

The University of Massachusetts Lowell Pandemic Influenza Administrative Response

I. Introduction

Currently there is worldwide attention to the possibility of a pandemic. Planning is ongoing at the federal, state and local public health level. The UML Crisis Management Team is following the recommendations and guidelines for colleges and universities provided by the U.S. Department of Health and Human Services and the Centers for Disease Control. These include planning and coordination, continuity of student learning and operations, infection control policies and procedures, and communications planning.

Should a worldwide epidemic occur, the University will have to address the safety and needs of the University community. The purpose of this policy is to provide a framework and a checklist of responses for those areas identified as being most critical in effectively addressing a crisis of this nature.

The University will provide educational materials to the community which will contain best practices for both prior to and during the event. In addition to providing handouts to the community, informational sessions will be held to assist in emergency preparedness. In the event of a pandemic, the University will respond following a Level 5 Crisis Emergency Response as outlined in the Crisis Management Plan.

II. Departmental Responsibilities

Key departments are creating pandemic plans to address specific responses for their areas of responsibility. These include, but are not limited to, Academic Affairs, Communications, Counseling Center, Environmental Health and Safety, Facilities, Health Services, Human Resources, Police, Students Affairs, Residence Life and Telecommunications.

III. The Pandemic Plan

A. Declaration of Level 5 Emergency

A pandemic is a Level 5 catastrophic emergency – the highest level – that involves the entire campus and surrounding community. Immediate resolution of the crisis, which is usually multi-hazard, is beyond the emergency response capabilities of campus and local resources. (Example: Earthquake, major hurricane, act of terrorism, pandemic, which would require state and federal assistance.)

In all likelihood an emergency of this type will be declared by the Governor of the state. When a Level 5 emergency has been declared, the Police Chief, Environmental Health and Safety Director or Institutional Safety/Security Director will immediately notify

members of the Crisis Management Team and assemble them at the Emergency Coordination Center to address the emergency. Prior to the team meeting, on-scene responders are authorized to make necessary operational decisions and to commit resources to mitigate and control the crisis. The Police Department or EHS office may also request help from other departments on an emergency basis, including asking that staff be pulled off less critical assignments to assist their officers.

B. Pandemic Influenza Response Procedures

University offices are expected to assume various roles, as outlined in the Crisis Management Plan, in an effort to provide a coordinated response to an emergency. In addition, the following officials or their designees have specific additional responsibilities in the event of a pandemic.

Chancellor or Provost

Declare a state of University emergency, when he deems it necessary, to place into immediate effect emergency procedures and/or to *close all or part of the University*. The major concerns at this time most likely will be the effective evacuation and securing of the University infrastructure. This would include everyone, with the exception of the most essential personnel, and involve the closing of all academic buildings, residents' halls and activation of the business continuity plan. Academic issues including classes, experiments and on-line courses will be addressed by the Provost or his designee. The Chancellor, Provost, or designees shall declare an end to the state of emergency when appropriate.

Chief of Police, Director of Environmental Health and Safety or Director of Institutional Safety and Security

Activate the 5555 phone tree and direct members where to assemble to address the emergency. The general evacuation and securing of the University academic buildings will be conducted by the Chief of Police and EHS Director to ensure best/safe practices are followed.

Dean of Student Affairs

Conduct and coordinate the evacuation of the residence halls and identification of students unable to evacuate. Students that are unable to leave the area immediately will be instructed to gather at the predetermined location and will be further instructed once gathered.

Executive Director of Communications

Once an emergency is declared, notify any and all necessary including the Chancellor, the Provost and his associates, and the Vice Chancellors. The Executive Director will communicate timely updates and status reports to internal and external audiences as warranted.

Health Services and Counseling Center professionals

Address immediate needs of the University community. Health Services professionals will be the primary source of updated information through the local/state public health officials. They also will advise and direct care for the ill and best practices for those essential personnel either caring for the sick or maintaining the operation of the University. The Counseling Center will provide assistance to those in need and will remain available or on call during the crisis.

Vice Chancellor of Administration and Finance

Ensure continuity of all University business. Once activated, the status of systems will be reported to the Crisis Management Team.