



Washington State
COMMUNITY COLLEGE

WASHINGTON STATE COMMUNITY COLLEGE
EMERGENCY RESPONSE PLAN
2009

IF YOUR LIFE OR HEALTH IS THREATENED

STEP 1 – CALL 911

STEP 2 – CALL RECEPTIONIST (DIAL 0)

STEP 3 – FIND MORE SPECIFIC/DETAILED INFORMATION WITHIN THIS MANUAL

INTRODUCTION

Washington State Community College recognizes that it will be better prepared to deal with a potential emergency situation if it has predetermined comprehensive plans to meet the challenges anticipated. This manual provides administrative protocol and procedures while serving as a guide for all employees to better respond to a campus emergency. The Chief Financial Officer shall be the internal commander of all college responses to emergency situations. In his/her absence, the Evening Administrator and/or the Director of Plant Operations and Maintenance will assume control. The College therefore establishes the following:

- Cooperative agreements with local law enforcement to better ensure a quick, decisive response to an emergency situation
- Dissemination of information in a responsible manner
- Accurate record keeping
- Follow-up evaluation of what happened, measured responses and potential future prevention of similar situations.

This Emergency Response Manual is part of the campus Safety & Security Manual and is posted on the College website. It will be reviewed for accuracy annually by the Safety and Security Committee and will be distributed to individual departments.

**WASHINGTON STATE COMMUNITY COLLEGE
EMERGENCY & DISASTER PLAN COORDINATORS**

2009

I. Plan Co-coordinators

- Chief Financial Officer
- Byron Hoffee, Director of Plant Operations & Safety Coordinator

II. Building Coordinators

Administrative Building

- Sue Murdock, Director of Human Resources – A Wing
- Dr. Dixie Vaughan, Dean of Health Sciences – H Wing
- Brenda Kornmiller, Dean of Business, Engineering & Industrial – E Wing
- Gail Reynolds, Director of Development – B Wing

Arts & Sciences Center

- Gregg Busch, Dean of Arts & Sciences– 2nd Floor A/S
- Molly Watson, Director of Opportunity Programs – 1st Floor A/S

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- John Walsh, Executive Director Workforce Development
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- Larry McIntire, Maint. Assistant I, Library & CB & T
- Physical Plant & Security Personnel

I. EMERGENCY PLAN FIRST RESPONDERS AND PHONE NUMBERS

Marietta Fire Department	740-373-3131/911
Ohio State Highway Patrol	740-374-6616/911
Marietta Police Department	740-373-4141/911
Washington County Sheriff	740-373-2833/911
Washington County Emergency Management	740-373-5613
American Red Cross of Washington County	740-373-0281
Ohio EPA	614-385-8501
Poison Control	800-686-4221
Dr. Charlotte Hatfield, President	740-525-4737
Chief Financial Officer	
Byron Hoffee, Dir. Plant Operations/Safety Coordinator	740-374-2262 or 740-350-0256
Greg Mitchell, Evening Administrator	350-0443/374-9248
Paula Johnson, Chemical Hygiene Officer	740-517-0649
Don Madison, Maintenance Supervisor	740-374-4057
Gary Dye, Evening Maintenance Supervisor	740-350-1961
Marietta City Health Department	740-373-0611
Washington County Health Department	740-374-2782

APPENDIX C: PANDEMIC INFLUENZA RESPONSE PLAN

Washington State Community College

Pandemic Influenza Emergency

Response Plan

2009

INTRODUCTION

Experts believe a worldwide outbreak, or pandemic, of influenza will happen someday. It is certain everyday lives will drastically change during a pandemic. These changes may include temporary school closings, cancellation of public events, disruption of normal utilities services and travel restrictions.

Pandemic flu occurs when a new influenza virus appears or emerges in the human population and causes a global outbreak of disease resulting in serious injury or death. Pandemic flu has occurred naturally throughout history (1918 Spanish Flu, 1957 Asian Flu, 1968 Hong Kong Flu).

Pandemics are unpredictable and thus open to speculation as to severity, time of occurrence, depth of serious illnesses, severity of disruption to local medical care, and the abilities of local government to organize an effective response.

