



UNIVERSITY OF
SOUTH ALABAMA

PANDEMIC PREPAREDNESS PLAN

Dept. of Safety & Environmental Compliance 2004

Reviewed & Revised March 2020

I. **Purpose:** To establish a coordinated interdepartmental response to an actual or potential pandemic outbreak. This plan is consistent with relevant guidelines developed by the Alabama Department of Public Health and it applies to USA faculty, staff, students, and family members in residence.

II. **Background.** Pandemics represent disease outbreaks on a global scale. Pandemics can occur when a new virus strain emerges for which the population has little or no immunity and for which there is no vaccine. The disease spreads easily from person to person, it causes serious illness and can sweep across the country and around the world in a relatively short period of time. Predicting the timing or severity of the next pandemic is a difficult task but it must be appreciated that large numbers of individuals around the world will be at risk. As a pandemic event unfolds, countries might employ such measures as border closures and travel restrictions which might delay the arrival of the virus but would not likely prevent the eventual occurrence of disease in a particular geographic location. Pandemics may evolve in waves, each of which can last for six to eight weeks and the overall pandemic period may extend over 18 to 24 months. An especially severe pandemic could lead to substantial levels of illness, death, social disruption and economic loss. Impacts can range from school and business closings to the interruption of basic services such as public transportation and food delivery. With large numbers of persons requiring medical care, healthcare facilities could be overwhelmed and various communities would be compelled to implement their surge capacity plans to cope with the increased demand for services.

Strategies for mitigating a pandemic include taking action in the following broad categories: ensuring the availability of appropriate antiviral medications, developing an effective vaccine and implementing non-pharmaceutical measures including 1) communicating risk to the public, 2) reducing an individual person's risk for infection (e.g. hand hygiene), 3) limiting international spread of the virus through travel screening and restrictions and 4) reducing spread within specific populations by isolating and treating ill persons, possibly quarantining exposed persons and employing social distancing measures (school closures, etc.).

Among the pharmaceutical measures (antiviral agents and vaccine), it has been suggested that given enough antiviral drug (e.g. Tamiflu) for 50% of the population, household prophylaxis coupled with reactive school closure could reduce clinical attack rates by 40-50%. Even when antiviral stockpiles are small, a targeted antiviral prophylaxis strategy could be effective in slowing virus spread until vaccination could be implemented. Interventions involving vaccination are limited by the uncertainty surrounding the identity of a future pandemic influenza strain making it impossible to stockpile a well matched vaccine. However, it has been estimated that even a poorly matched but partially efficacious vaccine could have a measurable impact on infection attack rates.

Although it is expected that an event would place stresses on multiple layers of society, it is incumbent on various elements of that society (security, business, education, healthcare, etc.) to become as informed and prepared as possible to respond to and survive the crisis. In this context, USA has developed a comprehensive preparedness plan to address a range of challenges that would be associated with a pandemic event.

III. The Preparedness Plan and Emergency Management Team. The USA Pandemic Preparedness Plan is consistent with the state preparedness plan as developed by the Alabama Department of Public Health and it is compatible with the overall USA Emergency Response and Recovery Plan. A management team will be formed to conduct the University's response to a pandemic outbreak. A listing of Pandemic Emergency Management Team (PEMT) personnel with phone/pager numbers and email addresses is provided in Attachment A and the Plan outline, arranged according to different operational levels of the university, is provided in Attachment B. The PEMT with appropriate communications will meet in the Frederick P. Whiddon Administration Building.

IV. Responsibilities:

A. President and/or Designee- The University President and/or Designee will:

- Maintain close liaison with the Vice President for Medical Affairs and Dean of the College of Medicine and/or Designee, who will serve as the Director of the PEMT in case of a pandemic outbreak.
- Meet with university key administrators and determine operating levels for the university in the event of an outbreak.
- Consults with the Vice President for Medical Affairs and Dean of the College of Medicine and key administrators prior to activating the PEMT.

B. Provost and Senior Vice President for Academic Affairs - The Provost and Senior Vice President for Academic Affairs will:

- In conjunction with the President will determine levels for continuing classes in the event of a pandemic.
- Initiate relocation or cancellation of classes and examinations.
- Advise the PEMT on academic implications of pandemic.
- Include Vice President for Medical Affairs and Dean of the College of Medicine's review of course continuity plans;
- Establish suggestions for course continuity for traditional courses, traditional courses with experiential components; experiential courses (i.e., clinical, field placements, practica, etc.)
- Prepare a list of general preparations that academic departments need to consider in planning;
- Direct the Executive Director of the Innovation in Learning Center/USA Online to work with the deans and with designated faculty from each academic program to address and propose course management options for education continuity to be implemented when minimal personnel are present on campus during a pandemic.
- Direct the Executive Director of the Innovation in Learning Center/USA Online to develop pre-pandemic preparations that academic departments must organize to support education continuity or

alternate traditional or non-traditional learning to include:

- Identifying courses that can be conducted through electronic means: online courses or through the Internet;
- Identifying courses not suitable for online instruction and developing management strategies for those courses;
- Identifying opportunities for faculty to develop skills to conduct courses using either online or web-enhanced
- Developing alternative teaching and learning plans for students who do not have computers or internet access;
- Identifying faculty teams for appropriate courses for instruction continuity in the event the faculty member of record becomes ill;
- Identifying hardware and software needs for home-bound instruction including authorization to take office computers home;
- Developing a communication plan for faculty-student interactions;
- Developing a communication plan to monitor the health status of department members.

C. Vice President for Medical Affairs and/or Designee - During the pandemic, the Vice President for Medical Affairs and/or Designee will be the primary point of contact for the PEMT.

- Function as Director of the Pandemic Emergency Management Team.
- Monitor all activities.
- Ensure that relevant data are appropriately collected and interpreted.
- Ensure all key personnel are notified.

