University of Wisconsin-Stout
Pandemic Influenza / Public Health
Emergency Response Plan

July 27, 2009
I. **Purpose.** The purpose of this plan is to provide the University of Wisconsin-Stout with a structure to use during a pandemic influenza or public health emergency situation. This plan was developed with partners in Dunn County and the City of Menomonie to help ensure a coordinated response.

II. **Goals**
A. Limit the number of illnesses and deaths.
B. Preserve continuity of essential functions and services.
C. Minimize social disruption.
D. Minimize economic losses.
E. Maintain communication with the university community

III. **Planning Assumptions**
A. Susceptibility to the pandemic influenza virus will be universal.
B. Efficient and sustained person-to-person transmission signals an imminent pandemic.
C. Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and may develop immunity to subsequent infection.
D. Of those who become ill with influenza, many may seek outpatient medical care.
E. With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.
F. The number of hospitalizations and deaths will depend on the virulence of the pandemic virus and on the availability of medical resources.
G. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic medical conditions.
H. Rates of absenteeism will depend on the severity of the pandemic.
I. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members, and fear of infection may reach 40% during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak.
J. Certain public health measures (such as the potential closing of K-12 schools) are likely to increase rates of absenteeism.
K. The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately 2 days.
L. Persons who become ill may shed virus and can transmit infection for up to one day before the onset of illness. Viral shedding and the risk of transmission is thought to be greatest during the first 2 days of illness.
M. On average, infected persons will transmit infection to approximately two other people.
N. In an affected community, a pandemic outbreak will last about 6 to 8 weeks.
O. Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting 2-3 months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.
IV. **Plan Activation.** Elements of this plan may be activated as the university monitors influenza activity. Generally, the more extensive measures in the plan will be enacted after communication from the Dunn County Health Department who will monitor the status of a pandemic influenza and who will notify Dunn County partners.

V. **Who’s In Charge?** Dunn County, the City of Menomonie, UW-Stout and other agencies in the County are responsible for their own response plans. The Dunn County Emergency Communications Center, run by Dunn County Emergency Management, coordinates the community's emergency communications during incidents. Each agency must have a line of succession that can make decision for their agency. List up to three individuals in your agency that have the authority to make decisions for your organization:

1. Charles Sorensen, Chancellor, 715 232-2441, sorensenc@uwstout.edu
2. Julie Furst-Bowe, Provost and Vice Chancellor for Academic & Student Affairs, 715 232-2421, furst-bowej@uwstout.edu
3. Diane Moen, Vice Chancellor, Administrative and Student Life Services, 715 232-1683, moend@uwstout.edu

VI. **Who will coordinate the university response?** The university will use its Critical Incident Response Team as necessary, to respond to operational needs associated with pandemic influenza or a public health emergency. See appendix 1 for a list of the Critical Incident team. Also, the university may use its Continuity of Operations (COOP) Team to set up alternate facilities or services during an emergency, as well as to return the university to normal functions after an emergency. See appendix 2 for the list of COOP team members.

The university may also need to set up a mass vaccination site, in the event there is a vaccination or anti-viral drug available for the influenza or public health crisis. The university will be advised by the Dunn County Health Department on vaccination site requirements, and on vaccination availability and procedures. **A mass vaccination site activation would likely require a team effort by staff from the Critical Incident Response Team, including Student Health Services, Police, Safety & Risk Management, University Centers, University Recreation, University Housing and others.** Vaccination sites, if necessary, will likely need to be located in our large, assembly occupancies, such as the Memorial Student Center or the Sports & Fitness Center.

