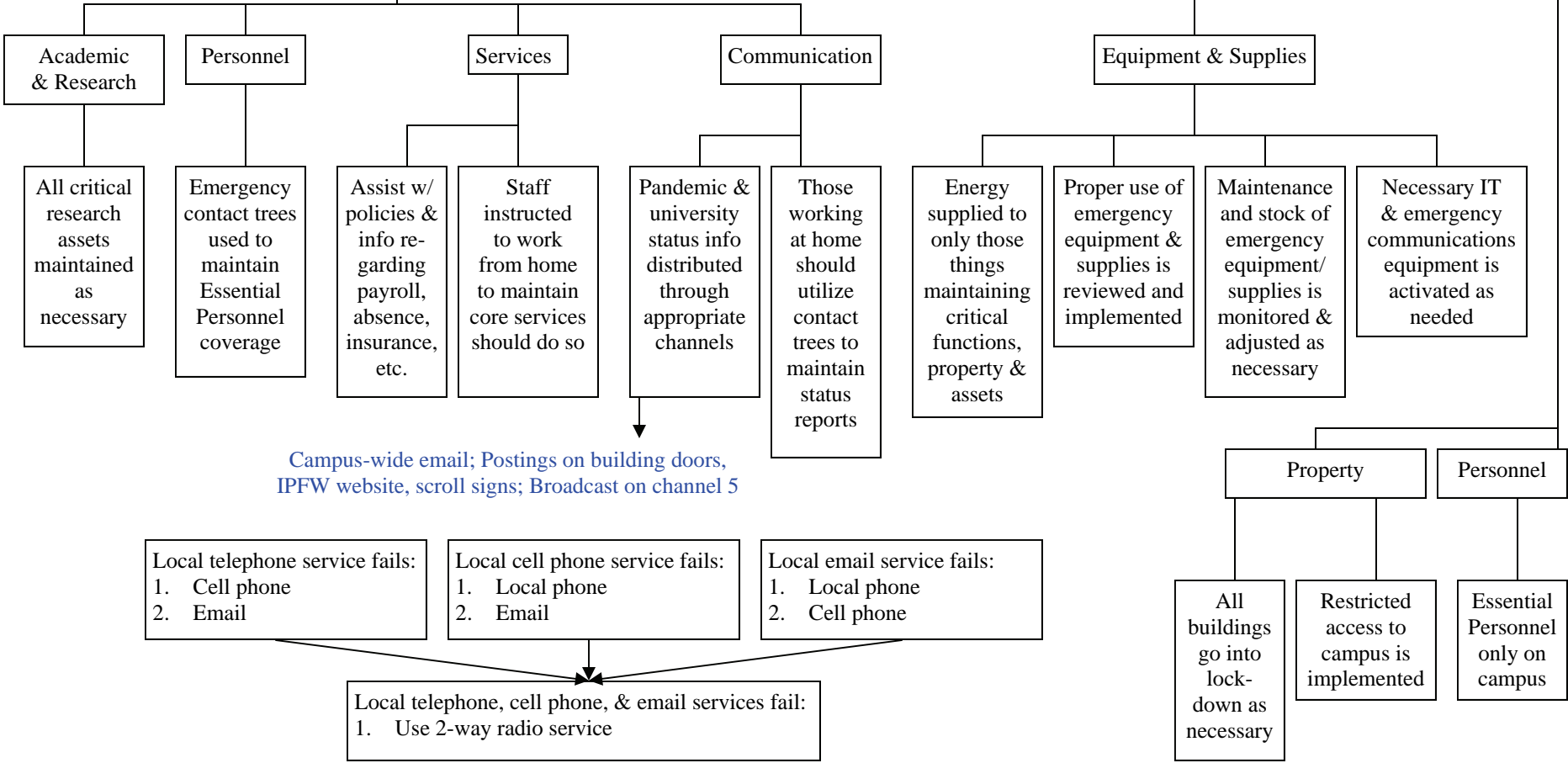
→ Contact Team by activating phone tree

Chancellor closes campus/
Essential Personnel only

→ Campus-wide email; Postings on building doors, IPFW website, scroll signs; Broadcast on Channel 5

Chancellor instructs appropriate individuals to meet w/ their Admin Staff to advise of next steps

Essential Personnel - contact via departmental Internal Communications Plans



Summary of Plan Level Actions

Each of the IPFW Plan Levels in this section is a summary of the IPFW Pandemic Response Plan pages appearing in spreadsheet format in this document.

Summary of IPFW Plan Level Actions

IPFW Pandemic Preparedness Plan Levels are based on World Health Organization (WHO) Pandemic Alert Phases (Appendix C).

Level 1: Pre-event Assessment and Planning

Local Impact: Local Health & Safety planning.

Actions:

- Chancellor meets with Crisis Management Team.
- Plan for availability of sufficient petty cash.
- Develop payroll and absence policies as they will affect employees during a pandemic.
- Develop plans to assist with prescription plans and disability and life insurance claims.
- Prepare for EAP counseling for fear, grief, and financial impact.
- Prepare equipment/hardware to maintain telephone, radio, internet, and computer access.
- Communicate with Administrative and City/County Emergency and Health Departments.
- Create internal communication plans (call trees) within each department.
- Identify campus Essential Personnel.
- Assess extra supply needs for Police & Safety, Physical Plant, Essential Personnel, and Student Housing.
- Order personal protective equipment and provide training for such.
- Plan alternate housing for student housing lessees.
- Develop needed academic schedule or policy changes.
- Prepare for research and laboratory contingency and security plans.
- Develop Business Continuation Plans.
- Develop/implement Pandemic Communication Plan/Campaign for campus community.
- Memo from Chancellor/Vice Chancellor regarding website, planning, questions, etc.

Level 2: Intense Planning & Preparation

Local Impact: International travel advisories begin.

Actions:

- Chancellor meets with Crisis Management Team.
- Distribute HR policies that will be affected by pandemic.
- Assure back-up communication and energy equipment is operable.
- Determine procedures to set up work from home equipment/access.
- Provide hand sanitizer for designated common areas on campus.
- Distribute awareness and prevention information.
- Gain Senate approval of any needed academic policy changes.
- Begin stocking food and water supply for Essential Personnel and Student Housing.
- Order needed extra supplies for Police & Safety, Physical Plant, Essential Personnel, and Student Housing.

Level 3: Preparing to Suspend Classes

Local Impact: International travel warnings & passenger screenings begin.

Actions:

- Chancellor meets with Crisis Management Team.
- Assist with insurance, prescription, and disability claims.
- Counsel for fear, grief, and financial impact.
- Assure continued operability of back-up communication and energy equipment.
- Implement plan to update security for home computers.
- Implement 12-hour shifts for Police & Safety as needed.
- Perform appropriate required fit-testing for personal protective equipment.
- Maintain sufficient food, water, and supplies for Essential Personnel and Student Housing.
- Identify potential rooms/floors in Student Housing to be used for quarantine as necessary.
- Train Student Housing staff on symptom recognition.
- Close/reduce laboratory/research projects as appropriate.
- Implement Business Continuity Plans.
- Continue to distribute awareness and prevention information, as well as contact information.
- Memo from Chancellor/Vice Chancellor sent to campus community.
- Ensure call center is equipped with appropriate answers and information.
- Send media advisories as necessary.

Level 4: Classes Suspended

*Local Impact: **Campus remains open.** Rising employee absenteeism. All employees except for 10 month faculty report to work or work from home. Employees are encouraged to work from home. International travel restrictions.*

Actions:

- Chancellor meets with Crisis Management Team.
- Transfer calls to those working from home, update security, and install home computers.
- Implement 12-hour shifts in Police & Safety as needed.
- Work with IPFW & Allen County health officials and follow their directions/recommendations.
- Post officers and provide extra patrols where additional security is needed.
- Lock down all buildings not in use.
- Maintain working order of all back-up communication and energy equipment.
- Maintain sufficient food, water, and extra needed supplies for Essential Personnel and Student Housing.
- Implement alternate housing for Student Housing lessees remaining on campus.
- Enact plan for quarantine of students as necessary.
- Utilize communication plan to inform campus community of pandemic action status.
- Close/reduce laboratory/research projects as appropriate; implement research and laboratory contingency and security plans.
- Maintain core academic and library services if possible.
- IPFW homepage declares “Classes Suspended” with appropriate links.
- Send media advisories as necessary.

Level 5: Essential Personnel Only

*Local Impact: **Campus closed.** Only Essential Personnel are to be on campus.*

Actions:

- Chancellor meets with Crisis Management Team.
- Campus reduces to Essential Personnel only.
- Non-Essential Personnel must contact Police & Safety to access campus.
- Continue counseling for fear, grief, and financial impact.
- Continue to assist with HR claims.
- Maintain sufficient food, water, and supplies for Essential Personnel and Student Housing.
- Work with IPFW & Allen County health officials and follow their directions/recommendations.
- Post officers and provide extra patrols where additional security is needed.
- Lock down all buildings not in use.
- Barricade campus entrances as necessary to limit accessibility.
- Essential Personnel receive personal protective equipment.
- Maintain employee absenteeism data.
- IPFW homepage declares “Campus Closed” with appropriate links.
- Send media advisories as necessary.

Level 6: Recovery

*Local Impact: **Campus open and classes resume.***

Actions:

- Chancellor meets with Crisis Management Team.
- Chancellor will inform the campus of re-opening date and start-up date of classes.
- Counseling made available to faculty, staff, and students.
- Address staffing issues.
- Assess and restore utilities; restart appropriate electronic equipment in all buildings.
- Assess and repair any damage to university property.
- Evaluate pandemic response process and make changes to plan as necessary.
- Handle insurance claims and beneficiary designations as necessary.
- Re-open Parkview Health & Wellness Clinic.
- Restock supplies as necessary.
- Maintain IT-based network and support services.
- Resume regular mail delivery schedule.
- Vendors return to campus and prepare to resume normal operations.
- Clean and sanitize any areas where direct contact to pandemic pathogen occurred.
- Perform any environmental safety tests necessary due to possible utility shut-downs.
- Open Student Housing and make an inventory of all returning students.
- Report any missing faculty, staff, and students to appropriate personnel.
- Implement appropriate recovery scenario.
- Post daily web site updates and change phone and email messages as necessary.

Pandemic Phase Comparison

Different levels of government may use different terminology and numbering/coding systems when referring to the various levels of a pandemic and the response to each level. The following chart indicates different levels of government, which term(s) they use for each pandemic level, and the number or letter code that coincides with that level/response.

PANDEMIC PHASE/LEVEL TRANSLATION TABLE

WHO Phase		Federal Govt Stage	State of IN Phase	Allen Co Phase	IPFW Levels				
INTER-PANDEMIC PERIOD									
1	New virus in animals, no human cases.	0	New domestic animal outbreak in at-risk country.	I	New virus in animals, no human cases.	I	New virus in animals, no human cases.	1	Pre-event assessment & planning.
2	New virus in animals, no human cases.	0	New domestic animal outbreak in at-risk country.	I	New virus in animals, no human cases.	I	New virus in animals, no human cases.	1	Pre-event assessment & planning.
PANDEMIC ALERT PERIOD									
3	New virus causes human cases. CURRENT PHASE	0	New domestic animal outbreak in at-risk country. CURRENT PHASE	A	New virus causes human cases. CURRENT PHASE	A	New virus causes human cases. CURRENT PHASE	1	Pre-event assessment & planning. CURRENT PHASE
4	New virus causes human cases.	1	Suspected human outbreak overseas.	A	New virus causes human cases. CURRENT PHASE	A	New virus causes human cases. CURRENT PHASE	1	Pre-event assessment & planning. CURRENT PHASE
5	New virus causes human cases.	2	Confirmed human outbreak overseas.	A	New virus causes human cases. CURRENT PHASE	A	New virus causes human cases. CURRENT PHASE	2	Intense planning & preparation.
PANDEMIC PERIOD									
6	Pandemic: increased & sustained transmission in general population.	3	Widespread human outbreaks in multiple locations overseas.	P	Pandemic: increased & sustained transmission in general population.	P	Pandemic: increased & sustained transmission in general population.	3	Prepare to suspend classes. (Pandemic anywhere in world): Prepare to suspend classes unless apt world, federal, state, local agency instructs otherwise.
6	Pandemic	4	First human case in North America.	P	Pandemic	P	Pandemic	3 4	Prepare to Suspend/Classes Suspended. (Pandemic anywhere in world/Pandemic in US): Will <u>prepare to, or will suspend</u> classes unless apt world, federal, state, local agency instructs otherwise. A move from Phase 3 to 4 will likely be directed by Allen Co. Health Commissioner.
6	Pandemic	5	Spread throughout U.S.	P	Pandemic	P	Pandemic	3 4	Prepare to Suspend/Classes Suspended. (Pandemic anywhere in world/Pandemic in US): Will <u>prepare to, or will suspend</u> classes unless apt world, federal, state, local agency instructs otherwise. A move from Phase 3 to 4 will likely be directed by Allen Co. Health Commissioner.
6	Pandemic	6	Recovery & preparation for subsequent waves.	P	Pandemic	P	Pandemic	5	Essential personnel only (Pandemic in IN)
6	Pandemic	6	Recovery & preparation for subsequent waves.	PP	Recovery & preparation for subsequent waves.	PP	Recovery & preparation for subsequent waves.	6	Recovery Prepare for subsequent waves.