- Ensure that all necessary city, state and federal officials have been appropriately notified.
- Monitor and direct ongoing necessary operations.
- Maintain constant communications with the President and the PEMT.
- Ensure maximum coordination and communication with USA hospitals and outpatient clinics.
- Monitor and realign, as necessary, the healthcare related capabilities of the USA Hospitals and USA Physicians during the pandemic event.
- Offer recommendations and advice regarding involvement of USA physicians and healthcare staff in the overall community response to the pandemic.

D. Director of the Division of Infectious Disease of the College of Medicine - The Director of the Division of Infectious Disease will:

- Function as Director of the PEMT in the absence of the Vice President for Medical Affairs and/or Designee
- Advise the Director of the PEMT on all clinical matters related to the Pandemic event.
- Serve as a member of the PEMT.
- Assist in designing, updating and implementing the USA Pandemic Preparedness Plan.
- Serve in an advisory capacity to the USA Student Health Center and USA Physicians and Hospitals on pandemic issues including syndromic surveillance, infection prevention and control and healthcare provider services during an outbreak.
- Participate in the design and implementation of on-campus healthcare services in the setting of pandemic.

E. Senior Associate Dean of the College of Medicine - The Senior Associate Dean of the College of Medicine is a

member of the PEMT and will:

- Assess the potential impact of pandemic on research activities in the Department of Comparative Medicine and develop plans to mitigate the effects of such crisis on research animal populations and other related research functions.
- Assist the Director of the PEMT as needed.

F. The Vice President for Finance and Administration will ensure that adequate personnel and finances are available to support the university during a pandemic event. At the time of a crisis of this nature, human and financial resources at the university could be strained and continuity of business at USA will need to adapt to different operational levels as determined by the geographic location of the pandemic and whether the campus is open, partially functioning or closed. SEE ATTACHMENT C.

The Vice President for Finance and Administration is a designated member of the PEMT and will:

- Develop a proposal for varying degrees of business continuity according to scenarios that acknowledge pandemic a) somewhere in the world, b) in the continental US and c) in Alabama. Plans must also apply to the USA campus as open, partially functioning and closed.
- Identify critical functions on campus where staffing and work effort are needed even in the setting of a pandemic event (i.e., safety and security, communications, others). List critical personnel with back-ups to provide these essential functions.
- Identify less critical functions that could possibly be suspended or significantly curtailed in the setting of a partially functioning or closed campus.
- Develop a plan to notify university departments and staff members regarding their functional designation according to the operational status of the university.
- Communicate with the General Counsel and Assistant Vice President, Finance and Administration for Human

Resources and with faculty/staff regarding plans for furloughs and salary continuance during a pandemic crisis.

G. Director for the Student Health Center- The Director for the Student Health Center will:

- Serve as a member of the PEMT.
- Construct a database to monitor categories of illness and number of healthcare encounters recorded at the Student Health Center. Information of this nature will allow the Student Health Center to document our baseline experience regarding visits related to respiratory illnesses and will enable the Student Health Center to engage in a form of syndrome surveillance.
- Immediately alert the Vice President for Medical Affairs and/or Chief Medical Officer and the Director of the Division of Infectious Diseases about the clustering of cases presenting with significant respiratory illness or the presence of a person with respiratory illness and who recently returned from a region where an epidemic strain might be problematic.
- Participate in the planning for and provision of student health services for students remaining on campus during a pandemic event.
- Facilitate the distribution of educational materials concerning prevention and infection control to students utilizing the Student Health Center.

H. Global USA - It is anticipated that domestic students at USA will likely return to their families in an emergency such as a pandemic. In contrast, international students at the university are expected to remain on campus, at least for a period of time, and would require a spectrum of support (housing, meals, healthcare, etc.) as described in the preparedness plan until it is safe and they are able to return to their homes.

Support for an international population (international students, scholars and study abroad students) regarding a potential emergency event may be required even before the event (i.e., pandemic) reaches the US. If an epidemic is declared anywhere in the world, there is a reasonable chance that the USA campus will include students from the affected country and it is possible

that USA students will be abroad studying in affected areas.

Global USA will continue to utilize the Office of International Education Travel Advisory Policy which states:

The Office of International Education (OIE) does not offer or approve study abroad, internship, independent travel, service learning, or other programs in countries where current U.S. Department of State Travel Warnings are at a Level 4 or where current Center for Disease Control (CDC) Warnings are at a Level 3. OIE, in consultation with applicable University administrative offices, will assess all university-sponsored or related travel to countries that have U.S. Department of State Travel Warning at a Level 3 or a CDC Warning at a Level 2. In the event that the U.S. Department of State issues a new Travel Warning Level 3 or Level 4 and/or the CDC issues a new Warning Level 2 or 3 for a country or region, the status of existing programs and university-related student travel will be addressed on a case by case basis.

Note: Students are not permitted to travel through countries with Department of State Travel Warnings at a Level 3 or 4 on route to their final destination. This includes personal travel or flight layovers. Failure to follow these guidelines may put you in jeopardy of forfeiting your international insurance.

In anticipation of such events, Associate Vice President for Global Engagement and the Director of International Education will:

- Serve as a member of the PEMT.
- Include information about pandemic planning in all orientation programs (new international student's orientation, study abroad pre-departure orientation, workshops, etc.).
- Identify international student leaders who will assist in implementing the preparedness plan to serve the needs of international students.

- Develop a database of translators to accommodate the need to contact relatives of a sick student.
- Develop a database of consulate and embassy contacts for assistance relating to medical evacuation and repatriation.
- Maintain electronic databases that can be accessed remotely containing all university related travel for students, faculty, and staff.
- Develop a database of religious contacts in the area that may be helpful in guiding/supporting students in an emergency.

The USA Director of International Education will continue to use State Department Guidelines when advising students who plan to study abroad in countries where there have been episodes.

