

Edmonds Community College Pandemic Preparedness Plan

Define Pandemic:

1. Establish a team with defined roles and responsibilities for preparedness. The Pandemic Team should include a representative from each of the following:

Safety, Security and Emergency Management
Facilities
College Relations
Human Resources
WPEA
AFT
Business Office
Information Technology
Student Services
Instructional Staff
International Student Services
Student Government

2. Educate students, staff and faculty regarding respiratory etiquette and family preparedness.
3. Administrators will determine who their essential personnel are in the event Edmonds Community College suspends operations.
4. Provide detailed training to essential personnel regarding family preparedness
5. Identify employees with special needs.
6. Establish administrative procedures for sick leave absences unique to pandemic.
7. Establish administrative procedures for flexible worksites.
8. Establish administrative procedures for preventing disease spread at the worksite and prompt exclusion of people with disease symptoms.
9. Establish administrative procedures for employees who have been exposed to pandemic illness, are suspected to be ill, or become ill at the worksite (infection control response, immediate mandatory sick leave).
10. Establish administrative procedures for restricting travel and provide guidance to employees returning from an affected area.

11. Develop Human Resource hotline for pandemic illness questions in the event Edmonds Community College suspends all operations.
12. Train supervisors regarding the signs and symptoms of pandemic illness and modes of transmission.
13. Stand up needed sections of Edmonds Community College EOC (Emergency Operations Center).
14. Departments to update emergency communications plans to ensure that telephone numbers are current.
15. Purchase of respiratory supplies for essential personnel.
16. College Relations to develop a Pandemic disease Crisis Communication Plan.
17. The Director of Facilities will prepare a plan for building closures with variations according to seasonal changes.
18. Develop a pandemic disease response plan.
19. Develop a pandemic disease recovery plan.
20. Head Start develops a pandemic disease response plan.

Edmonds Community College Pandemic Response Plan

The Edmonds Community College response to a pandemic emergency shall be managed using the National Incident Management System (NIMS).

LEVEL-1: Confirmed cases of sustained human to human transmission of pandemic.

1. College officials will be notified of pandemic status through Snohomish county health office liaison (Director SSEP or designated alternate)
2. Pandemic Team meets to establish protocols for monitoring all aspects of the pandemic.
3. V. P. for Finance and Operations notifies the Presidents Leadership Team and the President notifies the Board of Trustees of the current status of pandemic and requests that they review planning and preparations for the constituent areas of responsibility.
4. The College President places Edmonds Community College EOC (EMERGENCY OPERATIONS CENTER) on alert.
5. Update pandemic response plan as situation evolves.
6. The College President communicates to the college community regarding possible scenarios as risk of pandemic illness draws closer and directs all units to make preparations for possible suspension of Edmonds Community College operations.
7. V.P. for Finance and Operations will identify emergency funding requirements and review the potential overall financial impact of a pandemic on Edmonds Community College.
8. The College President considers restricting movement on and off Edmonds Community College Campus for activities and athletic events.
9. Administrators review and update their lists of essential personnel and review essential operations during suspension.
10. College Relations activates the Edmonds Community College Pandemic Crisis Communications Plan.
11. Human Resources will assist administrators to develop telecommuting work options for as many staff as possible.
12. The Director of Facilities will determine building closures according to seasonal protocols.
13. Human Resources will implement pandemic sick leave procedures.
14. Human Resources will implement mandatory sick leave requirements for employees who are exposed to pandemic, who are expected to be ill or who become ill at work.

LEVEL – 2: Confirmed cases of pandemic illness within the United States. (Activities in addition to Level 1)

1. The college president activates Edmonds Community College EOC (EMERGENCY OPERATIONS CENTER).
2. The President suspends Edmonds Community College operations and directs the shutdown of all nonessential systems/operations.
3. College Relations communicates Edmonds Community College suspension to students, staff, faculty, and the public through all available means of communication.
4. The President directs all essential personnel to take all appropriate precautions to protect themselves from exposure to the illness.

5. EOC (EMERGENCY OPERATIONS CENTER) establishes communications via telephone and computer if possible to the EOC (EMERGENCY OPERATIONS CENTER) members may participate in meetings from home.
6. Human Resources request that faculty and staff and their families that have the illness report cases to Human Resources.
7. Administrators report to EOC (EMERGENCY OPERATIONS CENTER) the ongoing status of essential personnel
8. College Relations maintains the status of Edmonds Community College suspension.
9. Administrators communicate with staff through telephone trees Edmonds Community College suspension status.
10. V.P. for Finance and Operations provides a tracking system for pandemic fly related expenses.

LEVEL – 3: Confirmed case(s) of pandemic illness in the State of Washington.

Activities in addition to Levels 1 and 2)

1. Scheduling EOC (EMERGENCY OPERATIONS CENTER) ongoing operations. Identify additional staff if key members of EOC (EMERGENCY OPERATIONS CENTER) become ill.
2. Institution security points of contact coordinate the security of Edmonds Community College property and provide regular reports to EOC (EMERGENCY OPERATIONS CENTER).
3. _____ (COO) will serve as liaison with County, State and Federal Health Departments.
4. _____ (COO) will monitor effectiveness of operations with selected essential personnel and make appropriate adjustments.
5. College Relations will develop messages to Edmonds Community College employees with fatalities in their families.
6. Human Resources will implement an employee hotline to deal with employee questions/referrals.
7. _____ (COO) and Human Resources will implement telecommuting operations according to established protocols.
8. Administrators will report Edmonds Community College employee fatalities to Human Resources, as they become known.
9. V.P. will work with institution executives to develop a plan for academic recovery for students depending on when the suspension occurred and the length of the suspension.

Edmonds Community College Pandemic Recovery Plan

1. EOC (EMERGENCY OPERATIONS CENTER) will determine when Edmonds Community College will resume normal operations in consultation with the Snohomish County Health District
2. College Relations will make notification through all available means.
3. The Director of Facilities will ensure that building systems are in operating order and that all buildings are clean and ready to occupy.
4. Human Resources will provide communications for employees regarding the “Employee Assistance Program.”

5. EOC (EMERGENCY OPERATIONS CENTER) will review suspension's impact on students and implement the plan for academic recovery is appropriate.
6. V.P. for Finance and operations will determine economic impact to Edmonds Community College as a result of the suspension.

**Edmonds Community College
Emergency Operations Assignments and Personnel**

Disaster/Pandemic Coordinator – SSEP
Transportation – Student Services
Communications – Finance and Operations – Network Telecommunications
Emergency Public Information – College Relations
Personnel Management – Human Resources
Information Analysis and Planning – Finance & Operations – Risk Management
Mass Care – Student Services
Resource Support – Finance & Operations – Purchasing
Recovery and Restoration – Finance & Operations – Accounting & Purchasing
Security & Law Enforcement – SSEP
Damage Assessment – Finance & Operations – Facilities and Grounds
Central Washington University Representative

Websites for Information - UPDATE WITH INFO FROM CDC AND SNOHOMISH COUNTY HEALTH AS APPROPRIATE TO CURRENT ILLNESS

Washington State Pandemic Plan Summary
<http://www.doh.wa.gov/panflu/plansummary.htm>