

Pandemic Response Plan

Texas A&M University at Galveston

Texas A&M University at Galveston Pandemic Response

Incident Command Team

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General Assumptions

This response plan is promulgated to preserve the health, safety, and well-being of the campus community while maintaining economic and operational stability during a health crisis period. Actions are planned to minimize adverse health effects and minimize negative disruptions on campus operations.

The basic order of operational priorities is:

1. Maintaining the health, safety and well-being of the campus community.
2. Maintaining business continuity to minimize negative economic, academic and research disruptions.
3. Maintaining critical infrastructure and/or facilities to support campus residents and essential operations and personnel for the various crisis levels.
4. Resume normal campus operations.

Action Implementation of Emergency Operating Procedures

Action Level 1 – Confirmed cases of pandemic in North America

Action Level 2 – Confirmed cases of pandemic in the United States

Action Level 3 – Confirmed cases of pandemic in Texas metro areas (Houston, Dallas, Austin, San Antonio, etc.)

Action Level 4 – Confirmed cases of pandemic in Galveston County

Note: The type and scope of the response will be based upon the severity of the pandemic and the recommendations of the CDC and county health officials.

Response Plan Matrix

Groups	Preparation	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)	Level 4 (in addition to Level 3 actions)
Incident Command Team	<ul style="list-style-type: none"> • Monitor national situation and response. • Communicate with housing and dining services for planning in the event of a pandemic. • Review list of essential personnel and update contact information. • Brief campus leadership on Response Plan. 	<ul style="list-style-type: none"> • Monitor the transmission of pandemic across North America. • Communicate preparations with Galveston County Health Department, UTMB and other health organizations. • Review Emergency Preparedness Plan. • Issue communications to campus community regarding status of disease spread and universal precautions. • Develop a point for distribution for vaccines/prophylaxis. • Develop a media strategy. 	<ul style="list-style-type: none"> • Incident Command Team will instruct Department Heads and Directors to place departments and essential personnel on standby for response. • The Incident Command Team will review infection control procedures, make sure that personnel have adequate supplies of personal protective equipment (PPE). • The Incident Command Team will inform employees of campus policies regarding working from home, travel, using sick leave, 	<ul style="list-style-type: none"> • Incident Command Team will activate the Incident Command Center in preparation of a pandemic. • Coordinate all actions with Galveston County Health Department, UTMB and other health organizations. • Consider restricting movement on and off campus for activities and special events. • Consider restricting or canceling campus operations, including classes/lecture and research. • Enact planning for mass care/triage, including 	<ul style="list-style-type: none"> • Cancel some or all campus operations and evacuate campus if necessary/possible. • Enact mass care/triage plan, including quarantine and/or isolation. • Maintain constant communication with the Galveston County Health Department and UTMB. • Provide notification to families of faculty, staff, and students of local situation. • If some campus operations remain active, initiate Business Continuity plan to ensure essential duties are performed,

			<p>and other human resources policies as applicable.</p> <ul style="list-style-type: none"> Alert students and parents of campus plans and possible closure. 	<p>quarantine.</p> <ul style="list-style-type: none"> Notify housing and dining services of anticipated numbers that may need to be isolated. Continue to provide updates and communicate with campus community. Initiate poster, email campaign promoting self-protection and universal precautions. Consider cancellation of some or all campus operations. Consider evacuation of campus. 	<p>as necessary.</p> <ul style="list-style-type: none"> Provide medical assistance, housing, telecommunications, and other assistance if students, faculty and/or staff must remain on campus while also maintaining essential university operational duties. Activate system for notifying families of fatalities.
Director of Safety	<ul style="list-style-type: none"> Assess respiratory protection plan and resources. Obtain additional N95 respirators. 	<ul style="list-style-type: none"> Stockpile N95 respirator filtering masks and hand sanitizing solutions. Develop and implement hand washing campaign and promote 	<ul style="list-style-type: none"> Conduct respirator training and hand out respirators. Identify management plan for the disposal of infectious waste. 	<ul style="list-style-type: none"> Notify Building Proctors of possible cancellation of operations and/or evacuation. Notify Galveston Fire Department and GPD that building utilities 	<ul style="list-style-type: none"> Notify Building Proctors of evacuation if called. Assist in set up of on-site health care facility with UTMB if applicable. Coordinate disposition of

