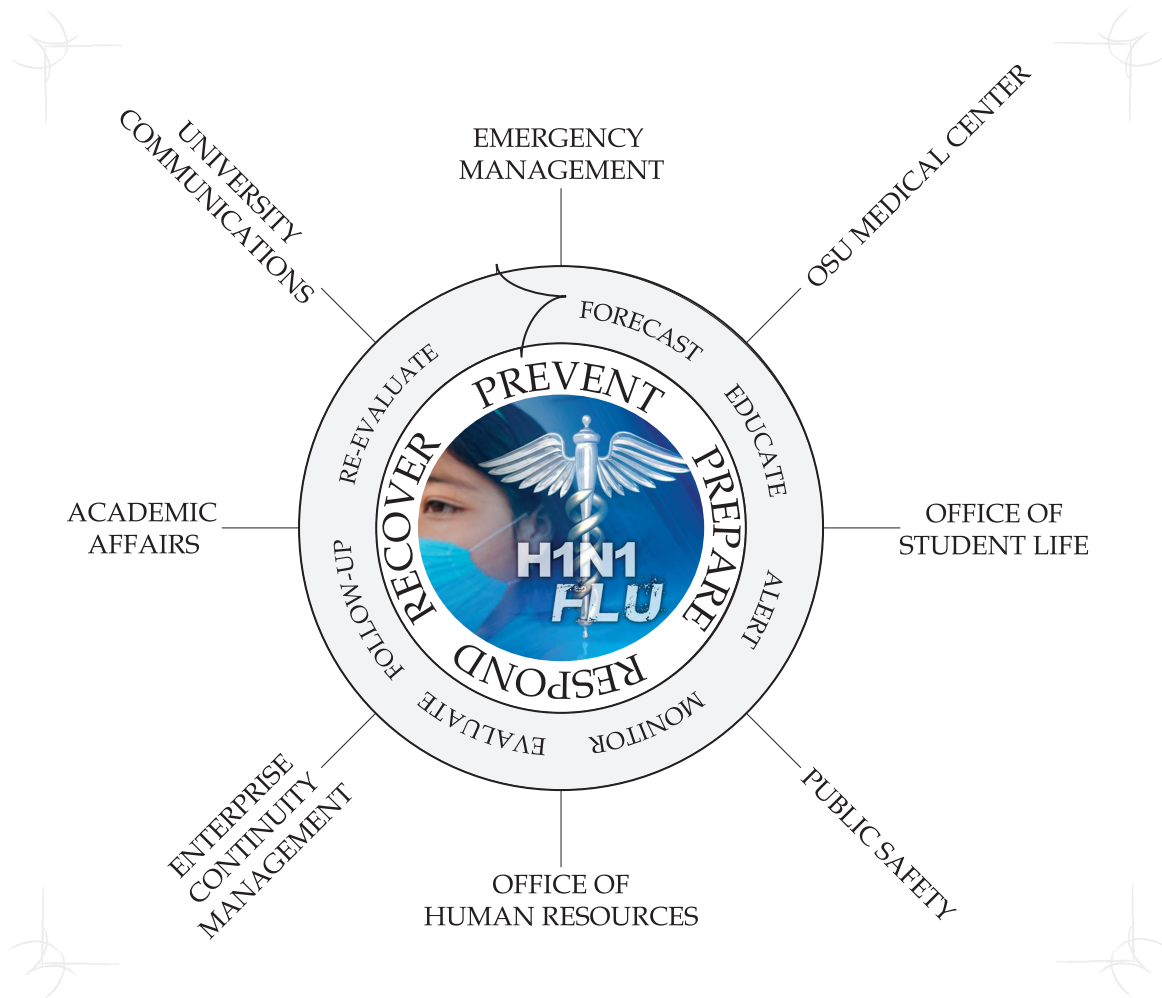


# PANDEMIC FLU PREPAREDNESS OVERVIEW



## – PLANNING –

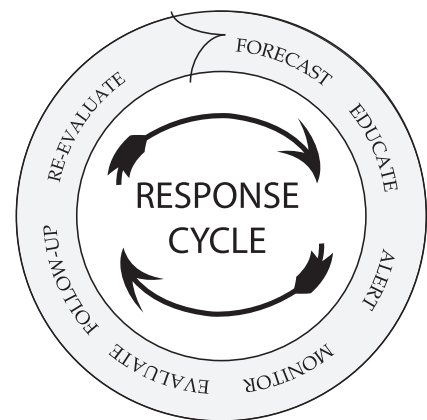
The birth of the H1N1 flu taught us that an illness does not have to have a high mortality rate to be problematic. Our previous pandemic plans were focused on triggers that were tripped based on casualty and infection rates. While this planning methodology is effective, it lacks the ability to evolve to situations that expand outside of the scope of the plan. To help offset this effect a revitalization of our pandemic flu plan is underway which will focus on “options” based planning.