PANDEMIC PHASE/LEVEL TRANSLATION TABLE

6	Pandemic	6	Recovery & preparation for subsequent waves.	PP	Recovery & preparation for subsequent waves.	PP	Recovery & preparation for subsequent waves.	6	Recovery Prepare for subsequent waves.
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Enrollment Management Plans

IPFW Pandemic Planning Committee Representatives:

Admissions - Director:	Carol Isaacs	ext. 16147
Bursar:	Pam Michalec	ext. 16336
Financial Aid – Director:	Judith Cramer	ext. 16130
Registrar:	Patrick McLaughlin	ext. 16128
Student Information Systems Support (SIS):	Julie Litmer Schwaller	ext. 16931

IPFW Pandemic Preparedness Plan - Student Affairs

IPFW Emergency Plan Level		<u>Level 1: (Current Level)</u> Pre-event Assessment & Planning	<u>Level 2:</u> Intense Planning & Preparation	<u>Level 3:</u> Preparing to Suspend Classes	<u>Level 4:</u> Classes Suspended (Campus Open)	<u>Level 5:</u> Essential Personnel Only (Campus Closed)	<u>Level 6:</u> Recovery
Admissions- Carol Isaacs	Complete	<ul style="list-style-type: none"> Staff contact information 	<ul style="list-style-type: none"> E-mail & phone tree distributed 	<ul style="list-style-type: none"> Update communication plan if needed. Arrange for computer use from home. 	<ul style="list-style-type: none"> Appointments canceled - home page & telephone announcements, offices open 	<ul style="list-style-type: none"> Key personnel work from home Respond to E-mails & voicemails 	<ul style="list-style-type: none"> Student counseling set up in Walb Union.
Bursar- Pam Michalec	Complete	<ul style="list-style-type: none"> Staff contact information Develop calling & email trees Determine home computer needs Suggest needed schedule and/or policy changes 	<ul style="list-style-type: none"> E-mail & phone tree distributed Distribute calling & email trees Identify essential personnel Assist with development of plan to adjust academic calendar and registration processes 	<ul style="list-style-type: none"> Update communication plan if needed. Arrange for computer use from home. Installation of home computers for those needed Advise staff of EAP counseling services available for fear, grief and financial Cooperate with campus plans 	<ul style="list-style-type: none"> Appointments canceled - home page & telephone announcements, offices open Adjust academic calendar and registration processing dates according to Appendix C 	<ul style="list-style-type: none"> Key personnel work from home if possible Respond to E-mails & voicemails 	<ul style="list-style-type: none"> Student counseling set up in Walb Union. Assess staff available to return to work Advise staff of EAP counseling services available for fear, grief and financial
Bursar- Pam Michalec	Complete	<ul style="list-style-type: none"> Suggest possible grading & policy changes (P/F, late withdraws, grade appeals, refund appeals) Identify critical services which could not be delivered online Identify alternative methods for accessing forms needed for business processes 	<ul style="list-style-type: none"> Receive "psychological first aid training" Develop a registrar's office emergency website 		<ul style="list-style-type: none"> Maintain core services if possible Maintain weekly communication with staff via email conference calls if possible Release/post emergency registrar website 		<ul style="list-style-type: none"> According to plan (appendix C) implement calendar and registration process changes Implement plan to inventory students via class rosters to department chairs Assist AA with reassignment of faculty to complete courses and create new teaching schedules
Financial Aid- Judith Cramer	Complete	<ul style="list-style-type: none"> Staff contact information 	<ul style="list-style-type: none"> E-mail & phone tree distributed 	<ul style="list-style-type: none"> Update communication plan if needed. Arrange for computer use from home. 	<ul style="list-style-type: none"> Appointments canceled - home page & telephone announcements, offices open Notify funders 	<ul style="list-style-type: none"> Key personnel work from home Respond to E-mails & voicemails 	<ul style="list-style-type: none"> Student counseling set up in Walb Union.

IPFW Pandemic Preparedness Plan - Student Affairs

IPFW Emergency Plan Level		Level 1: (Current Level) Pre-event Assessment & Planning	Level 2: Intense Planning & Preparation	Level 3: Preparing to Suspend Classes	Level 4: Classes Suspended (Campus Open)	Level 5: Essential Personnel Only (Campus Closed)	Level 6: Recovery
Registrar- Patrick McLaughlin	Complete	<ul style="list-style-type: none"> • Staff contact information • Develop calling & email trees • Determine home computer needs • Suggest needed schedule and/or policy changes 	<ul style="list-style-type: none"> • E-mail & phone tree distributed • Distribute calling & email trees • Identify essential personnel • Assist with development of plan to adjust academic calendar and registration processes 	<ul style="list-style-type: none"> • Update communication plan if needed. Arrange for computer use from home. • Installation of home computers for those needed • Advise staff of EAP counseling services available for fear, grief and financial • Cooperate with campus plans 	<ul style="list-style-type: none"> • Appointments canceled - home page & telephone announcements, offices open • Adjust academic calendar and registration processing dates according to Appendix C 	<ul style="list-style-type: none"> • Key personnel work from home if possible • Respond to E-mails & voicemails 	<ul style="list-style-type: none"> • Student counseling set up in Walb Union. • Assess staff available to return to work • Advise staff of EAP counseling services available for fear, grief and financial
Registrar- Patrick McLaughlin	Complete	<ul style="list-style-type: none"> • Suggest possible grading & policy changes (P/F, late withdraws, grade appeals, refund appeals) • Identify critical services which could not be delivered online • Identify alternative methods for accessing forms needed for business processes 	<ul style="list-style-type: none"> • Receive “psychological first aid training” • Develop a registrar’s office emergency website 		<ul style="list-style-type: none"> • Maintain core services if possible • Maintain weekly communication with staff via email conference calls if possible • Release/post emergency registrar website 		<ul style="list-style-type: none"> • According to plan (appendix C) implement calendar and registration process changes • Implement plan to inventory students via class rosters to department chairs • Assist AA with reassignment of faculty to complete courses and create new teaching schedules
Student Information Systems (SIS) Support- Julie Litmer Schwaller	Complete	<ul style="list-style-type: none"> • Staff contact information • Develop calling & email trees • Determine home computer needs • Suggest needed schedule and/or policy changes 	<ul style="list-style-type: none"> • E-mail & phone tree distributed • Distribute calling & email trees • Identify essential personnel • Assist with development of plan to adjust academic calendar and registration processes 	<ul style="list-style-type: none"> • Update communication plan if needed. Arrange for computer use from home. • Installation of home computers for those needed • Advise staff of EAP counseling services available for fear, grief and financial • Cooperate with campus plans 	<ul style="list-style-type: none"> • Appointments canceled - home page & telephone announcements, offices open • Adjust academic calendar and registration processing dates according to Appendix C 	<ul style="list-style-type: none"> • Key personnel work from home if possible • Respond to E-mails & voicemails 	<ul style="list-style-type: none"> • Student counseling set up in Walb Union. • Assess staff available to return to work • Advise staff of EAP counseling services available for fear, grief and financial

IPFW Pandemic Preparedness Plan - Student Affairs

IPFW Emergency Plan Level		Level 1: (Current Level) Pre-event Assessment & Planning	Level 2: Intense Planning & Preparation	Level 3: Preparing to Suspend Classes	Level 4: Classes Suspended (Campus Open)	Level 5: Essential Personnel Only (Campus Closed)	Level 6: Recovery
Student Information Systems (SIS) Support- Julie Litmer Schwaller	Complete	<ul style="list-style-type: none"> • Suggest possible grading & policy changes (P/F, late withdraws, grade appeals, refund appeals) • Identify critical services which could not be delivered online • Identify alternative methods for accessing forms needed for business processes 	<ul style="list-style-type: none"> • Receive “psychological first aid training” • Develop a registrar's office emergency website 		<ul style="list-style-type: none"> • Maintain core services if possible Maintain weekly communication with staff via email conference calls if possible Release/post emergency registrar website 		<ul style="list-style-type: none"> • According to plan (appendix C) implement calendar and registration process changes Implement plan to inventory students via class rosters to department chairs Assist AA with reassignment of faculty to complete courses and create new teaching schedules

Human Resources, Comptroller, and Parkview Plans

IPFW Pandemic Planning Committee Representatives:

Human Resources – Director:	Jim Ferguson	ext. 16677
Comptroller:	Philip Grote	ext. 16322
IPFW/Parkview Health & Wellness Clinic – NP:	April Parks	ext. 15748

IPFW Pandemic Preparedness Plan - Human Resources, Comptroller, Parkview

IPFW Emergency Plan Level		Level 1: (Current Level) Pre-event Assessment & Planning	Level 2: Intense Planning & Preparation	Level 3: Preparing to Suspend Classes	Level 4: Classes Suspended (Campus Open)	Level 5: Essential Personnel Only (Campus Closed)	Level 6: Recovery
Human Resources/ Jim Ferguson	Complete Complete 8/31/2006 8/31/06 8/31/06	<ul style="list-style-type: none"> • Develop FMLA brochure • Develop payroll policy • Develop absence policy • Develop plan to assist with life insurance claims for employees/dependents • Develop plan to assist with prescription plans • Develop plan to assist with short term disability claims 	<ul style="list-style-type: none"> • Distribute FMLA brochure • Distribute payroll policy • Distribute absence policy 	<ul style="list-style-type: none"> • Distribute FMLA brochure • Distribute payroll policy • Distribute absence policy • Assist with life insurance claims for employees/dependents • Assist with prescription claims • Assist with short term disability claims 	<ul style="list-style-type: none"> • Distribute FMLA brochure • Distribute payroll policy • Distribute absence policy • Assist with life insurance claims for employees/dependents • Assist with prescription claims • Assist with short term disability claims 	<ul style="list-style-type: none"> • Distribute FMLA brochure • Distribute payroll policy • Distribute absence policy • Assist with life insurance claims for employees/dependents • Assist with prescription claims • Assist with short term disability claims 	<ul style="list-style-type: none"> • Counseling: - Location - KT faculty/staff lounge. - Counselors - Lantz Counseling Center, grad students, EAP through Parkview.
Human Resources/ Jim Ferguson	8/31/06	<ul style="list-style-type: none"> • Prepare for EAP counseling for fear • Prepare for EAP counseling for grief • Prepare for EAP counseling for financial 		<ul style="list-style-type: none"> • Counsel-fear • Counsel-grief • Counsel-financial 	<ul style="list-style-type: none"> • Counsel-fear • Counsel-grief • Counsel-financial 	<ul style="list-style-type: none"> • Counsel-fear • Counsel-grief • Counsel-financial 	<ul style="list-style-type: none"> • Staffing: - Assess number of students/staff gone, and whether or not they can be replaced from the community. - Staffing through temporary agencies may need to be considered, depending on the situation.
Human Resources/ Jim Ferguson		<ul style="list-style-type: none"> • Develop "employee contacts card" with phone numbers & websites for reference. • Written internal communications process - call tree on file w/ HR & Pandemic Planning Committee. 					<ul style="list-style-type: none"> • End Home Assignments: - Assess when staff working from home can be allowed to come back to campus. - Bring all documentation back to campus. - May need to consider hiring extra people to handle the various number of claims due to the pandemic.

IPFW Pandemic Preparedness Plan - Human Resources, Comptroller, Parkview

IPFW Emergency Plan Level		Level 1: (Current Level) Pre-event Assessment & Planning	Level 2: Intense Planning & Preparation	Level 3: Preparing to Suspend Classes	Level 4: Classes Suspended (Campus Open)	Level 5: Essential Personnel Only (Campus Closed)	Level 6: Recovery
Human Resources/ Jim Ferguson							<ul style="list-style-type: none"> • Process Review: - Evaluate what worked and what did not in the pandemic response process. - Alter any policies as necessary. - Prepare for next pandemic wave.
Human Resources/ Jim Ferguson							<ul style="list-style-type: none"> • Handle claims & restock supplies: - Any necessary forms. - Beneficiary designations. - Medical, life, etc.
Physical Plant & HR/Dave Danielson & Jim Ferguson	Complete	<ul style="list-style-type: none"> • Identify essential personnel: -Tier One -Tier Two -Tier Three 					
Comptroller/ P. Grote	1/19/2007	<ul style="list-style-type: none"> • Plan for availability of sufficient petty cash 		<ul style="list-style-type: none"> • Assure Availability 	<ul style="list-style-type: none"> • Assure Availability 	<ul style="list-style-type: none"> • Assure Availability 	
Parkview Health & Wellness		<ul style="list-style-type: none"> • Prepare IPFW/Parkview Clinic - Prepare isolation evaluation room • International students to report to International Student Office when returning from another country (to be directed to health clinic for monitoring). 		<ul style="list-style-type: none"> • Alert international student office, Chancellor's office, V. Chancellor's office or Student Affairs, & Health Center staff to notify students/staff regarding health risks & symptoms to report if traveling to/from affected areas. • Post sign at Clinic entrance asking patients w/ fever and/or respiratory symptoms & recent travel to Avian Flu-affected area and/or exposure to an Avian Flu patient to self-identify to staff immediately. 		<ul style="list-style-type: none"> • Clinic closed. 	<ul style="list-style-type: none"> • Re-open Clinic. • Restock supplies.

IPFW Pandemic Preparedness Plan - Human Resources, Comptroller, Parkview

IPFW Emergency Plan Level		Level 1: (Current Level) Pre-event Assessment & Planning	Level 2: Intense Planning & Preparation	Level 3: Preparing to Suspend Classes	Level 4: Classes Suspended (Campus Open)	Level 5: Essential Personnel Only (Campus Closed)	Level 6: Recovery
Parkview Health & Wellness		<ul style="list-style-type: none"> • Prepare the University - Convene workgroup including members of the ACDT and others - Notify Crisis Mngmt Team through Police & Safety - Educate workgroup on University ACDT Plan, Avian Flu internal alert mechanisms, & Avian Flu protocols - Prepare isolation units on-campus - Prepare Avian Flu event communication plan 		<ul style="list-style-type: none"> • If patient presents to clinic with history of travel returning from country w/ current Avian Flu activity & flu symptoms, Clinic staff will: - give patient surgical mask - put on N-95 respirator, long-sleeve gown, gloves, & face shield -place student in exam, room, have patient wash hands, close door, post "isolation" sign, notify provider - complete exposure log for anyone w/ contact 		<ul style="list-style-type: none"> • Clinic closed. 	<ul style="list-style-type: none"> • Re-open Clinic. • Restock supplies.
Parkview Health & Wellness				<ul style="list-style-type: none"> • If patient presents to clinic with history of travel returning from country w/ current Avian Flu activity & flu symptoms, Clinic staff will: - put on N-95 respirator, long sleeve gown, gloves & face shield - perform clinical evaluation - if patient meets suspect case definition, provider will: -contact medical facility where appropriate diagnosis can take place -develop contacts for patient -activate external alert mechanism -arrange patient transport -properly dispose of PPE, wash hands, disinfect area 		<ul style="list-style-type: none"> • Clinic closed. 	<ul style="list-style-type: none"> • Re-open Clinic. • Restock supplies.