This Pandemic Influenza Plan was prepared to facilitate development of an effective emergency response recovery plan utilizing a business continuity model. In addition to providing guidance, this Plan describes the responses to be taken for coordination of available college resources during a pandemic outbreak

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Purpose and Strategies of Plan

Purpose

To prepare Washington State Community College for the possibility of a Pandemic Influenza outbreak directly affecting our campus.

Strategies;

This plan will manage the impact of an influenza pandemic by adopting two main strategies:

1. Containment of the virus by reducing spread within the college facilities via proper hygiene and social distancing measures
2. Maintenance of essential services if containment is not possible and/or a quarantine has been implemented

This plan will provide guidance on the following:

1. Communication
 - To WSCC Emergency Response Plan Coordinators, Washington County Emergency Management officials, city/county health professionals and law enforcement organizations
 - The campus community
2. Containment Activities
 - Reduced risk of infected persons entering college facilities
 - Infection control guidelines and social distancing measures
 - Facility disinfection
 - Managing fear
3. Continuity of Essential Operations
 - Identification of essential personnel, operations and core skills
 - Planning operations for absence/quarantine
 - Knowledge Management and cross training

Background Information

The recent appearance of the highly pathogenic influenza H1N1 has raised concerns that this virus may mutate to create a novel virus capable of causing a significant global influenza pandemic.

There are four distinct forms of influenza that should not be referred to interchangeably:

- Seasonal or common flu is a respiratory illness that can be transmitted person to person. Most people have some measure of immunity and a vaccine is available.
- Avian (bird) flu is caused by influenza viruses that occur naturally among wild birds. The H5N1 variant is deadly to domestic fowl and can be transmitted from fowl to humans. There is no immunity and a vaccine is not available.
- H1N1 (referred to as “swine flu” early on) is a new influenza virus causing illness in people. This new virus was first detected in people in April 2009 in the United States. Other countries, including Mexico, and Canada, have reported people sick with this new virus. This virus is spreading from person-to-person, probably in much the same way that regular seasonal influenza viruses spread.
- Pandemic flu is virulent human flu that causes a global outbreak or pandemic illness. There is little natural immunity and the disease can spread easily.

Predicted Spread and Virulence

- Illness rates in population 20-50%
- Global spread in 3 months
- Vaccine availability in 6 months from outbreak
- Anti viral treatment likely to be in short supply with questionable effectiveness

Potential Effects

- Widespread disruption to campus operations with 20-60% of employees unable to work for 2-4 weeks.
- Significant death rate potentially affecting key people
- Loss of county-wide emergency services – fire, police, health
- Loss of county wide essential services – transportation, key suppliers , government

Effects for WSCC

- Loss of essential personnel
- Loss of services from key suppliers
- Operations and technical support may be affected
- College related travel halted

Communications Strategies

Inter-pandemic period:

Phase I: No new influenza virus subtypes have been detected in humans. An influenza virus subtype may be present in animals with human infection considered to be low.

Phase II: No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk to humans.

Pandemic Alert period:

Phase III: Human infections with a new subtype but no human to human spread.

Phase IV: Small localized clusters with limited human to human transmission.

Phase V: Larger localized clusters with human to human spread suggesting the virus is becoming more adapted to humans

Pandemic period:

Phase VI: Increased and sustained transmission in the general population.

Washington State Community College Pandemic Influenza Response Levels:

Level One Response: confirmed cases of human to human transmission in Ohio

- President or designee will instruct the Emergency Response Team Coordinators to:
 1. Assemble the Emergency Response Team
 2. Open lines of communication with local health organizations to monitor the potential threat to campus life
 3. Establish personal surveillance of the campus community for influenza-like illness (fever, chills, shivering, muscle soreness, etc.)
 4. Provide campus-wide informational sessions and dissemination of pandemic flu information

Level Two Response: confirmed cases in Washington or Wood counties

1. Continued surveillance of the campus community
2. Pandemic influenza notifications shall be posted at all entryways to every building encouraging those with flu like symptoms not to enter the building
3. Post hygiene notices and communicate same via the 'On Campus' issues and e-mail accounts

Level Three Response: confirmed case in Marietta, Ohio or on campus

1. Emergency Response Team will be assembled. All current available information will be shared with the President.
2. Social distancing measures will be encouraged and communicated to the campus community
3. Daily disinfection of hard surfaces including: offices, classrooms, restrooms, commons, hallway furnishings, stairwell hand rails, elevators, door knobs, water fountains, cafeteria tables, reception counters, etc.