List two individuals in your agency who will be responsible for coordinating the emergency response:

1. Jim Uhlir, Executive Director, Health & Safety, 715 232-2188, uhlirj@uwstout.edu
2. Lisa Walter, Chief, University Police, 715 232-2222, walterl@uwstout.edu

VII. **Who will coordinate internal and external communications?** This is called a Public Information Officer (PIO). Every organization should have a PIO, commonly referred to as a spokesperson. In a pandemic influenza, it will be critical that messages to the media and the general public are coordinated among Dunn County and City of Menomonie partners. As a pandemic escalates, the County may open a Joint
Information Center (JIC). A JIC is where PIOs from various agencies can meet and coordinate messages. Before a JIC is activated, the PIO should make reasonable efforts to coordinate messages with the PIO from the Public Health Department. Strategies include:

A. Press releases
B. Web site
C. E-mail
D. Flashbrief, when appropriate

List up to two people in your agency who will be responsible for internal and external communications:

1. Doug Mell Director, University Communications, 715-232-2381, melld@uwstout.edu
2. Laura Short, University Relations Specialist, 715-232-2384, shortl@uwstout.edu

VIII. Who will monitor illness in the agency? It is important that every staff person can recognize signs and symptoms of influenza. When an individual presents with signs and symptoms of influenza, that person should not attend on campus classes or come to work, and should consult their health care provider via telephone. The HR office will monitor illness in the staff/faculty population and the Dean of Students Office will monitor illness in the student population. Staff/faculty and students are instructed to log on line to the designated offices to complete a brief online self-reporting illness questionnaire, noting that they will be absent from work/classes. Upon return to their job/classes, the individuals will log on line to the appropriate offices noting there return date. The university will need to report to the state how many individuals are sick as part of the State of Wisconsin Morning Report. The morning report is a daily report of the percentage of staff/students that are out sick. This will be reported to UW-System, for transmitting to the State Dept. of Administration. Illness monitoring strategies include:

A. Implement guidelines to modify the frequency and type of face-to-face contact among employees and customers
B. Encourage annual influenza vaccination for employees/students
C. Regularly encourage staff/faculty and students who are ill to stay home from work and classes

List people in your agency who will monitor illnesses:

1. **FACULTY & STAFF (Morning Report):** Wayne Argo, Director, Human Resources, 715 232-2149, argow@uwstout.edu
2. **STUDENTS:** Joan Thomas, Dean of Students, 715 232-1181, thomasi@uwstout.edu. The Dean of Students will receive assistance from:
3. Janice Lawrence-Ramaeker, Director, Student Health Services, 715 232-2114, ramaekerj@uwstout.edu, as necessary.

IX. Who will be responsible for training and educating staff? People who work at the University of Wisconsin-Stout will receive information about how to protect themselves and their families during a pandemic influenza. The best way to do this is to train and educate staff about social distancing and infection control measures. This includes covering your cough, staying home when you are sick, getting your annual flu vaccination. Strategies include:
A. Purchasing antiseptic gel hand wash and placing throughout facility
B. hanging posters on hand hygiene and cover cough
C. payroll stuffers
D. training on respiratory protection
E. training on measures to prevent spread of influenza including home healthcare measures
F. conduct exercises within your agency

List up to three people in your agency who will be responsible for training and educating staff:

1. Jim Uhlir, Executive Director, Health & Safety, 715-232-2188, uhlirj@uwstout.edu
2. Janice Lawrence-Ramaeker, Director, Student Health Services, 715-232-2114, ramaekerj@uwstout.edu
3. Dean Sankey, Director, Safety & Risk Management, 715 232-2258, sankeyd@uwstout.edu

X. What services are critical to provide even during a pandemic? These services are often related to services of life, safety and health. List the services in order of importance that must be continued at all costs during a pandemic. Identify, if possible, ways the service can be carried out differently and more efficiently during a pandemic. In the first column below, list your activities that are essential services. In the second column, list the challenges that you will face in maintaining this service during a pandemic. In the third column, identify possible ways to overcome these challenges on your own or by working together with other organizations. In the final column, identify resources needed from within your organization or from elsewhere to maintain essential services. Be sure to coordinate with other organizations in your segment and with your county’s pandemic planning effort.