I. Assistant Vice President and Director of Information Technology Services - The Assistant Vice President and Director of Information Technology Services will:

- Serve as a member of the PEMT.
- Maintain core information and communications systems and infrastructure required for continuity of Financial, Health, and Academic operations of the University and University Health Systems.
 - Ensure payroll, procurement, payment, health care, and student systems and communications remain accessible.
 - Coordinate and plan with communications utilities to ensure continuity of operation of internet, telephone, and metro communications.
 - Support off-campus teleworking for faculty and staff.
- Ensure availability of voice, data, and CATV services to the PEMT ECC.
- Assist the USA Marketing and Communications Office in developing, maintaining and updating an Emergency Preparedness web page.
- Assess damage and carry out prompt repairs to USA telecommunications and computer systems.

J. Associate Vice President of Facilities Management - The Associate Vice President of Facilities Management will:

- Serve as a member of the PEMT.
- Collaborate openly and frequently with the PEMT to provide necessary services and security for various campus facilities. During a pandemic event, it is likely that certain facilities would be closed, the function of other facilities might be modified and it may be necessary to provide care to ill students in facilities on campus.
- Ensure that necessary logistical support elements (facilities, utilities, vehicles, fuel, etc.) are adequate to support the university's role during the time frame of the pandemic.
- In the event of closure of portions of the campus, ensure that unused buildings are secured.
- Provide qualified personnel to maintain sanitation needs of the occupants who remain in the open campus buildings.

K. Chief of Police - The Chief of Police is a member of the PEMT and is fully acquainted with all aspects of the preparedness plan. The Chief of Police will:

- Manages security matters on campus during an emergency and will advise the PEMT regarding equipment and personnel needs that are required to address the changing demands during a pandemic event.
- Emphasize the maintenance of law and order on campus and ensure that access and egress routes remain clear for emergency equipment.
- Communicate openly and actively with local law enforcement to coordinate safety and security efforts that might impact on the community at large.
- Offer training to University Police Department personnel on methods used to prevent infection transmission (hand hygiene, mask, gloves) and encourage staff to receive vaccine should vaccine become widely available.

L. Vice President for Student Affairs and Dean of Students and/or Executive Vice President - The Vice President for Student Affairs and Dean of Students and/or Executive Vice President will:

- Advising the PEMT on all matters pertaining to the provision of housing, food, and other basic needs for students, visiting scholars and other university staff remaining on campus during a pandemic event.
- Identifying specific campus facilities to be used for well individuals, those who might require quarantine and those who are ill.
- Coordinating efforts with University Police, Campus Dining Services, Facilities, Housing, and the Student Health Center in preparation for a pandemic event and the implementation of plan if activated.
- Participating in an educational effort to inform students about infection prevention methods (hand hygiene, cover cough, etc.) and critical components of the Pandemic Preparedness Plan as well as social distancing measures.
- Providing information to housing students and maintaining an occupancy count of on-campus residents.
- Providing registration and inquiry services to reunite families and to collect and answer queries concerning the safety and whereabouts of students living in university owned/managed housing.

M. Assistant Vice President, Finance and Administration for Human Resources - The Assistant Vice President, Finance and Administration for Human Resources is a member of the PEMT and will:

- Advise the PEMT leadership on all matters pertaining to Human Resources issues.
- Communicate actively with the Vice President for Finance and Administration to remain current on such matters as employee furloughs, modified employee leave policies, etc.
- Closely monitor employee staffing and absenteeism during an emergency event and offer

recommendations regarding employee reassignments to maintain essential functions.

- In conjunction with PEMT leadership, review staffing status of the PEMT. During a pandemic event, staff absences due to illness and other obligations are to be expected and HR will offer recommendations regarding alternative staffing options.
- Coordinate the Employee Assistance Program (EAP) and other counseling services for staff and faculty as required.
- Establish and maintain a liaison and inquiry service between families and those staff and personnel who may be quarantined or isolated at the university.

N. Assistant Vice President of Auxiliary Services - The Assistant Vice President of Auxiliary Services will be familiar with relevant aspects of the Pandemic Preparedness Plan and will:

- Provide meals to students and staff who remain on campus during a pandemic event.
Coordination with University Police and Student Affairs may be needed as some individuals may be quarantined or isolated in specific housing units.
- Identify suppliers and alternates for meals.
- Define essential personnel requirements and personal protective equipment needs and stock necessary items.
- Participate in efforts to limit infection transmission by placing liquid/gel hand hygiene agents in various dining/ housing areas.

O. Vice President of Marketing and Communications - The Vice President of Marketing and Communications will be a member of the PEMT and will:

- Assist in developing and updating a USA Emergency Management web page which includes information about the pandemic, infection prevention methodologies and components of the USA

Pandemic Preparedness Plan.

- Collaborate with Infectious Diseases staff and others to develop and facilitate the distribution of an informational brochure concerning USA's response to the threat of pandemic. The brochure should be made available to students, faculty and staff.
- Prepare and release all public announcements relating to USA's response to the threat of or an actual pandemic event. All inquiries by the news media during an emergency situation will be referred to the Office of Marketing and Communications.

P. Director of Safety & Environmental Compliance - The Director of Safety & Environmental Compliance is a member of the PEMT and is responsible for:

- Assisting in developing and updating a comprehensive Pandemic Preparedness Plan that broadly addresses USA's response to the threat of pandemic. Provides preparedness planning advice and assistance to those responsible for critical components of the plan.
- Ensuring that all emergency equipment and supplies for the PEMT are available and operational.
- Scheduling, coordinating and initiating emergency preparedness drills and exercises.
- Maintaining a close and supportive working relationship with local police, health, and local and regional emergency response officials in order to ensure a coordinated and coherent emergency response effort.

Q. General Counsel - The General Counsel is a member of the PEMT and will:

- Provide advice and counsel to the PEMT on matters pertaining to cancellation of mass gatherings (sporting events, concerts, etc.) faculty and staff furloughs, cancellation of classes on campus, school closure, and other issues as they arise.

