

# **MEDICAL COLLEGE OF GEORGIA Pandemic Influenza Response Plan**

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## **A. HISTORY**

The Medical College of Georgia (MCG) has a history of providing rapid and appropriate response to manage contagious diseases. The threats presented by a pandemic influenza offer new and different challenges. Global travel now makes disease containment nearly impossible. An influenza pandemic will affect all age groups as well as entire areas in a short period of time. This will greatly reduce emergency response capabilities, needed antivirals, and other supplies.

Because of the emerging threat MCG has been involved in pandemic influenza planning in conjunction with local, state, and federal emergency planning and response agencies. The overall ability of the University to respond appropriately will also depend on the readiness of individuals and departments within MCG.

## **B. PURPOSE**

The Pandemic Influenza Response Plan (PIRP) is designed to provide a response framework for MCG departments or units that may have campus-wide oversight of critical functions in response to a pandemic event or any large-scale contagious disease outbreak on the campus. This document is intended to serve as a guide for departments involved in campus activities related to pandemic planning, preparation, response, and recovery. This plan, like all emergency plans, is a fluid document. It will be revised frequently as new planning techniques emerge and as best practices evolve.

## **C. SCOPE AND APPLICABILITY**

Although this plan provides general guidelines on how units with campus-wide responsibility will be involved in a campus influenza pandemic event, individual departments must develop a departmental pandemic response plan. The MCG Emergency Management Office (PSD/EM) has developed a document containing templates for guiding departmental response and business continuity planning. The "Pandemic Influenza Departmental Level Planning Tool" document can be found at Appendix A.

## **D. PLAN DISSEMINATION**

Dissemination of the MCG PIRP will be coordinated by the PSD/EM. A copy will be provided to departments that will play a campus-wide role during a pandemic response. A copy will be posted on the PSD/EM web site at <http://www.mcg.edu/psd/EmergMangt/EmergencyManagementHomePage.htm> for access by all University departments, staff, and students.

**E. PLAN ACTIVATION**

When a patient in the CSRA has an illness consistent with an emerging respiratory or pandemic infection confirmed by a physician or hospital emergency department, the plan is activated. This would include monitoring the situation and opening communication with the institution. The Emergency Operations Center would be opened to manage the campus when the absentee rate is 10%.

**F. COMMUNICATIONS**

The PSD/EM office through the office of University Communications will provide the institution with general information and updates on the latest information from the CDC and MCG specific information. The frequency of guidance and updates will be dictated by the severity of the outbreak.

**G. MCG ESSENTIAL SERVICES AND DEPARTMENTS**

1. The MCG Incident Response Team (IRT) is comprised of senior level administrators from the service units/departments. The IRT is convened during large scale campus events to manage the emergency response and provide needed resources. During a pandemic influenza event at MCG, the IRT will be activated to make critical decisions regarding coordination, response, and recovery.
  
2. Several MCG departments will have campus-wide responsibility for providing essential services, technical support, or making critical decisions that will impact the entire University during an emergency response role if impacted by a pandemic.

UNITS/DEPARTMENTS *	ROLES AND RESPONSIBILITIES
Office of the President	To make administrative decisions concerning the University and coordinate directly with the Incident Commander and the IRT to execute decisions regarding staffing levels, suspension of classes, cancellations, closures, and other critical decisions impacting the University.
Provost/Sr. Vice President for Academic Affairs	To serve as advisor regarding all academic decisions (cancellation, moving, or suspension of class).
Vice President for Administration - Incident Commander (IC) - Chair of the IRT.	During an actual MCG pandemic, will activate the IRT and the Emergency Operations Center (EOC). Serve in the management of University resources and coordinate logistics. Maintain a liaison role with other agencies.
Public Safety Division	
- Emergency Management	Maintains the plan and serves as an advisor to the IC.
- Police	Responsible for maintaining safety and security on campus, to include locations serving as temporary triage areas, dispensing sites, and storage sites for medical supplies, vaccines, or other critical commodities. In addition to normal activities will assist with grounds security and traffic control.
- Parking/Transportation	The Campus Shuttle Buses may be used for transporting staff, faculty, or students.
- Vehicle Services	Ensuring adequate vehicles and fuel supplies are available.