Options based planning incorporates into it triggers that open up new groups of options which, creates an option bank where solutions can be extracted and applied to certain situations. This methodology focuses on human ingenuity and problem solving skills rather than static documents and step-by-step procedures. No longer will events progress outside the scope of our plans because our plans will be living documents which will evolve with the resourcefulness and ingenuity of our faculty, staff, and, students.

## – PANDEMIC RESPONSE CYCLE –

The Pandemic Response Cycle revolves around a proactive and reactive response structure. The six phases of the cycle are listed in more detail below:

- ☑ **Forecast**– predict, to the best of our ability, what is going to happen and/or what is happening
- ☑ **Educate**– teach the University how to protect and care for themselves
- ☑ **Alert**– alert the University and those who had direct contact with the ill person as cases develop
- ☑ **Monitor**– the sick and those that came in contact with them
- ☑ **Evaluate**– the recovery progress of the sick and those that came into contact with them
- ☑ **Follow-up**– follow-up with faculty, staff, students, and their parents to ensure all questions and concerns are attended to
- ☑ **Re-evaluate**– our options, current situation, and future situations and make the necessary adjustments.



**– FORECAST –**

The OSU Medical Center will have primary responsibility in determining the direction and potency of any Influenza Like Illness. They will provide this information to OSU Emergency Management who will distribute it to key personnel through Situation Reports (SITREP) and other methods including e-mail and personal contact.

OSU Emergency Management will have primary responsibility of tracking the progress of the flu both nationally and at OSU in collaboration with the OSU Medical Center, Student Life, Columbus Public Health, and other Public Safety partners.

**– EDUCATE –**

University Communications will have primary responsibility for distributing flu educational materials, when available, to all faculty, staff, and students. OSU Medical Center, Public Safety, Student Life, Office of Human Resources, Office of Academic Affairs, and will support University Communications and OSU Emergency Management in the distribution of educational materials.

The primary method of educating faculty, students, staff, and parents will be through a website dedicated to flu prevention and response.

Enterprise Continuity Management will assist departments in updating their continuity plans to assist them with preparing for a reduction in staff.

**– ALERT –**

As cases develop on campus, OSU Emergency Management in coordination with University Communications will alert the University through the dedicated flu prevention and response website. University Communications is developing a detailed communications strategy for sharing information before, during, and after an outbreak. The strategy will kick off with a pre-quarter press conference in September. Included in the pre-quarter campaign will be the dissemination of posters, informational e-mails, newsletters, official news releases, and website content that will promote flu prevention.

When appropriate, Student Life and the Office of Academic Affairs will collaborate to alert students, faculty, and staff who may have come into contact with an OSU affiliate diagnosed with Influenza Like Illness.

**– MONITOR –**

Given both the low severity and the high volume of illness expected, neither Student Life nor the university as a whole will be aware of all cases, most of whom will not be confirmed. Given that, if a student is ill with an Influenza Like Illness, the primary focus will be on self-management and self-monitoring. Student Life will provide a support role in this monitoring through referrals, educational materials, and assistance with needed supplies, where practical. This support role extends to all students, whether they live on or off campus.

If a faculty/staff member becomes ill with the an Influenza Like Illness, the Office of Human Resources will monitor their recovery in the capacity of when they can be expected to come back to work. It is also important, from a Human Resources standpoint, to ensure that the faculty/staff member has been given the consent of their doctor to return to work. Faculty/staff should be discouraged by Human Resources and their supervisor from returning to work while they are still possibly contagious.

OSU Emergency Management will continue to monitor the impact on the University and will work with University departments to implement any actions required to offset the implications from a large number of students, faculty, and/or staff falling ill with the an Influenza Like Illness.

**–EVALUATE –**

Enterprise Continuity Management will be responsible for ensuring the continuity of University operations and to assist departments with remaining operational while working with limited staff, to the best of their ability.

OSU Emergency Management will maintain a global look at the H1N1 flu and its affect on the University as a whole and take the required actions to lessen its overall affect, to the best of their ability.

