

Southwest Tennessee Community College Pandemic Preparedness Plan

Purpose:

Southwest Tennessee Community College has created this Pandemic Preparedness Plan to guide the College in preparing for and responding to an influenza pandemic outbreak. The purpose of this plan is to minimize the impact of an influenza pandemic on students, faculty and staff by describing the specific actions to be taken by the College based on the following objectives and assumptions.

Objectives:

- To protect the lives, safety, and health of all students, faculty, staff, and visitors at every Southwest Tennessee Community College campus.
- To effectively communicate with all involved parties throughout the duration of a pandemic.
- To provide for the continuation of as many College operations and services as possible as long as it is safe to do so.
- To prevent the spread of infection through health and hygiene education.

Assumptions:

- In the event of a pandemic, the State of Tennessee will have minimal resources available for local assistance and local authorities will be responsible for community based response plans.
- A pandemic flu will easily and rapidly spread from person to person resulting in substantial absenteeism at the College.
- Vaccines and antiviral medications will be in short supply during the initial months after the onset of a pandemic.
- Direction to close schools, public events, restrict travel, and quarantine areas may come from TN Public Health and/or the Memphis and Shelby County Health Department.
- During a pandemic, Southwest Tennessee Community College may need to close facilities for eight weeks or longer.

Relationship to Current Plans:

If a pandemic impacts the normal operations at Southwest Tennessee Community College, the College will implement the existing emergency management structure

in the All Hazards Emergency Action Plan to manage the response and recovery activities prior to, during and after a pandemic.

The Pandemic Preparedness Plan provides basic information about a Pandemic Incident. The College's Continuity of Operations Plan (CCOP) will address how individual departments within the College will operate during a Pandemic Incident.

The Pandemic Preparedness Plan, the All Hazards Emergency Response Plan and other related and non-related safety plans can be found on the Southwest Tennessee Community College Website at: <http://southwest.tn.edu>.

Authority:

The Southwest Tennessee Community College Pandemic Preparedness Plan will be authorized by the President of the College. The plan is designed to work in conjunction with plans by the Memphis and Shelby County Health Department and the Memphis/Shelby County Emergency Management Agency and shall be subordinate to all local, state and federal pandemic plans. A copy of the plan will be provided to the Memphis and Shelby County Health Department and the Memphis/Shelby County Emergency Management Agency.

Communication:

Information will be shared in order to communicate the response actions of the College and keep the College community informed. An information release shall be drafted in advance to address both internal and external communication during a pandemic. In addition, the Director of Communication and Marketing will collaborate with the Director of Public Safety and the Director of Information Systems to notify the College community of any updates, changes, and activities associated with the status of a potential pandemic.

Pandemic Flu Website:

The Tennessee Department of Health and Human Services, Division of Public Health will have information posted on the current situation concerning any activity on a potential influenza pandemic. Links to important sites including the World Health Organization, Center for Disease Control, Memphis/Shelby County Emergency Management Agency, TN Department of Health and Human Services, and the official Federal site, pandemicflu.gov, will be available. Information about reducing the spread of infection, such as procedures for social distancing and hand washing also, will be available on the Center for Disease Control website.

Roles and Responsibilities:

Incident Management Team and the Emergency Operations Center (EOC)

The Incident Management Team consists of the College members as defined in the All Hazards Emergency Operation Plan.

During the early phases of the onset of a pandemic, the Incident Management Team may decide to open the EOC to discuss action plans for the College response based on information from the state and local authorities on how and when the pandemic is projected to affect the Memphis Metropolitan area.

Campus Chairs:

During a pandemic, some areas may be affected before others due to increased employee and student absenteeism, area specific quarantines, travel restrictions, or other possible mandates from state and local government. Consequently, personnel at one campus may be impacted more in the initial stages. As mentioned above, the Campus Chairs should be included in the EOC meetings to ensure communication and information flow to and from their staff, faculty and students is taking place.

Faculty and Staff:

Faculty and staff have a responsibility to stay informed about any emergency information from the College and to provide that information to their students and visitors. 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 in the Southwest Scoop and College website.

Students:

Southwest Tennessee Community College is committed to providing a safe and healthy environment for students in all situations. Students have a responsibility to stay informed about current events and take the necessary precautions to ensure their personal safety and health. In a potential pandemic, students will be expected to follow all recommendations issued by the College.

