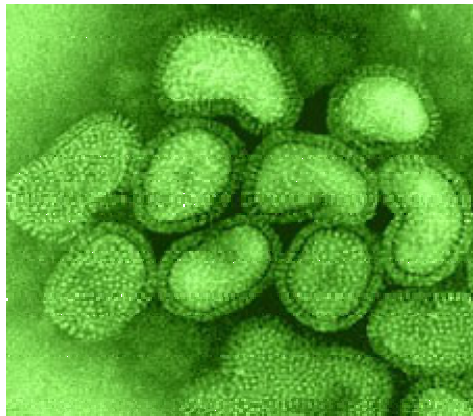


# Hawaii Community College Pandemic Flu Plan



**April 2009**

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## **1.0 INTRODUCTION**

### **1.1 WHAT IS AVIAN FLU?**

According to the World Health Organization, Avian Influenza refers to “a large group of different influenza viruses that primarily affect birds. On rare occasions, these bird viruses can infect other species, including pigs and humans. The vast majority of avian influenza viruses do not infect humans. An influenza pandemic happens when a new virus subtype emerges that has not previously circulated in humans.

“For this reason, Avian (Flu) H5N1 is a strain with pandemic potential, since it might ultimately adapt into a strain that is contagious among humans. Once this adaptation occurs, it will no longer be a bird virus—it will be a human influenza virus. Influenza pandemics are caused by new influenza viruses that have adapted to humans.” (The World Health Organization)

The current threat has been generated by incidences of the H5N1 virus strain seen throughout Asia and Europe. One of the biggest concerns about this strain is its ability to infect a wide range of hosts, including birds and humans. Data indicate that most people will have no immunity to this pandemic virus. As a consequence, international health authorities are pointing to the strong possibility that infection and illness rates will likely be much higher than during seasonal epidemics of normal influenza.

For more information and resources on the Avian Flu virus and possible pandemic, please consult these resources and other government agency sites:

Hawai‘i State Department of Health – Pandemic Flu Page  
<http://www.hawaii.gov/health/family-child-health/contagious-disease/communications/pandemicflu.html>

Centers for Disease Control – Avian Influenza Page  
<http://www.cdc.gov/flu/avian/>

National Pandemic Flu Information Page  
<http://pandemicflu.gov/>

### **1.2 WHY DO WE NEED TO PREPARE FOR IT?**

Communities need to prepare for a pandemic because if a human-to-human transmission is identified, it has the potential to spread very quickly. An outbreak of this strain of the flu could significantly interrupt normal college functions for a period of two to four weeks or up to several months, and may require closure of

college operations. HawCC is taking aggressive steps now to prepare for the potential of such a pandemic in the best interest of minimizing the risk of exposure among faculty, staff and students.

### **1.3 WHAT CAN YOU DO TO AVOID EXPOSURE?**

Avoid being around others who are at risk for exposure. As a pandemic emerges, do not kiss, hug, shake hands or come in close contact with others, particularly in large gatherings. Wash your hands frequently with soap and water, especially if you suspect that you may have been exposed. Minimize contact with others. Check your temperature regularly for several days after you suspect possible exposure and, should your temperature rise, see a physician immediately

### **1.4 WHAT WILL THE COLLEGE DO IN THE EVENT OF A PANDEMIC?**

Should an outbreak occur, the college will begin to activate its emergency response plan. Steps will be taken to: (a) help faculty and students get home safely before national and international travel restrictions begin; (b) maintain a reduced level of key campus operations through remote or online interaction; (c) implement on-campus wages and other payments through direct deposit and other electronic means; and (d) communicate contingencies if phone or internet access becomes bogged down as a result of increased activity. Finally, and once the outbreak has been controlled, the university will begin its recovery process.

The specific phases of the pandemic events are outlined in section 3.0 and detail the activities and preparations for each phase.