Environmental Health and Safety	
<ul style="list-style-type: none"> <li>- Biological Safety</li> <li>- Chemical Safety</li> <li>- Environmental Safety</li> <li>- Fire Safety</li> <li>- Radiation Safety</li> </ul>	To continue to perform usual functions including oversight and technical assistance in maintaining hazardous materials, radiation safety, fire safety, lab safety, and guidance for biohazardous materials.
Facilities Management	To continue to perform usual functions including technical support for utilities, HVAC, cleaning services, assistance to facilitate general support to campus needs.
Sr. Vice President for Finance & Administration	
<ul style="list-style-type: none"> <li>- Controller</li> </ul>	Several sections will be responsible for ensuring University fiscal transactions can occur as needed whether the campus is open or closed during the pandemic. Ensure invoices are paid, payroll checks can be deposited or distributed, and handle any student fees issues.
Media Relations	To coordinate all media releases and communications.
Information Technology	To continue to perform usual functions including technical support for the campus network and computers.
Human Resources	To continue to perform usual functions including coordination with the Payroll Office, to ensure timely payments are made and ensure employee benefits are processed. Monitor the faculty and staff absences daily to evaluate and adjust staffing requirements of the University and to ensure consistency with the policies regarding compensation during closings and other schedule adjustments.
Legal Office	To provide legal consultation on campus regarding quarantine, suspension of classes, closure, human resource issues, and risk management.
Lab Animal Services	To provide coordination and management oversight of animal care issues in critical research projects and labs.
Materials Management	To maintain and evaluate existing supplies and stock for normal operations. Ensure critical supplies can be purchased and distributed as needed on campus.
Campus Life Services	Monitor the student absences daily to make decisions related to classes and student events.

\* In addition to fulfilling their campus-wide response role, these departments/units should also plan and prepare at the departmental level.

## H. CLASS SUSPENSION & CLOSURE DECISIONS

The decision to suspend classes or close the University will be made by the President or the designee based on information and guidance provided by the MCG IRT, public health officials, the Board of Regents, or the Governor under executive action. Many factors will likely contribute to how quickly this decision is made and to the duration of the suspension or closure.

## **I. INCIDENT MANAGEMENT**

The MCG EOP will be activated to coordinate the response and organizational efforts during a pandemic event. We will closely coordinate with MCG Heath, INC. and the Richmond County Emergency Management Director. The Incident Command Structure principles will be utilized.

## **J. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Once a pandemic starts, it will be difficult to secure supplies that will be needed due to increase in demand, shipment delays, fuel shortages, and absenteeism. Current supplies in the United States would be exhausted quickly to include cleaning products and disinfectants. Departments/units should determine whether stockpiling of critical supplies for their essential staff who will likely be asked to continue operations. Possible supplies are:

### PPE

Basic Surgical Mask  
Face Shield, Visor, Goggles  
Gloves (latex and vinyl)