Information Technology Services, Telephone Operations, Shipping & Receiving, & Campus Vendor Plans

IPFW Pandemic Planning Committee Representatives:

Information Technology Services – Director:	Bob Kostrubanic	ext. 16196
Telephone Operations – Supervisor:	Janet Niswonger	ext. 16407
Purchasing – Director:	Cyndy Elick	ext. 16204

IPFW Pandemic Preparedness Plan - ITS, Telephone Operations, Shipping & Receiving, Campus Vendors

IPFW Emergency Plan Level		<u>Level 1: (Current Level)</u> Pre-event Assessment & Planning	<u>Level 2:</u> Intense Planning & Preparation	<u>Level 3:</u> Preparing to Suspend Classes	<u>Level 4:</u> Classes Suspended (Campus Open)	<u>Level 5:</u> Essential Personnel Only (Campus Closed)	<u>Level 6:</u> Recovery
ITS/ Bob Kostrubanic	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<ul style="list-style-type: none"> Prepare plan to maintain phone contact Prepare plan to update security for home computers Determine home computer needs IPFW back-up website up & running (will re-route to this if main site not working, and will explain why) Written internal communications process - call tree on file w/ ITS & Pandemic Planning Committee. 	<ul style="list-style-type: none"> Determine procedure to transfer calls Determine procedure for installation of home computers 	<ul style="list-style-type: none"> Implement plan to update security for home computers 	<ul style="list-style-type: none"> Transfer calls Security updated Install home computers 	<ul style="list-style-type: none"> Transfer calls Security updated Install home computers 	
ITS/ Bob Kostrubanic		<p>Maintain IT-based network services:</p> <ul style="list-style-type: none"> Tools: Breeze, WebCT Vista, GroupWise Webmail, GW Instant Messenger, Netmail, Banner SIS, Touchnet e-Commerce - All tools ready for remote use 	<p>Maintain IT-based network services:</p> <ul style="list-style-type: none"> Tools: Breeze, WebCT Vista, GroupWise Webmail, GW Instant Messenger, Netmail, Banner SIS, Touchnet e-Commerce 	<p>Maintain IT-based network services:</p> <ul style="list-style-type: none"> Tools: Breeze, WebCT Vista, GroupWise Webmail, GW Instant Messenger, Netmail, Banner SIS, Touchnet e-Commerce - Maintain tools remotely 	<p>Maintain IT-based network services:</p> <ul style="list-style-type: none"> Tools: Breeze, WebCT Vista, GroupWise Webmail, GW Instant Messenger, Netmail, Banner SIS, Touchnet e-Commerce 	<p>Maintain IT-based network services:</p> <ul style="list-style-type: none"> Tools: Breeze, WebCT Vista, GroupWise Webmail, GW Instant Messenger, Netmail, Banner SIS, Touchnet e-Commerce 	<p>Maintain IT-based network services:</p> <ul style="list-style-type: none"> Tools: Breeze, WebCT Vista, GroupWise Webmail, GW Instant Messenger, Netmail, Banner SIS, Touchnet e-Commerce - Research, plan, install delayed tool updates - Restore on-site support services
ITS/ Bob Kostrubanic		<p>Maintain IT-based network services:</p> <ul style="list-style-type: none"> Information/remote access: I, O, P: drives through portal; IPFW Website & my.ipfw.edu; Internet access; IU & Purdue operational applications - All access paths & application access available (applications limited to Web access) 	<p>Maintain IT-based network services:</p> <ul style="list-style-type: none"> Information/remote access: I, O, P: drives through portal; IPFW Website & my.ipfw.edu; Internet access; IU & Purdue operational applications - Verify IU & PU support desks contact info, any process changes 	<p>Maintain IT-based network services:</p> <ul style="list-style-type: none"> Information/remote access: I, O, P: drives through portal; IPFW Website & my.ipfw.edu; Internet access; IU & Purdue operational applications - Notify IU & PU support desks of pending IPFW suspension, continued IT process 	<p>Maintain IT-based network services:</p> <ul style="list-style-type: none"> Information/remote access: I, O, P: drives through portal; IPFW Website & my.ipfw.edu; Internet access; IU & Purdue operational applications 	<p>Maintain IT-based network services:</p> <ul style="list-style-type: none"> Information/remote access: I, O, P: drives through portal; IPFW Website & my.ipfw.edu; Internet access; IU & Purdue operational applications 	<p>Maintain IT-based network services:</p> <ul style="list-style-type: none"> Information/remote access: I, O, P: drives through portal; IPFW Website & my.ipfw.edu; Internet access; IU & Purdue operational applications - Notify IU & PU support desks of restored on-campus services

IPFW Pandemic Preparedness Plan - ITS, Telephone Operations, Shipping & Receiving, Campus Vendors

IPFW Emergency Plan Level		Level 1: (Current Level) Pre-event Assessment & Planning	Level 2: Intense Planning & Preparation	Level 3: Preparing to Suspend Classes	Level 4: Classes Suspended (Campus Open)	Level 5: Essential Personnel Only (Campus Closed)	Level 6: Recovery
ITS/ Bob Kostrubanic		Maintain IT-based network services: <ul style="list-style-type: none"> • Access security: VPN access installed on home computers requiring sensitive data access - VPN capability & support process established 	Maintain IT-based network services: <ul style="list-style-type: none"> • Access security: VPN access installed on home computers requiring sensitive data access - Complete install process & user documentation 	Maintain IT-based network services: <ul style="list-style-type: none"> • Access security: VPN access installed on home computers requiring sensitive data access - ID users requiring home security, support VPN installs 	Maintain IT-based network services: <ul style="list-style-type: none"> • Access security: VPN access installed on home computers requiring sensitive data access 	Maintain IT-based network services: <ul style="list-style-type: none"> • Access security: VPN access installed on home computers requiring sensitive data access 	Maintain IT-based network services: <ul style="list-style-type: none"> • Access security: VPN access installed on home computers requiring sensitive data access - Review installed VPN's, remove those not needed
ITS/ Bob Kostrubanic		Maintain IT-based network services: <ul style="list-style-type: none"> • Web Pandemic Instructions backup: Backup Web site at www.ipfw2.info - Backup domain site purchased 	Maintain IT-based network services: <ul style="list-style-type: none"> • Web Pandemic Instructions backup: Backup Web site at www.ipfw2.info - Assure IPFW Pandemic content autotransfers 	Maintain IT-based network services: <ul style="list-style-type: none"> • Web Pandemic Instructions backup: Backup Web site at www.ipfw2.info 	Maintain IT-based network services: <ul style="list-style-type: none"> • Web Pandemic Instructions backup: Backup Web site at www.ipfw2.info 	Maintain IT-based network services: <ul style="list-style-type: none"> • Web Pandemic Instructions backup: Backup Web site at www.ipfw2.info 	Maintain IT-based network services: <ul style="list-style-type: none"> • Web Pandemic Instructions backup: Backup Web site at www.ipfw2.info - Determine status of backup site for other DR needs
ITS/ Bob Kostrubanic		Provide support services: <ul style="list-style-type: none"> • Documentation: Short-cut handout/video training for tools use; self-loading VPN access to home computer - Documentation & training material planned, under development by User Technology Support 	Provide support services: <ul style="list-style-type: none"> • Documentation: Short-cut handout/video training for tools use; self-loading VPN access to home computer - Distribute documentation, conduct training for users 	Provide support services: <ul style="list-style-type: none"> • Documentation: Short-cut handout/video training for tools use; self-loading VPN access to home computer - Assure IPFW disaster Web pages have documentation, training videos 	Provide support services: <ul style="list-style-type: none"> • Documentation: Short-cut handout/video training for tools use; self-loading VPN access to home computer - Monitor material use, upgrade per user needs 	Provide support services: <ul style="list-style-type: none"> • Documentation: Short-cut handout/video training for tools use; self-loading VPN access to home computer 	Provide support services: <ul style="list-style-type: none"> • Documentation: Short-cut handout/video training for tools use; self-loading VPN access to home computer

IPFW Pandemic Preparedness Plan - ITS, Telephone Operations, Shipping & Receiving, Campus Vendors

IPFW Emergency Plan Level		<u>Level 1: (Current Level)</u> Pre-event Assessment & Planning	<u>Level 2:</u> Intense Planning & Preparation	<u>Level 3:</u> Preparing to Suspend Classes	<u>Level 4:</u> Classes Suspended (Campus Open)	<u>Level 5:</u> Essential Personnel Only (Campus Closed)	<u>Level 6:</u> Recovery
ITS/ Bob Kostrubanic		Provide support services: <ul style="list-style-type: none"> • Help Desk: Voicemail/Email monitored; Technician returns call for help, Heat track entered as needed; Calling 481-6030, enter "1" gives current status core systems - Support shifts, remote Heat Access established 	Provide support services: <ul style="list-style-type: none"> • Help Desk: Voicemail/Email monitored; Technician returns call for help, Heat track entered as needed; Calling 481-6030, enter "1" gives current status core systems - Increase number of Heat licenses as needed 	Provide support services: <ul style="list-style-type: none"> • Help Desk: Voicemail/Email monitored; Technician returns call for help, Heat track entered as needed; Calling 481-6030, enter "1" gives current status core systems - Transfer to remote Help Desk process 	Provide support services: <ul style="list-style-type: none"> • Help Desk: Voicemail/Email monitored; Technician returns call for help, Heat track entered as needed; Calling 481-6030, enter "1" gives current status core systems - Supervisor maintains daily HD technician contact, oversight of tracks 	Provide support services: <ul style="list-style-type: none"> • Help Desk: Voicemail/Email monitored; Technician returns call for help, Heat track entered as needed; Calling 481-6030, enter "1" gives current status core systems 	Provide support services: <ul style="list-style-type: none"> • Help Desk: Voicemail/Email monitored; Technician returns call for help, Heat track entered as needed; Calling 481-6030, enter "1" gives current status core systems - Re-establish on-site Help Desk process
ITS/ Bob Kostrubanic		Provide support services: <ul style="list-style-type: none"> • Technical support: Technicians monitor Heat tracks/Emails during Help Desk hours; Respond to user from remote; Contact ITS manager when remote help inadequate 	Provide support services: <ul style="list-style-type: none"> • Technical support: Technicians monitor Heat tracks/Emails during Help Desk hours; Respond to user from remote; Contact ITS manager when remote help inadequate 	Provide support services: <ul style="list-style-type: none"> • Technical support: Technicians monitor Heat tracks/Emails during Help Desk hours; Respond to user from remote; Contact ITS manager when remote help inadequate - Transfer Systems Administration technicians to remote support 	Provide support services: <ul style="list-style-type: none"> • Technical support: Technicians monitor Heat tracks/Emails during Help Desk hours; Respond to user from remote; Contact ITS manager when remote help inadequate - Respond remotely to Help Desk-coordinated Heat tracks 	Provide support services: <ul style="list-style-type: none"> • Technical support: Technicians monitor Heat tracks/Emails during Help Desk hours; Respond to user from remote; Contact ITS manager when remote help inadequate 	Provide support services: <ul style="list-style-type: none"> • Technical support: Technicians monitor Heat tracks/Emails during Help Desk hours; Respond to user from remote; Contact ITS manager when remote help inadequate - Re-establish on-site Systems Administration and End User Support
ITS/ Bob Kostrubanic		Provide support services: <ul style="list-style-type: none"> • User Technology: Monitor Heat tracks/Emails for user needs; Give added phone coaching in use of IT-based tools 	Provide support services: <ul style="list-style-type: none"> • User Technology: Monitor Heat tracks/Emails for user needs; Give added phone coaching in use of IT-based tools 	Provide support services: <ul style="list-style-type: none"> • User Technology: Monitor Heat tracks/Emails for user needs; Give added phone coaching in use of IT-based tools - Establish remote User Technology support via monitoring Heat tracks 	Provide support services: <ul style="list-style-type: none"> • User Technology: Monitor Heat tracks/Emails for user needs; Give added phone coaching in use of IT-based tools - Respond to key user needs in maintaining use of IT remotely 	Provide support services: <ul style="list-style-type: none"> • User Technology: Monitor Heat tracks/Emails for user needs; Give added phone coaching in use of IT-based tools 	Provide support services: <ul style="list-style-type: none"> • User Technology: Monitor Heat tracks/Emails for user needs; Give added phone coaching in use of IT-based tools - Re-establish on-site User Technology Support

IPFW Pandemic Preparedness Plan - ITS, Telephone Operations, Shipping & Receiving, Campus Vendors

IPFW Emergency Plan Level		Level 1: (Current Level) Pre-event Assessment & Planning	Level 2: Intense Planning & Preparation	Level 3: Preparing to Suspend Classes	Level 4: Classes Suspended (Campus Open)	Level 5: Essential Personnel Only (Campus Closed)	Level 6: Recovery
ITS/ Bob Kostrubanic		Provide support services: <ul style="list-style-type: none"> Data Center: Operators respond to requests for routine batch jobs; Operators monitor stability of network, Banner, IPFW-based applications 	Provide support services: <ul style="list-style-type: none"> Data Center: Operators respond to requests for routine batch jobs; Operators monitor stability of network, Banner, IPFW-based applications 	Provide support services: <ul style="list-style-type: none"> Data Center: Operators respond to requests for routine batch jobs; Operators monitor stability of network, Banner, IPFW-based applications - Establish remote DataCenter/operations monitoring 	Provide support services: <ul style="list-style-type: none"> Data Center: Operators respond to requests for routine batch jobs; Operators monitor stability of network, Banner, IPFW-based applications - Operators support necessary applications processes, monitor network status 	Provide support services: <ul style="list-style-type: none"> Data Center: Operators respond to requests for routine batch jobs; Operators monitor stability of network, Banner, IPFW-based applications 	Provide support services: <ul style="list-style-type: none"> Data Center: Operators respond to requests for routine batch jobs; Operators monitor stability of network, Banner, IPFW-based applications - Re-establish on-site DataCenter processes
ITS/ Bob Kostrubanic		IPFW Communications: <ul style="list-style-type: none"> Faculty/staff General use: Set campus phone announcement to indicate remote number to call; on-demand voice conferencing available; Breeze on-line collaboration available for conferences, planning -Establish on-demand voice conferencing - ID key conference leaders to vendor - Breeze use process completed 	IPFW Communications: <ul style="list-style-type: none"> Faculty/staff General use: Set campus phone announcement to indicate remote number to call; on-demand voice conferencing available; Breeze on-line collaboration available for conferences, planning 	IPFW Communications: <ul style="list-style-type: none"> Faculty/staff General use: Set campus phone announcement to indicate remote number to call; on-demand voice conferencing available; Breeze on-line collaboration available for conferences, planning - Faculty/staff set campus phone announcement 	IPFW Communications: <ul style="list-style-type: none"> Faculty/staff General use: Set campus phone announcement to indicate remote number to call; on-demand voice conferencing available; Breeze on-line collaboration available for conferences, planning - Remote users maintain contact via on-demand conferencing and/or Breeze collaboration sessions 	IPFW Communications: <ul style="list-style-type: none"> Faculty/staff General use: Set campus phone announcement to indicate remote number to call; on-demand voice conferencing available; Breeze on-line collaboration available for conferences, planning 	IPFW Communications: <ul style="list-style-type: none"> Faculty/staff General use: Set campus phone announcement to indicate remote number to call; on-demand voice conferencing available; Breeze on-line collaboration available for conferences, planning
ITS/ Bob Kostrubanic		IPFW Communications: <ul style="list-style-type: none"> Critical administration user: Same availability as General use; Emergency service through campus radio system for Chancellor's staff - Same routine steps as General Use above - Establish emergency radio coverage 	IPFW Communications: <ul style="list-style-type: none"> Critical administration user: Same availability as General use; Emergency service through campus radio system for Chancellor's staff 	IPFW Communications: <ul style="list-style-type: none"> Critical administration user: Same availability as General use; Emergency service through campus radio system for Chancellor's staff - Same routine steps as General Use above - Verify radios in possession, working 	IPFW Communications: <ul style="list-style-type: none"> Critical administration user: Same availability as General use; Emergency service through campus radio system for Chancellor's staff - Remote users maintain contact 	IPFW Communications: <ul style="list-style-type: none"> Critical administration user: Same availability as General use; Emergency service through campus radio system for Chancellor's staff 	IPFW Communications: <ul style="list-style-type: none"> Critical administration user: Same availability as General use; Emergency service through campus radio system for Chancellor's staff

IPFW Pandemic Preparedness Plan - ITS, Telephone Operations, Shipping & Receiving, Campus Vendors

IPFW Emergency Plan Level		<u>Level 1: (Current Level)</u> Pre-event Assessment & Planning	<u>Level 2:</u> Intense Planning & Preparation	<u>Level 3:</u> Preparing to Suspend Classes	<u>Level 4:</u> Classes Suspended (Campus Open)	<u>Level 5:</u> Essential Personnel Only (Campus Closed)	<u>Level 6:</u> Recovery
Telephone Operations/ Janet Niswonger		<ul style="list-style-type: none"> • Purchase/find extra 2-way radios for back-up communications • Look into having battery back-up put on KT tower. 	<ul style="list-style-type: none"> • Assure 2-way radios are operational and ready to go with additional power source if necessary. • Provide training for use of 2-way radios to appropriate individuals. 	<ul style="list-style-type: none"> • Assure 2-way radios are operational and ready to go with additional power source if necessary. • Distribute 2-way radios to appropriate individuals. • Faculty/staff encouraged to leave voicemail message on office phone stating the current situation, and detailing any alternate contact routes that may be used to reach them if necessary. 	<ul style="list-style-type: none"> • Assure 2-way radios are in proper working order. • Emergency generator installed on KT tower to keep back-up radio repeater powered. 	<ul style="list-style-type: none"> • Assure 2-way radios are in proper working order. 	
Shipping & Receiving Dawn Holcomb/ Cyndy Elick		Continue mail service as normal.	Continue mail service as normal.	Continue mail service as normal.	All Federal Express and DHL items will be held by those companies if/when an Allen County Level 2 Emergency is declared. Otherwise, deliveries will run as normal.	USPS will hold all mail addressed to IPFW until further notice.	Resume regular mail delivery schedule.
Campus Food Vendors/ Cyndy Elick				Vendors should take steps to keep their food inventory to a minimum.	Vendors should begin removing all food from the refrigerated units on campus.	If vendors have not had adequate lead-time to remove all food from refrigerated units, campus essential personnel will remove perishable items according to recommended guidelines on unrefrigerated perishables. Refrigerated units will be stored in a manner that will best preserve the unit's condition, and allow for maximum safety.	Vendors return to campus and dispose of any expired food items that were left prior to the pandemic. Assume normal operations.