Emergency Preparedness:

The Director of Public Safety will be responsible for monitoring and disseminating the most updated pandemic information from public health sources including maintaining frequent communication with the Memphis and Shelby County Health Department Pandemic Preparedness Coordinator to keep Southwest Tennessee Community College personnel informed of the latest developments in the community. All information will be posted in the Southwest Scoop and College websites. Any new information will be sent to the College President prior to distribution.

Critical Functions and Essential Personnel

Preparing for an influenza pandemic is significantly different than planning for manmade and natural emergencies. Since most disasters such as tornadoes, fires, or hazardous material releases are site specific and pose an immediate threat to personnel and property, recovery usually begins within days of the incident. In planning to respond to a pandemic, the focus will be on preparing for extended interruption of College activities, including long periods of class cancellations, campus closures, and significant increase in student and employee absenteeism. Recovery may not begin for four (4) to twelve (12) weeks. It is of the utmost importance to identify essential personnel and critical functions early in the planning process in order to continue to deliver the vital services required to keep the College functioning.

Table 1 lists the critical functions that must be maintained at all times. In maintaining the critical functions, departments have been identified as having responsibility for either essential onsite personnel or essential remote personnel. Each responsible department in the list should identify specific individuals (and alternates) within their department and inform these individuals of their role.

TABLE 1. CRITICAL FUNCTIONS

Southwest Tennessee Community College

Department or Function Name 1st Contact	2nd Contact	3rd Contact Offsite
Administrative Services: Dr. Tracy Hall, President 901-333-4462 W tdhall@southwest.tn.edu	Mr. Mike Neal, VP Financial and Admin 901-333-4737 W mdneal1@southwest.tn.edu	
Communication Daphne Thomas, Executive Director Communications and Marketing 901-333-4368 WWWWW djthomas@southwest.tn.edu	Robert Jackson, Creative Printing Services 901-333-4116 W rjackson@southwest.tn.edu	Clinton Norwood, Webmaster 901-333-4095 W cnorwood3@southwest.tn.edu
Human Resources/Health Gregory Eller, AVP 901-333-5760 W geller@southwest.tn.edu	Rhonda Warren, Director 901-333-5039 W rlwarren@southwest.tn.edu	
Information Systems Michael Boyd, CIO 901-333-4318 W mdboyd@southwest.tn.edu	David Rosenthal Deputy, CIO 901-333-4829 W drosenthal@southwest.tn.edu	Michael Jones Deputy, CIO 901-333-4931 -M 901-333-5197 - U majones@southwest.tn.edu
Nursing Department Sheila Bouie 901-333-5532 W sbouie@southwest.tn.edu		
Physical Plant Jonathan Welden, Director 901-333-4376W jawelden@southwest.tn.edu	Keith Mattix, Manager 901-333-4240 W kmattix@southwest.tn.edu	Kenneth Moten, Manager 901-333-5730 W kwmoten@southwest.tn.edu
Public Safety L. Angela Webb, Director 901-333-5560 or 4560 W lcurren@southwest.tn.edu	Ernest Greenleaf, Asst. Director 901-333-5555 or 5107 egreenleaf@southwest.tn.edu	John Mitchell, Captain 901-333-5107 jmitchell34@southwest.tn.edu

TABLE 1. CRITICAL FUNCTIONS Concluded **Southwest Tennessee Community College**

Department or Function Name 1 st Contact	2 nd Contact	3 rd Contact Offsite
Risk Management Idris, Muniat, Coordinator 901-333-5337 W midris@southwest.tn.edu	<hr/>	<hr/>
Student Services & Enrollment Faulkner-Orr Jacqueline, VP 9012-333-5968 Annie MOSS, Admission Director 901-333-4275 W almo3@southwest.tn.edu	Melanie Johnson, Interim Financial Aid 901-333-4144 W Melanie_Johnson@southwest.tn.edu	Phoenix Worthy, Student Development 901-333-4179 W pworthy@southwest.tn.edu

EOC Operations (Monitor Southwest Tennessee Community College Incident Management overall situation, develop Team action plans, communicate with local authorities on pandemic status)

Recovery

Planning for recovery from a pandemic will assist the Southwest Tennessee College Community in returning to normal operations as quickly and efficiently as possible. Recovery will be dependent on several factors such as the duration of the pandemic, the length of time the College is closed, the number of students, faculty and staff affected and the time of year (mid semester, summer...).