R. Vice President for Research and Economic Development - The Vice President for Research and Economic Development will assess the potential impact of a pandemic on research activities on campus and develop plans to mitigate the effects of such a crisis on research functions. In this regard, the Department Chairs will:

- Request that each Dean who has responsibility for Laboratories, identify the labs that will be negatively impacted by a pandemic event including:
 - Identify USA research laboratories with reagents or stocks (living tissue, microbiological agents, etc.) that could be threatened or perhaps become dangerous in the case of an electrical outage or lack of security.
 - Assess laboratories with sensitive data and materials that would be harmed by an extended power outage or reduction in personnel (e.g. maintaining -80 freezers when generators are low on fuel).
 - Develop contingency plans for these laboratories according to the various campus scenarios.
 - Communicate plans for research laboratory safety, security to all investigators and students in the laboratories. This information will be disseminated by colleges and/or departments as directed.

V. Travel Recommendations/Restrictions.

Before any international travel to an area affected by the pandemic event, USA personnel should:

- Visit the CDC's Travelers' Health website at <http://www.cdc.gov/travel> to educate themselves and any others who may be traveling with them about any disease risks as well as CDC health recommendations for international travel in areas they plan to visit.
- Be current with all routine vaccinations and visit with their personal physician or healthcare provider preferably four to six weeks prior to traveling in order to receive any additional immunizations, medications or information that might be needed.

VI. On-Campus Health Care. On-campus health care needs will be determined by the specific characteristics and scope of the pandemic event. It is anticipated that these needs will be met through leadership efforts in coordination with USA Hospitals, USA Physicians, and the Student Health Center.

VII. Recovery. It is expected that a major pandemic event would seriously challenge the USA campus in many ways and would require considerable effort at multiple levels to plan and achieve a successful recovery. Anticipated losses among faculty, staff and students as well as lost revenue and perhaps lost property will impact on all university functions. In this regard, a Recovery Planning Team, in consultation with the President or designee, headed by the Vice President for Medical Affairs and/or Designee and including the Vice President for Finance and Administration, the Provost and Senior Vice President for Academic Affairs, the Associate Vice President of Facilities Management, the Assistant Vice President, Finance and Administration for Human Resources, the Vice President for Student Affairs and Dean of Students, and the Director of Safety and Environmental Compliance will convene and will address the following:

- Document temporary and permanent personnel losses among faculty, staff and students. Develop proposals for dealing with these losses.
- Document revenue, property and equipment losses. Develop proposals for dealing with these losses.
- Assess the safety and functional capacity of various structural facilities on campus to accommodate faculty and staff who are able to return to work.
- Assess the capacity of the campus as a whole to accommodate returning personnel (traffic control, safety, water supply, etc.).
- Obtain a functional status report from each school and department at USA. These reports should include assessments of faculty/staff availability, equipment and supply needs and a determination of the feasibility of resuming pre-pandemic work functions.

- Identify the conditions allowing for partial and complete resumption of various work functions on campus and develop a timetable to reach these goals.
- Develop a mechanism to notify faculty, staff and students about recovery plans and the eventual resumption of services on campus.

ATTACHMENT A

President and/or Designee

Director of Pandemic Emergency Management Team (PEMT) – Vice President for Medical Affairs and/ or Designee

Backup Director of the PEMT – Director of the Division of Infectious Disease, USA College of Medicine

Members:

Assistant Vice President and Director of Information Technology Services

Assistant Vice President of Auxiliary Services

Assistant Vice President, Finance and Administration for Human Resources

Associate University Attorney

Associate Vice President for Global Engagement

Associate Vice President of Facilities Management

Associate Vice President-Health Marketing & Communications

CEO USA Health

Chief Medical Officer

Chief of Police

COO USA Health

Director of Athletics

Director of Communications & Media Relations

Director of Housing

Director of International Education

Director of IT Risk & Compliance

Director of Risk Management
Director of Safety and Environmental Compliance
Director of Student Health Center
Executive Director of ILC & USAonline
Executive Director of USA Physician's Group
Executive Vice President
General Counsel
Provost and Senior Vice President for Academic Affairs
Senior Associate Dean COM
Senior Vice Provost Academic Affairs
University Hospital Administrator
USA Children & Women's Hospital Administrator
Vice President for Finance and Administration
Vice President for Medical Affairs
Vice President for Research and Economic Development
Vice President for Student Affairs and Dean of Students
Vice President of Marketing and Communications

Attachment B

USA Pandemic Response Plan Incident Level Responsibilities

USA Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense USA planning and preparation	Level 2 USA conducting classes on limited basis and considering suspension of on-campus classes	Level 3 USA suspends on-campus classes. Campus closed except for limited and essential functions.
Incident Response Level Criteria and Corresponding WHO Phase				
USA Emergency plan incident response level criteria	No current hazard to persons	Minimal immediate hazard to students, faculty and staff, minimal outside assistance required	Endangers students, faculty and staff. Requires coordination with outside agencies including health department	Significant risk to students, faculty, staff. Requires substantial coordination with outside agencies (health dept., local hospitals, etc.)
WHO Phase	Phase 3 Pandemic Alert	Phase 4 Elevated Pandemic Risk	Phase 5 Pandemic Imminent	Phase 6 Pandemic period
Situation	-Human infections with a new subtype but no sustained human to human transmission	-Small, highly localized infection clusters with limited human to human transmission somewhere in the world but not in continental US -International travel advisories begin	-Major infection clusters in continental US but not in Alabama -Public health advises preparing for social distancing -International travel warnings and passenger screenings begin -Virus shows high rate of transmission and/or mortality -Worried well begin to use resources -Troughs noted between infection waves	-Increased and sustained transmission in US population and Alabama -Confirmed high rate of infectivity and/or mortality -Falling class attendance, many students leave campus. ADPH recommends curtail/cancelling of schools and mass gatherings in Alabama. -Employee absenteeism rises -International travel restrictions observed -Limited number of students on campus require basic support and healthcare -Critical campus staff encouraged to report to work