<table>
<thead>
<tr>
<th>Essential Service</th>
<th>Challenges</th>
<th>Potential Strategies</th>
<th>Resources/Help Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor’s Office</td>
<td>Decision making if university leaders are ill</td>
<td>COOP plan lists the orders of succession for the university in section 1.14 of the COOP</td>
<td>ASLS publishes a monthly calendar showing where the university leadership is on each day. Electronic communications, including email and alternate email addresses</td>
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<tr>
<td>Academic Affairs</td>
<td>Ability to deliver instruction when many faculty are sick</td>
<td>Continue classes online, when possible Continue instruction with fewer “contact” hours, but maintaining the credits</td>
<td>Learn@Stout Facebook, etc. Develop “Emergency Syllabi”</td>
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<td>Academic Affairs, (cont.)</td>
<td>Ability to advise faculty and students abroad, or who are planning to travel</td>
<td>Ending semesters early/ re-starting semesters early</td>
<td>Use federal government and state health guidelines for travel issues</td>
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<tr>
<td>University Housing</td>
<td>Isolation of sick students from well students</td>
<td>Continuity of Operations plan that lists enough staff members to cover services</td>
<td>Quarantine/ Social distancing/Isolation plans and training</td>
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<td></td>
<td>Need to house and serve some sick students even when campus is closed</td>
<td>Stockpiling of supplies</td>
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<td>Communal bathroom use might be more frequent</td>
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<td>Dining Services</td>
<td>Uneven delivery of supplies</td>
<td>Agreements with multiple vendors</td>
<td>Stockpiling of supplies</td>
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<td></td>
<td>Limited Staffing</td>
<td>Stockpiling of supplies</td>
<td>Self-service or “drop-off” meals to Residence Halls</td>
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<td></td>
<td>Ensuring that food personnel are not sick</td>
<td>Use a more minimal “flu menu” of soup, jello, sports drinks, crackers</td>
<td>Monitor workers’ temperatures</td>
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<td>Student Life Services</td>
<td>Limited staffing</td>
<td>Cross-training of personnel</td>
<td>Limit availability of assembly occupancies and</td>
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<td></td>
<td>Ability to monitor and limit large events to help contain the</td>
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<td>Physical Plant</td>
<td>spread of disease</td>
<td>other gathering spaces</td>
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<tr>
<td>Specialization of staff</td>
<td>Cross training of personnel</td>
<td>Relationships with private companies, other agencies, city departments</td>
<td></td>
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<td>Lean staffing lines</td>
<td>Multiple sources of cleaning supplies, custodial paper supplies, electricity, fuel, etc.</td>
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<td>University Communications</td>
<td>Ability to communicate message in information saturated environment</td>
<td>Consolidate messages with other PIO’s, Pre-script messages</td>
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<tr>
<td>Specialization of staff</td>
<td>Cross training of personnel</td>
<td>County and state level PIO’s, New communication tools: Flashbrief, Facebook, message boards, etc.</td>
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<tr>
<td>Lean staffing lines</td>
<td>Dependency on external networks</td>
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<tr>
<td>Learning &amp; Information Technologies</td>
<td>Dependency on external networks</td>
<td>Cross training of personnel, Redundancy of hardware, Written procedures</td>
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<tr>
<td>Specialization of staff</td>
<td>Cross training of personnel</td>
<td>UW System, other UW institutions</td>
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<tr>
<td>Learning &amp; Information Technologies</td>
<td>Dependency on external networks</td>
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<td>Human Resources</td>
<td>Maintaining communication with system and state offices</td>
<td>Continuity of operations plan</td>
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<td>Maintaining electronic communication with banks</td>
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<td>UW System, other UW institutions</td>
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<td>Maintaining payroll system</td>
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<tr>
<td>Business &amp; Financial Services</td>
<td>Maintain financial and purchasing systems</td>
<td>Share resources with other UW system campuses, and local partners</td>
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<tr>
<td>Maintaining communications with vendors</td>
<td></td>
<td>UW System, other UW institutions</td>
<td></td>
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<td>Health &amp; Safety Unit, incl. Safety &amp; Risk Management</td>
<td>Limited staffing</td>
<td>Use COOP plan and Emergency Operations Center (EOC) plan</td>
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<tr>
<td>Maintaining overall response activities</td>
<td></td>
<td>UW System, Local county and city emergency coordinators</td>
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</tbody>
</table>
| University Police | Ability to maintain 24 hour patrols
Lower staffing levels at Stout PD and Menomonie PD | Pandemic flu exercises
Memorandums of understanding
Identify alternate sources of those able to provide patrols | Local, county, other UW police and state law enforcement and national guard |
|-------------------|--------------------------------------------------|-------------------------------------------------|--------------------------------------------------|
| **Student Health Services** | May need to vaccinate a large group of the univ. community on short notice
Limited staffing
Traditional delivery means increased risk of transmission | Supplement the health staff with contractors or volunteers
Alternate delivery of services
Share resources with other UW system campuses and local health providers | Local health clinics
Red Cedar Medical Center
Other UW institutions
Contracted health care companies |
| **Dean of Students Office** | Limited staffing
Traditional delivery means increased risk of transmission | Alternate delivery of services
Share resources with other UW system campuses | Red Cedar Medical Center
Other UW institutions |
| **Dean of Students, (cont.)** | Ability to provide mandated services/serve students with special needs / disabilities
Ability to quarantine or keep ill students off campus
Tracking student absences | | |
| **University Counseling Center** | Limited staffing
Traditional delivery means increased risk of transmission | Alternate delivery of services
Share resources with other UW system campuses and local mental health providers | Dunn County Health Dept.
Red Cedar Medical Center
Other UW institutions |
XI. **What services can be temporarily suspended during a pandemic?** These services can be temporarily suspended in order to free up staff resources to concentrate on critical services or help support the County’s response to the pandemic.