Physical Plant, Police & Safety, and Radiological & Environmental Management Plans

IPFW Pandemic Planning Committee Representatives:

Physical Plant – Director:	Jay Harris	ext. 16832
Police & Safety – Police Chief:	Lauren Denhartog	ext. 16827
Radiological & Env. Mngmt. – Manager:	Stephanie Flinn	ext. 14193

IPFW Pandemic Preparedness Plan - Physical Plant, Police & Safety, Radiological & Environmental Management

IPFW Emergency Plan Level		Level 1: (Current Level) Pre-event Assessment & Planning	Level 2: Intense Planning & Preparation	Level 3: Preparing to Suspend Classes	Level 4: Classes Suspended (Campus Open)	Level 5: Essential Personnel Only (Campus Closed)	Level 6: Recovery
Physical Plant/ Dave Danielson Jim Henderson	Complete Complete Complete	<ul style="list-style-type: none"> Assess possible need for additional fuel Inspect generators to determine working order Determine if/how many additional generators needed Written internal communications - call tree on file w/ PP & Pandemic Committee. 	<ul style="list-style-type: none"> Make certain all generators are in working order Back-up generator to be installed on KT tower to ensure continual operation of 2-way radio repeater. 	<ul style="list-style-type: none"> Maintain working order of generators Order additional generators if necessary 2-way radios will be distributed to all Crisis Management Team members. 	<ul style="list-style-type: none"> Maintain working order of generators Director of PP will assign the appropriate individual to do the following: Dispense initial round of PPE to Essential Personnel in preparation for Pandemic Period. "Appropriate individual will depend on situation (e.g. If only Police are on campus, then Chief of Police would be assigned this task). 	<ul style="list-style-type: none"> Director of PP assign person to dispense and maintain stock of PPE for Essential Personnel. 	<ul style="list-style-type: none"> Assess & restore utilities to buildings if possible. Restart all appropriate equipment in buildings: lights, HVAC, freezers, refrigerators, etc. Assess staff and re-establish workforce. Inventory supplies and order more stock as necessary.
Physical Plant/ Dave Danielson Jim Henderson	Complete	<ul style="list-style-type: none"> Order hand sanitizer & soap 	<ul style="list-style-type: none"> Extra hand sanitizer is stored in north end of KT B10 (area enclosed w/ locked gate). Jerry McCagg (1st shift Building Services Supervisor) has a key to this gate. Extra hand soap is kept in custodial supply rooms: KT B010 NF 154 ETCS BU03 SB G064 HL B060 WU G029 CM 026 GC 003 VA 203 	<ul style="list-style-type: none"> Order 6 cots for essential personnel needs. Cots will be stored in Grounds Dept. 	<ul style="list-style-type: none"> Extra paper supplies (paper towels, toilet paper) and cleaning supplies found in custodial supply rooms in various buildings. Custodial supply rooms listed below: KT B010 NF 154 ETCS BU03 SB G064 HL B060 WU G029 CM 026 GC 003 VA 203 	<ul style="list-style-type: none"> Director of PP will assign appropriate individual to dispense paper supplies (e.g. toilet paper) to Essential Personnel as necessary, and maintain supply stock. "Appropriate individual will depend on situation (e.g. If only Police are on campus, then Chief of Police would be assigned this task). 	<ul style="list-style-type: none"> Clean & sanitize any areas affected by biohazards. Gather and dispose of any refuse accumulated on campus. Assess & repair any damaged buildings or equipment. Resume normal Operations & Maintenance activities.
Physical Plant/ Dave Danielson Jim Henderson		<ul style="list-style-type: none"> Provide sanitizer & soap for all on campus Order extra paper supplies, trash bags, cleaning supplies, flashlights and batteries. 	<ul style="list-style-type: none"> Maintain paper supplies, trash bags, cleaning supplies, flashlights and batteries. 	<ul style="list-style-type: none"> Maintain paper supplies, trash bags, cleaning supplies, flashlights and batteries. 	<ul style="list-style-type: none"> Maintain paper supplies, trash bags, cleaning supplies, flashlights and batteries. 	<ul style="list-style-type: none"> Cots may be set up for Essential Personnel in PP or Ginsberg. Other sleep areas for Essential Personnel will vary and can be designated by the PP Director as needed. PP Director will communicate the need for Essential Personnel to bring bedding to campus if possible. 	

IPFW Pandemic Preparedness Plan - Physical Plant, Police & Safety, Radiological & Environmental Management

IPFW Emergency Plan Level		<u>Level 1: (Current Level)</u> Pre-event Assessment & Planning	<u>Level 2:</u> Intense Planning & Preparation	<u>Level 3:</u> Preparing to Suspend Classes	<u>Level 4:</u> Classes Suspended (Campus Open)	<u>Level 5:</u> Essential Personnel Only (Campus Closed)	<u>Level 6:</u> Recovery
Physical Plant/ Dave Danielson Jim Henderson						<ul style="list-style-type: none"> • Mattresses from vacant Student Housing rooms will be used as necessary/available. • Unused mattresses from occupied Student Housing rooms will be used as necessary and replaced by the university after the pandemic is over. 	
Physical Plant & HR/Dave Danielson & Jim Ferguson	Complete	<ul style="list-style-type: none"> • Identify essential personnel: <ul style="list-style-type: none"> -Tier One -Tier Two -Tier Three 					
Physical Plant & Student Housing/ Dave Danielson & Sara Garcia	Complete	<ul style="list-style-type: none"> • Determine needs for food & water supply for essential personnel & housing residents • Determine possible needs & order additional flashlights & batteries • Order extra toilet paper • Order extra paper towels • Order extra supplies as identified 	<ul style="list-style-type: none"> • Maintain sufficient supply of food & water for essential personnel • Maintain supply of flashlights & batteries • Maintain supply of extra supplies as identified • Maintain sufficient supply of toilet paper • Maintain sufficient supply of paper towels 	<ul style="list-style-type: none"> • Maintain sufficient supply of food & water for essential personnel • Maintain supply of flashlights & batteries • Maintain supply of extra supplies as identified • Maintain sufficient supply of toilet paper • Maintain sufficient supply of paper towels 	<ul style="list-style-type: none"> • Maintain sufficient supply of food & water for essential personnel • Maintain supply of flashlights & batteries • Maintain supply of extra supplies as identified • Maintain sufficient supply of toilet paper • Maintain sufficient supply of paper towels 	<ul style="list-style-type: none"> • Maintain sufficient supply of food & water for essential personnel • Maintain supply of flashlights & batteries • Maintain supply of extra supplies as identified • Maintain sufficient supply of toilet paper • Maintain sufficient supply of paper towels 	
Police & Safety/Lauren DenHartog	Complete	<ul style="list-style-type: none"> • Determine additional law enforcement supplies • Prepare plan for police to 12-hour shifts • Develop plan for contacting unreachable staff • Keep communication open w/ Admin. & City/County Emergency & Health Depts. 	<ul style="list-style-type: none"> • Order additional law enforcement supplies • Keep communication open w/ Admin. & City/County Emergency & Health Depts. 	<ul style="list-style-type: none"> • Keep supply of additional supplies as needed • Implement 12-hour shifts for police • Implement plan for contacting unreachable staff as needed. 	<ul style="list-style-type: none"> • Keep supply of additional supplies as needed • Implement 12-hour shifts for police as needed. • Implement plan for contacting unreachable staff as needed. 	<ul style="list-style-type: none"> • Keep supply of additional supplies as needed • Implement plan for contacting unreachable staff as needed. • If manpower drops due to illness, prepare to switch to 2, 12-hour shifts/day. 	<ul style="list-style-type: none"> • Assess and repair damaged equipment. • Clean up any biological waste. • Confirm that all personnel are ready to return to work. • Return to standard duties and work schedules.

IPFW Pandemic Preparedness Plan - Physical Plant, Police & Safety, Radiological & Environmental Management

IPFW Emergency Plan Level		Level 1: (Current Level) Pre-event Assessment & Planning	Level 2: Intense Planning & Preparation	Level 3: Preparing to Suspend Classes	Level 4: Classes Suspended (Campus Open)	Level 5: Essential Personnel Only (Campus Closed)	Level 6: Recovery
Police & Safety/Lauren DenHartog	Complete	<ul style="list-style-type: none"> • Create working list of all depts. & people, including phone numbers and emergency contact numbers • Assure adequate supply of PPE for employees 			<ul style="list-style-type: none"> • Work w/ IPFW & Allen Co. Health officials & follow their directions/recommendations. • Post officers at building entrances where additional security is needed. • Provide extra patrols where needed. • Make sure cones & barricades are available to block emergency response areas as needed. 	<ul style="list-style-type: none"> • Work w/ IPFW & Allen Co. Health officials & follow their directions/recommendations. • Post officers at building entrances where additional security is needed. • Provide extra patrols where needed. • Make sure cones & barricades are available to block emergency response areas as needed. 	
Police & Safety/Lauren DenHartog	Complete	<ul style="list-style-type: none"> • Written internal communications info - call tree on file with Police & Safety and Pandemic Planning Committee. Possession of extra stock of N-95 respirators - Jeff Davis is contact. 			<ul style="list-style-type: none"> • Keep adequate supply of PPE as needed. • Lock down all buildings not in use. 	<ul style="list-style-type: none"> • Barricade campus entrances as needed for safety/security. • Keep adequate supply of PPE as needed. • Lock down all buildings not in use. • If non-essential personnel need to access campus buildings while in lock-down, they must contact Police & Safety first. • Police & Safety control/limit incoming traffic to campus. 	

IPFW Pandemic Preparedness Plan - Physical Plant, Police & Safety, Radiological & Environmental Management

IPFW Emergency Plan Level		Level 1: (Current Level) Pre-event Assessment & Planning	Level 2: Intense Planning & Preparation	Level 3: Preparing to Suspend Classes	Level 4: Classes Suspended (Campus Open)	Level 5: Essential Personnel Only (Campus Closed)	Level 6: Recovery
Radiological & Environmental Mngmt/ Stephanie Flinn	Complete	<ul style="list-style-type: none"> • Develop training for prevention techniques • Develop training for decontamination • Determine disposal of extra medical waste • Order all masks • Determine number of N95 masks needed • Order disposable gowns • Campus PPE (masks, gowns) stored in PW on western-most storage shelves. • Written internal communications - call tree on file w/ PP and Pandemic Committee. 	<ul style="list-style-type: none"> • Distribute prevention information (comp) • Schedule decontamination training (if needed) • Fit testing of N-95 masks (comp) 	<ul style="list-style-type: none"> • Distribute prevention information (comp) • Schedule decontamination training (if needed) • Provide sanitizer & soap for all on campus (comp) • Fit testing of N-95 masks (comp) 	<ul style="list-style-type: none"> • Distribute prevention information (comp) • Schedule decontamination training (if needed) • Provide sanitizer & soap for all on campus (comp) • Fit testing of N-95 masks (comp) 		<ul style="list-style-type: none"> • Schedule biohazardous waste pick-ups as necessary. • Assist in any remaining biohazardous waste clean-up as necessary. • Determine need for replenishing PPE for next pandemic wave and order. • Follow-up on any missed training. • Provide any necessary training to individuals needed to cover for absent staff members. • Perform potable water tests as necessary due to any water loss.

Student Housing Plans

IPFW Pandemic Planning Committee Representatives:

Student Housing – Director:

Sara Garcia

ext. 14180

IPFW Pandemic Preparedness Plan - Student Housing

IPFW Emergency Plan Level		<u>Level 1: (Current Level)</u> Pre-event Assessment & Planning	<u>Level 2:</u> Intense Planning & Preparation	<u>Level 3:</u> Preparing to Suspend Classes	<u>Level 4:</u> Classes Suspended (Campus Open)	<u>Level 5:</u> Essential Personnel Only (Campus Closed)	<u>Level 6:</u> Recovery
Student Housing/ Sara Garcia	8/31/2006 8/31/06 8/31/06 8/31/06 8/31/06	<ul style="list-style-type: none"> Develop plan to find volunteers for alternate housing Develop plan to cancel programming Develop plan for advising students to leave campus Plan to provide housing for volunteers Determine method to keep accurate count of residents 	<ul style="list-style-type: none"> Monitor national situation through review of CDC, WHO & NH DHHS websites. Communicate with campus housing, hospitality services, food services, police, health services and media relations for planning efforts. 	<ul style="list-style-type: none"> Identify volunteers for alternate housing. Assess essential supplies needed. Advise on HR policy on time-off request. Review teleworking policy for those who do not live on-site. Enact planning for isolation and quarantine of students. 	<ul style="list-style-type: none"> Implement alternate housing Communicate canceled programming Implement advising of students to leave Provide housing for volunteers Keep accurate count of residents. 	<ul style="list-style-type: none"> Implement alternate housing Communicate canceled programming Advise students to leave. Provide volunteers housing Keep accurate count of residents. Remind essential personnel of their duties and responsibilities. 	<ul style="list-style-type: none"> Prepare student housing buildings to open two days prior to classes resuming. Call housing staff back to work as soon as campus re-opens. Turn fob access on. Prepare counseling staff to be on-hand if needed.
Student Housing/ Sara Garcia		<ul style="list-style-type: none"> Written internal communications process - call tree on file w/ Student Housing & Pandemic Planning Committee. 	<ul style="list-style-type: none"> Provide adequate number of PPE (surgical masks, N-95s, hand sanitizer) for students/visitors. Develop emergency phone contact tree. Identify essential personnel (Director, Asst. Director, Maintenance Supervisor) & inform them of their responsibilities. 	<ul style="list-style-type: none"> Identify potential rooms and/or floors to be used for isolation and quarantine of students. Notify current occupants in spaces that will be needed. Assess essential Personnel Protection Equipment (PPE) needs and stock (mask, gloves, emergency gowns, etc). Train staff on hygiene and symptom recognition. 	<ul style="list-style-type: none"> Schedule staff coverage (alternating personnel) in all essential operating areas: maintenance/ housekeeping and develop implement protocol to ensure all areas are covered. Develop communication tools for employees and residents (invest in a calling post number to give residents and employees information via telephone). 	<ul style="list-style-type: none"> Essential personnel receive PPE (Personal Protection Equipment). Adhere to employee "do not assemble" protocol-Direct non-essential personnel not to report to work. It will be mandatory for the Director and Assistant Director to remain and work. Management staff alternate work hours). 	<ul style="list-style-type: none"> Gather information on anyone not returning to student housing. Prepare supplies to pack belongings of any non-returning residents. Re-open housing. Have residents sign roster indicating they are present on campus. Report all missing students to the Dean's office.
Student Housing/ Sara Garcia			<ul style="list-style-type: none"> Distribute questionnaire during fall move-in to collect emergency contact information from residents. 	<ul style="list-style-type: none"> Communicate student checklist to housing residents: lists all tasks that need to be done before vacating their apartments. 	<ul style="list-style-type: none"> Enact plan for isolation and quarantine of students. Find alternative housing for international students. While Student Housing occupants will be encouraged to leave, doing so will not be mandatory. Student Housing will not technically be closed. 	<ul style="list-style-type: none"> Implement HR Policy for work hours for staff. Gather employee absenteeism data. Allow access to accounting and leasing systems to employees who work from home. 	<ul style="list-style-type: none"> Counseling: - Counselors - Lantz Counseling Center, grad students.
Student Housing/ Sara Garcia					<ul style="list-style-type: none"> Place signage on housing buildings indicating no food stored on the premises. If student housing closes, all fob access will be shut down. 		

