

Annex H - Pandemic or Disease Outbreak

Version: 1.1

Effective: 10/01/2015

Revision Date: 02/10/2020

Approved By: John Pitcher

Purpose

A pandemic is a worldwide epidemic of an infectious disease. It occurs when a new organism to which there is little or no immunity appears in humans, spreading and causing illness among those infected. A pandemic illness may persist for weeks to months and may recur in waves over a longer period of time.

Pandemic influenza is the most familiar form of pandemic illness. Three influenza pandemics occurred during the 20th century. In June 2009 the World Health Organization declared the first pandemic of the 21st century; a pandemic caused by a novel influenza A (H1N1) virus.

A severe pandemic can affect many areas of our lives. Public events may be cancelled; public transportation may be limited; long distance travel may be difficult; large numbers of people may be unable to work due to illness; schools may close; healthcare resources may be overwhelmed; and necessary services and supplies may be limited.

The purpose of Pandemic/Disease Outbreak Annex is to ensure the safety and well-being of BHCC staff, faculty, student, contractors, and visitors. The Pandemic/Disease Outbreak Annex begins to identify actions, roles, and decisions which may be required to reduce, control, and respond to the effects of a disease outbreak on students, faculty, staff, and visitors on Campus. All BHCC staff and faculty share in the responsibility of being aware of the Pandemic/Disease Outbreak procedure and should be able to provide resource and support to students and visitors.

Refer to the BHCC Continuity of Operations Plan (COOP) for all continuity and recovery operations in relation to an Outbreak.

Roles and Responsibilities

Role	Responsibility
ALL BHCC Staff and Faculty	<ul style="list-style-type: none"> • Be informed about emergency information and health warnings from the College and State and Federal public health • Follow all instructions and recommendations from the College and State and Federal public health agencies • MAINTAIN PERSONAL LIFE SAFETY
Emergency Management Team (EMT)	<ul style="list-style-type: none"> • Maintain this Pandemic/Disease Outbreak Annex • Schedule and conduct regular exercises and trainings

	<ul style="list-style-type: none"> • Establish Incident Command and the Campus Emergency Operations Center • Collaborate with Health Services to develop College Pandemic response • Coordinate with public health officials to maintain incident situational awareness • Conduct incident After Action Reports (Annex) following an evacuation
EMT Chair	<ul style="list-style-type: none"> • Ensure awareness of the Pandemic/Disease Outbreak Annex • Make the decision to activate the Pandemic/Disease Outbreak • Make the decision to close the facility (in situations without clear directive) • Make the decision to activate the COOP • Make the decision to re-open the facility once all clear has been provided • Communicate all activities to the College President and Trustees • Manage the After Action Report and Improvement Plan process following an incident
Public Safety	<ul style="list-style-type: none"> • Know and understand all Public Safety operating procedures • Receive regular training on procedures • Maintain perimeter and restrict unauthorized access to the facility • Liaison to first responders
Operations and Logistics	<ul style="list-style-type: none"> • Maintain and report regular monitoring of all relevant systems • Activate HVAC and/or lock-out system if directed by EMT Chair or designee • Purchase and stage resources and equipment
Planning and Finance (including Health Services)	<ul style="list-style-type: none"> • Maintain access to rosters of onsite students, staff, faculty, and contractors • Relay critical information to students, staff, and faculty • Coordinate with Health Services to develop Pandemic information and guidance for faculty, staff, and students • Conduct reporting and review process following a Pandemic event
Public Information	<ul style="list-style-type: none"> • Coordinate all emergency communication platforms • Liaise with the media • Implement the EMT communications strategy • Maintain consistent messaging to faculty, staff, students, and stakeholders • Disseminate Pandemic information to faculty, staff, and students • Evaluate communications and record for future reference.

Scope

The Pandemic/Disease Outbreak Annex utilizes Incident Command System protocols to facilitate a coordinated College response to a pandemic illness. The Plan does not provide guidance on other critical aspects of all-hazard emergency management such as continuity of operations and recovery.

The Annex will allow a flexible college response which can be integrated with community and state response efforts. The priorities of the Annex are to:

- Protect the health and safety of students, faculty, staff, and visitors.
- Identify pandemic-related action prompts for progressively higher levels of College response.
- Identify and implement practices and actions to limit the spread of a pandemic at the College.
- Promote effective communication and information sharing between campus and community responders, administration, students, faculty, staff, families, and the general public.

Requirements

All newly hired employees should be made aware of this policy. Contractors and subcontractors should be made aware of evacuation procedures, should they become necessary.

References

- Massachusetts Pandemic Response Bill (S2028)
- Massachusetts Health and Human Services – Pandemic Flu
- Boston Public Health Commission
- US Department of Health and Human Services - Flu.gov
- US Department of Health and Human Services/Center for Disease Control – Colleges and Universities Pandemic Influenza Planning Checklist (Attached)
- American College Health Association (ACHA)

Procedures

Level 1 - Pre-Event Planning	Who
<ol style="list-style-type: none"> 1. Health Services, Dean of Student Affairs, Human Resources, and PIO develop materials covering the basics of pandemic influenza signs and symptoms, modes of transmission, personal and family protection; publicize sources for pandemic information and relate resources for obtaining counter measures (vaccines and anti-virals). 2. Receive and monitor health alert updates from Federal, State, and Local agencies and make recommendations to Dean of Student Affairs. 3. Maintain rapport with Massachusetts General Hospital, Boston Public Health Commission, Massachusetts Department of Health and Human 	EMT Members (including Health Services)

