



UNIVERSITY
OF HAWAII
HILO

University of Hawai'i at Hilo Pandemic Flu Plan

Ken Ikeda, Environmental Health & Safety Officer, 808-933-3300

Debra Fitzsimons, VC for Administrative Affairs, 808-974-7750

April 2009

TABLE OF CONTENTS

1.0 INTRODUCTION 3
 1.1 WHAT IS AVIAN FLU? 3
 1.2 WHY DO WE NEED TO PREPARE FOR IT? 3
 1.3 WHAT CAN YOU DO TO AVOID EXPOSURE? 4
 1.4 WHAT WILL THE UNIVERSITY DO IN THE EVENT OF A PANDEMIC? 4
2.0 PROGRAM ADMINISTRATION 4
 2.1 Incident Commander 4
 2.2 Medical Support Team 4
 2.3 Safety Officer 4
 2.4 Public Information 4
 2.5 Finance Officer 5
 2.6 Logistics/Operations 5
 2.7 Food/Housing 5
 3.0 PANDEMIC PHASES 5
 3.1 WORLD HEALTH ORGANIZATION DESIGNATION 5
 3.1.1 Interpandemic Period 5
 3.1.2 Pandemic Alert Period 5
 3.1.3 Pandemic Period 6
 3.1.4 Post-Pandemic Period 6
4.0 SPECIFIC FUNCTIONS DURING PANDEMIC ALERT PERIOD AND
PANDEMIC PERIOD 6
 4.1 PREPARATION 6
 4.2 LEVEL 1 6
 4.3 LEVEL 2 6
 4.4 LEVEL 3 6
 4.4 LEVEL 4 6
5.0 TRAINING 7
6.0 POTENTIAL POINTS OF VACCINE DISTRIBUTION 7
Attachment 1 – UHH Response Matrix 8
Appendix 1 – State of Hawaii Pandemic Influenza Plan 15

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 university 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 university functions for a period of two to four weeks or up to several months, and may require closure of on-campus housing and university operations. The university community 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. 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 UNIVERSITY DO IN THE EVENT OF A PANDEMIC?

Should an outbreak occur, the university 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 preparations for each phase.

2.0 PROGRAM ADMINISTRATION

2.1 Incident Commander Dr. Rose Tseng or Debra Fitzsimons(UHH Chancellor and Vice-Chancellor for Administrative Affairs)

2.2 Medical Support Team Carolyn Lesnett (Director, Health Services)

2.3 Safety Officer Ken Ikeda (EHS Director)

2.4 Public Information Alyson Kakugawa (Public Information Officer)

2.5 Finance Officer

Keri Ann Tomita (Business Office)

2.6 Logistics/Operations

Kolin Kettleon (Director Auxiliary Services)

2.7 Food/Housing

Miles Nagata (Director, Student Housing)

See Emergency Operations Plan 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 University of Hawaii at Hilo, the following Action Levels have been specified. Appropriate actions to be conducted during each level are listed in the Response Plan Matrix.

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 UHH campus

4.4 LEVEL 3

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

4.4 LEVEL 4

Activated when the number of human cases of Avian Flu at 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 and the Medical Support team 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	Hilo	96720
Hilo High School	556 Waianuenue Ave.	Hilo	96720
Keaau High School	16-725 Keaau-Pahoa Road	Keaau	96749

Attachment 1

University of Hawai'i at Hilo 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 UHH campus
Level 3	Activated when a case of human Avian Flu is confirmed on UHH campus
Level 4	Activated when the number of human cases of Avian Flu at UHH exceeds XXX.

Incident Command

Incident Commander	Dr. Rose Tseng or Debra Fitzsimons(UHH Chancellor and Vice-Chancellor for Administrative Affairs)
Medical Support Team	Carolyn Lesnett (Director, Health Services)
Safety Officer	Ken Ikeda (EHS Director)
Public Information	Alyson Kakugawa (Public Information Officer)
Finance Officer	Keri-Ann Tomita (Business Office)
Logistics/Operations	Kolin Kettleon (Director Auxiliary Services)
Food/Housing	Miles Nagata (Director, Student Housing)
Network/Communications	(Director, Academic Computing Services)
Educational Continuity	Dr. Luoluo Hong and Dr. Philip Castille (Vice-Chancellors Student Affairs and Academic Affairs)
Personnel	Kerwin Iwamoto (Director, Human Resources)
HawCC Contact	Mike Leialoha (Vice-Chancellor Administrative Affairs)
IfA Contact	Klaus Hodapp (Director, Institute for Astronomy, Big Island)
CTAHR Contact	Susan Miyasaka (Interim County Administrator)
OMKM Contact	Stephanie Nagata (Interim Director, Office of Mauna Kea Management)