Topics that should be considered include:

Returning to Normal Operations

The Incident Management Team will make decisions on how the College will return to normal operations based on the situation and information from the state and local public health authorities. The resumption of College business plans will be communicated to employees and students by the procedures outlined in the Crisis Communication Plan. Recommendations may include making adjustments to the academic calendar and rescheduling special events.

Support for Students, Faculty and Staff

Consideration should be made for providing psychological counseling and crisis debriefing to individuals affected by the pandemic. Effects may include loss of loved ones, health issues related to the disease, or financial hardship due to interruption of work.

Southwest Tennessee Community College Response

Federal Government Response Stages and the World Health Organization Phases

In February 2007, the Federal government issued the Pandemic Influenza Community Mitigation Interim Planning Guide for Colleges and Universities. Included in the document are recommendations for dismissing students from college and university classes based on the severity of the pandemic. As part of this guide, a Pandemic Severity Index has been established to be used as a tool by communities in their planning efforts and has assigned federal response stages aligned with the World Health Organization (WHO) Global Pandemic Phases (www.pandemicflu.gov).

Southwest Tennessee Community College Alert Levels and Response Actions

Table 2 outlines the general actions to be taken by the College during a pandemic event, based on the Federal Response Stages and WHO pandemic response alert phases.

Additional actions taken by the College related to the pandemic will be based on information provided by federal, state and local government, and/or through the Memphis and Shelby County Health Department.

Table 2

SOUTHWEST TENNESSEE COMMUNITY COLLEGE ALERT LEVELS and RESPONSE ACTIONS

SOUTHWEST TENNESSEE COMMUNITY COLLEGE LEVEL 1

No human-to-human spread of disease.

WHO PHASE 3 and Federal Government Response Stage 0

- Review and Approve Pandemic Preparedness Plan.
- Monitor situation through WHO, CDC, www.pandemicflu.gov, Memphis and Shelby County Health Department.
- Identify all essential onsite personnel.
- Identify all essential off-site personnel.
- Director of Public Safety fit test all essential onsite personnel and order personal protection equipment (PPE).
- All departments identify critical departmental functions and report to VP for Financial and Administrative Services.
- Develop contingency plans for instruction and enrollment management procedures.
- Computer Services - prepare for support of remote critical functions, remote access and increased system usage.
- Develop templates for communicating pandemic events to faculty, students and staff
- Develop HR policies and procedures for handling work related issues during pandemic (Absences, travel, insurance...)
- Promote Stop the Spread of Germs Campaign

SOUTHWEST TENNESSEE COMMUNITY COLLEGE LEVEL 2

Human-to-Human transmission found but localized.

Confirmed Outbreak Overseas

WHO PHASE 4-5 and Federal Response Stage 1-2-3

- Alert Incident Management Team and activate SOUTHWEST TENNESSEE COMMUNITY COLLEGE EOC.
- Notify Essential Onsite and Off-site Personnel to prepare for shutdown operations.
- Distribute personal protection equipment (PPE) to Essential Onsite Personnel.
- Keep the College community updated on current status.

SOUTHWEST TENNESSEE COMMUNITY COLLEGE LEVEL 2 Contd.

- Coordinate with Memphis and Shelby County Health Department and Memphis/Shelby County Emergency Management Agency.
- Monitor all travel abroad programs, and advise based on CDC Travel Warnings and locations.
- All departments prepare to integrate contingency plans.

SOUTHWEST TENNESSEE COMMUNITY COLLEGE LEVEL 3

Widespread Outbreak in North America and Overseas

WHO PHASE 6 and Federal Response Stages 4 & 5

Level 3 actions will be based on the location of the disease within North America and the response of the local community.

- Virtual EOC Activated and Emergency Management Team continues to monitor the situation.
- All campuses closed.
- All classes cancelled.
- All Special Events and Activities cancelled.
- Essential Onsite Personnel report to Central Campus for shutdown operations.
- Essential Remote Personnel continue to perform critical functions.

SOUTHWEST TENNESSEE COMMUNITY COLLEGE RECOVERY

Southwest returns to normal operations

- College facilities reopen and classes resume.
- Emergency Management Team holds debriefing session.

Potential Resources for the Community

It is expected that the community resources will be overwhelmed during a pandemic.

The Memphis and Shelby County Health Department will be responsible for coordinating area health care services and may be requesting resources and volunteers from the community including area schools.

Some potential resources Southwest Tennessee Community College may be asked to provide are:

- Facilities