



UNIVERSITY of HAWAII®
MAUI
COMMUNITY COLLEGE

University of Hawai'i –Maui Community College Pandemic Flu Plan

April 2009

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1.0 INTRODUCTION

1.1 WHAT IS PANDEMIC FLU?

The influenza (flu) epidemics that occur nearly every year are important events. Influenza is a respiratory illness to which hundreds of thousands of people succumb each year. Duration of typical primary influenza illness is about one week and is characterized by an abrupt onset of fever, muscle aches, sore throat, and nonproductive cough. Occasionally, severe malaise and cough can persist for several days or weeks. Serious complications leading to hospitalization and even death can develop in the elderly, the very young, and those with chronic diseases, such as diabetes or heart, lung, or other immunocompromising disease. One of the most important features about influenza viruses is that their structure changes slightly but frequently over time (a process known as “drift”), and that this process results in the appearance of different strains of influenza that circulate each year. The composition of the influenza vaccine is changed annually to help protect people from the influenza virus strains expected to be most commonly circulating during the coming influenza season. In contrast to the more gradual process of drift, a pandemic influenza virus represents a unique public health emergency and community disaster. The influenza virus changes dramatically and unexpectedly through a process known as “shift.” Shift results in the appearance of a novel influenza virus to which few (if any) people are immune. There may be little warning, but experts believe that there will be one to six months between identification of a novel virus and widespread outbreaks in the United States. If this new virus were to spread easily from person to person, it could quickly travel around the world and affect millions of people as it caused serious illness and death. For more information and resources on pandemic flu and possible pandemic, please consult these university resources and other government agency sites:

Hawai‘i State Department of Health – Pandemic Flu Page

<http://hawaii.gov/health/family-child-health/contagious-disease/pandemic-flu/fluplan.pdf>

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. A new variation of influenza strain could significantly interrupt normal college functions for a period of two to four weeks or up to several months, and may require closure of on-campus housing and college operations. The college 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 hot water and soap, especially if you suspect that you may have been exposed. Avoid persons with symptoms of cold or flu such as persons coughing or sneezing. 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 COLLEGE DO IN THE EVENT OF A PANDEMIC?

Should an outbreak occur, the college will begin to activate its emergency response plan. Steps will be taken to: (a) maintain constant contact with the State Civil Defense, Department of Health, County of Maui and University of Hawaii System Offices and will disseminate information and implement actions accordingly. (b) help faculty, staff and students get home safely before national and international travel restrictions begin; (c) maintain a reduced level of key campus operations through remote or online interaction; (d) implement on-campus wages and other payments through direct deposit and other electronic means; and (e) 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 the detail of activities preparations for each phase are identified in section 4.0 (attachment 1).

2.0 PROGRAM ADMINISTRATION

2.1 Incident Commander Dr. Clyde Sakamoto or David Tamanaha (Chancellor and Vice-Chancellor of Administrative Affairs)

2.2 Medical Support Team Denise Cohen, APRN (Director, Health Services)

2.3 Safety Officer David Tamanaha (Vice-Chancellor of Administrative Affairs)

2.4 Public Information Katie McMillan (Public Information Officer)

2.5 Finance Officer Cindy Yamamoto (Fiscal Officer - Business Office)

2.6 Logistics/Operations Robert Burton (Auxiliary Services Officer - Operations and Maintenance)

2.7 Student Housing Alvin Tagomori (Vice-Chancellor of Student Affairs)
(Kulanaa'o, Privately Owned – 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 (WHO) 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

UH-MCC has identified appropriate actions to be conducted during each pandemic phase as defined by WHO. The action plans are listed in the Response Plan Matrix.

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

MCC Health Center may be selected as a vaccine distribution center.

Vaccine distribution centers will be communicated to the campus community as the Department of Health makes the selected sites available.