IPFW Pandemic Preparedness Plan - Student Housing

IPFW Emergency Plan Level		Level 1: (Current Level) Pre-event Assessment & Planning	Level 2: Intense Planning & Preparation	Level 3: Preparing to Suspend Classes	Level 4: Classes Suspended (Campus Open)	Level 5: Essential Personnel Only (Campus Closed)	Level 6: Recovery
Physical Plant & Student Housing/ Dave Danielson & Sara Garcia	8/15/2006 Complete Complete	<ul style="list-style-type: none"> • Determine needs for food & water supply for essential personnel & housing residents • Determine possible needs & order additional flashlights & batteries • Order extra toilet paper • Order extra paper towels • Order extra supplies as identified 	<ul style="list-style-type: none"> • Maintain sufficient supply of food & water for essential personnel • Maintain supply of flashlights & batteries • Maintain supply of extra supplies as identified • Maintain sufficient supply of toilet paper • Maintain sufficient supply of paper towels 	<ul style="list-style-type: none"> • Maintain sufficient supply of food & water for essential personnel • Maintain supply of flashlights & batteries • Maintain supply of extra supplies as identified • Maintain sufficient supply of toilet paper • Maintain sufficient supply of paper towels 	<ul style="list-style-type: none"> • Maintain sufficient supply of food & water for essential personnel • Maintain supply of flashlights & batteries • Maintain supply of extra supplies as identified • Maintain sufficient supply of toilet paper • Maintain sufficient supply of paper towels 	<ul style="list-style-type: none"> • Maintain sufficient supply of food & water for essential personnel • Maintain supply of flashlights & batteries • Maintain supply of extra supplies as identified • Maintain sufficient supply of toilet paper • Maintain sufficient supply of paper towels 	

Academic Affairs Plans

IPFW Pandemic Planning Committee Representatives:

Academic Affairs – Vice Chancellor:	Susan Hannah	ext. 16116
Academic Affairs – Assistant Vice Chancellor:	Kathleen O’Connell	ext. 15795

IPFW Pandemic Preparedness Plan - Academic Affairs

IPFW Emergency Plan Level		<u>Level 1: (Current Level)</u> Pre-event Assessment & Planning	<u>Level 2:</u> Intense Planning & Preparation	<u>Level 3:</u> Preparing to Suspend Classes	<u>Level 4:</u> Classes Suspended (Campus Open)	<u>Level 5:</u> Essential Personnel Only (Campus Closed)	<u>Level 6:</u> Recovery
Office of Academic Affairs/VCAA-Susan Hannah	8/31/2006	<ul style="list-style-type: none"> • Represent AA on Campus ER Planning Committee • Convene AA ER Planning Team • Communicate campus plans to AA as needed • Construct internal communication lists/send to Public Safety • Communicate campus plans to AA as needed 	<ul style="list-style-type: none"> • Communicate updated campus plans to AA as available • Deliver "psychological first-aid training" to faculty/staff 	<ul style="list-style-type: none"> • Participate in campus ERP • Update communication plan • Announce likely academic disruption schedule • Invoke Contingency Resolution and propose rule changes 	<ul style="list-style-type: none"> • Participate in campus ERP • Update communication plan • Announce updated disruption schedule • Implement office UPC • Suspended classes include off-campus classes also. 	<ul style="list-style-type: none"> • Participate in campus ERP • Communicate updated closure plans to chairs and deans • Implement appropriate disruption contingency closure scenario • Monitor school/college status 	<ul style="list-style-type: none"> • Chancellor determines re-opening date. • Participate in campus ERP • Implement office recovery UPC. • Communicate updated recovery plans to chairs and deans
Office of Academic Affairs/VCAA-Susan Hannah	31-Aug	<ul style="list-style-type: none"> • Contribute to campus web page • Develop disruption scenarios with FAC • Written internal communications process - call tree on file w/ Academic Affairs, Biology, LSRC, & Pandemic Planning Committee. 	<ul style="list-style-type: none"> • Participate in Campus ERP • Update communication plan • OAA/ER planning web site in place • Begin plans for necessary equipment & supplies contingencies 	<ul style="list-style-type: none"> • Update campus FAQ as needed • Begin office UPC implementation 	<ul style="list-style-type: none"> • Monitor status college/school/department progress with UPC implementation • Update campus FAQ as needed 		<ul style="list-style-type: none"> • Implement appropriate disruption contingency recovery scenario • Assess school/college status
Office of Academic Affairs/VCAA-Susan Hannah		<ul style="list-style-type: none"> • Investigate needed academic policy changes • Propose Contingency Resolution to Senate via EPC • Send informational memo to faculty 	<ul style="list-style-type: none"> • Communicate updated campus plans to AA as available • Identify likely disruption scenario • Develop contingency options under Senate resolution 				<ul style="list-style-type: none"> • Assess and problem-solve overall gaps in faculty and administrative staffing due to illness/death • Authorize faculty and staff workload changes as appropriate
Office of Academic Affairs/VCAA-Susan Hannah		<ul style="list-style-type: none"> • Develop FAQ's for students for Registrar web page • Provide "Psychological First Aid" training to deans/directors 	<ul style="list-style-type: none"> • Assess training/support needs • Begin plans for necessary equipment & supplies contingencies • Communicate plans throughout AA 				<ul style="list-style-type: none"> • Update campus FAQ as needed • Send informational recovery memo to faculty

IPFW Pandemic Preparedness Plan - Academic Affairs

IPFW Emergency Plan Level		<u>Level 1: (Current Level)</u> Pre-event Assessment & Planning	<u>Level 2:</u> Intense Planning & Preparation	<u>Level 3:</u> Preparing to Suspend Classes	<u>Level 4:</u> Classes Suspended (Campus Open)	<u>Level 5:</u> Essential Personnel Only (Campus Closed)	<u>Level 6:</u> Recovery
Office of Academic Affairs/VCAA- Susan Hannah		<ul style="list-style-type: none"> • Develop plans for increased psycho- logical assistance for faculty, staff for onset and recovery of campus closure • Provide template for /develop Unit Continuity Plan (UPC) 	<ul style="list-style-type: none"> • Assist in completion of campus FAQ project 				<ul style="list-style-type: none"> • Implement increased mental health services for faculty, staff and students in collaboration with HR, SA
Office of Academic Affairs/VCAA- Susan Hannah							<ul style="list-style-type: none"> • Evaluate the effectiveness of the execution of the emergency response once in recovery.
Office of Academic Affairs/VCAA- Susan Hannah							
Office of Academic Affairs/VCAA- Susan Hannah							

IPFW Pandemic Preparedness Plan - Academic Affairs

IPFW Emergency Plan Level	Level 1: (Current Level) Pre-event Assessment & Planning	Level 2: Intense Planning & Preparation	Level 3: Preparing to Suspend Classes	Level 4: Classes Suspended (Campus Open)	Level 5: Essential Personnel Only (Campus Closed)	Level 6: Recovery
Deans/ Executive Director of DCS	<ul style="list-style-type: none"> • Become informed on pandemic and campus ERP • Develop internal communication plan/send to Public Safety • Develop UPC for dean's office 	<ul style="list-style-type: none"> • Communicate with VCAA/ERP regarding updates • Stay informed; communicate w/ chairs/faculty • Update communication plan • Update UPC • Consider impact of likely disruption schedule 	<ul style="list-style-type: none"> • Communicate with VCAA/ERP regarding updates • Stay informed: communicate w/ chairs/faculty • Update communication plan • Announce likely academic disruption schedule 	<ul style="list-style-type: none"> • Communicate with VCAA/ERP regarding updates • Implement and monitor school/college/unit/departmental UPC 	<ul style="list-style-type: none"> • Communicate with VCAA/ERP regarding updates • Communicate updates to chairs • Monitor school/college/unit status • Communicate with chairs regarding faculty/staff status 	<ul style="list-style-type: none"> • Communicate with VCAA/ERP regarding updates • Implement school/college/unit recovery UPC • Communicate updated recovery plans to chairs and faculty
Deans/ Executive Director of DCS	<ul style="list-style-type: none"> • Monitor department UPC development • Participate in Psych First Aid Training • Plan to work from home 		<ul style="list-style-type: none"> • Begin school/college/unit UPC implementation as appropriate • Develop academic policy responses given likely disruption schedule 	<ul style="list-style-type: none"> • Implement office UPC • Identify likely academic policy responses related to disruption schedule • Monitor school/college/unit status 	<ul style="list-style-type: none"> • Answer school/college/unit questions and refer to appropriate resource • Monitor status of disruption contingency closure schedule • Anticipate and plan for re-opening of campus 	<ul style="list-style-type: none"> • Implement identified disruption contingency recovery schedule • Assess school/college/unit status
Deans/ Executive Director of DCS						<ul style="list-style-type: none"> • Assess and problem-solve overall gaps in faculty and administrative staffing due to illness/death • Authorize faculty and staff workload changes as appropriate • Refer faculty, staff, students to health and mental health services as appropriate
Department/ Unit Chairs & Directors	<ul style="list-style-type: none"> • Become informed on pandemic and campus EP -Develop internal communication plan/send to Public Safety 	<ul style="list-style-type: none"> • Stay informed • Update communication plan • Update UPC • Roster qualified faculty 	<ul style="list-style-type: none"> • Stay informed • Update/use communication plan 	<ul style="list-style-type: none"> • Stay informed • Update/use communication plan • Implement UPC given disruption scenario 	<ul style="list-style-type: none"> • Work from home • Monitor status of faculty/staff • Communicate with dean /dean's designee • Answer questions / refer to appropriate resources 	<ul style="list-style-type: none"> • Evaluate the effectiveness of the execution of the emergency response /UPC • Communicate with dean / executive director

IPFW Pandemic Preparedness Plan - Academic Affairs

IPFW Emergency Plan Level		<u>Level 1: (Current Level)</u> Pre-event Assessment & Planning	<u>Level 2:</u> Intense Planning & Preparation	<u>Level 3:</u> Preparing to Suspend Classes	<u>Level 4:</u> Classes Suspended (Campus Open)	<u>Level 5:</u> Essential Personnel Only (Campus Closed)	<u>Level 6:</u> Recovery
Department/ Unit Chairs & Directors		<ul style="list-style-type: none"> Develop UPC for department office and course delivery Participate in Psych First Aid Training Develop plan to work from home 	<ul style="list-style-type: none"> Consider impact of likely disruption schedule on staffing, course delivery, academic policies Prepare to work from home 	<ul style="list-style-type: none"> Begin to implement UPC in light of likely disruption scenario Develop necessary policy changes 			<ul style="list-style-type: none"> Implement department/unit recovery UPC Communicate updated recovery plans to faculty, staff and students as appropriate
Department/ Unit Chairs & Directors							<ul style="list-style-type: none"> Implement identified disruption contingency recovery schedule Assess department /unit status Assess and problem-solve overall gaps in faculty and administrative staffing due to illness/death
Department/ Unit Chairs & Directors							<ul style="list-style-type: none"> Implement faculty and staff workload changes as authorized Refer faculty, staff, students to mental health services as appropriate
Department/ Unit Chairs & Directors							<ul style="list-style-type: none"> Refer faculty, staff, students to health and mental health services as appropriate Evaluate the effectiveness of the execution of the emergency response / UPC.
Faculty/ Librarians	8/31/2006	<ul style="list-style-type: none"> Become informed about pandemic and emergency plans Participate in dept communication plan 	<ul style="list-style-type: none"> Stay informed Update contact information with chair / director as needed Plan course delivery options given likely disruption scenario 	<ul style="list-style-type: none"> Stay informed Update contact information with chair / director as needed Plan course delivery options given likely disruption scenario 	<ul style="list-style-type: none"> Stay informed Use communication plan Update contact information with chair / director as needed 	<ul style="list-style-type: none"> Stay informed Monitor status of colleagues Communicate with chair/director or their designee 	<ul style="list-style-type: none"> Stay informed Use communication plan Update contact information with chair / director as needed Participate in implementation of UPC

IPFW Pandemic Preparedness Plan - Academic Affairs

IPFW Emergency Plan Level		<u>Level 1: (Current Level)</u> Pre-event Assessment & Planning	<u>Level 2:</u> Intense Planning & Preparation	<u>Level 3:</u> Preparing to Suspend Classes	<u>Level 4:</u> Classes Suspended (Campus Open)	<u>Level 5:</u> Essential Personnel Only (Campus Closed)	<u>Level 6:</u> Recovery
Faculty/ Librarians		<ul style="list-style-type: none"> • Be knowledgeable about department/unit UPC • Add notices to syllabi as directed • Discuss and tentatively plan course completion options 	<ul style="list-style-type: none"> • Develop course completion options • Identify what to bring home from office during a possible closure 	<ul style="list-style-type: none"> • Further develop course completion options and inform students • Gather items to bring home from office during a possible closure 	<ul style="list-style-type: none"> • Participate in implementation of UPC • Bring items home from office, secure files, and finalize other closure plans with chair/director 	<ul style="list-style-type: none"> • Update contact information with chair / director as needed • Refer students to appropriate campus information resources if contacted 	<ul style="list-style-type: none"> • Notify students of revised class calendar and completion options and requirements. • Identify students who are missing from communications / classes and report to chair
Faculty/ Librarians						<ul style="list-style-type: none"> • Further develop course completion options for implementation upon opening of campus 	<ul style="list-style-type: none"> • Receive and implement revised teaching / workload assignments as required due to faculty/staff deaths and continued illness • Participate in assessment of UPC effectiveness.
Faculty/ Librarians							<ul style="list-style-type: none"> • Refer students and others to health and mental health services as appropriate • Assist in evaluation of the effectiveness of the execution of the emergency response.
Director of Helmke Library		<ul style="list-style-type: none"> • Develop internal communication plan • Become informed about pandemic and campus ERP 	<ul style="list-style-type: none"> • Communicate with VCAA/ERP regarding updates • Stay informed 	<ul style="list-style-type: none"> • Communicate with VCAA/ERP regarding updates • Stay informed • Update communication plan 	<ul style="list-style-type: none"> • Communicate with VCAA/ERP regarding updates • Implement and monitor unit UPC 	<ul style="list-style-type: none"> • Communicate with VCAA/ERP regarding updates • Communicate updates to unit administrators • Monitor unit status 	<ul style="list-style-type: none"> • Evaluate the effectiveness of the execution of the emergency response once in recovery.
Director of Helmke Library		<ul style="list-style-type: none"> • Identify essential personnel for services during closure • Develop UPC, including plan for preservation of materials 	<ul style="list-style-type: none"> • Update communication plan • Update UPC • Consider impact of likely disruption schedule 	<ul style="list-style-type: none"> • Inform faculty/staff/ students of service access (online databases, etc) that will and will not (or may not) be available during suspension and closure 	<ul style="list-style-type: none"> • Implement office UPC • Identify policy responses related to disruption schedule • Monitor unit status 	<ul style="list-style-type: none"> • Communicate with unit administrators regarding librarian/staff status 	