**– FOLLOW-UP–**

University Communications will have primary responsibility in maintaining a flu prevention and response website which will have a “rolling” questions and answers section where questions can be submitted, answered, and then posted to the website. OSU Emergency Management will have primary responsibility in answering faculty, staff, and student questions. Public Safety, Office of Human Resources, Student Life, Enterprise Continuity Management, OSU Medical Center, and the Office of Academic Affairs will support University Communications and OSU Emergency Management in answering any questions that specifically pertain to their area of expertise.

As new guidance and instructions are released, information will be disseminated to the appropriate OSU personnel.

**– RE-EVALUATE –**

OSU Emergency Management, OSU Medical Center, Student Life, Office of Human Resources, Office of Academic Affairs, University Communications, and Enterprise Continuity Management will all be responsible for meeting, re-evaluating the current response actions, assessing their application to the current needs, and adjusting the response and implemented “options” to evolve with the current influenza like situation.

**– POLICY GROUP –**

As cases of an Influenza Like Illness surface on campus, four groups will be developed to meet the policy and operational driven needs. The first group will be the policy group which will be responsible for making executive level decisions and establishing policies for the University. Members of the Executive policy group may include:

Office of the President

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Executive Vice President & Provost  | <input checked="" type="checkbox"/> Senior VP Government Affairs           |
| <input checked="" type="checkbox"/> Senior VP Business & Finance        | <input checked="" type="checkbox"/> Senior VP University Development       |
| <input checked="" type="checkbox"/> Senior VP of Admin. & Planning      | <input checked="" type="checkbox"/> VP & Executive Dean Health Sciences    |
| <input checked="" type="checkbox"/> Senior VP University Communications | <input checked="" type="checkbox"/> VP Student Life                        |
| <input checked="" type="checkbox"/> Senior VP General Counsel           | <input checked="" type="checkbox"/> VP Human Resources                     |
| <input checked="" type="checkbox"/> Senior VP of Outreach & Engagement  | <input checked="" type="checkbox"/> Vice President Office of Research      |
| <input checked="" type="checkbox"/> Senior VP of Medical Center         | <input checked="" type="checkbox"/> Chief Information Officer              |
| <input checked="" type="checkbox"/> Senior VP College of FAES           | <input checked="" type="checkbox"/> Assistant VP & Director, Public Safety |

Members of the Executive Policy Group will vary depending upon the current situation and the issues that need to be addressed.

**– OPERATIONS GROUP –**

The second group will be the operational group which will focus on the operational needs of the incident. Members of this group should include:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Academic Affairs           | <input checked="" type="checkbox"/> OSUMC                     |
| <input checked="" type="checkbox"/> Athletics                  | <input checked="" type="checkbox"/> OSU Police                |
| <input checked="" type="checkbox"/> Emergency Management       | <input checked="" type="checkbox"/> Registrars’ Office        |
| <input checked="" type="checkbox"/> Enterprise Risk Management | <input checked="" type="checkbox"/> Student Life              |
| <input checked="" type="checkbox"/> Human Resources            | <input checked="" type="checkbox"/> University Communications |

This group will be co-chaired by Bob Armstrong and Mike Gregory.

As events develop, additional members may be added, however, those listed above should always be represented on the Operations Group.

**– COMMUNICATIONS GROUP –**

The third group is the communications group and should be comprised of a representative from the following departments:

- Emergency Management
- OSUMC
- Student Life
- University Communications

This group is co-chaired by Shelly Hoffman & Karen Patterson.

As events develop, additional members may be added, however, those listed above should always be represented on the Communications Group.

A subgroup of the Communications Group should be developed to address issues specific to developing and maintain a website to share information about the University community and its response to an Influenza Like Illness. Members of this group should include:

- Emergency Management
- OSUMC
- Student Life
- University Communications

This group is chaired by Ted Hattemer.

As events develop, additional members may be added, however, those listed above should always be represented on the Website Group.

**– MEDIA –**

University Communications will have a lead responsibility in maintaining communications with the media. As of the writing of this document, University Communications is developing a communications strategy which will disseminate information to faculty, staff, students, and parents as well as engage the media and share with them our response strategies.