		universal precautions.		(water) could be shut down as well as any fire detection system impairments.	the deceased with Galveston Health Department and/or UTMB.
Campus Police Chief of Police	<ul style="list-style-type: none"> Identify essential staff that can maintain campus security during pandemic outbreak. 	<ul style="list-style-type: none"> Train officers and staff on pandemic and medical assistance procedures. Notify Safety Officer if encountering individuals with flu-like symptoms. 	<ul style="list-style-type: none"> Coordinate campus security needs with Incident Command Team. 	<ul style="list-style-type: none"> Prepare plan for securing campus and coordinating support services with Incident Command Team and Safety Officer. 	<ul style="list-style-type: none"> Secure campus parameter to prevent access. Assist campus community in distributing medications, meals, supplies to sick still on campus. Secure campus in the event of an evacuation. Coordinate/assist in removal of deceased with Safety Officer.

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Business Continuity Plan

Business Continuity planning is critical before an pandemic. Maintaining business continuity will mitigate disruptions to critical services and infrastructure caused by pandemic . TAMUG's Business Continuity Plan will enhance the recovery efforts caused by pandemic . The practice of Social Distancing (minimizing personnel contact between campus community members as much as possible) will be implemented to minimize exposure to those sick or quarantined and prevent the further spread of the pandemic.

Services critical to campus operations are computing information systems, physical plant, financial management services, human resources, safety and campus police, food services, academic and research services including admissions and records, research and graduate studies, counseling services, student life and residential services, outreach services etc. Critical infrastructure, being the infrastructure essential to providing critical services, includes utilities, water, information technology, telecommunications, and campus security.

To maintain Business Continuity, departments will identify essential services or duties and who they serve to maintain campus operations. Based on the identification of departmental essential duties, each department will determine essential personnel to perform these duties. Each department will:

1. Identify the number of essential personnel.
2. Identify the number of shifts (if applicable) and the number of personnel per shift.
3. Identify alternate locations for work, e.g. telecommute.
4. Identify how many must report to campus for work.
5. Identify how many must interact with other people on campus.
6. Identify who will remain at home to report in relief of personnel on campus who become sick and must leave.

Departments will identify other departments that are critical to maintain their respective essential services.

The Incident Command Team under the direction of the Vice President and CEO or designee will coordinate the implementation and management of the TAMUG Business Continuity Plan.

Business Continuity Matrix

Department/Pers on Responsible	Preparation	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)	Level 4 (in addition to Level 3 actions)
Computing Information Systems (CIS) and Communications/Director of CIS and Director of Communications	<ul style="list-style-type: none"> • Identify essential staff that can maintain the campus computing infrastructure and communications systems. • Update the campus' web page as appropriate. • Identify services that can be provided remotely. 	<ul style="list-style-type: none"> • Update contact information. 	<ul style="list-style-type: none"> • Arrange for an emergency telephone line for Pandemic Flu issues. • Update the web page as instructed. • Receive respiratory training and respirators. • 	<ul style="list-style-type: none"> • Arrange for additional telephones in Incident Command Center. • Set up a media relations center in conjunction with the Vice President and CEO. 	<ul style="list-style-type: none"> • Support communication efforts with external campus community. Only members of the Incident Command Team will be allowed to talk to the media. The Vice President and CEO or designee will serve as the chief spokesperson for the campus. • Initiate off-campus communication system via the website.
Physical Plant/Director of Physical Plant	<ul style="list-style-type: none"> • Identify essential staff that can maintain the campus' facilities and operations. 	<ul style="list-style-type: none"> • Review plan to shut down ventilation systems on buildings on an individual or entire campus basis. • Increase the distribution of hand sanitizers by custodial 	<ul style="list-style-type: none"> • Receive respiratory training and respirators. 	<ul style="list-style-type: none"> • Shut down ventilation systems as instructed by the Incident Command Team. • Monitor campus infrastructure (water, electricity, etc.) 	<ul style="list-style-type: none"> • Shut off utilities to buildings as instructed by the Incident Command Team. • Assist in distribution of supplies (blankets, water, etc.) to personnel