IPFW Pandemic Preparedness Plan - Academic Affairs

IPFW Emergency Plan Level		<u>Level 1: (Current Level)</u> Pre-event Assessment & Planning	<u>Level 2:</u> Intense Planning & Preparation	<u>Level 3:</u> Preparing to Suspend Classes	<u>Level 4:</u> Classes Suspended (Campus Open)	<u>Level 5:</u> Essential Personnel Only (Campus Closed)	<u>Level 6:</u> Recovery
Director of Helmke Library		<ul style="list-style-type: none"> Collaborate with IU/regional libraries for online access to databases during closure Participate in Psych First Aid Training Develop plan to work from home 		<ul style="list-style-type: none"> Begin unit UPC implementation as appropriate Develop policy responses given likely disruption schedule 		<ul style="list-style-type: none"> Answer unit questions and refer to appropriate resource Monitor status of disruption contingency closure schedule Anticipate and plan for re-opening of campus 	
Governance		<ul style="list-style-type: none"> EPC: develop contingency resolution and send to Senate FAC: develop disruption scenarios 	<ul style="list-style-type: none"> Senate adoption of contingency resolution 	<ul style="list-style-type: none"> Provide consultation to ERP regarding closure policies and plans 	<ul style="list-style-type: none"> Provide consultation to ERP as necessary 	<ul style="list-style-type: none"> Provide consultation to ERP as necessary 	<ul style="list-style-type: none"> Assist in evaluation of the effectiveness of the execution of the emergency response.
Biology/ C. Barrett	31-Aug	<ul style="list-style-type: none"> Prepare contingency plans Plan security for labs & animals 	<ul style="list-style-type: none"> Will implement "Emergency Response Plan for Animal Facilities" 	<ul style="list-style-type: none"> Will implement "Emergency Response Plan for Animal Facilities" 	<ul style="list-style-type: none"> Will implement "Emergency Response Plan for Animal Facilities" 	<ul style="list-style-type: none"> Will implement "Emergency Response Plan for Animal Facilities" 	
Academic Support Offices (CELT, CASA/ FYE, OACS, Assessment)	8/31/2006 8/31/06	<ul style="list-style-type: none"> Develop internal communication plan Develop UPC CELT: prepare contingency teaching ideas for web pages See "Department/Unit Chairs / Directors", and "Faculty/Librarians" above 	<ul style="list-style-type: none"> See "Department/Unit Chairs / Directors", and "Faculty/Librarians" above 	<ul style="list-style-type: none"> See "Department/Unit Chairs / Directors", and "Faculty/Librarians" above 	<ul style="list-style-type: none"> See "Department/Unit Chairs / Directors", and "Faculty/Librarians" above 	<ul style="list-style-type: none"> See "Department/Unit Chairs / Directors", and "Faculty/Librarians" above 	<ul style="list-style-type: none"> See "Department/Unit Chairs / Directors", and "Faculty/Librarians" above
Academic Advisors/ Rachelle Darabi	8/31/2006 8/31/06	<ul style="list-style-type: none"> Participate in FAQ project See "Faculty/Librarians" above 	<ul style="list-style-type: none"> See "Faculty/Librarians" above 	<ul style="list-style-type: none"> Secure student files with department / unit See "Faculty/Librarians" above 	<ul style="list-style-type: none"> See "Faculty/Librarians" above 	<ul style="list-style-type: none"> See "Faculty/Librarians" above 	
ORES and Research		<ul style="list-style-type: none"> Assess research project needs and develop UPCs as needed Focus on UPC for life sciences/ animal research facility 	<ul style="list-style-type: none"> Communicate with VCAA/ERP regarding updates Stay informed; communicate w/ chairs/faculty 	<ul style="list-style-type: none"> Communicate with VCAA/ERP regarding updates Stay informed: communicate w/ chairs/faculty 	<ul style="list-style-type: none"> Stay informed Update/use communication plan 	<ul style="list-style-type: none"> Communicate with VCAA/ERP regarding updates Communicate updates to staff/faculty 	<ul style="list-style-type: none"> Communicate with VCAA/ERP regarding updates Implement unit recovery UPC

IPFW Pandemic Preparedness Plan - Academic Affairs

IPFW Emergency Plan Level		<u>Level 1: (Current Level)</u> Pre-event Assessment & Planning	<u>Level 2:</u> Intense Planning & Preparation	<u>Level 3:</u> Preparing to Suspend Classes	<u>Level 4:</u> Classes Suspended (Campus Open)	<u>Level 5:</u> Essential Personnel Only (Campus Closed)	<u>Level 6:</u> Recovery
ORES and Research			<ul style="list-style-type: none"> Update communication plan Update UPC Consider impact of likely disruption schedule 	<ul style="list-style-type: none"> Update communication plan Begin unit UPC implementation as appropriate 	<ul style="list-style-type: none"> Implement UPC given disruption scenario Monitor unit status 	<ul style="list-style-type: none"> Monitor unit status Communicate with staff regarding faculty/staff status Answer unit questions and refer to appropriate resource 	<ul style="list-style-type: none"> Communicate updated recovery plans to staff and faculty Implement identified disruption contingency recovery schedule Assess unit status
ORES and Research				<ul style="list-style-type: none"> Develop policy responses given likely disruption schedule 		<ul style="list-style-type: none"> Monitor status of disruption contingency closure schedule Anticipate and plan for re-opening of campus 	<ul style="list-style-type: none"> Assess and problem-solve overall gaps in faculty and administrative staffing/ projects due to illness/death Authorize staff workload changes as appropriate
ORES and Research							<ul style="list-style-type: none"> Refer faculty, staff, students to health and mental health services as appropriate
ORES and Research							<ul style="list-style-type: none"> Participate in evaluating the effectiveness of the execution of the emergency response once in recovery.
Clerical and Other Administrative Staff		<ul style="list-style-type: none"> Become informed about pandemic and emergency plans Participate in dept communication plan 	<ul style="list-style-type: none"> Stay informed Update contact information with chair / director as needed 	<ul style="list-style-type: none"> Stay informed Update contact information with chair / director as needed 	<ul style="list-style-type: none"> Stay informed Use communication plan Update contact information with chair / director as needed 	<ul style="list-style-type: none"> Stay informed Monitor status of colleagues Communicate with chair/director or their designee 	<ul style="list-style-type: none"> Stay informed Use communication plan Update contact information with chair / director as needed Participate in implementation of UPC

IPFW Pandemic Preparedness Plan - Academic Affairs

IPFW Emergency Plan Level		Level 1: (Current Level) Pre-event Assessment & Planning	Level 2: Intense Planning & Preparation	Level 3: Preparing to Suspend Classes	Level 4: Classes Suspended (Campus Open)	Level 5: Essential Personnel Only (Campus Closed)	Level 6: Recovery
Clerical and Other Administrative Staff		<ul style="list-style-type: none"> • Be knowledgeable about department/unit UPC • Consider security measures for files with department/unit chair/director 	<ul style="list-style-type: none"> • Identify what to bring home from office during a possible closure 	<ul style="list-style-type: none"> • Gather items to bring home from office during a possible closure 	<ul style="list-style-type: none"> • Participate in implementation of UPC • Bring items home from office, secure files, and finalize other closure plans with chair/director 	<ul style="list-style-type: none"> • Update contact information with chair / director as needed • Refer questions to appropriate campus information resources if contacted 	<ul style="list-style-type: none"> • Receive and implement revised workload assignment as required due to faculty/staff deaths and continued illness • Collaborate with chairs, directors and faculty to refer students and others to health and mental health services as appropriate • Participate in assessment of UPC effectiveness.

AUDIENCE: All faculty, academic staff and administrators

Academic Affairs Disruption in Academic Scheduling Scenarios

I. Campus is closed 1 to 3 academic weeks.

I.a. If closure occurs during Fall or Spring Term, prior to the last three weeks of the term, the term duration is shorted by the length of the disruption. The academic schedule resumes on time the following term.

I.a.1. If the closure occurs prior to Fall or Spring break, classes will be held during that week to reduce the duration of the disruption by one week.

I.b. If closure occurs during Fall or Spring Term during the last three weeks of the term, the term is extended by two weeks after the end of the disruption. Week 1 will serve as a review and wrap-up period, Week 2 will be exam week.

I. b.1. If the disruption occurs during the last three weeks of the Fall term, the resumption of classes will be accommodated over the winter break.

I.b.2. If the disruption occurs during the last three weeks of the Fall term and extends into the winter break, the start of the Spring semester is delayed as needed with the first two weeks after the resumption of classes used for Fall term wrap-up and exams. The start of the Spring term occurs immediately after the end of exams.

I.b.3. If the disruption occurs during the last three weeks of the Spring term, the resumption of classes will be accommodated during Summer I. Summer I and Summer II will each be shortened by one week with schedules adjusted as required.

I.c. If disruption occurs during one of the Summer terms, one of the following occurs

I.c.1. If closure occurs during Summer I and the disruption is of one or two weeks duration, the start of Summer II is delayed by the appropriate duration and will then extend into the two week interval between Summer II and the Fall term. The Fall term begins as scheduled.

I.c.2 If closure occurs during Summer I and is for three weeks duration, Summer I is shortened by one week and the start of Summer II is delayed by the appropriate duration and will then extend into the two week interval between Summer II and the Fall term. The Fall term begins as scheduled.

I.c.3. If the closure occurs during Summer II and the disruption is of one or two weeks duration, Summer II is extended into the two week interval between Summer II and the Fall term. The Fall term begins as scheduled.

I.c.4. If the closure occurs during Summer II and is for three weeks duration, Summer II is shortened by one week and the term extended into the two week interval between Summer II and the Fall term. The Fall term begins as scheduled.

I.c.5. If the closure occurs during the last three weeks of Summer II and extended into the two week interval between the end of Summer II and the start of the Fall term the Fall term is shortened as needed and the first week after resumption of classes is used for Summer II wrap-up and exams, with the Fall term starting the following week.

II. If campus is closed for 4 to 8 academic weeks.

II.a. If the disruption occurs during the Fall term but does not extend into the winter break, classes are held over winter break with the duration of both the Fall and Spring semesters are shortened equally as needed. The start of the Spring term occurs immediately after the end of the modified Fall term.

II.a.1. In the case of an odd number of week disruption, the Fall term is shortened by one more week than is the Spring term.

II.a.2. If the disruption occurs prior to Fall break, classes will be held during that week to reduce the duration of the disruption by one week.

II.b. If the disruption occurs during the Fall term and extends into the winter break, both the Fall and Spring semesters are shortened as needed. The start of the Spring term occurs immediately after the end of the modified Fall term.

II.b.1. In the case of an odd number of week disruption, the Fall term is shortened by one more week than is the Spring term.

II.c. If the disruption occurs during the Spring term the duration of the Spring term is shortened as needed. The Spring term will be extended through the one week break between Spring and Summer I, with Summer I beginning as scheduled.

II.c.1. If the disruption occurs prior to Spring break, classes will be held during that week to reduce the duration of the disruption by one week.

- II.d. If the disruption occurs near the end of the Spring term and extends for more than one week into Summer I, the Summer I term is canceled, the Spring term extends through the Summer I period as needed, Summer II begins as scheduled.
- II.e. If the disruption occurs over the Summer terms, with more than 3 weeks of either term lost, that term is canceled. The Fall term begins as scheduled.
- II.f. If the disruption occurs during Summer II and extends into the Fall term the following occurs.
 - II.f.1. If the disruption occurs prior to the fourth week of Summer II, Summer II is canceled and the start of the Fall term is delayed as needed. The Fall term is shortened as needed with the duration of the disruption lessened by holding classes during fall break and extending into winter break. The Spring term begins as scheduled.
 - II.f.2. If the disruption occurs during the final three weeks of Summer II and extends into the Fall term, Summer II is terminated and grades calculated based on work to date. The Fall term is delayed as needed and shortened as needed with the duration of the disruption lessened by holding classes during fall break and extending into winter break. The Spring term begins as scheduled.
- III. If the disruption occurs for more than 8 academic weeks of any term, the term is canceled and classes begin as soon as possible following the disruption. To minimize disruption of class sequencing, the lost semester schedule is followed upon resumption of classes with subsequent semester schedules modified as needed.

**ACADEMIC
UNIT CONTINUITY PLAN (UCP)
CHECKLIST**

Preparation (Levels I to III):

- * Develop and distribute contact list for everyone in unit.
- * Develop contact-tree/communication plan.
- * Assess risk to equipment/facilities.
- * Participate in ORES research planning as appropriate.
- * Order additional supplies as contingency.
- * Identify what information to be taken home.
- * Develop a database for faculty and staff for staffing contingencies. Consider the range of expertise available among current faculty and staff (including continuing lecturers, limited-term lecturers, and graduate assistants) as well as the expertise available outside the current university community.
- * Think through disruption scenarios and develop contingency plans
 - G course delivery
 - G labs, clinicals, co-ops, student teaching, etc.
 - G grading policies, etc.
 - G unit academic regulations
 - G unit degree requirements
 - G other as appropriate

Implementation (Levels IV - V)

- * Secure confidential student/faculty files.
- * Set phones as instructed.
- * Relay all communication about the closure to faculty, staff, and students as appropriate.
- * Take all necessary information home.
- * Remove all perishable materials from facilities as appropriate.
- * Assure that all unit facilities and equipment are secure.
- * Assure that any essential maintenance required during the closure period is ready to be implemented.
- * During the closure period, maintain and update available communication channels with university officials and with all unit personnel.
- * During the closure period, communicate regularly with faculty, staff, and students as appropriate.
- * During the closure period, maintain and update the database for faculty and for staff staffing contingencies.