USA Pandemic Response Plan

Incident Level Responsibilities

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Emergency Management and Policymaking Responsibilities				
Pandemic Emergency Management Team (PEMT)	<ul style="list-style-type: none"> -Develop Pandemic Preparedness Plan (PIPP) with input from state and regional health departments -Track preparedness tasks and accomplishments -Identify essential functions and essential staff campus wide -Departments draft and update business continuity and academic operations continuity plans -Assess Personal Protective Equipment (PPE) needs and stock 	<ul style="list-style-type: none"> -Assess threat and implement appropriate Level 1 activities as described for each Department and Unit 	<ul style="list-style-type: none"> -Assess threat and implement appropriate Level 2 activities. -Provide advice concerning activation of the Emergency Management Team Brief university staff and faculty on proposed actions -Offer advice regarding implementing the PPP including plans for recovery in post pandemic period 	<ul style="list-style-type: none"> -Emergency Management Team establishes operations in Emergency Management Team at Frederick P. Whiddon Administration Building. -Implement Level 3 activities
Pandemic PEMT and University Marketing and Communications.	<ul style="list-style-type: none"> -Develop, post and regularly update a Pandemic web site -Develop and distribute a pandemic brochure for faculty, staff and students -Develop and post health alert messages regarding influenza and other communicable infectious diseases 	<ul style="list-style-type: none"> -Alert faculty, staff and students concerning the content and availability of Level 1 communications (web page, brochure, postings). Emphasize self-protection methods (hand hygiene, etc.). -Select and prepare an expert spokesperson for internal and external media communications -Develop Level 2 communications regarding 	<ul style="list-style-type: none"> -Issue Level 2 communications concerning travel warnings, preparing for social distancing -PEMT members receive PPE -Develop post-pandemic communications dealing with recovery, medical clearance issues, etc. 	<ul style="list-style-type: none"> -Issue Level 3 communications regarding suspension of classes, social distancing, self-protection, availability of medical services, etc. -Coordinate internal messages and news releases -Manage media relations issues

USA Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense USA planning and preparation	Level 2 USA conducting classes on limited basis and considering suspension of on-campus classes	Level 3 USA suspends on-campus classes. Campus closed except for limited and essential functions.
		travel advisories, preparing for social distancing, etc.		

USA Pandemic Response Plan Incident Level Responsibilities

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Emergency Management and Policymaking Responsibilities				
Chief, University Police	<ul style="list-style-type: none"> -Functions as a member of the PEMT and assists in developing the USA PPP -Develops an open channel of communication and professional relationship with local law enforcement -Ensures a functional and reliable communication capability with local law enforcement and local emergency responders -Assesses PPE needs for police staff and stock needed items -Advises the PEMT regarding equipment and personnel needs required for a pandemic event -Provides training to police personnel on methods used to prevent disease transmission (hand hygiene, PPE, vaccine, etc.) 	<ul style="list-style-type: none"> -Assists in implementing USA's preparedness plan -Communicates actively with local law enforcement to coordinate impending security efforts -Assists in coordinating PEMT response with that of the Regional Health Department and local emergency responders -Reviews and updates plans for post-pandemic recovery 	<ul style="list-style-type: none"> -Maintains high level communication with PEMT, local law enforcement, local emergency responders and Regional Health Department -Monitors the status of disease on campus -Prepares for partial or complete campus closure 	<ul style="list-style-type: none"> -Essential police personnel are encouraged to report to work -Maintains campus security -Ensures that access and egress routes remain clear for emergency equipment -Assists with safety needs for staff/students remaining on campus -Provides frequent police updates to the PEMT -Prepares to implement recovery plans
USA Emergency Management Team	-Endorse USA Pandemic Preparedness Plan	-In conjunction with the Pandemic PEMT,	-In collaboration with the ADPH	-In collaboration with the ADPH

USA Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense USA planning and preparation	Level 2 USA conducting classes on limited basis and considering suspension of on-campus classes	Level 3 USA suspends on-campus classes. Campus closed except for limited and essential functions.
Members, President's Council and Senior Staff	Social Distancing Policy per CDC Guidelines	ensure that various PPP components are ready for implementation. Endorse implementation of appropriate Level 1 components of the Plan	endorse implementing appropriate level 2 components of the Plan -Evaluate and analyze effects of pandemic and reassess response and priorities -Review and update succession plan for USA leadership	endorse implementing Level 3 components of the Plan -Examine frequent Pandemic Influenza PEMP progress reports and advise regarding response and priorities -Review and update plans for post-pandemic recovery

USA Pandemic Response Plan Incident Level Responsibilities

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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain)

Student Health Center	<ul style="list-style-type: none"> -The Student Health Center Director will be a member of the Pandemic Preparedness planning team -Participate in developing the USA PIPP regarding student health issues -Develop and implement a Syndromic Surveillance database for respiratory illnesses evaluated by Student Health Center -Identify essential Student Health Center personnel and define critical roles and responsibilities -Assess PPE needs for essential Student Health Center staff and order necessary items -Collaborate with University Marketing and Communications to facilitate the distribution of educational materials concerning prevention and infection control to students utilizing Student Health Center 	<ul style="list-style-type: none"> -Ensure that Student Health Center essential personnel are educated regarding infection transmission, infection prevention (hand hygiene, cover cough, etc.) and proper use of PPE including N95 respirators -Promote seasonal vaccination -Participate in the planning for and provision of student health services for students remaining on campus during a pandemic event -Communicate regularly with the Vice President for Health Sciences and Chief, Division of Infectious Diseases regarding cases of pandemic-like illness evaluated by Student Health Center -Listing of essential Student Health Center personnel with back-ups with designated critical functions is reviewed and confirmed 	<ul style="list-style-type: none"> -Provide PPE to key Student Health Center personnel -Prepare to engage Student Health Center essential functions plan and to suspend less critical functions -Provide frequent updates to the Vice President for Medical Affairs and Dean of the College of Medicine and the Director of the Division of Infectious Diseases regarding influenza- like illness cases evaluated by Student Health Center -All students evaluated by Student Health Center are educated regarding infection control measures and specific aspects of virus, including antiviral medications and vaccine availability 	<ul style="list-style-type: none"> -Essential Student Health Center staff are encouraged to report to work -Campus-wide essential functions plan is implemented -Pandemic-like illnesses evaluated by Student Health Center are reported to PEMT on a daily basis -If circumstances allow, assist USA Physicians in providing healthcare Center for ill students in residential units on campus
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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain.)