		staff.			requesting assistance.
Campus Housing/Director of Student Life	<ul style="list-style-type: none"> Identify essential staff that can maintain the residents' halls and operations during a pandemic. 	<ul style="list-style-type: none"> Report suspicious illnesses to Campus Safety Officer. Develop training program for live-in staff regarding awareness. 	<ul style="list-style-type: none"> Set up a clearing house for dining and housing. Receive respirator training and respirators. Identify needs for anyone that may be placed in quarantine. Identify events where confirmed patients have attended. 	<ul style="list-style-type: none"> Activate plans to quarantine students in conjunction with Galveston County Health District guidance and UTMB. Notify parents of student(s) quarantined. Designate staff to assist in quarantine process. Assist with the location of students if quarantined (Mariner Hall) Assist with housing arrangements for students not included in quarantine Arrange for counseling 	<ul style="list-style-type: none"> In conjunction with the Safety Officer, assist with on-site health care facility setup and coordination of medical care with UTMB and/or Galveston County Health District. Bedding and sheets will be provided to each facility by Residential Services on an as needed basis. Additional bedding supplies may be removed from the T/S Clipper as needed.
Food Services/Director of Dining Services	<ul style="list-style-type: none"> Identify essential staff that can maintain food service operations during a pandemic. Inventory 	<ul style="list-style-type: none"> Formulate plans for alternate dining services for students and staff. Ensure food delivery process will not be affected. 	<ul style="list-style-type: none"> Develop training program for staff regarding awareness and proper distribution of food to quarantined personnel. 	<ul style="list-style-type: none"> Implement feeding and/or food delivery plan for quarantined personnel. Meals will be provided per quarantined 	<ul style="list-style-type: none"> The restocking of food and water supplies will be subject to the availability and the accessibility of supplying vendors. In the

	<p>available stores.</p> <ul style="list-style-type: none"> • Consider stockpiling food essentials. • Consider relocating stores items to reefers on Texas Clipper. 	<ul style="list-style-type: none"> • Develop plan for feeding and/or delivery of food to quarantined students, faculty and/or staff. 		<p>facility in the dining hall if possible. If occupants are unable to leave due to illness, box meals will be delivered to the facility by food service personnel or designated staff members.</p>	<p>event vendors cannot re-supply the campus, rations will be apportioned on as needed basis starting with the sickest.</p>
<p>Counseling Services/Director Career Placement and Planning</p>	<ul style="list-style-type: none"> • Prepare for the delivery of health services through the contracted provider, UTMB, and to provide psychological and counseling services to students and staff via a disaster mental health delivery mode. • Identify essential staff that can provide essential services and maintain operations during a pandemic. 	<ul style="list-style-type: none"> • Counseling services will serve as a primary communication link between students and their families in conjunction with the efforts of the Incident Command Team. Priority during a pandemic will be to continue the delivery of essential behavioral health services while providing for the emergency behavioral health needs of the population. 	<ul style="list-style-type: none"> • Prepare plan for assisting in the distribution of medications and supplies to those remaining on campus. 		<ul style="list-style-type: none"> • Provide grievance counseling to personnel experiencing the death of a family member or friend as a result of the pandemic.