Attachment 1

Incident Command

Incident Commander- Dr. Clyde Sakamoto or David Tamanaha (UH-MCC Chancellor and Vice-Chancellor of Administrative Affairs)

Medical Support Team - Denise Cohen, APRN (Director, Health Services)

Safety Officer - David Tamanaha (Vice-Chancellor of Administrative Affairs)

Public Information - Katie McMillan (Public Information Officer)

Finance Officer - Cindy Yamamoto (Fiscal Officer - Business Office)

Logistics/Operations - Robert Burton (Auxiliary Services Officer – Operations and Maintenance)

Housing – Kulanaa’o Privately Owned Student Housing - Alvin Tagomori (Vice-Chancellor of Student Affairs)

Network/Communications - David Tamanaha and Mike Albert (Vice-Chancellor of Administrative Affairs and Director, Computing Services)

Educational Continuity - Suzette Robinson and Alvin Tagomori (Vice-Chancellors Academic Affairs and Student Affairs)

Human Resources -Debbi Brown (Director, Human Resources)

Key Individuals and Units	Phase 1, 2 & 3 Inter-pandemic period and beginning Pandemic Alert period	Phase 4 & 5 PandemicAlert	Pandemic	Post Pandemic Period
Assessment Team Incident Commander (IC) and IC Support Team and Communications Clyde Sakamoto David Tamanaha Suzette Robinson Alvin Tagomori Denise Cohen Katie McMillan Cindy Yamamoto Robert Burton Debbi Brown Mike Albert	<ol style="list-style-type: none"> 1. Participate in development, review and approval of UH-MCC Pandemic Response Plan 2. Assure appropriate personnel training and resources are in place to execute plan when needed 3. Plan for appointment of Incident Commander (IC) and 2 back up persons to fill the role if necessary 	<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 Develop a point of distribution for vaccines, prophylaxis 4. Develop media strategy 5. Monitor National situation 6. Meet weekly 	<ol style="list-style-type: none"> 1. Activate the Emergency Operations Center 2. Coordinate all actions with Maui Memorial Medical Center and DOH 3. Receive respirators and respirator training 4. Meet daily to update situation 	<ol style="list-style-type: none"> 1. Resumption of classes
IC and IC support team	<ol style="list-style-type: none"> 1. Identify personnel necessary/essential in an emergency 2. Enhance communications and information technology to support telecommuting if necessary 3. Assess IT capacity and enhance as needed 	<ol style="list-style-type: none"> 1. Communicate with campus faculty, staff, students and parents 2. Update plans as appropriate 3. Follow US travel advisories 4. Monitor faculty and staff in endemic regions. 5. Provide Campus Health Center with list of students, faculty and staff returning from endemic area 4. Meet and coordinate with Public Health Officials 5. Communicate with other colleges and universities 6. Brief emergency operations group on regular basis 7. Formulate the plan for the University's response 6. Develop policy for 	<ol style="list-style-type: none"> 1. Notify Kulana'ao management housing of numbers that may need to be isolated and assist with necessary actions. 2. Continue communication with campus community 3. Initiate poster, email, text message campaign for self-protection 4. Consider closing buildings frequented by infected persons 5. Implement emergency action plan 6. Ensure that all functional groups have 	

Key Individuals and Units	Phase 1, 2 & 3 Inter-pandemic period and beginning Pandemic Alert period	Phase 4 & 5 PandemicAlert	Pandemic	Post Pandemic Period
		<p>suspension of classes due to pandemic flu</p> <p>7. Encourage faculty that if students are sick have them stay home especially if they have a fever</p>	<p>appropriate staffing</p> <p>7. Evaluate information on institutional effects and set response priorities</p> <p>8. Family notification of ill students, faculty or staff</p> <p>9. Notification of family of any student, faculty or staff fatalities</p>	
Safety Officer or appointed person	<ol style="list-style-type: none"> 1. Assess respiratory protection plan and resources 2. Obtain additional N95 respirators 3. Identify essential staff that can maintain the life safety systems in College facilities 	<ol style="list-style-type: none"> 1. Begin informational training sessions 	<ol style="list-style-type: none"> 1. Receive respirator training and respirators 2. Stockpile N95 respirators 3. Notify Building emergency action coordinators 	
Communications Academic Computing Services	<ol style="list-style-type: none"> 1. Identify essential staff that can maintain the College Communications Systems 2. Update the College's webpage as appropriate 	<ol style="list-style-type: none"> 1. Broadcast essential information and CDC, DOH bulletins 2. Arrange for an emergency telephone line for pandemic flu issues 3. Update UH-MCC webpage as needed 	<ol style="list-style-type: none"> 1. Arrange for additional telephone 	
Public Works and Engineering Auxillary services	<ol style="list-style-type: none"> 1. Identify essential staff that can maintain the college's facilities and operations 	<ol style="list-style-type: none"> 1. Prepare to shut down ventilation systems on buildings on an individual or entire campus basis. 2. Increase distribution of hand sanitizers by custodial staff 	<ol style="list-style-type: none"> 1. Receive respirator training and respirators 2. Shut down ventilation as instructed by IC 	
Emergency Management	<ol style="list-style-type: none"> 1. Develop plans and distribute in accordance with 		<ol style="list-style-type: none"> 1. Coordinate with DOH, Civil Defense 	