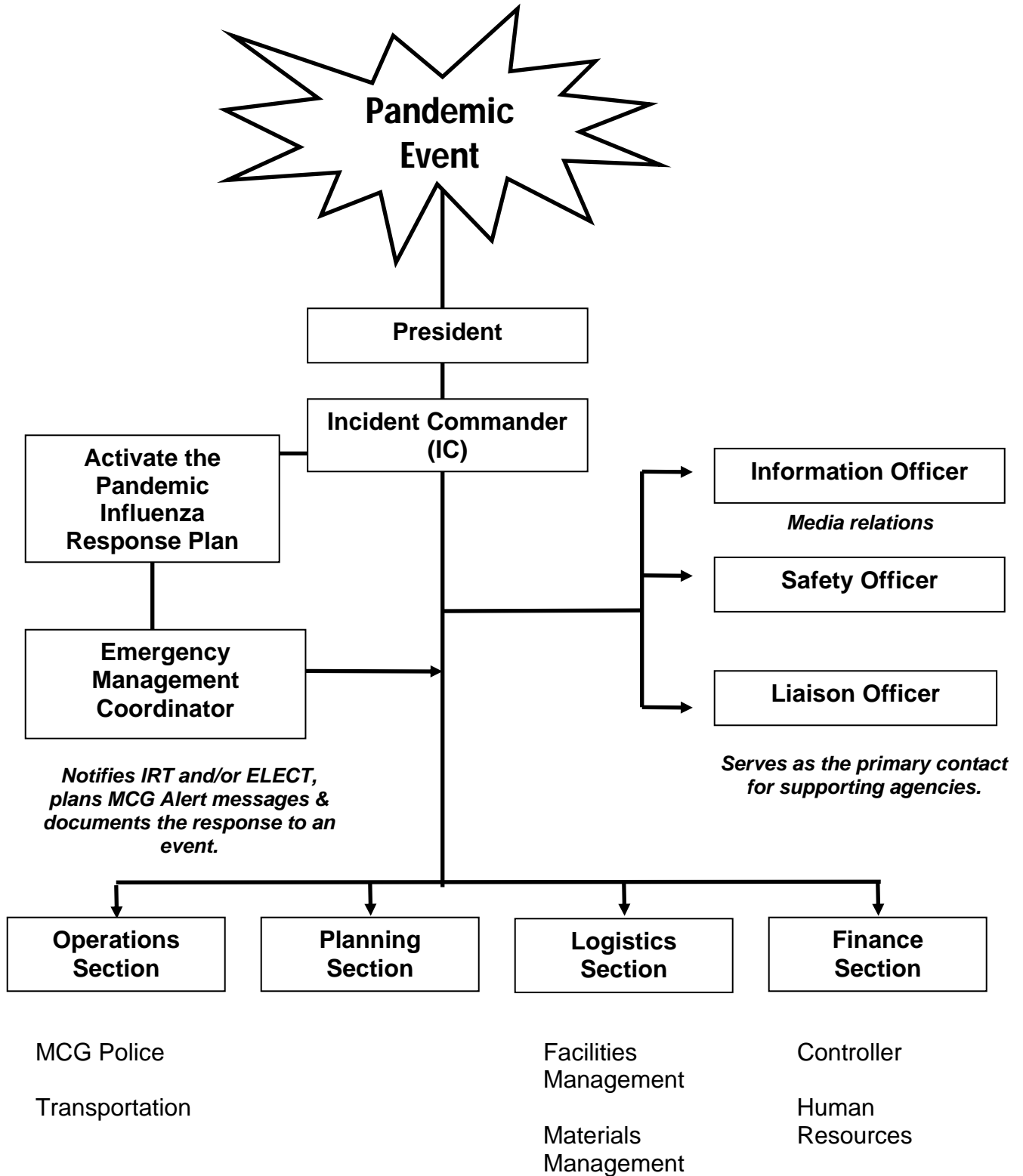
### Cleaning Supplies

Disinfectant Cleaning Agents  
Alcohol Based Hand Washing/Soap  
Paper Products

## **K. EDUCATION/TRAINING**

The PSD/EM office will coordinate staff and student education with Human Resources and Student Health. All of the staff will reinforce this education with visitors and non-MCG employees on campus.

**L. MCG PANDEMIC INFLUENZA RESPONSE FLOWCHART**



## M. PANDEMIC INFLUENZA ALERT PHASES

The World Health Organization (WHO) uses a series of phases of pandemic alert as a system for informing the world of the seriousness of the threat and of the need to launch more intense preparedness activities. The designation of phases, including decisions on when to move from one phase to another, is made by the Director-General of WHO. Each phase of alert coincides with a series of recommended activities to be undertaken by WHO, the international community, governments, and industry. Phase changes are triggered by several factors, which include the disease behavior and the characteristics of circulating viruses. The following chart defines the phases.

### WHO PANDEMIC INFLUENZA PHASES

PERIODS	WHO #	PHASE DETAILS	PHASE EXPLANATION
Inter-Pandemic	1	Low risk of human cases.	No viruses circulating among animals have been reported to cause infections in humans.
	2	Higher risk of human cases.	An animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans and considered a potential pandemic threat.
Pandemic Alert	3	No or very limited human-to-human transmission.	An animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.
	4	Evidence of increased human-to-human transmission.	Verified human-to-human transmission of an animal or human-animal influenza reassortant virus able to cause community-level outbreaks. Increase in the risk of a pandemic but does not mean that one is a foregone conclusion.
	5	Evidence of significant human-to-human transmission.	Human-to-human spread of the virus into at least two countries in one WHO region. A strong signal that a pandemic is imminent.
Pandemic Period	6	Efficient and sustained human-to-human transmission.	Community level outbreaks in at least one other country in a different WHO region. Designation indicates that a global pandemic is under way.
Post Peak		Possibility of recurrent events.	Signifies that pandemic activity appears to be decreasing. Need to be prepared for a second wave.
Pandemic Recovery/Transition		Recovery and preparation for subsequent waves.	Influenza activity returns to levels normally seen for seasonal influenza.