## **2.0 PROGRAM ADMINISTRATION**

**2.1 Incident Commander**      Rockne Freitas or Mike Leialoha (HawCC Chancellor and Vice-Chancellor for Administrative Affairs)

**2.2 Safety Officer**              William Affonso (Auxiliary and Facilities Services Officer)

**2.3 Public Information**        Doodie Downs (Information Specialist)

**2.4 Finance Officer**             Susan Horimoto (Fiscal Officer)

**2.5 Logistics/Operations** William Affonso (Auxiliary and Facilities Services Officer)

See the Emergency Operations Plan, HawCC Faculty/Staff Telephone Directory or HawCC on-line directory for Emergency Contact Information (phone, email, etc).

## **3.0 PANDEMIC PHASES**

### **3.1 WORLD HEALTH ORGANIZATION DESIGNATION**

The World Health Organization has designated four periods of the pandemic episode with six identified phases. They are as listed below:

#### **3.1.1 Interpandemic Period**

**Phase 1:** Risk of human infection with animal virus is considered low. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals.

**Phase 2:** Animal virus poses threat. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

#### **3.1.2 Pandemic Alert Period**

**Phase 3:** Human infection with new subtype but minimal human-to-human transmission, or at most, rare instances of spread to a close contact.

**Phase 4:** Small clusters of human-to-human transmission, highly localized, suggesting that the virus is not well adapted to humans.

**Phase 5:** Larger clusters of human-to-human transmission, but still highly localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

### **3.1.3 Pandemic Period**

**Phase 6:** Increased and sustained transmission in the general population.

### **3.1.4 Post-Pandemic Period**

Return to Interpandemic Period.

## **4.0 SPECIFIC FUNCTIONS DURING PANDEMIC ALERT PERIOD AND PANDEMIC PERIOD**

For the HawCC, the following Action Levels have been specified. Appropriate actions to be conducted during each level are listed in the Response Plan Matrix (Attachment 1).

### **4.1 PREPARATION**

Activities that should be undertaken as soon as possible to prepare for any Pandemic

### **4.2 LEVEL 1**

Activated upon the first confirmed case of human Avian Flu in the United States, Mexico and/or Canada

### **4.3 LEVEL 2**

Activated when a suspected case of human Avian Flu is found on HawCC or UHH campus

### **4.4 LEVEL 3**

Activated when a case of human Avian Flu is confirmed on HawCC or UHH campus

#### **4.5 LEVEL 4**

Activated when the number of human cases of Avian Flu at HawCC or UHH exceeds XXX

See attached Response Plan Matrix for specific functions during these levels.

### **5.0 TRAINING**

General Informational Training will be conducted by the Safety Officer in conjunction with the Department of Health during the Pandemic Alert Period (Action Level 1 in matrix)

### **6.0 POTENTIAL POINTS OF VACCINE DISTRIBUTION**

(From the State of Hawaii – Department of Health Flu Plan)

#### **Hilo & Puna**

NAME	ADDRESS	CITY	ZIP CODE
Afook-Chinen Civic Auditorium	326 Manono Street	<b>Hilo</b>	<b>96720</b>
Hilo High School	556 Waianuenu Ave.	<b>Hilo</b>	<b>96720</b>
Keaau High School	16-725 Keaau-Pahoa Road	<b>Keaau</b>	<b>96749</b>

## Attachment 1

### Hawaii Community College Pandemic Influenza Response Matrix

Preparation	Activities that should be undertaken as soon as possible to prepare for any Pandemic
Level 1	Activated upon the first confirmed case of human Avian Flu in the United States, Mexico and/or Canada
Level 2	Activated when a suspected case of human Avian Flu is found on HawCC campus
Level 3	Activated when a case of human Avian Flu is confirmed on HawCC campus
Level 4	Activated when the number of human cases of Avian Flu at HawCC exceeds XXX.