Key Individuals and Units	Phase 1, 2 & 3 Inter-pandemic period and beginning Pandemic Alert period	Phase 4 & 5 PandemicAlert	Pandemic	Post Pandemic Period
	<ul style="list-style-type: none"> the directions of the planning group. 2. Develop tabletop exercises and implement exercises as appropriate 		and UH System	
Mass Care, Housing and Human Services	<ul style="list-style-type: none"> 1. Monitor students traveling in affected region 	<ul style="list-style-type: none"> 1. Formulate plans for quarantine of students. 2. Initiate influenza awareness training for RA's 3. Report suspicious illnesses to the Campus Health Center 4. Post posters in all bathrooms to wash hands frequently 5. Encourage social distancing (Keep six feet away from sick individual) 	<ul style="list-style-type: none"> 1. Coordinate with Kulana'ao, a clearing house, student housing residents. 2. Receive respirator training and respirators 3. Identify needs for any student in quarantine 4. Activate plans to quarantine students in conjunction with DOH guidance 5. Assist with location of students if quarantined 6. Identify student events where confirmed flu patients have attended 	1
Resource Support Vice-Chancellor for Administrative Affairs	<ul style="list-style-type: none"> 1. Allocate funding for educational programs/training 2. Pre-purchase small supplies of necessary items personal protective equipment (PPE) 	<ul style="list-style-type: none"> 1. Allocate funding for necessary supply purchases 		
Public Health and Medical Services Denise Cohen Nancy Johnson, Allied Health	<ul style="list-style-type: none"> 1. In-service training for staff 	<ul style="list-style-type: none"> 1. Post signs that patients that have flu-like symptoms and have been out of the country should notify Campus Health Center immediately 	<ul style="list-style-type: none"> 1. Isolate suspected cases 2. Notify Public Health and CDC. 3. Notify the IC and/or IC support group. 	

Key Individuals and Units	Phase 1, 2 & 3 Inter-pandemic period and beginning Pandemic Alert period	Phase 4 & 5 PandemicAlert	Pandemic	Post Pandemic Period
		<ol style="list-style-type: none"> 2. Isolate exam rooms of patients with flu-like symptoms 3. Respiratory protection equipment available 4. Follow local guidance for evaluation and treatment 5. Monitor health care workers 6. Develop and implement hand washing campaign 7. Inform students, faculty and staff on social distancing stay six feet away from sick person 	<ol style="list-style-type: none"> 4. Receive respirator training and respirators 5. Initiate vaccination or prophylaxis under DOH guidelines 4. Isolate patients in Student Health. 5. Locate persons who have been in contact with patient. 6. Arrange for counseling Arrange for screening for those who came in contact of the patient 	
Hazardous Material	<ol style="list-style-type: none"> 1. Develop management plan for the control and disposal of increased volumes of infectious waste 			

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>

APPENDIX 2

Guidelines for Recognizing Influenza (Flu) Symptoms and Management

Signs and Symptoms of Influenza (Flu)

Infection with the influenza virus typically causes:

- fever (temperature >101° F)
- cough
- sore throat
- tiredness
- headache
- muscle aches.