<p>(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain.) Safety and Environmental Compliance</p>	<ul style="list-style-type: none"> -The Director of Safety and Environmental Compliance (SEC) is a member of the PEMT -Assists in developing and updating a comprehensive PIPP -Ensure that all emergency equipment and supplies for establishing the PEMT are available and operational -Schedules, coordinates and initiates emergency preparedness drills and exercises -Assist with developing PPE policy for essential personnel, assesses PPE needs for staff and stocks needed items. -Offers infection prevention and personal hygiene education to office staff 	<ul style="list-style-type: none"> -Listing of essential SEC staff with back-ups and designated critical functions is reviewed and confirmed. -Communicates with PEMT staff, local law enforcement regarding the implementation of appropriate components of PPP -Survey the PEMT. Ensure supply and equipment needs are addressed -Provides fit testing service for essential personnel -Reviews cleaning and disinfection procedures and PPE requirements with housekeepers -Plans for infectious waste management -Review plans for post-pandemic recovery 	<ul style="list-style-type: none"> -Ensures that essential personnel have received PPE -Prepare to engage SEC Office essential functions plan and to suspend less critical functions -Maintains high level communication with PEMT staff and assists in assuring that university response is consistent with that of local law enforcement, local emergency management -Maintains an awareness of operational capability of the PEMT and offers recommendations as indicated -Provides preparedness plan and infection control instruction to Building Coordinators and Assistant Coordinators 	<ul style="list-style-type: none"> -Essential personnel are encouraged to report to work -Campus-wide essential functions plan is implemented -Assist in fully implementing the USA PPP and updates PEMT regarding overall community response to the event -Monitors operational status of PEMT -Prepare to implement recovery plans
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USA Pandemic Response Plan Incident Level Responsibilities

USA Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense USA planning and preparation	Level 2 USA conducting classes on limited basis and considering suspension of on-campus classes	Level 3 USA suspends on-campus classes. Campus closed except for limited and essential functions.
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Responsibilities of Essential Departments and Units

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Assistant Vice President of Auxiliary Services	<ul style="list-style-type: none"> -Identify suppliers and alternates for meals provided on campus -Identify essential personnel and define their roles and responsibilities -Assess essential personnel PPE needs and stock -Participate in efforts to limit infection transmission by emphasizing hand hygiene -Pandemic Preparedness Plan content is made known to Campus Dining. 	<ul style="list-style-type: none"> -Listing of essential Food Service personnel with back- ups and designated critical functions is reviewed and confirmed -Develop plans to provide meals on campus in the setting of social distancing (i.e., delivery of meals to specific housing units or providing “pick up” sites) -Emphasize infection prevention methodology - particularly hand hygiene to Campus Dining staff and students 	<ul style="list-style-type: none"> -Essential Food Service personnel receive PPE -Prepare to engage essential functions plan and to suspend less critical functions -Hand hygiene measures are strictly enforced in common dining areas -Persons with pandemic-like illnesses are discouraged from taking meals in common dining rooms -Prepare to implement plans for social distancing which may eliminate gatherings in common dining areas 	<ul style="list-style-type: none"> -Essential personnel are encouraged to report to work -Campus-wide essential functions plan is implemented -Provide meals to students and employees who remain on campus. Have mechanism in place to deliver meals to specific housing units and to allow for meal “pick-ups” as social distancing policy is observed
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USA Pandemic Response Plan Incident Level Responsibilities

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Responsibilities of Essential Departments and Units

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Facilities Management	<ul style="list-style-type: none"> -The Associate Vice President of Facilities Management Services or designee is a member of the PEMT -Participate in developing the PIPP particularly with regard to student housing and the EOC -Identify essential personnel and inform them of responsibilities -Conduct needs assessment for housekeeping supplies -Assess PPE needs and stock necessary items -In collaboration with Student Housing, identify specific campus facilities that would be available to students/staff remaining on campus during a pandemic event -Review facility, utility and vehicle needs to support university functions during pandemic event 	<ul style="list-style-type: none"> -Educate staff in infection prevention practices and appropriate usage of PPE -Listing of essential Facilities Services personnel with back- ups and designated critical functions is reviewed and confirmed -Review, document and ensure electrical power needs for the EOC -Develop clear plans for securing any unused buildings on campus during a pandemic event -Review and reinforce house- keepers cleaning and disinfection practices -Confirm capability to provide services including sanitation needs for campus buildings that will remain open during pandemic event -Review plans for post-pandemic recovery 	<ul style="list-style-type: none"> -Essential personnel receive PPE -EOC is inspected and power sources tested. Ensure availability of batteries and generators -Prepare to focus staff support to designated open buildings and to secure unused buildings -Prepare to engage Facilities Services essential functions plan and to suspend less critical functions 	<ul style="list-style-type: none"> -Essential personnel are encouraged to report to work -Campus-wide essential functions plan is implemented -Housekeeping procedures are modified to prioritize essential personnel areas, open campus buildings and EOC -Facilities Management staffing is assessed on a daily basis and reports are provided to the PEMT -Prepare to implement recovery plans
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USA Pandemic Response Plan Incident Level Responsibilities