### Incident Command (IC)

Incident Commander	Rockne Freitas or Mike Leialoha (HawCC Chancellor and Vice-Chancellor for Administrative Affairs)
Safety Officer	William Affonso (Auxiliary and Facilities Services Officer)
Public Information	Doodie Downs (Information Specialist)
Finance Officer	Susan Horimoto (Fiscal Officer)
Logistics/Operations	William Affonso (Auxiliary and Facilities Services Officer)
Network/Communications	Stephen Schulte (IT Specialist, Academic Computing Unit)
Educational Continuity	Douglas Dykstra and Barbara Arthurs (Vice-Chancellor for Academic Affairs and Dean of Student Services)
Personnel	Mari Chang (Personnel Officer, Human Resources)
UHH Contact	Debra Fitzsimons (Vice-Chancellor for Administrative Affairs)



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)
<b>Assessment Team</b> IC, IC Support Team and Communications	<ol style="list-style-type: none"> <li>1. Monitor national situation</li> <li>2. Communicate with housing and dining services for planning</li> <li>3. Develop a list of essential personnel</li> </ol>	<ol style="list-style-type: none"> <li>1. Develop a point of distribution for vaccines/prophylaxis</li> <li>2. Develop media strategy</li> <li>3. Monitor National Situation.</li> <li>4. Meet Weekly.</li> </ol>	<ol style="list-style-type: none"> <li>1. Receive respirators and respiratory protection training.</li> <li>2. Meet Daily to update situation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Activate the Emergency Operations Center</li> <li>2. Coordinate all actions with Hilo Medical Center and DOH</li> </ol>	<ol style="list-style-type: none"> <li>1. Initiate Suspension of Classes and/or Closure of Campus in conjunction with DOH, and UH System.</li> </ol>
<b>IC and IC Support Group</b>	<ol style="list-style-type: none"> <li>1. Meet and coordinate with Public Health Officials</li> <li>2. Communicate with other universities/campuses</li> <li>3. Brief emergency operations group on regular basis</li> <li>4. Formulate the plan for the University's response</li> <li>5. Develop policy for suspension of classes due to avian flu</li> </ol>	<ol style="list-style-type: none"> <li>1. Communicate with campus faculty, staff, students and parents</li> <li>2. Update plans as appropriate</li> <li>3. Follow US Gov guidelines on foreign travel</li> <li>4. Monitor faculty/staff traveling in affected region.</li> </ol>	<ol style="list-style-type: none"> <li>1. Notify housing and dining services of numbers that may need to be isolated</li> <li>2. Continue communication with campus community</li> <li>3. Initiate poster, email campaign for self- protection</li> <li>4. Consider cancellation of public functions and athletic events.</li> </ol>	<ol style="list-style-type: none"> <li>1. Consider closing buildings frequented by infected person</li> <li>2. Implement emergency action plan</li> <li>3. Ensure that all functional groups have appropriate staffing (ESF#1-ESF#15)</li> <li>3. Evaluate information on institutional effects and set response priorities.</li> <li>4. Family notification of ill students, faculty or staff</li> </ol>	<ol style="list-style-type: none"> <li>1. Order quarantine of buildings</li> <li>2. Family notifications of fatalities</li> </ol>

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)
<b>Safety Officer</b> Environmental Health and Safety Officer	1. Assess respiratory protection plan and resources. 2. Obtain additional N95 respirators. 3. Identify essential staff that can maintain the life safety systems in University facilities.	1. Begin Informational training sessions.	1. Receive respirator training and respirators 2. Stockpile N95 filtering masks	1. Notify Building Emergency Action Coordinators	1. Notify Building Emergency Coordinators 2. Assist Health Care centers
<b>ESF 1 Transportation Auxiliary Services</b>					
<b>ESF 2 Communications Academic Computing Unit</b>	1. Identify essential staff that can maintain the University communications systems. 2. Update the University's web page as appropriate	1. Broadcast essential information and CDC, DOH bulletins. 2. 3. 4. 5.	1. Arrange for an emergency telephone line for Avian Flu issues 2. Update HawCC Web Page as instructed 3. 4. 5.	1. Arrange for additional telephones 2. 3. 4. 5.	1. 2. 3. 4. 5.
<b>ESF 3 Public works and Engineering Auxiliary Services</b>	1. Identify essential staff that can maintain the University's facilities and operations	1. Prepare plan to shut down ventilation systems on buildings on an individual or entire campus basis. 2. Increase distribution of hand sanitizers by custodial staff	1. Receive respirator training and respirators	1. Shut down ventilation systems as instructed by the IC.	1. Shut off utilities to buildings as instructed by the IC.