		<p>Individuals psychologically impacted include those involved in treating the physical casualties.</p> <ul style="list-style-type: none"> • Direct attention to mitigating stress-related psychological effects of disaster response on these individuals. Campus counselors will also address the sensitivity to personal concerns and obligations when individuals may be separated from their families and loved ones for extended periods of time. 			
Human Resources/Director of Human Resources	<ul style="list-style-type: none"> • Identify essential staff that can maintain operations during a pandemic. • Coordinate the updating of 	<ul style="list-style-type: none"> • Inform campus of policies for telecommuting, social distancing and essential personnel. • Discuss with departments 	<ul style="list-style-type: none"> • Coordinate essential personnel duties with each department responsible for ensuring Business 	<ul style="list-style-type: none"> • Direct employee HR aspects of the campus social distancing policy. • Communicate to faculty and staff they need to stay 	<ul style="list-style-type: none"> • Gather employee absenteeism data. • Direct employees to counseling services

	<p>contact information on all campus essential personnel.</p>	<p>plans for providing substitutes for essential personnel.</p> <ul style="list-style-type: none"> Identify personnel available for work. Monitor faculty and staff traveling from effected regions. 	<p>Continuity.</p>	<p>home rather than report to work.</p> <ul style="list-style-type: none"> To allow work from home for HR staff, consider allowing off-campus access to HR information systems. 	<ul style="list-style-type: none"> Implement death benefits if applicable
<p>Financial Management Services/Director of Financial Management Services</p>	<ul style="list-style-type: none"> Identify essential staff that can maintain the campus' financial management infrastructure and services. Determine and communicate fund balance objectives for all operations. 	<ul style="list-style-type: none"> Ensure all employees are enrolled in direct deposit so they can continue to receive paychecks per the regular pay period. Students will pay tuition and fees on line if classes are still in session. 	<ul style="list-style-type: none"> Develop plan for providing financial management services from remote locations. Identify key processes necessary to maintain services. 	<ul style="list-style-type: none"> Coordinate with Incident Command Team as to when to implement off-campus/remote services. 	<ul style="list-style-type: none"> Activate off-campus services. Coordinate payroll for anyone not receiving direct deposit.
<p>Admissions and Records</p>	<ul style="list-style-type: none"> Identify essential staff that can maintain the campus' admissions and records and student financial aid services. 	<ul style="list-style-type: none"> Given the ability to link directly with SIMS and FAMIS, student records, class schedules and financial aid can be managed remotely. Staff can access all systems from home or other 	<ul style="list-style-type: none"> Develop plan for providing admissions and records services from remote locations. Identify key processes necessary to maintain services. Coordinate with 	<ul style="list-style-type: none"> Coordinate with Incident Command Team as to when to implement off-campus/remote services. Coordinate with department heads on class cancellation procedures. 	<ul style="list-style-type: none"> Activate off-campus services. Coordinate with CIS on notification of class rescheduling and/or cancellations. Coordinate with Incident Command Team

		remote locations.	academic department heads and CIS regarding WebCT and distance learning possibilities if classes are canceled or abbreviated. <ul style="list-style-type: none">• Develop plan for restarting classes or making up classes in the event classes are canceled or abbreviated.		as to when campus can classes can be resumed under a normal schedule. <ul style="list-style-type: none">• Coordinate with CIS on notification of class resumption.
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Communication

Effective means of communication are critical to the success of an effective response to pandemic . The campus will utilize existing procedures identified in the Emergency Preparedness Plan for effectively communicating internally and externally to include diverse communication modes and redundancy (i.e, e-mail, web, and information phone lines posted on the web.)

Communications will consist of 1) risk communication and 2) crisis communication.

Risk communication provides information to the campus community on the status of disease on campus, travel advice, universal precautions/self-care, personal preparedness planning, proper hand washing techniques and cough etiquette, public health resource availability and how/when to access services in case of illness and inform parents on the status of the campus during a pandemic.

Crisis communication provides means for:

- 1) Internal communication
 - a) notifications and alerts to the campus community
 - b) communication among campus community
- 2) External communication
 - a) communicating with federal, state, and local health authorities on the status of the University during a pandemic and resources needed during an event
 - b) communicating with suppliers and vendors for needed services and resources and
 - c) communicating to the students, parents, and public.

All communication will happen early and often. All communication will be easily understood and culturally appropriate. The Incident Command Center will serve as the communications center.