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Responsibilities of Essential Departments and Units

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<p>Research and Sponsored Programs and the Department of Comparative Medicine (DCM)</p>	<ul style="list-style-type: none"> -The Vice President for Research and the Director, DCM are responsible for developing the USA PPP as it relates to research functions and animal resources -Identify essential Research and DCM personnel and inform them of their responsibilities according to the operational status of the university (Levels 1,2 and 3) -Identify less critical functions that could be curtailed or suspended depending on the operational status -Identify Research and DCM functions that could be conducted from off-campus sites and develop working policy -Participate in educational effort to inform Research and DCM staff about relevant components of the USA PPP 	<ul style="list-style-type: none"> -Research office and DCM staff are educated regarding infection transmission and prevention (hand hygiene, cover cough, etc.) and proper use of PPE -Listing of essential Research and DCM staff with back-ups and critical functions are reviewed and confirmed -Plans for off-campus work functions are confirmed -USA researchers are made fully aware of animal care and biosafety plans according to the dimension and severity of the pandemic -Review plans for post- pandemic recovery 	<ul style="list-style-type: none"> -Essential Research and DCM staff receive PPE -Prepare to engage essential functions plan and to suspend less critical functions -Monitor staff absenteeism in Research and DCM and report to PIEMT -Research, DCM and Biosafety personnel contact various USA researchers and review plans to curtail or suspend certain research activities 	<ul style="list-style-type: none"> -Essential Research, DCM and Biosafety staff are encouraged to report to work -Campus-wide essential functions plan is implemented -Off-campus Research and DCM functions are conducted as feasible -Collect Research, DCM and Biosafety absenteeism data and report to PEMT -Research, DCM and Biosafety staff assist USA researchers in curtailing or suspending research activities -Prepare to implement recovery plans
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USA Pandemic Response Plan Incident Level Responsibilities

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Responsibilities of Essential Departments and Units

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Research and Sponsored Programs and Department of Comparative Medicine (continued)	<p>-Define the care of animals housed in the central animal facilities according to operational Levels 1, 2 and 3</p> <p>-The Director, Research and Sponsored Programs in collaboration with Biosafety staff will identify USA research laboratories with reagents or stocks (living tissue, microbiological agents, etc.) that could be threatened or become dangerous in the case of an electrical outage or lack of security. Develop contingency plans for these laboratories according to the various operational levels</p> <p>-Identify essential Research and DCM staff PPE needs and stock necessary items</p>			
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USA Pandemic Response Plan Incident Level Responsibilities

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Responsibilities of Essential Departments and Units

Global USA and International Education	<ul style="list-style-type: none"> -The Associate VP, Global Engagement and Director, International Education are members of the PEMT -Participate in developing the USA PPP regarding Global USA issues -Identify essential Global USA personnel and inform them of their responsibilities according to the operational status of the university (Levels 1,2 and 3) -Identify less critical functions that could be curtailed or suspended depending on the operational status -Identify Global USA business functions that could be conducted from off-campus sites and develop working policy -Participate in educational effort to inform Global USA staff about related components of PPP 	<ul style="list-style-type: none"> -Global USA staff is educated regarding infection transmission, infection prevention (hand hygiene, cover cough, etc.) and the proper use of PPE -Listing of essential program staff with back-ups and designated critical functions are reviewed and confirmed -Plans for off-campus program work functions are confirmed -Identify international student leaders who can assist in implementing the preparedness plan to serve the needs of international students -Issue advisories for student, faculty and staff planning international travel -Issue advisories for students, faculty, staff and visitors arriving from affected areas -Examine policies and procedures for recalling students, faculty and staff from affected areas 	<ul style="list-style-type: none"> -Essential Programs staff receive PPE -Prepare to engage essential functions plan and to suspend less critical functions -Monitor Program absenteeism and advise PEMT -Advise international students on campus about healthcare options and prepare to advise relocation to specific campus housing sites 	<ul style="list-style-type: none"> -Essential Program staff are encouraged to report to work -Campus-wide essential functions plan is implemented -Off-campus International Programs functions are conducted as feasible -Collect Program absenteeism data and report to PEMT -Continue to communicate with and offer advisories for overseas students, faculty and staff -Inform on-campus international students regarding healthcare options and assist with family communications -Relocate on-campus international students to designated housing -Prepare to implement recovery plans
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USA Pandemic Response Plan Incident Level Responsibilities

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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain.)

Global USA and International Education (continued)	<ul style="list-style-type: none"> -Collaborate with the Director, Housing to identify housing and support options for international students remaining on campus during a pandemic event -Include relevant information about USA pandemic planning in orientation programs for study abroad students and international students -Develop a database for translators, consulate and embassy contacts and religious contacts who can assist during an emergency event -Inform Global USA staff and trainees about the USA Alert web page and other communications methods -Identify essential program personnel PPE needs and stock necessary items 	<ul style="list-style-type: none"> -Apply Department of State and Center for Disease Control guidelines when advising students, faculty, etc. who plan to study abroad in affected areas and ensure that policies and advisories are also consistent with best practices for emergency preparedness protocols -Encourage health screening for those returning from affected areas -Review plans for post- pandemic recovery 		
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USA Pandemic Response Plan Incident Level Responsibilities

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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain.)