   *All University operations not listed above as an essential service. Decision to be made by Chancellor.*

XII. **How will you operate with staff shortages?** Understanding that a pandemic may cause absenteeism rates near 40% because of ill persons, people staying home to take care of ill family members, or those who refuse to come to work for fear of illness. Strategies include:

   A. Cross train staff to perform other jobs
   B. Train volunteers to perform jobs normally handled by staff
   C. Encourage vaccination
   D. Allow and facilitate working from home where possible
   E. Mandatory sick leave for ill staff
   F. Utilize other UW-System campuses where possible

XIII. **Reference Material**

   A. World Health Organization (WHO) [http://www.who.int/en/](http://www.who.int/en/)
   B. United States Centers for Disease Control (CDC) [www.cdc.gov](http://www.cdc.gov) and [http://www.cdc.gov/h1n1flu/guidance/guidelines_colleges.htm](http://www.cdc.gov/h1n1flu/guidance/guidelines_colleges.htm)

XIV. **University of Wisconsin-Stout Pandemic Influenza Planning Committee**

   Jim Uhlir, Executive Director, Health & Safety
   Janice Lawrence-Ramaeker, Director, Student Health Services
   Janice Coker, Associate Vice Chancellor, Academic Affairs
   Phil Lyons, Assistant Vice Chancellor, Student Life Services
   Joan Thomas, Dean of Students
   Wayne Argo, Director, Human Resources
   Doug Mell, Director, University Communications
Appendix 1: UW-Stout Critical Incident Response Organization

Executive Policy Group
- Chancellor
- Provost
- Vice Chancellor ASLS
- VC University Advancement
- Special Assistant to the Chancellor
- Assoc. VC Provost Office

Incident Commander
- Exec. Dir. Health & Safety

Public Information
- Univ. Communications

Safety Officer
- Safety & Risk Mgt

Liaison to Exec Group
- Capital Planner

Liaison to Dunn EOC

Operations
- Univ. Police Chief
- Physical Plant
- Student Health
- CIO (Telecomm, IT)
- Dean of Students

Logistics
- Procurement
- Human Resources
- Physical Plant
- CIO

Planning
- Asst. VC of SLS
- Dean of Students
- Human Resources
- System Legal

Finance
- Controller
- Purchasing
- Bursar
- Human Resources

Additional Resources
- University Centers
- Sports & Fitness Complex
- Campus Card / ID
- City PD
- EMS
- Dunn Co Health
- Housing
- Counseling Center
- Affirmative Action
- City Fire
- Dunn Co Dispatch
- American Red Cross

- Dining
- College Deans
- ROTC
- City Public Works
- Dunn Co Emerg Mgmt
- Fleet Vehicles