



Pandemic Preparedness Plan

Introduction

Pandemics are unpredictable but recurring events that can have severe consequences on human health and economic well-being worldwide. Advance planning and preparedness are critical to help mitigate the impact of a global pandemic.

Pandemic influenza is different from other outbreaks we have faced; characteristics of influenza viruses – their propensity to change, ability to spread easily among people, and the routes of transmission – make the disease challenging to contain. Throughout history, influenza pandemics have led to widespread illness and death.

Purpose

During the H1N1 influenza pandemic of 2009, Purdue University Fort Wayne acknowledged the concerns of health professionals around the world and formed a Pandemic Preparedness Planning Committee to research this pandemic threat and to make appropriate plans to prepare for, respond to, and recover from such a pandemic.

The US Department of Health & Human Services (HHS) has made substantial progress in pandemic preparedness since the release of their original plan in 2005. Building upon the key pandemic response elements of that plan, the 2018 update identifies goals, objectives, and key actions to serve as planning guides for the next decade. With this HHS plan update, Purdue Fort Wayne has in turn updated our Pandemic Plan.

Please note: this is a living document which continues to grow and evolve. As pandemics and the science related to them evolve, so too will this Pandemic Plan. Committee members and their Purdue Fort Wayne contact information can be found on their corresponding section heading pages of this document.

Crisis Management Team:

Tier I

Chancellor

Vice Chancellor of Financial & Administrative Affairs

Vice Chancellor of Academic Affairs

Vice Chancellor of Student Affairs

Vice Chancellor – University Relations & Communications

Chief of University Police

Executive Director of Facilities Management

Media Director – University Relations & Communications

Environmental Health & Safety Manager – Radiological & Environ.
Management

Campus Emergency Preparedness and Planning Coordinator

Tier II*

Director of Student Housing

Director of Human Resources and Institutional Equity

Environmental Health & Safety Specialist – Radiological & Environ.
Management

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

General Information:

Essential Personnel are defined as follows:

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.

Examples include: University Police, ITS, Research Assets Care (animal/cell culture caretakers), Facilities Management, Student Housing

Operations – individuals who keep secondary, critical operations running. During a pandemic period where the University will be 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.

Examples include: Bursar, Human Resources, Student Affairs (Admissions, Services for Students with Disabilities, International Student Services, Registrar)

Management – individuals holding a position of dean/department head and above. During a pandemic period where the campus will be closed, these individuals may not work their regular day, but they will be available for calls and advise as necessary from home and will possibly receive extra pay for working during this pandemic period, depending on the approved pay policy.

Examples include: Chancellor, Vice Chancellor's, Associate/Assistant Vice Chancellors, Deans, Department Chairs/Directors.

Disruptions in Academic Scheduling – www.pfw.edu/crisis-handbook

If local telephone service fails: use cellphone

If local cell phone service fails: use landline

If local email service fails: used local phone or cell phone

If local cell, landline and email services fail: use 2-way radios.

Essential Personnel by Department/Title

Department	Infrastructure* working from:		Operations* working from:		Management* working from:	
Crisis Mgmt Committee						
Chancellor Office						
Academic Affairs/ Enrollment Mgmt	LSRC Mgr.	C	System/Admin Web Project Mgr.	C & H		
			Assoc. VC Acad. Devel.	C		
Advancement/ Alumni						
Business Offices						
Campus Credentials and Transportation						
External Campus Partners						
Financial and Administrative Affairs						
Health and Wellness Clinic						
Human Resources/OIE	Payroll/HR Svcs Director	H				
	Compensation Assist	H				
					Executive Dir HR/OIE	H
Information Technology Services					Director/CIO	C
Functional Mgrs.					Customer Svc Center	C
					Infrastructure Engineering	C
					User Tech Support/Policy & Planning	C