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Surveillance and Health Monitoring

Surveillance and health monitoring will be provided by the Galveston County Health Department and UTMB. Surveillance and health monitoring will be coordinated with the Galveston County Health Department through Counseling Services and the Safety Officer as described below. Surveillance and health monitoring includes increased attention to symptoms indicative of -like illness and disease in persons who have engaged in travel to the affected area(s).

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Containment Measures

The campus will employ disease containment measures to slow the transmission of disease on campus. Containment measures may include:

1. Isolation and/or quarantine in campus housing (i.e. Mariner Hall) for individuals or groups.
2. Infection control measures such as respiratory etiquette, hand hygiene or the use of personal protective equipment.
3. Reduction in routine campus-related activities and social distancing strategies for employees who must work because their work is deemed essential (e.g. cancellation of face-to-face meetings, staggering of work shifts, etc.).
4. Campus-wide containment measures may include the abbreviation or cancellation of classes. These strategies will likely be used when there is a sustained level of transmission and no clear epidemiologic links can be identified between cases. As incidents increases, so will the scope of community disease containment strategies.
5. Cordon Sanitaire – Widespread Community Quarantine to restrict all campus movement, with the exception of essential personnel. This containment measure should only be utilized as a measure of last resort.

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Health Care

Medical Support

- The campus will have primary responsibility for the health care services needed by students, faculty and staff on campus during a pandemic. Medical support may be provided by the Galveston County Health Department and/or UTMB. Plans to monitor and provide outpatient health care for students, faculty and staff on campus under isolation and/or quarantine conditions will be prepared by Counseling Services and the Safety Officer.

Screening/Triage

- Patient screening, triage and referral of ill or worried students, staff or faculty for follow-up tests will be coordinated through Counseling Services. When necessary, referrals will operate through normal channels for care at UTMB. The screening and triage functions shall be conducted, using standard criteria, through the following mechanisms: phone- and web-based screening/triage and screening/triage at UTMB. If the situation warrants, a mass screening/triage will be established at The Student Life Center adjacent to Mariner Hall.

Isolation

- At all stages of a pandemic, people infectious with pandemic will be advised to isolate themselves from others, typically in their own homes. Infectious students, faculty and/or staff that remain on campus and are unable to return home will be relocated to Mariner Hall for quarantine.

Quarantine

- The purpose of quarantine is to reduce the potential spread of the disease throughout the campus community. has a very short incubation period of 2-7 days and persons infected with may be infectious for a day prior to the onset of symptoms. For these reasons, quarantine is a more difficult strategy to employ as a disease containment measure for and may be effective only during the early pandemic period or pandemic alert period when outbreaks are very focal or limited.

Transportation of Patients

- The removal of sick personnel from campus is critical to preventing the spread of the disease on the campus. The transportation of patients will be determined through the triage coordinated by Counseling Services and the Safety Officer and UTMB. The transportation of patients will be the responsibility of the Campus Police in cooperation with the Safety Officer.
- The removal of the deceased will be coordinated by the Safety Officer through the Galveston County Health Department. In the event mass fatalities result from the pandemic, bodies of the deceased will be stored in the reefers of the Texas Clipper.

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Medical Supply Distribution

All vaccines and prophylaxes provided to the campus through the Galveston County Health Department or any other health organization will be distributed under the supervision and by the recommendations of the Safety Officer and Counseling Services.

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Recovery/Resume to Normal Operations

The Emergency Operating Procedures and Business Continuity Plan for pandemic emergency conditions listed in Levels 3 and 4 in this plan will cease when the campus returns to normal operations as declared by the Vice President and CEO. Campus personnel will be notified to return to work and when classes will resume by various means such as radio, television and the campus web page.

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Financial Management Services

Upon the return to normal operations, Financial Management Services will assess the financial needs of the campus to sustain operations through the remainder of the fiscal year. FMS will coordinate and provide notification to students, faculty and staff regarding any changes in operations due to reduced funding resulting from the pandemic. Strategic planning will commence to determine long range financial needs of the campus and the long term impact of the pandemic.