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)
Assessment Team IC, IC Support Team and Communications	<ol style="list-style-type: none"> 1. Monitor national situation 2. Communicate with housing and dining services for planning 3. Develop a list of essential personnel 	<ol style="list-style-type: none"> 1. Develop a point of distribution for vaccines/prophylaxis 2. Develop media strategy 3. Monitor National Situation. 4. Meet Weekly. 	<ol style="list-style-type: none"> 1. Receive respirators and respiratory protection training. 2. Meet Daily to update situation. 	<ol style="list-style-type: none"> 1. Activate the Emergency Operations Center 2. Coordinate all actions with Hilo Medical Center and DOH 	<ol style="list-style-type: none"> 1. Initiate Suspension of Classes and/or Closure of Campus in conjunction with DOH, and UH System.
IC and IC Support Group	<ol style="list-style-type: none"> 1. Meet and coordinate with Public Health Officials 2. Communicate with other universities 3. Brief emergency operations group on regular basis 4. Formulate the plan for the University's response 5. Develop policy for suspension of classes due to avian flu 	<ol style="list-style-type: none"> 1. Communicate with campus faculty, staff, students and parents 2. Update plans as appropriate 3. Follow US Gov guidelines on foreign travel 4. Monitor faculty/staff traveling in affected region. 	<ol style="list-style-type: none"> 1. Notify housing and dining services of numbers that may need to be isolated 2. Continue communication with campus community 3. Initiate poster, email campaign for self- protection 4. Consider cancellation of public functions and athletic events. 	<ol style="list-style-type: none"> 1. Consider closing buildings frequented by infected person 2. Implement emergency action plan 3. Ensure that all functional groups have appropriate staffing (ESF#1-ESF#12) 3. Evaluate information on institutional effects and set response priorities. 4. Family notification of ill students, faculty or staff 	<ol style="list-style-type: none"> 1. Order quarantine of buildings 2. Family notifications of fatalities

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)
Safety Officer Director of Environmental Health and Safety	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
ESF 1 Transportation Auxiliary Services					
ESF 2 Communications Academic Computing Services	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 UHH Web Page as instructed 3. 4. 5.	1. Arrange for additional telephones 2. 3. 4. 5.	1. 2. 3. 4. 5.
ESF 3 Public works and Engineering Auxiliary Services	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)
ESF 4 Emergency Management Director of 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.		
ESF 5 Mass Care, Housing and Human Services Educational Continuity and Housing	1.Monitor students traveling in affected region	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.	
ESF 6 Resource Support 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)
<p>ESF 7 Public Health and Medical Services</p> <p>Health Services and Environmental Health and Safety</p>	<p>1. In-service training for staff.</p>	<p>1. Post sign that patient that have flu like symptoms and have been out of the country should notify student health immediately.</p> <p>2. Isolate exam rooms of patients with flu-like symptoms.</p> <p>3. Respiratory protection equipment available.</p> <p>4. Follow local guidance for evaluation and treatment.</p> <p>5. Monitor health care workers.</p> <p>6. Develop and implement hand washing campaign</p>	<p>1. Isolate suspected cases.</p> <p>2. Notify Public Health and CDC.</p> <p>3. Notify the IC and/or IC support group.</p> <p>4. Receive respirator training and respirators</p> <p>5. Initiate vaccination or prophylaxis as appropriate</p>	<p>1. Isolate victim in Student Health.</p> <p>2. Locate people who had been in contact with patient.</p> <p>3. Arrange for counseling</p> <p>4. Arrange a screening for those who came in contact of the patient.</p>	<p>1. Arrange for Mortuary Services</p>
<p>ESF 8 Urban Search and Rescue</p>	<p>None</p>				
<p>ESF 9 Hazardous Materials</p> <p>Environmental Health and Safety</p>	<p>1. Develop Mgmt plan for the control and disposal of increased volumes of infectious waste</p>				

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)
ESF 11 Food Housing and Vice-Chancellor of Student Affairs Marriott (food vendor)	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	
ESF 12 Energy Auxiliary Services	1. Identify essential person to operations, electrical and water service				
ESF 13 Public Safety and Security 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
ESF 14 Long-Term Community Recovery and Mitigation 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)
ESF 15 External Affairs 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>