Campus Strategies for Pandemic Influenza Response

College Director of Marketing and Communication will work in conjunction with the President and Emergency Response Team Coordinators to maintain effective, timely communication with the local community via e-mail, internet, web sites, voice mail and our TV channel. Internet links to relevant resources include:

- www.ohiopandemicflu.gov/
- www.pandemicflu.gov/
- www.cdc.gov/h1n1flu/
- www.who.int/csr/disease/swineflu/en/index.html

Pandemic Influenza Containment activities:

- Set up a system to monitor ill employees, maintain report forms, communicate with external health agencies; set up a process to facilitate employee return to the work place
- Post prominent notices at all entryways advising people not to enter if they are experiencing flu like symptoms
- Conspicuously post general hygiene posters
- Institute campus wide disinfection practices – change HVAC filters
- Initiate social distancing measures and communicate appropriate information to the campus community
- Ensure adequate hygiene supplies are available short and long term
- Conspicuously post social distancing effective measures
- Identify key core personnel necessary to maintain basic essential functions: payroll, campus security, communications, continuation of course instruction, Physical Plant functions, campus computer services (MIS, IT, NOC)
- Initiate a Campus Recovery Team to immediately begin the recovery process including: resumption of “normal” college activities, communications, instruction, business functions, etc.
- Establish a Mental Health Process to address the needs of campus employee requests for help.

Continuity of Essential Operations

In the event of a pandemic outbreak, it is critical the core people and core skills have been identified and those essential employees notified to maintain essential campus functions. This can be accomplished through succession planning, cross training and having 3 or more replacements for key personnel.

Each organizational unit must consider what methods can be employed to continue essential operations unless the President has ceased operations and/or a quarantine has been implemented. Alternatives should be identified and planned for maintaining infrastructure, business services, and continuation of course instruction. As these methods are identified they will be posted on the college web page and disseminated via the On Campus news letter and e-mail but they will include:

- Identify key employees and core functions within your department (payroll, accounts payable, webmaster, etc.) and create redundant teams or cross train staff
- Store essential information in known, accessible and shared locations.
- Consider succession planning
- Identify and maintain stockpiles of key supplies
- Identify **critical functions** that must be maintained daily
- Consider alternative delivery for student course instruction
- Consider student tuition reimbursement, forfeiture of remaining quarter, how grades will be determined and when the next quarter will commence.
- Consider financial implications for part time employees, student workers and contracted staff if the campus were closed for a period of time
- Strategize how to manage and plan for absences among faculty and staff. Examine college leave and attendance policies for any necessary revisions in a pandemic environment.



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What Is an Influenza Pandemic?

A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza A virus emerges for which there is little or no immunity in the human population, begins to cause serious illness and then spreads easily person-to-person worldwide.

Historically, the 20th century saw 3 pandemics of influenza:

- 1918 influenza pandemic caused at least 675,000 U.S. deaths and up to 50 million deaths worldwide
- 1957 influenza pandemic caused at least 70,000 U.S. deaths and 1-2 million deaths worldwide
- 1968 influenza pandemic caused about 34,000 U.S. deaths and 700,000 deaths worldwide

Characteristics and challenges of a pandemic

1. Rapid Worldwide Spread

When a pandemic influenza virus emerges, its global spread is considered inevitable.

Preparedness activities should assume that the entire world population would be susceptible.

Countries might, through measures such as border closures and travel restrictions, delay arrival of the virus, but cannot stop it.

2. Health Care Systems Overloaded

Most people have little or no immunity to a pandemic virus. Infection and illness rates soar. A substantial percentage of the world's population will require some form of medical care.

Nations unlikely to have the staff, facilities, equipment and hospital beds needed to cope with large numbers of people who suddenly fall ill.

Death rates are high, largely determined by four factors: the number of people who become infected, the virulence of the virus, the underlying characteristics and vulnerability of affected populations and the effectiveness of preventive measures.

Past pandemics have spread globally in two and sometimes three waves.

3. Medical Supplies Inadequate

The need for vaccine is likely to outstrip supply.

The need for antiviral drugs is also likely to be inadequate early in a pandemic.