<p>Services overseeing the Health Services area for consultation and advice.</p> <ol style="list-style-type: none"> 4. Promote and reinforce healthy practices: hand washing, cough etiquette, social distance, and encouraging flu shots. 5. Communicate via health services, printed materials, and hallway presentations, information regarding flu facts, personal and family preparedness, etc. 6. Create a system to track and identify those who come to Health Services with fever and cough. Special attention to those who are ill having a relevant travel history. 7. Determine the increased need for personal protective equipment and disposable items such as gloves, masks, gowns, respirators, tissues, soap, etc. 8. Provide the college community an accurate and realistic overview of the Health Services office capabilities and limitations. 9. Ensure that all departments have COOPs up to date and ready for activation 10. Prepare and Activate the COOP as needed 	
<ol style="list-style-type: none"> 1. Notify the President and Trustees of situation and current activities 2. Activate and oversee the Pandemic Annex 3. Activate and oversee the COOP, as needed 4. Assess the situation and identify if further response actions are required 5. Develop a strategy for potential full or partial College closing 	EMT Chair
<ol style="list-style-type: none"> 1. Secure and protect campus premises if declared off limits for any period of vacancy and or quarantine. 2. Establish communication between campus police and local authorities to examine and understand. i.e. police, fire, emergency services, and impact this may have on the college 	Public Safety
<ol style="list-style-type: none"> 1. Access and stage resources and equipment for Pandemic response (including personal protective equipment, sanitizing wipes, and hand sanitizer) 2. Create a map of the facility with designated response areas (i.e. officers along with Health Services) where essential healthcare items (i.e. water, food etc.) Will be provided. 3. Initiate COOP facility, IT, and equipment support procedures (COOP) 	Operations and Logistics
<ol style="list-style-type: none"> 1. Initiate and maintain a regular Incident Action Plan during the event 2. Document the event – directives, actions, timelines, resources, roles, etc. 	Planning and Finance
<ol style="list-style-type: none"> 1. Coordinate all emergency communication platforms 2. Liaise with the media 3. Work with EMT to develop communication strategy 	Public Information

Level 2- Executing Level 1 Plans	Who
---	------------

<ol style="list-style-type: none"> 1. If a potential pandemic situation occurs, faculty and staff will be expected to follow the recommendations issued by the College, such as campus closings, social distancing policies, personal hygiene procedures, and share that information with students and visitors. All information will be posted on the emergency website. 2. Be informed about emergency information and health warnings from the College and State and Federal public health 3. Follow all instructions and recommendations from the College and State and Federal public health agencies 4. MAINTAIN PERSONAL LIFE SAFETY 	All Staff and Faculty
<ol style="list-style-type: none"> 1. Execute actions developed during Level 1 Planning 2. Work with Facilities to enhance infection control measures, including training, as needed, for staff. Purchase sanitizing wipes for keyboards, phones, etc. 3. Discourage large group gatherings and meetings. 	EMT Members
<ol style="list-style-type: none"> 1. Notify the President and Trustees of situation and current activities 2. Oversee the Pandemic Annex 3. Oversee the COOP, as needed 4. Assess the situation and identify if further response actions are required 5. Make the decision to fully or partially close the College, as needed 	EMT Chair
<ol style="list-style-type: none"> 1. Communicate the extent and severity of cases in the area to appropriate personnel (Human Resources and Dean of Student Affairs) with recommendation for closure. 2. Weekly/Daily communication to EMT: <ol style="list-style-type: none"> a. To report suspect cases. b. Mandated reporting to State and Local Health Agencies. c. Provide recommendations 3. Identify illness at the door and send ill workers home. Refer to college's Human Resources policies for flexibility with compensation and leave in the event of a pandemic. 	Health Services
<ol style="list-style-type: none"> 1. Secure and protect campus premises if declared off limits for any period of vacancy and or quarantine. 2. Maintain communication between campus police and local authorities to examine and understand. i.e. police, fire, emergency services, and impact this may have on the college 	Public Safety
<ol style="list-style-type: none"> 1. Coordinate all emergency communication platforms 3. Liaise with the media 4. Execute EMT communication strategy 2. Disseminate information and guidance 	Public Information

Level 3 - The Pandemic Arrives	Who
<ol style="list-style-type: none"> 1. Continue Level 2 through full activation 2. Activate COOP, as needed 	EMT Members

	(and Public Health)
<ol style="list-style-type: none"> 1. Assess the situation and identify if further response actions are required 2. Make the decision to fully or partially close the College, as needed 	EMT Chair

Level 4 - Pandemic Passes/Recovery	Who
<ol style="list-style-type: none"> 1. Follow the direction of College officials on the resumption of regular Campus activities. 2. Execute the Recovery elements of the COOP 3. Participate, as needed in any follow-up or review 	BHCC Faculty, Staff, and Students
<ol style="list-style-type: none"> 1. Initiate Recovery elements of the COOP 2. Provide a full report on the incident using the Incident Reporting System 3. Participate in After Action Reporting and Improvement Plan 	EMT Members
<ol style="list-style-type: none"> 1. Make the decision to re Establish regular Campus activities 2. Oversee a full After Action review of the incident and identify any lessons learned or improvement or mitigation actions 	EMT Chair
<ol style="list-style-type: none"> 1. Conduct a full After Action review of the incident and identify any lessons learned or improvement or mitigation actions 	Planning and Finance

Attachments

US Department of Health and Human Services/Center for Disease Control – [Colleges and Universities Pandemic Influenza Planning Checklist](#)