Network Administrators	System Admins	H				
Computer Operators	Computer Operator	H				
Help Desk	Supervisor	H				
E-commerce Support Programmers	Senior Analyst	H				
	Lean Analyst	H				
End User support	Supervisor	H				
Database Administrators	Admin	H				
Facilities Management						
Administration					Director	C
	Project Manager	C				
	Account Clerk	C				
Building Services					Superintendent	C
	3 Lead Custodians	C				
	3 Supervisors	C				
	2 Utility Custodians	C				
	6-8 Custodians	C				
Grounds					Superintendent	C
	Mechanic	C				
	3 Groundskeepers	C				
	Irrigation Specialist	C				
	Horticulture	C				
Operations & Maintenance					Superintendent	C
	3 Mechanics	C				
	2 Supervisors	C				
	Electrician	C				
	Plumber	C				
Public Relations/ Marketing/ Media/CATV			Media Director	H		
			Web Mgr.	H		
			Director	C/H		
Back-up personnel			Marketing Specialist	H		

			TV Engineer	H		
			Sr. Web Designer	H		
REM			Environmental Health & Safety	C		
Student Affairs			SAP Counselor	H	Vice Chancellor	H
			Account Mgr.	H	Director Diversity and Multicultural Affairs	H
			Director Svcs. for Students w/Disabilities	H	Vice Chancellor and Dean of Students	H
			Director Int'l Student Svcs.	H	Associate Dean of Students	H
Student Housing			Director	C		
			Assistant Director	C		
			Maintenance	C		
			Supervisor	C		
Back up Personnel			Resident Director	C		
			Maintenance	C		
University Police	All Police Officers	C				
	2 Lieutenants	C				
	Safety Officer	C				
	Office Manager	C				

*Working from Campus noted with "C", Working from Home noted with "H"

Campus Community:

1. Crisis Management Committee
2. Chancellor Office/Executive Committee
3. Academic Affairs and Enrollment Management
 - a. Including:
 - i. Registrar
 - ii. Student Information Systems
 - iii. Admissions
 - iv. Financial Aid
 - v. Student Success and Transitions
4. Advancement/Alumni
5. External Campus Partners
 - a. Including:
 - i. Vendors (Aramark, Folletts, etc)
 - ii. IU Health Sciences and IU Medical Programs
 - iii. Companies In Residence
6. Financial and Administrative Affairs
 - a. Including:
 - i. Athletics
 - ii. Budget Office
 - iii. Bursar and Student Finances
 - iv. Business Offices/Accounting Services
 - v. Facilities Management
 1. REM
 2. Campus Credentials and Transportation
 3. Grounds
 4. Operations/Maintenance/Building Services
 5. Shipping/Receiving
 - vi. Facilities Management Project Management and Sustainability
 - vii. Human Resources/Institutional Equity
 - viii. Information Technology
 - ix. Mastodon Foundation
 - x. Purchasing
 - xi. Special Events
 - xii. University Police
7. Health and Wellness Clinic
8. Public Relations/Marketing/Media/CATV
9. Student Affairs
 - a. including:
 - i. Student Life and Leadership
 - ii. Student Housing
 - iii. Svcs for Students with Disabilities
 - iv. Student Government

Phases of the Plan

Level 1 – pre-assessment and planning; Local Health and Safety Planning

Level 2 – intense planning and preparation; international travel advisories begin.

Level 3 – preparing to suspend classes; international travel warning and passenger screenings begin

Level 4 – Classes Suspended; but campus remains open. Employees are encouraged to work from home.

Level 5 – Essential Personnel Only; campus is closed. Only Essential Personnel are to be on campus.

Level 6 – Recovery; campus opens and classes resume

Level 1

Pre-assessment and planning Local Health and Safety Planning

Level 1 All Areas:

- Develop, distribute and maintain contact list for everyone in your department/unit
- Develop, distribute and maintain internal communication plans (Call and email trees) within each department
- Develop Business Continuation Plans
 - Identify what information needs to be taken home in the face of a shutdown
- Annually assess risk to equipment/facilities
- Determine Home Computer needs
- Identify Critical Services not available online
- Identify Alternative Methods for accessing forms needed for business processes
- Identify Essential Personnel
- Continue with regular operations: mail service, classes, meetings, etc.
- Become familiar with campus emergency response handbook and pandemic preparedness plan
 - Review disruption scenarios and develop contingency plans.
- Order additional supplies as contingency, as needed

Level 1 Specific Areas:

- **Crisis Management Team:**
 - Communicate with Administrative and City/County Emergency and Health Departments
 - Assess Extra supply needs (food/water) for University Police, Facilities Management, REM, Essential Personnel and Student Housing
 - Order Personal Protective Equipment (PPE)
 - Provide Training on PPE (through REM office)
- **Chancellor Area:**
 - Meet with Crisis Mgmt team for status of pandemic/recovery.
 - Issues memo regarding websites/planning/questions/etc.
- **Academic Affairs and Enrollment Management:**
 - Develop needed academic schedule or policy changes
 - Prepare for research and laboratory contingency and security plans
 - Convene AA/EM crisis planning team
 - Communicate campus plans to AA/EM as needed.
 - Develop FAQ website for students
 - Provide psychological first aid training to deans/directors

- Review and Distribute template for Unit Continuity Plan (UPC)
- Library: collaborate with Purdue/Regional libraries for online access to databases during closure
- Consider security measures for files with departments/units/chairs/directors
- Participate in ORES research planning as appropriate
- Develop a database for faculty/staff for staffing contingencies Consider the range of expertise available among current faculty and staff as well as outside the current university community
- **Bursar/Financial Aid/Registrar/Student Information Systems**
 - Develop Schedule and/or policy changes
 - Develop Grading and Policy Changes (withdraws, refunds, appeals)
- **Business offices:**
 - Establish Reserves of Petty Cash
- **Facilities Management:**
 - Assess fuel levels, inspect generators, obtain additional as needed
 - Order hand sanitizer, soap, paper supplies (including toilet paper, paper towels), trash bags, cleaning supplies, flashlights, batteries and distribute as appropriate.
- **Health and Wellness Clinic**
 - Prepare Isolation Evaluation Room
 - Prepare for returning Study Abroad students
- **Human Resources:**
 - Develop plans to assist with prescription plans and disability/life insurance claims
 - Prepare EAP counseling for fear, grief and financial impact
 - Establish Payroll and Absence policies as they relate to the pandemic
 - Develop FMLA brochure
- **Information Technology:**
 - Prepare equipment/hardware to maintain telephone, radio, internet, computer access
 - Education personnel on plan: support services training, help desk, technician calls and support, data center
 - Set up isolation units on campus
 - Develop back up Purdue Fort Wayne website and internal communication process
 - Maintain IT based online tools/services, networks and security
 - Provide critical communications: emergency radio coverage with battery back up

- **Public Relations/Marketing/Media/CATV:**
 - Develop/implement Pandemic Communication Plan/Campaign for campus community
 - Informational Web site launched with basic health and planning info.
 - Notify campus community of web site
 - Send media advisory plan for access info
 - Distribute posters on hand washing to all public areas
 - Send info on clinic services during pandemic
- **REM:**
 - Develop training for prevention, decontamination, medical wastes
 - Order N85 masks, gowns, gloves
- **Student Housing:**
 - Plan alternate housing for student housing lessees
 - Develop plan to cancel programming
 - Develop plan to keep accurate count of residents
- **University Police:**
 - Assess supplies on hand (PPE, N-85 respirators, etc)
 - Prepare for 12-hour shifts
 - Maintain contact with Crisis Mgmt Committee and Chancellor area

Level 2

Intense planning and preparation
International travel advisories begin.

Level 2 All Areas:

- Maintain contact list for everyone in your department/unit
- Maintain internal communication plans (Call and email trees) within each department
- Prepare for implementation Business Continuity Plans
 - Identify what information needs to be taken home in the face of a shutdown
- Email and phone trees distributed
- Notify essential personnel of their designation and inform of responsibilities
- Continue with regular operations: mail service, classes, meetings, etc.
- Become familiar with campus emergency response handbook and pandemic preparedness plan
 - Review disruption scenarios and develop contingency plans.
- Order additional supplies as contingency, as needed
- Annually assess risk to equipment/facilities

Level 2 Specific Areas:

- **Crisis Management Team:**
 - Distribute awareness and prevention information
 - Communicate with Administrative and City/County Emergency and Health Departments
 - Begin stocking food/water/supplies for Essential Personnel
 - Order Extra supply needs for University Policy, Facilities Management, REM, Essential Personnel
- **Chancellor Area:**
 - Meet with Crisis Mgmt team for status of pandemic/recovery
- **Academic Affairs and Enrollment Management:**
 - Consider impact and develop plan to adjust academic calendar and registration
 - Senate adoption of emergency resolution
 - Receive psychological first aid training
 - Develop emergency website
 - Communicate updated campus plans to AA/EM
 - Participate in campus crisis planning
 - Assess training/support needs
 - Begin plans for necessary equipment and supplies contingencies
 - Update communication plan, stay informed
 - Plan course delivery/completion options given likely disruption scenario

- Implement Emergency Response plan for Animal Facilities
- Participate in ORES research planning as appropriate
- Develop a database for faculty/staff for staffing contingencies (consider the range of expertise available among current faculty and staff as well as outside the current university community)
- **Facilities Management:**
 - Provide hand sanitizer for designated common areas on campus.
 - Order hand sanitizer, soap, paper supplies (including toilet paper, paper towels), trash bags, cleaning supplies, flashlights, batteries. Distribute as appropriate
 - Confirm operation of all generators, backup generators and 2-way radio repeater
- **Human Resources/OIE:**
 - Distribute HR policies that will be affected by pandemic (FMLA/Payroll/Absences)
- **Information Technology:**
 - Assure back-up communication and energy equipment is operable
 - Determine procedures to set up work from home equipment/access
 - Develop procedure to transfer calls
 - Maintain IT based online tools/services, networks and security
 - Provide support services: home use documentation, increase number of Heat licenses as needed)
 - Provide general use communication services: phone announcements, voice conferencing, etc)
 - Provide critical communications: emergency radio coverage with battery back up
- **Public Relations/Marketing/Media/CATV:**
 - Update Informational Web site with basic health and planning info including FAQ's
- **REM:**
 - Distribution of prevention information
 - Schedule decontamination training
- **Student Housing:**
 - Begin stocking food/water/supplies for personnel unable to evacuate
 - Monitor national situation through review of CDC, WHO and NH websites
 - Maintain contact with Crisis Mgmt Committee, University Police and Chancellor area
 - Provide adequate PPE for students/volunteers
 - Obtain emergency contact info from residents during move in

- **University Police**

- Order additional law enforcement supplies as needed
- Maintain contact with Crisis Mgmt Committee and Chancellor area

Level 3

Preparing to suspend classes

International travel warning and passenger screenings begin

Level 3 All Areas:

- Maintain contact list for everyone in your department/unit
- Maintain internal communication plans (Call and email trees) within each department.
- Implement Business Continuity Plans
 - Identify what information needs to be taken home in the face of a shutdown
- Update area communication plans
- Arrange for computer use from home
- Advise staff of EAP counseling services
- Cooperate with Campus Plans
- Mail service continues as normal
- Change telephone greetings and set emails to auto reply as appropriate
- Stay informed. Monitor situation.
- Become familiar with campus emergency response handbook and pandemic preparedness plan
 - Review disruption scenarios and develop contingency plans.
- Order additional supplies as contingency, as needed
- Annually assess risk to equipment/facilities

Level 3 Specific Areas:

- **Crisis Management Team:**
 - Maintain sufficient food, water, supplies for Essential Personnel.
 - (w/Student Housing) Identify rooms/floors in Housing to be used for quarantine as necessary
 - Continue to distribute awareness and prevention information as well as contact information
- **Chancellor Area:**
 - Meet with Crisis Mgmt team for status of pandemic/recovery
 - Release memo updating campus community on current state of affairs with regards to pending pandemic and immediate future plans
 - Ensure Call Center is equipped with appropriate answers and information
 - Send media advisories as necessary
- **Academic Affairs and Enrollment Management:**
 - Close/reduce laboratory/research projects as appropriate
 - Implement Emergency Response plan for Animal Facilities
 - Advise faculty to prepare for suspension and/or shut-down