A pandemic can create a shortage of hospital beds, ventilators and other supplies. Surge capacity at non-traditional sites such as schools may be created to cope with demand

Difficult decisions will need to be made regarding who gets antiviral drugs and vaccines.

4. Economic and Social Disruption

Travel bans, closing of schools and businesses and cancellations of events could have major impact on communities and citizens.

Care for sick family members and fear of exposure can result in significant worker absenteeism.

Communications and Information are Critical Components of Pandemic Response

Education and outreach are critical to preparing for a pandemic. Understanding what a pandemic is, what needs to be done at all levels to prepare for pandemic influenza, and what could happen during a pandemic helps us make informed decisions both as individuals and as a nation. Should a pandemic occur the public must be able to depend on its government to provide scientifically sound public health information quickly, openly and dependably. For additional information on pandemic influenza visit: www.pandemicflu.gov.

How does Seasonal Flu Differ from Pandemic Flu?

Seasonal Flu

- Outbreaks follow predictable seasonal patterns; occurs annually, usually in winter, in temperate climates
- Usually some immunity built up from previous exposure
- Healthy adults usually not at risk for serious complications; the very young, the elderly and those with certain underlying health conditions at increased risk for serious complications
- Health systems can usually meet public and patient needs
- Vaccine developed based on known flu strains and available for annual flu season
- Adequate supplies of antivirals are usually available
- Average U.S. deaths approximately 36,000/yr
- Symptoms: fever, cough, runny nose, muscle pain. Deaths often caused by complications, such as pneumonia.
- General causes modest impact on society (e.g., some school closing, encouragement of people who are sick to stay home)
- Manageable impact on domestic and world economy

Pandemic Flu

- Occurs rarely (three times in 20th century – last in 1968)
- No previous exposure; little or no pre-existing immunity
- Healthy people may be at increased risk for serious complications
- Health systems may be overwhelmed
- Vaccine probably would not be available in the early stages of a pandemic
- Effective antivirals may be in limited supply
- Number of deaths could be quite high (e.g., U.S. 1918 death toll approximately 500,000)
- Symptoms may be more severe and complications more frequent
- May cause major impact on society (e.g. widespread restrictions on travel, closing of schools and businesses, cancellation of large public gatherings)
- Potential for severe impact on domestic and world economy

Influenza Report Form

This form is to be completed and faxed (740-376-2008) immediately when normal absenteeism exceeds 20% due to a suspected influenza* outbreak. Please fax this form every Monday during flu season (Oct. – March).

Report Date: ___/___/___

Business: Washington State Community College

Address: 710 Colegate Drive Phone No. 740-374-8716 City/ZIP: Marietta, 45750

Total number of employees _____

	Date	# Normally Absent	#Absent Today
Tuesday	___/___/___	_____	_____
Wednesday	___/___/___	_____	_____
Thursday	___/___/___	_____	_____
Friday	___/___/___	_____	_____
Saturday	___/___/___	_____	_____
Sunday	___/___/___	_____	_____
Monday	___/___/___	_____	_____

Please list the major symptoms being reported (if applicable):

1. _____ 3. _____
 2. _____ 4. _____

Does an unusual absentee rate seem to be in one department of the company? ___ No ___ Yes*

If Yes, please list here: _____

Please send this Influenza Report to: Diane Drost
 Nursing Services
 Marietta City Health Department
 (740) 373-0611 Ext. 112 DianeDrost@mariettaoh.net
 (740) 376-2008 FAX

***Influenza is an upper respiratory illness characterized by:**

Sudden illness onset	Fever of over 101 F	Headache
Sore throat	Cough	Muscle aches
	Fatigue	

Not all symptoms are present in all persons; however, **gastrointestinal (stomach) upsets without the above symptoms should not be considered influenza.**

INFLUENZA NOTIFICATION

Influenza is a contagious disease. There is a suspected case of Pandemic Influenza in Washington County. In order to reduce the spread of influenza on this campus, the following is required of everyone:

DO NOT COME TO WSCC if you

Experience the following:

- Chills, shivering or a fever
- Onset of muscle aches and pains
- Sore throat
- Dry cough
- Difficulty breathing
- Sneezing
- Stuffy or runny nose
- Tiredness

If some of the above symptoms apply to you, please go home and wait until you have fully recovered before returning to WSCC



