

**SADDLEBACK COLLEGE**  
**Influenza Pandemic Emergency Contingency Plan**

**BACKGROUND:** At 08:24 AM, on Monday April 27, 2009, President Tod Burnett issued guidance to the college's emergency preparedness team to prepare and update the college's Influenza Pandemic Emergency Contingency Plan, by developing a business continuity plan; communicating the college's readiness strategies; and recommending precautions the campus community should take in response to the current public health challenge.

In response to the aforementioned guidance, the following contingency plan is submitted.

**I. SITUATION**

- A. This situation is evolving rapidly; for the most up-to-date information about the investigation; see <http://www.cdc.gov/flu/swine/investigation.htm>.
- B. Unique swine influenza virus detected in Southern California, Texas, and Mexico raises concern for human-to-human transmission. As of 4/24/09, eight human cases of novel swine influenza A (H1N1) have been confirmed in San Diego and Imperial Counties in California (6) and Guadalupe County near San Antonio, Texas (2), as well as in an unknown number in Mexico. All cases in the U.S. have been mild and have recovered but severe respiratory illness and deaths have been reported in Mexico. No cases in the U.S. reported recent exposure to pigs. The viruses from the first two cases are resistant to the antivirals amantadine and rimantadine, but susceptible to oseltamivir (Tamiflu®) and zanamivir (Relenza®); susceptibility testing on the other cases' viruses is pending but is expected to be the same.
- C. Enhanced surveillance for human swine influenza infections is critical to determine the extent of human-human transmission. Recommendations for enhanced surveillance for influenza-like illness (ILI) and the appropriate testing is being distributed to all hospitals, emergency departments, and outpatient sentinel providers participating in ILI surveillance in Orange County, and is posted at <http://www.ochealthinfo.com/epi/swine/>

**II. MISSION:**

- Protect and support the health, safety and welfare of our faculty, staff and students, as well as the assets of the college;
- Maintain commitment to the college mission to provide instruction and service;
- Recover as quickly and efficiently as possible if any operations are interrupted or suspended;
- Conduct multimodal communications with the campus, parents, community, and stakeholders in the event of a pandemic;
- Establish benchmarks or "triggers" in advance of an influenza pandemic, to prompt prudent college actions;

- To the extent feasible, extend the services or expertise of the campus to our community neighbors;
- A. Continue to develop additional contingency plans to implement an all hazards approach by executing the college Emergency Operations Plan in accordance with NIMS/SEMS/ICS.
- B. The primary mission of the college is to save lives and to do our part in preventing and identifying and abating the furtherance of epidemic or pandemic spread of the swine influenza.
- C. Continue to plan and be prepared to activate plans for the campus to be a Point-Of-Dispensing (POD) site for inoculations and treatment under the guidance and supervision of public health and health care officials.
- D. Implement a mass education process to inform and educate students, faculty, and staff about swine influenza and the necessary precautions required to treat and prevent.
- E. Share in the distribution of information and education to the community in general about swine influenza.
- F. Develop and take the necessary precautions to prevent the spread of swine influenza.
- G. Continue to maintain normal operations in meeting the mission, goals and objectives of Saddleback College.
- H. Refine and modify a continuity of business plan and a recovery plan if the current situation evolves to a state of emergency that would degrade normal business at the college.
- I. Coordinate and cooperate fully with county and state officials to prevent the furtherance of contamination of the swine influenza.

### **III. EXECUTION:**

- A. The college police chief and PIO will coordinate the dissemination of accurate and current information while being cognizant of the deleterious effects caused by misinformation and rumors.
- B. The college police chief will advise and recommend to the president and district leadership when the situation warrants the activation of the college's Emergency Operations Center (EOC).
- C. The college PIO will develop a plan for rumor control so that all stake holders can verify the authenticity of the information they may receive through other external and internal media outlets and persons.
- D. The Director of Student Health Services will take action to increase awareness and education of students, faculty and staff to understand signs and symptoms of swine influenza.
- E. The Director of Student Health Services will also guide and instruct students, faculty and staff in prevention modalities, i.e., washing hands frequently, covering face orifices when coughing and sneezing, and staying away from others when signs and symptoms of colds and flu exist.

- F. Students, faculty and staff will be instructed through various means of communication outlets that if you feel sick, seek medical attention immediately and stay home 7-10 days until symptoms abate.
- G. All persons will receive information in an attempt to increase surveillance to detect symptoms among all campus community members and when symptoms are suspected, refer immediately to private physicians or emergency medical centers at local community hospitals.
- H. Information will be also disseminated to all students, faculty, and staff that if you have concerns but are not sure just how severe your symptoms are, you should still seek attention at the college's student health center for evaluation.
- I. The Director of Student Health Services will plan accordingly and implement such plans to prepare for increased activity from students, faculty and staff as this situation continues to evolve.

#### **IV. ADMINISTRATION / LOGISTICS:**

- A. The college police chief and the Director of Student Health center will gain and maintain situation awareness as information becomes available and as the situation evolves.
- B. The college police chief and Director of Student Health Services will keep college and district leadership current of the evolving situation and whether there is a need to modify, escalate, or de-escalate our current state of readiness.
- C. The chief of police and Director of Student Health Center will apprise the college president and district leadership if and when the county activates their Emergency Operations Center, and will make recommendations accordingly, as to whether we should activate our primary EOC located at the campus police station.
- D. Develop a staffing plan to staff the EOC should we need to activate it, based on need and functionality as the situation dictates, while continuing to maintain normal business functions and operations.
- E. Identify key staff for assignment to the EOC, i.e., Incident Commander, Operations, Logistics, Financial, Operations, Plans, etc., for the purposes of preventing further spread and contamination, and for continuity of business and health and safety of students, faculty, staff, and the community in general.

##### **1. RECOMMENDED EOC STAFFING IF THE SITUATION ESCALATES:**

- a. Dir Health Serv
- b. Dean and Asst Dean HS
- c. Paramedic Faculty
- d. Biology, chemistry, physiology, faculty
- e. M&O representative
- f. College IT and District ITC representatives
- g. Security representative
- h. Special services and Child Development Center
- i. District HR representative
- j. Fiscal / accounting representative

- k. Registrar
- l. Student Services Manager
- m. Parking coordinator

**V. COMAND, COORDINATION, AND COMMUNICATIONS:**

- A. The college police chief, Director of Student Health Services and college PIO will gain and maintain situational awareness through continuous communications and monitoring with county officials and media broadcasts and will coordinate the dissemination of information through the college PIO as it develops.
- B. Coordinate with IVC, ATEP and District Services to share resources and plans and to stay current with information flow.
- C. Coordinate with the California Community College System Offices and with other colleges and universities to share and implement plans and strategies.
- D. Keep the college and District leadership current as the situation develops by disseminating situation reports via direct telephone calls or email.
- E. Disseminate situation reports to stakeholders on a regular basis through college media outlets, i.e., internet, web page, TV, radio, electronic marquee and when necessary, the CISCO emergency broadcast system.
- F. Develop a plan to implement a return to normal operations protocol after the threat of swine influenza passes or is no longer of public health concern.
- G. After the situation is no longer a concern, conduct a follow- up debriefing and write after action reports and review and modify if necessary this contingency plan along with others relevant to the task.