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)
<b>ESF 4 Emergency Management</b> Environmental Health and Safety	1.Develop plans and distribute in accordance with the directions of the planning group. 2.Develop tabletop exercises and implement exercises as appropriate.		1. Coordinate with DOH, Civil Defense and UH System.		
<b>ESF 5 Mass Care, Housing and Human Services</b>  Educational Continuity and Housing  Work with UHH	1.Monitor students traveling in affected region (s).	1.Formulate plans for quarantine of students. 2.Initiate influenza awareness training for RA's 3.Report suspicious illnesses to the Student Health	1.Set up a clearing house for dining and housing 2. Receive respirator training and respirators 4.Identify needs for any student in quarantine	1.Activate plans to quarantine students in conjunction with Health Department Guidance 2.Assist with location of students if quarantined 3.Identify student events where confirmed patients have attended.	
<b>ESF 6 Resource Support</b>  Vice-Chancellor for Administrative Affairs	1. Allocate funding for educational programs/training. 2. pre-purchase small supplies of necessary items (gloves, masks, etc.)	1. Allocate funding for necessary supply purchases.			

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)
<b>ESF 7 Public Health and Medical Services</b>  Health Services and Environmental Health and Safety	1. In-service training for staff.	1.Post sign that patient that have flu like symptoms and have been out of the country should notify student health immediately. 2.Isolate exam rooms of patients with flu-like symptoms. 3.Respiratory protection equipment available. 4. Follow local guidance for evaluation and treatment. 5.Monitor health care workers. 6.Develop and implement hand washing campaign	1.Isolate suspected cases. 2. Notify Public Health and CDC. 3. Notify the IC and/or IC support group. 4. Receive respirator training and respirators 5. Initiate vaccination or prophylaxis as appropriate	1.Isolate victim in Student Health. 2.Locate people who had been in contact with patient. 3.Arrange for counseling 4.Arrange a screening for those who came in contact of the patient.	1. Arrange for Mortuary Services
<b>ESF 8 Urban Search and Rescue</b>	None				
<b>ESF 9 Hazardous Materials</b> Environmental Health and Safety	1.Develop Mgmt plan for the control and disposal of increased volumes of infectious waste				

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)
<b>ESF 11 Food</b>  Work with UHH	1. Identify essential food service personnel and ensure their presence during a disaster 2. Consider stockpiling food	1. Formulate plans for alternate dining services for students and staff. 2. Ensure food delivery process will not be affected		1. Implement feeding plan	
<b>ESF 12 Energy</b>  Auxiliary Services	1. Identify essential person to operations, electrical and water service				
<b>ESF 13 Public Safety and Security</b>  Auxiliary Services		1. Train police, security, parking and dispatchers on Avian Flu 2. Determine if police should be used to transport suspected victims to hosp	1. Receive respirator training and respirators 2. Implement policy on transporting individuals to hospital 3. Alert Student Health of individuals with flu- like symptoms	1. Secure buildings as directed by IC 2. Post signage	1. Secure all buildings 2. Deny entry or exit as directed by the IC
<b>ESF 14 Long-Term Community Recovery and Mitigation</b> IC and Support	Meet with System Office, DOH and Civil Defense as needed to prepare Mitigation Plan.				

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)
<b>ESF 15 External Affairs</b>  IC and Support		1.Draft internal and external bulletins and announcements 2.Obtain IC and IC support Team approval and disseminate.	1. Write and record updates through usual campus channels 2. Receive respirator training and respirators	1.Organize phone banks. 2.Establish a Media Relations Center Remote from the EOC.	

## Appendix 1

# State of Hawaii

# PANDEMIC INFLUENZA PREPAREDNESS & RESPONSE PLAN

**Plan may be found at:**

<http://www.hawaii.gov/health/family-child-health/contagious-disease/pandemic-flu/fluplan.pdf>