- Faculty advise student that suspension is imminent and refer students to Purdue Fort Wayne pandemic plan
 - Invoke contingency resolution and propose rule changes
 - Develop academic policy responses for likely schedule disruption
 - Further develop plan course delivery/completion options given likely disruption scenario
 - Governance: provide consultation regarding closure policies and plans
 - Participate in ORES research planning as appropriate
 - Develop a database for faculty/staff for staffing contingencies
Consider the range of expertise available among current faculty and staff as well as outside the current university community
- **Business Offices:**
 - Assure staff availability
- **External Campus Partners:**
 - Vendors should reduce food inventory to a minimum
- **Facilities Management**
 - Maintain supply of hand sanitizer, soap, paper supplies (including toilet paper, paper towels), trash bags, cleaning supplies, flashlights, batteries. Distribute as appropriate.
 - Confirm operation of all generators, backup generators and 2-way radio repeater
 - Provide sanitizer and soap as needed
- **Health and Wellness Clinic:**
 - Alert all to health risks and symptoms and to report if traveling to/from affected areas
 - Post sign at Clinic asking for self-identification for exposure to pandemic
 - Take proper precautions and follow procedures when symptomatic or potentially exposed patient presents at clinic
- **Human Resources:**
 - Assist with Insurance, prescription and disability claims
 - Begin counseling for Fear, Grief and financial impact
 - Distribute HR policies that will be affected by pandemic (FMLA/Payroll/Absences)
- **Information Technology:**
 - Assure continued operation of back up communication and energy equipment
 - Implement plan to update security and instructions for home computers
 - Maintain IT based online tools/services, networks and security
 - Provide Support services: disaster web pages have documentation, HelpDesk, Transfer system techs to remote support

- General Use communication services: phone announcements, Adobe, connect, etc
- Provide critical communications: test radios, signals and generator
- **Public Relations/Marketing/Media/CATV:**
 - Make pandemic plan prominent on webpage and TV channel with contact numbers for inquiries.
 - Update Informational Web site with basic health and planning info including FAQ's.
- **REM:**
 - Perform Fit-Testing as needed for PPE's
 - Distribute prevention information
 - Schedule decontamination testing
- **Student Housing:**
 - Maintain sufficient food, water, supplies for lessees unable to evacuate
 - Train staff on symptom recognition
 - Identify rooms/floors in Housing to be used for quarantine as necessary
 - Identify volunteers for alternate student housing
 - Enact plan for quarantine and isolation of students. Identify rooms/floors to be used. Notify current occupant
 - Review teleworking plan for those who do not live onsite
 - Assess essential PPE needs and stock
 - Communicate student checklist to housing residents listing all tasks needing done prior to vacating apartments
- **University Police:**
 - Begin 12 hour shifts as needed
 - Maintain law enforcement supplies
 - Implement plan for contacting unreachable staff as needed
 - Maintain contact with Crisis Mgmt Committee and Chancellor area

Level 4

Classes Suspended, including off campus classes

Campus remains open

Housing does not close

Employees are encouraged to work from home

Level 4 All Areas:

- Staff encouraged to work from home – Maintain core services if possible
 - Take all necessary information home
 - Remove all perishable materials from facilities/offices as appropriate
- Departments providing core services during pandemic period prepare to maintain services from campus/home
- Secure confidential student/faculty/staff files
- Assure that all unit facilities/offices and equipment are secure
- Assure that any essential maintenance required during the closure period is ready to be implemented
- Appointments Canceled
- Home Page and Phone Announcement/Email Auto Replies changed as appropriate
- Maintain weekly communication with staff via email/conference calls
- All Fed Ex and DHL items diverted from campus. All other deliveries as normal
- Stay informed and monitor situation.

Level 4 Specific Areas:

- **Crisis Management Team:**
 - Work with Purdue Fort Wayne and Allen County health officials and follow their directions/recommendations
 - Maintain sufficient food, water, supplies for Essential Personnel.
 - Utilize communication plan to inform campus community of pandemic action status
 - Accessibility to and proper use of emergency equipment/supplies is reviewed with appropriate staff
 - Maintain stock of PPE
- **Chancellor Area:**
 - Meet with Crisis Mgmt team for status of pandemic/recovery.
 - Chancellor Suspends classes
- **Academic Affairs and Enrollment Management:**
 - Close/reduce laboratory/research projects as appropriate;
 - Implement Emergency Response plan for Animal Facilities
 - Maintain core academic and library services if possible
 - Announce updated disruption schedule