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Personal Hygiene Measures

For the health and safety of the campus community, the following personal hygiene measures should be reinforced and the campus community is being encouraged to practice them in order to assist in reducing the spread of a virus on campus:

- Cover nose and mouth when sneezing and coughing (preferably with a disposable single use tissue)
- Immediately dispose of used tissues
- Cough or sneeze in your elbow or upper sleeve if you do not have a tissue present
- Wash your hands **OFTEN** with soap and water, especially after you cough, sneeze or use the restroom and before eating. If you are not near soap and water, use an alcohol-based hand sanitizer
- Keep hands away from the eyes, mouth and nose



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SOCIAL DISTANCING MEASURES

For the health and safety of the campus community, the following social distancing measures are being implemented at Washington State Community College to assist in reducing the spread of a virus and to protect the health and safety of the campus community.

- Avoid meeting people face to face – use the telephone, video conferencing and the email to conduct conversations as much as possible – even when employees are in the same building
- Avoid any unnecessary travel and cancel or postpone non-essential meetings/gatherings/workshops/training sessions
- If possible, arrange for some key personnel to work from home or work flex hours to avoid crowding in offices and reduce /limit transmission
- Avoid public transportation when at all possible' if you must take public transit, wear a face mask to reduce your risk of becoming infected
- Bring a healthy lunch and eat at desk or away from others (avoid the cafeteria)
- Do not congregate in areas where people socialize (i.e. cafeteria, faculty/staff lounge, etc.). Do what needs to be done and then leave the area
- If a face –to-face meeting with people is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one or two chairs away from each other if possible; avoid person contact
- Encourage faculty/staff to avoid recreational or other leisure classes/meeting etc. where they might come into contact with infectious people; however, do encourage weekly exercise/physical activity



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What You Can Do

As a flu virus spreads globally, many of us are wondering what we can do to protect our health and the health of those around us. There are precautions you should take in the event the animal in Ohio contracts the highly pathogenic virus. These are the precautions you should normally take around animals, as they can carry other viruses and bacteria.

Consumption of poultry

Eating properly cooked poultry or eggs is not a danger to humans. The U.S. Department of Agriculture (USDA) and the Ohio Department of Agriculture recommend the proper handling and cooking of poultry to provide protection from influenza, as it does against other viruses and bacteria such as *Salmonella* and *E.coli*.

Consumers should practice the following safe food handling and preparation every day:

- Wash hands before and after handling food.
- Prevent cross-contamination by keeping raw meat, poultry, fish and their juices away from other foods.
- Use separate cutting boards for meats, vegetables, cooked and raw foods.
- Wash hands, cutting board, knife, and counter tops with hot, soapy water after cutting raw meats.
- Sanitize cutting boards by using a solution of 1 teaspoon chlorine bleach in 1 quarter of water
- Use a food thermometer to ensure food has reached proper temperatures.
- Thoroughly cook chicken meats and eggs. Meats should be cooked until they are longer pink.

Stay Healthy

Health officials also recommend people continue to take the same precautions to protect themselves against a potential influenza pandemic as they would from colds and seasonal flu. Make respiratory etiquette a habit.

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue away after you use it.
- Cough or sneeze into your elbow or upper sleeve if you don't have a tissue.
- Try not to touch your eyes, nose or mouth; germs often spread this way.
- Wash your hands often with soap and water, especially after you cough or sneeze or use the restroom and before eating. If you are not near soap and water, use an alcohol-based hand sanitizer.
- Stay away as much as you can from people who are sick.
- If you get ill, stay home from work or school.

Preventive measures and good health habits can help keep your body healthy and fight off the flu.

- Eat a balanced diet that includes plenty of vegetables, fruits and whole grain products.
- Get a flu shot every year!
- Drink plenty of water and go easy on salt, sugar, alcohol and saturated fat.
- Exercise on a regular basis. Thirty minutes or more of physical activity most days for the week can help boost your immunity.
- Get plenty of rest. Sleep is shown to help your body's ability to fight off illness.
- Avoid alcohol and tobacco use. Smoking irritates damaged airways.

**WASHINGTON STATE COMMUNITY COLLEGE
PANDEMIC INFLUENZA RESPONSE TEAM COORDINATORS**

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