**– CONTINUITY OF SERVICES –**

- ☒ In the event of a virulent flu pandemic, it will be likely that most departments will be forced to institute business continuity plans to continue to provide services. Responsibility for these plans and the completion and testing thereof lies with individual departments and units. These plans include procedures on how to operate with minimal staffing and lines of authority/succession in case of absence of leadership due to illness.
- ☒ Most offices are prepared to handle, in theory, a 40 percent reduction in staff however, a 10 percent reduction, which would fit the profile of an influenza, could be more detrimental because it would lead to confusion about which services could continue. Enterprise Continuity Management is tasked with addressing this concern.
- ☒ As planning continues, areas of concern, as it relates to continuity of services, may grow or shrink based upon the current situation. As a concern develops, OSU Emergency Management will assign it to the department responsible for addressing and planning and eventually eliminating it.

**– HEALTH DEPARTMENT INTERACTION –**

Authority for the public health of Franklin County during a pandemic illness rests in the hands of Franklin County Board of Health and Columbus Public Health who have the legal authority to issue quarantine orders, direct social distancing measures, close large events or venues, and distribute vaccines and medicine. This authority encompasses all private citizens and businesses in Columbus and Franklin County including The Ohio State University campus.

## – ACADEMIC CONTINUITY –

In keeping with the 2006 Office of Academic Affairs report entitled, “Challenges to the Academic Mission of The Ohio State University Posed by a Catastrophic Event” this pandemic plan addresses the response from faculty and staff as it relates to students missing classes due to influenza-like illness. The recommendations in the 2006 report (which is currently under review) are generally applicable to any event which poses a threat to the continuation of classes and daily operations.

Most students that experience Influenza Like Illness have mild – moderate symptoms and are able to return to classes within a few days. Ill students are encouraged to communicate with their instructors to keep them advised of their status and to ensure they are abiding by each instructor’s class attendance policy. The student is responsible for making up all work assigned by the course instructor. Adjustments in assignments will be left to the discretion of the instructor, based on the extent and severity of illness.

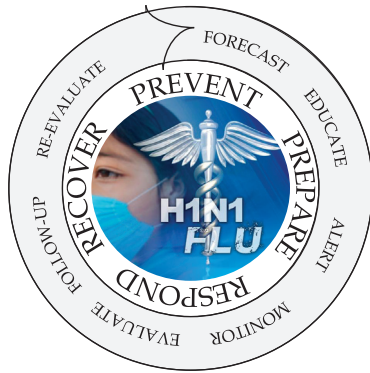
Student Life’s Wilce Student Health Center has developed an online, self-reporting, “Explanatory Statement for Absence from Class”. Students experiencing Influenza Like Illness should complete this form and email it to all instructors. Instructors may or may not accept this form to comply with their attendance policy, but many ill students will need to self-isolate during this illness, and may not be seen by a healthcare provider. The Explanatory Statement provides documentation of illness in the absence of a provider visit.

While instructors are encouraged to be as flexible as possible and to work with students to ensure that they are not unduly harmed by the absences due to an Influenza Like Illness, it is important to understand that the University’s absence policy has not changed.

## – CANCELLATION OF CLASSES / UNIVERSITY CLOSURE –

The local public health authority (Columbus Public Health and Franklin County Health Department) have the legal authority to take any protective measures they deem necessary during a pandemic. These steps could include ordering all institutions of higher education to cancel classes, reduce or eliminate social gatherings and/or closure of some or all facilities. The OSU Medical Center and OSU Emergency Management will work diligently with Columbus Public Health and Franklin County Board of Health to ensure the University is adequately represented in all health care related decisions.

– H1N1 ACTION TABLE –



**P** – Primary Responsibility

**S** – Support Responsibility

**ACTION ITEMS**

	EMERGENCY MANAGEMENT	OSU MEDICAL CENTER	STUDENT LIFE	ENTERPRISE CONTINUITY MGMT	ACADEMIC AFFAIRS	H1N1 POLICY GROUP	H1N1 OPERATIONS GROUP	UNIVERSITY COMMUNICATIONS	OFFICE of HUMAN RESOURCES
“Options” based planning [operations]							P		
Medical Planning	S	P	P						
Educational / preventative messaging	S	S						P	
Messaging / facts	S							P	
Business Continuity	S			P					
Student patient care / treatment		S	P						
Illness surveillance and monitoring	S	P	P						
Housing/ meals during isolation / quarantine			P						
Human resources policy clarification for flu absences									P
Emergency Operations Center (EOC)	P	P							
Medical forecasting		P	P						
Situational reports (SITREP)	P								
Communications infrastructure	S	S	P						
Policy information						P			
Media relations/ press releases/ joint information	S	S	P						
Public health liaison	S	P	S						
Regional campus H1N1 support	P		S		S				S
Provide HR guidance to faculty and staff based on when to stay home and when to come back to work if ill with H1N1.									P