- Adjust academic calendar
- **Business Offices**
 - Assure availability as needed
- **Campus Credentials and Transportation:**
 - Deactivate card swipes into buildings not in use
- **External Campus Partners:**
 - Vendors should begin removing all food from refrigerated units on campus
- **Facilities Management**
 - Maintain working order of generators
 - Assign personnel to distribute PPE
 - Maintain supply of hand sanitizer, soap, paper supplies (including toilet paper, paper towels), trash bags, cleaning supplies, flashlights, batteries and distribute as appropriate.
 - Provide sanitizer and soap as needed
- **Health and Wellness Clinic:**
 - Continues to operate
- **Human Resources/OIE:**
 - Payroll, absence, insurance, counseling info, etc distributed to employees
 - Assist with life insurance, prescription and disability claims
 - Provide access to counseling (fear, grief, financial)
- **Information Technology:**
 - Update security and install home computers as needed
 - Maintain working order of all back up communication and energy equipment
 - Necessary IT and emergency communications equipment is put on standby
 - Activate emergency websites
 - Assure continued operation of back up communication and energy equipment
 - Implement plan to update security and instructions for home computers
 - Maintain IT based online tools/services, networks and security
 - Provide Support services: disaster web pages have documentation, HelpDesk, Transfer system techs to remote support
 - General Use communication services: phone announcements, Adobe, connect, etc
 - Provide critical communications: administration and call desk
- **Public Relations/Marketing/Media/CATV:**
 - Purdue Fort Wayne homepage declares "Classes Suspended" with appropriate links

- Update Informational Web site with basic health and planning info including FAQ's
- CTV runs banner on TV channel advising "Classes Suspended" with website listed for additional info
- Send media advisories as necessary
- Pandemic and University status info distributed through campus wide email, posting on doors, Purdue Fort Wayne website, CTV, digital signs
- **REM:**
 - Maintain stock of PPE
 - Perform Fit-Testing as needed for PPE's
 - Distribute prevention information
 - Schedule decontamination testing
- **Student Affairs:**
 - Notify students, including study abroad students, to instruct them on proper action
- **Student Housing:**
 - Maintain sufficient food, water, supplies for Essential Personnel
 - Implement alternate housing for student housing lessees remaining on camps
 - Enact plan for quarantine of students as necessary
 - Communicate canceled programming
 - Implement advising students to leave
 - Provide housing for volunteers
 - Keep accurate count of residents
 - Schedule staff coverage in all essential operating area. Develop protocol to ensure all areas are covered
 - Develop communication tool for employees and residents
 - Find alternate housing for international students
- **Telephone Operations:**
 - Transfer calls to those working from home
- **University Police:**
 - Implement 12 hour shifts as needed
 - Post officers and provide extra patrols as needed
 - Lock down all buildings not in use
 - Secure roads as needed
 - Maintain law enforcement supplies
 - Implement plan for contacting unreachable staff as needed
 - Maintain contact with Crisis Mgmt Committee and Chancellor area
 - Maintain stock of PPE

Level 5

Campus is closed

Only Essential Personnel are to be on campus

Level 5 All Areas:

- Campus reduces to essential personnel only
- Adhere to “do not assemble” protocol and direct non-essential personnel to work from home
- Non-essential personnel must contact University Police to access campus
- Maintain employee absenteeism data
- Emergency Contract Trees used to maintain essential personnel coverage
- Staff works from home to maintain core services, responding to voicemails and emails
- Assure that all unit facilities/offices and equipment are secure
- Assure that any essential maintenance required during the closure period is ready to be implemented
- All USPS mail and deliveries suspended until further notice
- Implement HR policy for work hours for staff
- Gather employee absenteeism data
- Stay informed monitor situation

Level 5 Specific Areas:

- **Crisis Management Team:**
 - Work with Purdue Fort Wayne and Allen County health officials and follow their directions/recommendations
 - Maintain sufficient food, water, supplies for Essential Personnel
 - Distribute PPE to essential personnel
 - Pandemic and University status info distributed
 - Maintenance and stock of emergency equipment/supplies monitored for sustainability and restocking
- **Chancellor Area:**
 - Meet with Crisis Mgmt team for status of pandemic/recovery
 - Closes Campus. Enacts Essential Personnel
- **Academic Affairs and Enrollment Management:**
 - All critical research assets maintained as necessary
 - Close/reduce laboratory/research projects as appropriate;
 - Implement Emergency Response plan for Animal Facilities
 - Communicate updated closure plans to chairs/deans
 - Implement appropriate disruption contingency closure scenario
 - Anticipate and plan for re-opening of campus
 - Further develop course completion options for implementation upon opening of campus

- Monitor status of disruption contingency closure schedule
- **Business Offices:**
 - Assure availability
- **Campus Credentials and Transportation:**
 - Deactivate card swipes into buildings not in use
- **Facilities Management:**
 - Emergency power supplied to critical functions, property and assets
 - Use of emergency equipment supplies reviewed for sustainability
 - If vendors have not removed food, assist in removal of all perishable and unrefrigerated perishables from campus
 - Distribute PPE and paper supplies to essential personnel
 - Set up cots for essential personnel
 - Supplement mattresses from vacant student housing as needed
 - Maintain supply of hand sanitizer, soap, paper supplies (including toilet paper, paper towels), trash bags, cleaning supplies, flashlights, batteries and distribute as appropriate
 - Provide sanitizer and soap as needed
 - Place signage on all buildings indicating no food stored on the premises
- **Health and Wellness Clinic:**
 - Clinic Closed until further notice
- **Human Resources/OIE:**
 - Continue counseling for fear, grief, and financial impact
 - Continue to assist with HR claims
 - Payroll, absence, insurance, counseling info, etc assistance as needed
 - Assist with life insurance, prescription and disability claims
 - Provide access to counseling (fear, grief, financial)
- **Information Technology:**
 - Necessary IT and emergency communications activated as needed.
 - Maintain working order of all back up communication and energy equipment
 - Necessary IT and emergency communications equipment is put on standby
 - Continue activated emergency websites
 - Assure continued operation of back up communication and energy equipment
 - Maintain IT based online tools/services, networks and security
 - Provide Support services: disaster web pages have documentation, HelpDesk, Transfer system techs to remote support

- General Use communication services: phone announcements, Adobe, connect, etc
- Provide critical communications: administration and call desk
- **Public Relations/Marketing/Media/CATV:**
 - Purdue Fort Wayne homepage declares "Classes Suspended" with appropriate links
 - Update Informational Web site with basic health and planning info including FAQ's
 - CTV runs banner on TV channel advising "Classes Suspended" with website listed for additional info
 - Send media advisories as necessary
- **REM:**
 - If vendors have not removed food, assist in removal of all perishable and unrefrigerated perishables from campus
- **Student Housing:**
 - Maintain sufficient food, water, supplies for Essential Personnel
 - Implement alternate housing for student housing lessees remaining on campus
 - Enact plan for quarantine of students as necessary
 - Communicate canceled programming
 - Implement advising students to leave
 - Provide housing for volunteers
 - Keep accurate count of residents
 - Remind essential personnel of their duties.
 - Distribute PPE to essential personnel as needed
 - Develop communication tool for employees and residents
 - Find alternate housing for international students.
 - Director and Asst Director will remain on campus and work mandatory hours for coverage
 - Allow access to accounting and leasing systems to employees working from home
 - Place signage on all buildings indicating no food stored on the premises
 - If housing closes, shut down all key fob access
- **University Police:**
 - Post officers and provide extra patrols as needed
 - Lock down all buildings not in use
 - Barricade campus entrances as necessary to limit accessibility
 - Maintain law enforcement supplies
 - Continue 12 hour shifts for UPD
 - Continue with plan for contacting unreachable staff as needed
 - Maintain contact with Crisis Mgmt Committee and Chancellor area
 - Maintain stock of PPE

Level 6

Recovery

Campus opens and Classes resume

Level 6 All Areas:

- Resume normal operations
 - Classes, Mail delivery, vendors on campus, housing
 - Restock supplies as needed
 - Assess staff available to return to work
 - Report any missing faculty, staff, or students to appropriate personnel
 - Take inventory of resources
 - Implement appropriate recovery scenarios
 - Change phone and email messages as necessary
 - Contact canceled appointments to reschedule
- Student Counseling set up in Walb Union
 - Set up additional counseling in KT and Housing as needed
- Advise staff of EAP Counseling Services
- Implement Calendar and Registration Process Change
- Review processes, make changes to policies
- Work from home ends, bring all documentation/equipment back to campus
- Stay informed and monitor situation.
- 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
- Evaluate the effectiveness of the execution of the emergency response in your area and provide feedback to Crisis Management Team

Level 6 Specific Areas:

- **Crisis Management Team:**
 - Evaluate pandemic response process and make changes to plan as necessary
 - Restock supplies as needed
- **Chancellor Area:**
 - Meet with Crisis Mgmt team for status of pandemic/recovery.
 - Communicate campus re-opening information and start-up date of classes
- **Academic Affairs and Enrollment Management:**
 - Implement Calendar and Registration Process Changes
 - Reassignment of Faculty to complete courses/create new teaching schedule

- Communicate updated recovery plans to chairs and faculty including: calendar revisions, emergency academic and personnel assignment policies, revised schedules and assignments
- Authorize faculty/staff workload changes as appropriate to resolve gaps in staffing due to pandemic
- Notify students of revised class calendar and completion options and requirements
- 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 teach each section
- **Business Offices:**
 - Complete FEMA forms
- **Campus Credentials and Transportation**
 - Reactivate all card swipe entries as applicable
- **External Campus Partners:**
 - Return to campus and prepare to re-open
 - Dispose of any expired food items left prior to pandemic
- **Facilities Management:**
 - Assess and restore utilities, restart appropriate electronic equipment in all buildings
 - Assess and repair any damage to university property
 - Re-stock supplies
 - Gather/Dispose of Refuse
 - Clean and sanitize affected areas.
- **Health and Wellness Clinic**
 - Clinic re-opens
 - Re-stock supplies
- **Human Resources/OIE:**
 - Address staffing issues
 - Counseling made available to faculty, staff, students
 - Handle insurance claims and beneficiary designations as necessary
 - Complete Forms for beneficiary designations, medical, etc.
- **Information Technology:**
 - Maintain IT based network, web and support services
 - Provide support services: HelpDesk, Technical Support, General Communications, etc
- **Public Relations/Marketing/Media/CTV:**
 - Post daily updates on website and CTV
 - Send media advisories as necessary
 - Update Informational Web site with basic health and planning info including FAQ

- **REM:**
 - Clean and sanitize any areas where direct contact to pathogen occurred
 - Perform any environmental safety test necessary due to possible utility shut downs
 - Re-stock supplies
 - Perform potable water tests as needed
 - Schedule biohazardous waste pick-ups, assist in clean up as needed
- **Student Affairs:**
 - Assist students in withdrawals and individual circumstances
 - Refer to SAP and third party counseling and health provider options
- **Student Housing:**
 - Prepare student housing to open 2 days prior to classes resuming
 - Turn Fob access on
 - Open housing and make an inventory of returning students
 - Gather information on students not returning
 - Report all missing students to Dean's office
 - Pack belongings of non-returning students
 - Re-stock supplies

Links to Pandemic Alert Phases:

- http://www.who.int/influenza/resources/documents/pandemic_phase_descriptions_and_actions.pdf
- <https://emergency.cdc.gov/cerc/cerconline/pandemic/pandemic/transcripts/hecklist9.pdf>
- <https://www.in.gov/isdh/files/PandemicInfluenzaPlan.pdf>

Pandemic Links:

- Purdue <https://news.uns.purdue.edu/fluinfo/>
- Allen County Dept of Health https://www.allencounty.us/images/stories/commissioners/news/Pandemic_Flu_Preparedness_Guide_for_Families_English.pdf
- Indiana State Dept of Health <http://www.in.gov/isdh/23154.htm>
- Indiana State Dept of Animal Health <http://in.gov/boah/2674.htm>
- World Health Organization (WHO) <http://www.who.int/influenza/preparedness/pandemic/en/>
- Center for Disease Control (CDC) <https://www.cdc.gov/flu/pandemic-resources/index.htm>
- CDC Current Outbreak List <https://www.cdc.gov/outbreaks/index.html>