People infected with a new human pandemic influenza strain may show typical human influenza-like symptoms such as those listed above, but some will have more serious symptoms such as pneumonia, severe respiratory diseases, and other life-threatening complications.

Other Facts about Influenza Infection

The influenza virus is spread by the tiny droplets expelled when an infected person coughs or sneezes. These respiratory droplets do not usually remain airborne as they are heavy enough to quickly fall out of the air; however, they can spread approximately 3-6 feet from the infected individual. Infection can result from breathing in these droplets before they fall or by touching a surface on which the droplets landed (such as a doorknob or computer keyboard) and then touching the mucous membranes of the mouth, nose, or eyes. Depending on conditions, the virus may live for 1-2 days on hard surfaces.

A person infected with influenza can spread the virus in their respiratory droplets for about 24 hours before they begin to feel ill and will continue to expel the virus in respiratory secretions for about 3-5 days after they develop symptoms.

How to Limit the Spread of Infection

- Stay healthy – eat, rest, drink plenty of fluids, exercise, and get vaccinated yearly against seasonal flu
- Wash your hands frequently preferably using hot water and soap if that is not available us alcohol-based sanitizing gel
- Clean hard surfaces such as doorknobs and telephones with disinfecting wipes
- Cover your nose and mouth with the inside of your elbow or a tissue when you cough or sneeze and encourage others to do the same
- Put tissues in the trash
- Stay home from school or work if you are ill, and keep your children home from school if they are ill.
- Practice social distancing (for example, work from home, bank on the internet, or avoid unnecessary travel).

- Be prepared if you are asked to voluntarily remain at home-have an emergency supply kit for your home including water, food and medications (both basic non-prescription medications like ibuprofen and at least a 2 week supply of prescription medication).

What to Do if You Are Ill

A fever may indicate infection with influenza. Have a thermometer at home and know how to use properly. Follow instructions on package.

If you have a fever and have recently traveled to a country where a new strain of influenza has been identified, or if you have been in contact with someone who has, you should contact your physician or the campus health center immediately. Avoid contact with other persons to whom you could spread infection. Putting on a surgical-type mask may be helpful to decrease the chance of spreading infectious respiratory droplets

If you have not recently traveled or been in contact with anyone who has, you may still wish to see your doctor for seasonal influenza treatment or to exclude other illnesses (including leptospirosis or dengue fever). In general, health persons with seasonal flu may remain at home and care for themselves in the next section.

If the pandemic phase increases, meaning there is human-to-human transmission of a pandemic influenza virus, persons with fever should follow the directions issued by Hawaii DOH to obtain treatment from the appropriate hospital, clinic, or alternative health care facility.

Caring for a Person Infected with Influenza at Home:

- The ill person should:
 - Avoid contact with healthy family members
 - If possible, stay in a separate room with the door closed
 - Cover coughs and sneezes with a tissue and dispose of the tissue in the trash
 - Wear a surgical-type mask, if available
 - Not go out to go to work, school, church or anywhere else
 - Drink plenty of fluids and eat a healthy diet as possible
 - Get plenty of rest
 - Take over the counter medications to treat fever, congestion and cough as needed to relieve symptoms through the illness

Other people in the house should:

Discourage visitors

- Try to stay away from the ill person, or at least stay more than 3 feet away
- Encourage the ill person to drink plenty of fluids and a nourishing diet and get plenty of rest.

- Not use the ill person's plates, silverware, towel, or toothbrush
- Wash the ill person's sheets and clothing in warm water and soap
- Wash any other items touched by the ill person with soap and water or clean with disinfectant
- Monitor the ill person for signs of potential need for specialized health care at an appropriate facility. Such signs include:
 - Shortness of breath or increasing difficulty breathing
 - Persistently high fever (temperature greater than 102 degrees F) despite taking appropriate medications such as acetaminophen, or ibuprofen
 - Mental confusion
 - Lethargy
- If the ill person shows signs of worsening or if uncertain contact your primary care provider and/or public health authorities (contact information will be made available during a pandemic)
- Stay at home until at least three days after the ill person has recovered