Recovery (Level VI):

- * Take inventory of available faculty and staff (including continuing lecturers, limited-term lecturers, and graduate assistants), build database of available personnel. Combine with database of available expertise created a priori.
- * Take resource inventory. Inventory and assess status of equipment and facilities, reorder supplies as necessary.
- * Review status of email, the web, WebCT, other instructional technologies for all instructional and operational sites.
- * Determine which courses and activities will be resumed and who will be assigned to cover them. Create new teaching schedules.
- * Reassign tasks and responsibilities to available personnel as necessary.
- * Communicate all information to faculty, staff, and students including:
 - G re-opening date and calendar revisions (as determined by Chancellor)
 - G emergency academic and personnel assignment policies (as implemented by the Vice Chancellor for Academic Affairs)
 - G revised schedules and assignments
 - G availability of instructional resources
- * Be aware of mental health considerations for returning faculty, staff, and students. People may not know how traumatized they are, how much energy they will have, etc. Be prepared to handle mental health emergencies and refer people to the appropriate services.

Student Affairs Plans

IPFW Pandemic Planning Committee Representatives:

Student Affairs – Vice Chancellor:

George McClellan

ext. 16844

IPFW Pandemic Preparedness Plan - Student Affairs

IPFW Emergency Plan Level		<u>Level 1: (Current Level)</u> Pre-event Assessment & Planning	<u>Level 2:</u> Intense Planning & Preparation	<u>Level 3:</u> Preparing to Suspend Classes	<u>Level 4:</u> Classes Suspended (Campus Open)	<u>Level 5:</u> Essential Personnel Only (Campus Closed)	<u>Level 6:</u> Recovery
Student Affairs/ Admissions/ Carol Isaacs	Complete	<ul style="list-style-type: none"> Staff contact information 	<ul style="list-style-type: none"> E-mail & phone tree distributed 	<ul style="list-style-type: none"> Update communication plan if needed. Arrange for computer use from home. 	<ul style="list-style-type: none"> Appointments canceled - home page & telephone announcements, offices open 	<ul style="list-style-type: none"> Key personnel work from home Respond to E-mails & voicemails 	<ul style="list-style-type: none"> Student counseling set up in Walb Union.
Communi-cations	Complete	<ul style="list-style-type: none"> Staff contact information 	<ul style="list-style-type: none"> E-mail & phone tree distributed 	<ul style="list-style-type: none"> Update communication plan if needed. Arrange for computer use from home. 	<ul style="list-style-type: none"> Appointments canceled - home page & telephone announcements, offices open 	<ul style="list-style-type: none"> Key personnel work from home 	<ul style="list-style-type: none"> Student counseling set up in Walb Union.
Student Affairs/ Financial Aid/ Gerald Curd	Complete	<ul style="list-style-type: none"> Staff contact information 	<ul style="list-style-type: none"> E-mail & phone tree distributed 	<ul style="list-style-type: none"> Update communication plan if needed. Arrange for computer use from home. 	<ul style="list-style-type: none"> Appointments canceled - home page & telephone announcements, offices open Notify funders 	<ul style="list-style-type: none"> Key personnel work from home Respond to E-mails & voicemails 	<ul style="list-style-type: none"> Student counseling set up in Walb Union.
Student Affairs/ Registrars/ Patrick McLaughlin	Complete	<ul style="list-style-type: none"> Staff contact information Develop calling & email trees Determine home computer needs Suggest needed schedule and/or policy changes 	<ul style="list-style-type: none"> E-mail & phone tree distributed Distribute calling & email trees Identify essential personnel Assist with development of plan to adjust academic calendar and registration processes 	<ul style="list-style-type: none"> Update communication plan if needed. Arrange for computer use from home. Installation of home computers for those needed Advise staff of EAP counseling services available for fear, grief and financial Cooperate with campus plans 	<ul style="list-style-type: none"> Appointments canceled - home page & telephone announcements, offices open Adjust academic calendar and registration processing dates according to Appendix C 	<ul style="list-style-type: none"> Key personnel work from home if possible Respond to E-mails & voicemails 	<ul style="list-style-type: none"> Student counseling set up in Walb Union. Assess staff available to return to work Advise staff of EAP counseling services available for fear, grief and financial
Student Affairs/ Registrars/ Patrick McLaughlin		<ul style="list-style-type: none"> Suggest possible grading & policy changes (P/F, late withdraws, grade appeals, refund appeals) Identify critical services which could not be delivered online Identify alternative methods for accessing forms needed for business processes 	<ul style="list-style-type: none"> Receive "psychological first aid training" Develop a registrar's office emergency website 		<ul style="list-style-type: none"> Maintain core services if possible Maintain weekly communication with staff via email conference calls if possible Release/post emergency registrar website 		<ul style="list-style-type: none"> According to plan (appendix C) implement calendar and registration process changes Implement plan to inventory students via class rosters to department chairs Assist AA with reassignment of faculty to complete courses and create new teaching schedules
Academic Counseling & Career Services	Complete	<ul style="list-style-type: none"> Staff contact information 	<ul style="list-style-type: none"> E-mail & phone tree distributed 	<ul style="list-style-type: none"> Update communication plan if needed. Arrange for computer use from home. 		<ul style="list-style-type: none"> Key personnel work from home Respond to E-mails & voicemails 	<ul style="list-style-type: none"> Student counseling set up in Walb Union.

IPFW Pandemic Preparedness Plan - Student Affairs

IPFW Emergency Plan Level		<u>Level 1: (Current Level)</u> Pre-event Assessment & Planning	<u>Level 2:</u> Intense Planning & Preparation	<u>Level 3:</u> Preparing to Suspend Classes	<u>Level 4:</u> Classes Suspended (Campus Open)	<u>Level 5:</u> Essential Personnel Only (Campus Closed)	<u>Level 6:</u> Recovery
Student Affairs/ Dean of Students/ Donna Bialik	Complete	<ul style="list-style-type: none"> Staff contact information 	<ul style="list-style-type: none"> E-mail & phone tree distributed Contact students with pending appointments to notify them that campus will be closed until further notice; pending appointments will be cancelled and rescheduled after campus/office re-opens 	<ul style="list-style-type: none"> Update communication plan if needed. Arrange for computer use from home. Change telephone greetings and set emails to auto reply 	<ul style="list-style-type: none"> Appointments canceled - home page & telephone announcements, offices open 	<ul style="list-style-type: none"> Key personnel work from home Staff Personal Counselors & student Peer Counselors may be asked to assist health personnel by responding to student phone calls. 	<ul style="list-style-type: none"> Student counseling set up in Walb Union. Change phone greetings and disable email auto replies; contact students to reschedule appointments
Student Affairs/ Child Care Center/ Lynda Place	Complete	<ul style="list-style-type: none"> Staff contact information Post notices, handouts to parents; info added to web site; staff personal info updated, where to reach staff, Pet sitting volunteers 	<ul style="list-style-type: none"> E-mail & phone tree distributed Prepare email, parents phone numbers, list of families to notify via email or phone, share call list, email/phone tree to asst director and share between asst dir and director 	<ul style="list-style-type: none"> Update communication plan if needed. Arrange for computer use from home. Center Closed Center closed, lead teachers to notify pre school parents and dir/asst dir to notify childcare parents, change answering machine message, activate phone tree to alert staff 	<ul style="list-style-type: none"> Appointments canceled - home page & telephone announcements, offices open Who works when office only opens; director download files needed to work from home and load paper files needed during break 	<ul style="list-style-type: none"> Campus closed 	<ul style="list-style-type: none"> Student counseling set up in Walb Union. director to notify staff of date to report to work; dir/asst dir to active staff phone schedule; dir/asst dir/lead teachers notify families, update website and answering machine
Student Affairs/ Student Life/ Lori Beth Miller	Complete	<ul style="list-style-type: none"> Staff contact information 	<ul style="list-style-type: none"> E-mail & phone tree distributed 	<ul style="list-style-type: none"> Update communication plan if needed. Arrange for computer use from home. Student Organizations to add pandemic cancel clause to any contracts Change voicemail and email auto reply; take files home and follow up with students 	<ul style="list-style-type: none"> Appointments canceled - home page & telephone announcements, offices open Check phone messages from home 		<ul style="list-style-type: none"> Student counseling set up in Walb Union. Change voicemail and email auto reply; notify students/contacts.
Student Affairs/ Diversity & Multicultural Services/ Ken Christmon	Complete	<ul style="list-style-type: none"> Staff contact information 	<ul style="list-style-type: none"> E-mail & phone tree distributed 	<ul style="list-style-type: none"> Update communication plan if needed. Arrange for computer use from home. 	<ul style="list-style-type: none"> Appointments canceled - home page & telephone announcements, offices open 	<ul style="list-style-type: none"> Key personnel work from home Respond to E-mails & voicemails 	<ul style="list-style-type: none"> Student counseling set up in Walb Union.
Services for Students with Disabilities		<ul style="list-style-type: none"> Contact students with immediate appointments or scheduled testing to notify of campus closing and cancel pending appointments 	<ul style="list-style-type: none"> Office voicemail message will include phone numbers and IPFW website address for students to utilize in case of questions 				<ul style="list-style-type: none"> Reschedule testing and appointments. Provide resources for supportive services if needed.

IPFW Pandemic Preparedness Plan - Student Affairs

IPFW Emergency Plan Level		Level 1: (Current Level) Pre-event Assessment & Planning	Level 2: Intense Planning & Preparation	Level 3: Preparing to Suspend Classes	Level 4: Classes Suspended (Campus Open)	Level 5: Essential Personnel Only (Campus Closed)	Level 6: Recovery
Center for Women and Returning Adults		<ul style="list-style-type: none"> • Contact students with notification of campus/office closure until further notice; cancel pending appointments 	<ul style="list-style-type: none"> • Change phone greetings and email to auto reply 	<ul style="list-style-type: none"> • CWRA website will reflect office closure until further notice 			<ul style="list-style-type: none"> • Reschedule appointments and programs, change voicemail and disable email auto replies. Contact students to reschedule point and update website to reflect re-opening.
Student Government		<ul style="list-style-type: none"> • Contact officers, assistant & Legal Services consultant to notify of campus closing 	<ul style="list-style-type: none"> • Contact students with pending appointments and contacts to notify of closure; change voicemail and auto reply email 				<ul style="list-style-type: none"> • Contact all officers, assistants, legal services consultant and contacts to notify of opening reopening. Change outgoing voicemail and email auto reply. Reschedule appointments.
Personal Counseling Services		<ul style="list-style-type: none"> • Counselors will contact students to notify of campus closure and cancel pending appointments. 	<ul style="list-style-type: none"> • Provide students with sources of community support; change email auto reply and voice mail. 				<ul style="list-style-type: none"> • Contact students for rescheduling appointments, change voice messages and email auto reply.

University Relations Plans

IPFW Pandemic Planning Committee Representatives:

University Relations – Executive Director:	Irene Walters	ext. 16104
University Relations – Web Manager:	Bart Tyner	ext. 16170

IPFW Pandemic Preparedness Plan - University Relations

IPFW Emergency Plan Level		<u>Level 1: (Current Level)</u> Pre-event Assessment & Planning	<u>Level 2:</u> Intense Planning & Preparation	<u>Level 3:</u> Preparing to Suspend Classes	<u>Level 4:</u> Classes Suspended (Campus Open)	<u>Level 5:</u> Essential Personnel Only (Campus Closed)	<u>Level 6:</u> Recovery
University Relations/ Irene Walters	Complete 8/31/06 1/15/07 1/15/07 1/22/07 8/31/06	<p>• Web site development:</p> <ul style="list-style-type: none"> • Informational web site launched with basic health & planning info at www.ipfw.edu/pandemic <ul style="list-style-type: none"> • Inform campus community & their families of web site. <ol style="list-style-type: none"> 1. Notice on Oasis & faculty/staff & student pop-ups 2. Notice on electronic sign & IPSPGA sign 3. Memo to Housing students 4. Mail current students' parents? 5. Notices: internal newsletter, pay/direct deposit stubs, Communicator, Channel 5 	<p>• Web site:</p> <ul style="list-style-type: none"> • Add Q&A page. • Post daily updates. • Pandemic web site declares "Caution" campus status. 	<p>• Web site:</p> <ul style="list-style-type: none"> • Make plans front and center. • Add prominent link from homepage to flu site. • Expand list of contact numbers for specific questions. • Post daily updates. • Web site declares "Pandemic Advisory" campus status. 	<p>• Web site:</p> <ul style="list-style-type: none"> • Home page declares "classes suspended" with appropriate links. • Feature list of contact numbers for specific questions. • Feature call center number. • Post daily updates. • Web site declares "Suspended" campus status. • IPFW Pandemic Information Blog activated at http://ipfw-pandemic-info.blogspot.com/ 	<p>• Web site:</p> <ul style="list-style-type: none"> • Home page declares "campus closed" with appropriate links. • Feature list of contact numbers for specific questions. • Feature call center number. • Post daily updates. • Web site declares "Closed" campus status. • Blog updated. 	<p>• Web site:</p> <ul style="list-style-type: none"> • Post daily updates. • Web site declares "Recovery" campus status. • Blog updated.
University Relations/ Irene Walters	Complete	<p>• Written internal communications tree on file with University Relations & Pandemic Committee.</p>					
University Relations/ Irene Walters		<p>• Web site development:</p> <ul style="list-style-type: none"> • Develop bookmark/postcard (health & website info) & distribute to housing & students via Athletics, FYE, COM 114, WU 131 & Wellness clinic, and also to employees. • Release articles in university pubs re: website. 					
University Relations/ Irene Walters		<p>• Web site development:</p> <ul style="list-style-type: none"> • Memo from Chancellor/Vice Chancellor re: website, planning, directing questions, etc. 					

IPFW Pandemic Preparedness Plan - University Relations

IPFW Emergency Plan Level		Level 1: (Current Level) Pre-event Assessment & Planning	Level 2: Intense Planning & Preparation	Level 3: Preparing to Suspend Classes	Level 4: Classes Suspended (Campus Open)	Level 5: Essential Personnel Only (Campus Closed)	Level 6: Recovery
University Relations/ Irene Walters		<ul style="list-style-type: none"> Posters created by WHO/CDC re: hand washing & preparedness. Distribute: tack strips, classrooms, bathrooms, food service areas, & student/employee lounges. 					
University Relations/ Irene Walters			<ul style="list-style-type: none"> Printed Materials: Additional copies of posters as needed. 	<ul style="list-style-type: none"> Printed Materials: Additional copies of posters as needed. Memo from Chancellor & Vice Chancellor. HR Q&A sessions re: payroll, benefits, work from home. 			
University Relations/ Irene Walters		<ul style="list-style-type: none"> Media: Send media advisory for plan access info. Info about Clinic services during a pandemic. 	<ul style="list-style-type: none"> Media: Send media advisory for plan access info. Info re: Clinic services in pandemic. 	<ul style="list-style-type: none"> Media: Send media advisory announcing plans for each step. Send news release detailing plans for WHO declaring no public gatherings. Info re: Clinic services. 	<ul style="list-style-type: none"> Media: Send news release announcing classes suspended as well as what services are available. Send media advisory w/ alternate contact numbers to reach essential people during Level 5. 	<ul style="list-style-type: none"> Media: Send news release announcing campus closed. Send reminder media advisory w/ alternate contact numbers to reach essential people. 	
University Relations/ Irene Walters		<ul style="list-style-type: none"> URC Responsibilities: Ensure media emergency contact list is current. Ensure URC dept. phone tree is current. Ensure URC employees have resource access from home. Facilitate all internal depts. to create/update contact lists. 	<ul style="list-style-type: none"> URC Responsibilities: Ensure URC employees have resource access from home. 	<ul style="list-style-type: none"> URC Responsibilities: Ensure URC employees have resource access from home. Ensure call tree & media call tree is current. Ensure call center is equipped w/ appropriate answers/info. 	<ul style="list-style-type: none"> URC Responsibilities: Set up work-from-home stations. Ensure call center is equipped w/ appropriate answers/info. 	<ul style="list-style-type: none"> URC Responsibilities: Set check-in points w/ call center & essential decision makers. Set contact people w/ HR, payroll, etc. so timely announcements can be made if needed. 	

Appendices:

Appendix A - IPFW Pandemic Planning Committee

Appendix B - Essential Personnel

Appendix C - WHO Pandemic Alert Phases

Appendix D - Informational Websites

Indiana – Purdue University Fort Wayne Pandemic Preparedness Planning Committee

*Listed Alphabetically by Department

Chancellor	IPFW Chancellor	Michael Wartell (481-6103)
Academic Affairs -	Vice Chancellor	Susan Hannah (481-6116)
Academic Affairs -	Assistant Vice Chancellor	Kathleen O’Connell (481-5795)
Dean of Students -	Personal Counselor	Shauna Summers (481-6601)
Engineering -	Professor	Nash Younis (481-6887)
Financial Affairs -	Vice Chancellor	Walter Branson (481-6804)
Human Resources -	Director	Jim Ferguson (481-6677)
Information Technology Services -	Director	Bob Kostrubanic (481-6196)
IPFW/Parkview Health & Wellness Clinic -	Nurse Practitioner	April Parks (481-5749)
IU School of Medicine -	Professor	Joel Vilensky (481-6738)
Management & Marketing	Associate Professor	David Turnipseed (481-6476)
Nursing -	Chair	Carol Sternberger (481-6816)
Physical Plant -	Director	Jay Harris (481-6832)
Police & Safety –	Police Chief	Lauren DenHartog (481-6827)
Public & Environmental Affairs -	Professor	Barry Hancock (481-6055)
Radiological & Environmental Management -	Manager	Stephanie Flinn (481-4193)
Sociology -	Professor	Michael Nusbaumer (481-6670)
Student Affairs -	Vice Chancellor	George McClellan (481-6844)
Student Housing -	Director	Sara Garcia (481-4180)
University Relations -	Web Manager	Bart Tyner (481-6170)
University Relations -	Executive Director	Irene Walters (481-6104)
University Relations -	Media Director	Susan Alderman (481-6165)

Essential Personnel

Definitions -

Infrastructure:

Individuals who keep primary, critical operations running and assure that the rest of the university has an infrastructure to which to return. During a pandemic period where the campus is closed, these individuals will be expected to work their regular 8-hour day (and possibly longer, as necessary) from campus or home, and will possibly receive extra pay for working during this pandemic period, depending on the approved pay policy.

This includes:

Police & Safety

ITS

Research Assets Care (animal/cell culture caretakers)

Physical Plant

Student Housing

Operations:

Individuals who keep secondary, critical operations running. During a pandemic period where the campus is closed, these individuals will be expected to work their regular 8-hour day (and possibly longer, as necessary) from campus or home, and will possibly receive extra pay for working during this pandemic period, depending on the approved pay policy.

This includes:

Bursar

Human Resources

Student Affairs

- Admissions, Services for Students w/ Disabilities, International Student Services, Registrar

Management:

Individuals holding a position of dean/department head and above. During a pandemic period where the campus is closed, while these individuals will not necessarily be expected to work their regular 8-hour day, they will be expected to be available for calls and advising as necessary from home, and will possibly receive extra pay for working during this pandemic period, depending on the approved pay policy.

This includes:

Chancellor

Vice Chancellors

Associate/Assistant Vice Chancellors

Deans

Department Chairs/Directors

ESSENTIAL PERSONNEL

DEPARTMENT	INFRASTRUCTURE		OPERATIONS		MANAGEMENT	
Work from:	Campus	Home	Campus	Home	Campus	Home
Academic Affairs	Carla Barrett		Kevin Fredrick	Kevin Fredrick		
			Carol Sternberger			
Human Resources		Tina Chin				
		Tina Sullivan				
		Kirk Tolliver				
		Karen Forbess				
Information Technology Services						
Chief Information Officer					Bob Kostrubanic	
Functional Managers					to be named	
					Glenn Morgan	
					Mike Mourey	
					Joseph McCormick	
					Mike Kanning	
Network Administrators		Michael Boschet				
		Sean Witkovsky				
		Adam Atkinson				
		Michael Berkshire				
Computer Operators		Pat Garrett				
		Jeff Schmidt				
		Sandy Pedroza				
Help Desk		Mary Nixon				
E-commerce Support Programmers		Terry Dougherty				
		Bob Mitchell				
End-User Support		Jeff Eley				
Database Administrators		Jim Richardson				
		Mahmudur Bhuiya				

ESSENTIAL PERSONNEL

DEPARTMENT	INFRASTRUCTURE		OPERATIONS		MANAGEMENT	
Work from:	Campus	Home	Campus	Home	Campus	Home
Physical Plant					Jay Harris	
Administration	Janet Kelly					
	John Sheets					
	Mary Waskiewicz					
Building Services	Brian Craighead					
	Tim Ellsworth					
	Richard Grzych					
					Brad Heath	
	Ed High					
	Paul Houser					
	Darrell Kees					
	Kelly Klinker					
	Joe Papiernik					
	Ron Sexton					
	Charlie Showalter					
	Jerry McCagg					
	Robert Krach					
	Valerie Null					
Grounds	Jim Bassett					
	Dave Dial					
	John Parkinson					
	Eric Shilling					
					Tad Smith	
	Chuck Weber					
	Rich Weber					
Operations & Maintenance	Bruce Burdick					
	Warren Cartmel					
	Greg Clements					
	Robert Habeger					
	Jim Hall					
					Jim Henderson	
	Brian Lowe					
	Greg Miller					
	Dennis Phillips					
	Barry Wygant					

ESSENTIAL PERSONNEL

DEPARTMENT	INFRASTRUCTURE		OPERATIONS		MANAGEMENT	
Work from:	Campus	Home	Campus	Home	Campus	Home
Police & Safety	Lynn Armstrong					
	Ron Burkart					
	Steve Burton					
	Anthony Colone					
	Andrew Cottrell					
	Bill Daugherty					
	Jeff Davis					
					Lauren Denhartog	
	Rick Igney					
	Eric Johnston					
	Barry Markin					
	Kent Notestine					
	Duane Romines					
	Lary Steinbacher					
	Charles Tyler					
	Jack Walker					
	Steve Woods					
	Sue Ealing					
	Christina Hughes					
	Sonja Tompkins					
	Brandon Baatz					
Student Housing			Sara Garcia			
			Chantelle Lee			
			William Lehman			
back-up personnel			Travis Hardwick			
			Allen Schilling			

ESSENTIAL PERSONNEL

DEPARTMENT	INFRASTRUCTURE		OPERATIONS		MANAGEMENT	
Work from:	Campus	Home	Campus	Home	Campus	Home
Student Affairs				Don Smith		George McClellan
				Steve George		Rachelle Darabi
				Eric Wagenfeld		Ken Christmon
				To be named Director of Internatl Student Svcs.		Donna Bialik
University Relations & Communications				Susan Alderman		
				Bart Tyner		
			Bernie Lohmuller	Bernie Lohmuller		
back-up personnel				Laurel Alberson		
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World Health Organization (WHO) Pandemic Alert Phases

The WHO released their Global Influenza Preparedness Plan in April 2006. This plan lays out six pandemic phases and the appropriate public health responses for each. Below is a summary of the WHO pandemic phases, the global situation that coincides with each, and the corresponding U.S. federal response. The global situations dictate which alert phase the WHO declares.

<u>WHO Phase</u>	<u>Federal Response Stage</u>
<p>Phase 1 Inter-Pandemic Phase: New virus in animals, no human cases <i>Situation: Low risk of human cases</i></p> <ul style="list-style-type: none"> • New domestic animal outbreak in at-risk countries 	<p>Stage 0 Goals: Provide coordination, support, technical guidance; Track outbreaks to resolution; Monitor for reoccurrence of disease. Actions: Support coordinated international response; Prepare to deploy rapid response team/materials; Offer technical assistance; Urge info sharing. Policy Decisions: Deployment of countermeasures.</p>
<p>Phase 2 Inter-Pandemic Phase: New virus in animals, no human cases <i>Situation: Higher risk of human cases</i></p> <ul style="list-style-type: none"> • New domestic animal outbreak in at-risk countries 	<p>Stage 0 Goals: Provide coordination, support, technical guidance; Track outbreaks to resolution; Monitor for reoccurrence of disease. Actions: Support coordinated international response; Prepare to deploy rapid response team/materials; Offer technical assistance; Urge info sharing. Policy Decisions: Deployment of countermeasures.</p>
<p>Phase 3* Pandemic Alert Phase: New virus causes human cases <i>Situation: No or very limited human-to-human transmission (suspected)</i></p> <ul style="list-style-type: none"> • New domestic animal outbreak in at-risk countries • Suspected human outbreak overseas 	<p>Stage 0/1 Goals: Provide coordination, support, technical guidance; Track outbreaks to resolution; Monitor for reoccurrence of disease; Rapidly investigate & confirm or refute; Coordination & logistic support. Actions: Support coordinated international response; Prepare to deploy rapid response team/materials; Offer technical assistance; Urge info share; Initiate dialogue w/ WHO; Amplify lab-based/clinical surveillance to region; Prep to implement screening and/or travel restrictions to affected areas. Policy Decisions: Deployment of countermeasures; Pre-positioning of U.S. contribution to international stockpile assets; Use of pre-pandemic vaccine.</p>
<p>Phase 4 Pandemic Alert Phase: New virus causes human cases <i>Situation: Evidence of increased human-to-human transmission</i></p> <ul style="list-style-type: none"> • Confirmed human outbreak overseas 	<p>Stage 2 Goals: Contain outbreak & limit potential for spread; Activate domestic medical response. Actions: Declare Incident of National Significance; Support international deployment of countermeasures; Implement layered screening measures; Activate domestic quarantine stations; Prep to limit domestic ports of entry; Prep to produce monovalent vaccine. Policy Decisions: Contribution to countermeasures for affected region; Entry/exit screening criteria; Isolation/quarantine protocols; Diversion of trivalent vaccine & antiviral medications.</p>
<p>Phase 5 Pandemic Alert Phase: New virus causes human cases <i>Situation: Evidence of significant human-to-human transmission</i></p> <ul style="list-style-type: none"> • Confirmed human outbreak overseas 	<p>Stage 2 Goals: Contain outbreak & limit potential for spread; Activate domestic medical response. Actions: Declare Incident of National Significance; Support international deployment of countermeasures; Implement layered screening measures; Activate domestic quarantine stations; Prep to limit domestic ports of entry; Prep to produce monovalent vaccine. Policy Decisions: Contribution to countermeasures for affected region; Entry/exit screening criteria; Isolation/quarantine protocols; Diversion of trivalent vaccine & antiviral medications.</p>

* Current phase of the world

WHO Pandemic Alert Phases

WHO Phase	Federal Response Stage
<p>Phase 6 Pandemic: <i>Situation: Efficient & sustained human-to-human transmission</i></p> <ul style="list-style-type: none"> • <i>widespread outbreaks overseas</i> • <i>1st human case in N. America</i> • <i>Spread throughout U.S.</i> • <i>Pandemic Period</i> 	<p>Stage 3, 4, 5, 6 Goals: Delay emergence in N. Amer.; Ensure earliest warning of 1st cases; Prep domestic containment & response mechanisms; Contain 1st cases in N. Amer.; Antiviral treatment & prophylaxis; Implement national response; Support community response; Preserve Critical infrastructure; Mitigate illness, suffering, & death; Mitigate impact to economy & society;</p> <p>Actions: Activate domestic emergency medical personnel plans; Maintain layered screening measures at borders; Deploy pre-pandemic vaccine & anti-viral stockpiles; Divert to monovalent vaccine production; Real-time modeling; Heighten hospital-based surveillance; Prep to implement surge plans @ Federal Medical facilities; Ensure pandemic plans activated across all levels; Limit non-essential domestic travel; Deploy diagnostic reagents for pandemic virus to all labs; Continue development of pandemic vaccine; Antiviral treatment & targeted antiviral prophylaxis; Maintain overall situational awareness; Evaluate epidemiology; Provide guidance on community measures; Deploy vaccine if available, prioritization guidance; Sustain critical infrastructure, support health/medical systems, maintain civil order; Provide guidance on use of key commodities.</p> <p>Policy Decisions: Prioritize efforts for domestic preparedness & response; Revision of prioritization & allocation scheme for pandemic vaccine; Federal support of critical infrastructure & availability of key goods & services; Lifting of travel restrictions.</p>

Avian Flu Informational Websites

IPFW: <http://www.ipfw.edu/avianflu/>

Purdue: <http://news.unc.purdue.edu/fluinfo/>

Purdue Extension Office: <http://www.ces.purdue.edu/eden/disasters/agro/AI/index.html>

Allen County: <http://www.fighttheflu.org/>

Allen County Dept. of Health: http://www.fw-ac-deptofhealth.com/emergency_preparedness.htm#Pandemic_Flu

Indiana: <http://www.in.gov/dhs/fluinfo/>

Indiana State Dept. of Health: <http://www.in.gov/isdh/bioterrorism/PandemicFlu/index.htm>

Indiana State Board of Animal Health: <http://www.in.gov/boah/birds/avianinfluenza.htm>

World Health Organization: http://www.who.int/csr/disease/avian_influenza/en/

Centers for Disease Control & Prevention: <http://www.cdc.gov/flu/avian/>

The White House: <http://www.whitehouse.gov/homeland/pandemic-influenza.html>

U.S. Dept. of Health & Human Services: <http://www.pandemicflu.gov/>

U.S. Dept. of Homeland Security: http://www.dhs.gov/xprevprot/programs/editorial_0760.shtm

U.S. Dept. of Agriculture: http://www.usda.gov/wps/portal/usdahome?navtype=SU&navid=AVIAN_INFLUENZA

U.S. Food & Drug Administration: <http://www.cfsan.fda.gov/%7Edms/avfluqa.html>

U.S. Dept. of Defense: <https://fhp.osd.mil/aiWatchboard/index.html>

U.S. Dept. of State: http://usinfo.state.gov/gi/global_issues/bird_flu.html

U.S. Agency for International Development:
http://www.usaid.gov/our_work/global_health/home/News/news_items/avian_influenza.html

United Nations: <http://influenza.un.org/>

Food & Agriculture Organization of the United Nations - Animal Production & Health Commission:
http://www.fao.org/AG/AGAInfo/subjects/en/health/diseases-cards/special_avian.html

World Organization for Animal Health: http://www.oie.int/eng/maladies/fiches/a_A150.htm

Centers for Infectious Disease Research & Policy – University of Minnesota:
<http://www.cidrap.umn.edu/cidrap/content/influenza/avianflu/>

Nature (International weekly journal of science): <http://www.nature.com/nature/focus/avianflu/index.html>