Information Technology	<ul style="list-style-type: none"> -The Assistant VP, Information Technology is a member of the Pandemic PEMT -Participate in developing the USA PPP regarding IT issues -Identify essential IT personnel and inform them of responsibilities according to the operational status of the university (Levels 1, 2 and 3) -Identify IT business functions that could be conducted from off-campus sites. Develop teleworking policy 	<ul style="list-style-type: none"> -IT staff is educated regarding infection transmission, infection prevention (hand hygiene, cover cough, etc.) and proper use of PPE -Listing of essential IT personnel with back ups and designated critical functions are reviewed and confirmed -Plans for off-campus IT work functions are confirmed -Test and confirm functionality of all ECC voice, data, and CATV services and appraise PEMT of findings 	<ul style="list-style-type: none"> -Essential IT personnel receive PPE -Prepare to engage IT essential functions plan and to suspend less critical functions -Monitor IT absenteeism and advise PEMT -Assist in implementing plans for teleworking -Assist Marcom with posting daily updates on the Health Alert/Pandemic web page -Provide weekly updates to PEMT regarding function of ECC voice, data, and CATV services. 	<ul style="list-style-type: none"> -Essential IT personnel are encouraged to report to work -Campus-wide essential functions plan is implemented -Off-campus IT business functions are conducted as feasible and IT helps to facilitate teleworking -Maintain ECC voice, data, and CATV services -Support function of hotline/call center -Collect IT employee absenteeism data and report to PEMT -Prepare to implement recovery plans
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USA Pandemic Response Plan Incident Level Responsibilities

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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain.)

Information Technology (continued)	<ul style="list-style-type: none"> -Participate in educational effort to inform IT staff about related components of PPP -Collaborate with University Marketing & Communications office to develop a Health Alert/Pandemic web page -Ensure availability of voice, data, and CATV to ECC -Manage an emergency phone service capability to provide information for students, parents and others during a crisis period -Identify essential IT personnel PPE needs and stock necessary items 	-Test and confirm function of hotline or call center		
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Incident Response Level Criteria and Corresponding WHO Phase				
USA Emergency plan incident response level criteria	No current hazard to persons	Minimal immediate hazard to students, faculty and staff, minimal outside assistance required	Endangers students, faculty and staff. Requires coordination with outside agencies including health department	Significant risk to students, faculty, staff. Requires substantial coordination with outside agencies (health dept. and local hospitals, etc.)
WHO Phase	Phase 3 Pandemic Alert	Phase 4 Elevated Pandemic Risk	Phase 5 Pandemic Imminent	Phase 6 Pandemic period
Assistant VP, Finance and Administration for Human Resources	<ul style="list-style-type: none"> The Assistant VP, Human Resources is a member of the Pandemic PEMT Participate in developing the USA PPP regarding various employee issues (leave policy, reassignments, furloughs, teleworking, essential personnel rosters, etc.) Advise PEMT on all Human Resources issues Identify essential HR personnel. Define and inform them of their roles and responsibilities according to the operational status of the university (Levels 1, 2 and 3) Develop and maintain HR notification roster Identify Employee Assistance (EAP) and other counseling services for faculty and staff Identify less critical functions that could be curtailed or suspended depending on 	<ul style="list-style-type: none"> Level 0 actions PLUS Educate HR staff regarding infection transmission, infection prevention (hand, hygiene, cover cough, etc.) and proper use of PPE (who educates HR?) Review & Confirm listing of essential HR personnel with back-ups and designated critical functions Communicate with VP for Finance and Administration to define policies for employee leave, furloughs and reassignments Inform campus faculty/staff about policies pertaining to essential personnel, furloughs, extended leave, etc. Confirm methodology to be used to monitor staff absences and to provide back-up functions for essential campus staff who are absent from work Review plans for post-pandemic recovery 	<ul style="list-style-type: none"> Level 1 actions PLUS Essential HR personnel receive PPE In conjunction with PEMT leadership, review staffing status of ECC Alert campus staff about potential conversion to essential personnel operations, review furlough plans and offer employee counseling services Communicate with VP, Business and Finance regarding payroll, furloughs and leaves Ensure information is disseminated on payroll, furloughs and leaves If furlough without pay is likely for Level 3, advise departments of staffing rotation methodologies so maximum number of employees can work enough in order to keep health insurance and other 	<ul style="list-style-type: none"> Level 2 actions PLUS Campus-wide essential functions plan is implemented In conjunction with PEMT leadership, review staffing status of ECC Coordinate EAP and other counseling services Coordinate employee status with payroll Establish and maintain a liaison and inquiry service between families and staff who may be quarantined or isolated at the university Coordinate with departments to obtain absenteeism data and determine/ monitor employee health status and leave balances. HR Benefits Manager needs to be informed Coordinate HR staffing to maintain essential functions Change contract dates for new faculty and staff are

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	<p>operational status</p> <ul style="list-style-type: none"> • Notify USA retirees/spouses • Identify business functions that can be conducted from off-campus sites, including home. Develop teleworking policy • Determine if policies need to be changed or adapted to allow those who work from home to claim expenses • Determine which HR staff can work from home and acquire appropriate telephone and network access capabilities (e.g. cell phone, VPN) at the appropriate time • Determine if there are any workers' compensation issues to be resolved • Participate in educational effort to inform employees about HR related components of PPP • Identify essential personnel PPE needs and stock necessary items 	<ul style="list-style-type: none"> • Alert hiring departments to determine if incoming faculty and staff are arriving from an infected location prior to their arrival, and to advise those incoming personnel of appropriate policies and procedures • Notify departments to monitor travel destinations of faculty, staff and students • Determine if medical clearance or XX day clearance is required for incoming personnel from affected areas. • Determine if medical certification forms (FMLA) need to be completed by employees returning to work after illness • Determine what the policy is for hiring and contract start dates for personnel who are scheduled to arrive during Level 3 • Consider non-essential HR actions to be suspended, e.g. training, audits, reorganizations • Analyze need for hiring freeze and suspension or delaying of hiring actions for non-essential personnel 	<p>deductions paid</p> <ul style="list-style-type: none"> • Monitor employee staffing and absenteeism and report to PEMT • Offer recommendations regarding employee assignments to maintain essential functions • Notify departments to monitor travel destinations of faculty, staff and students • Be prepared to change contract dates for new faculty and staff • Postpone or suspend non-essential hiring decisions and posting of advertisements for non-essential personnel • Suspend non-essential HR functions, e.g. training, audits, reorganization 	<p>necessary</p> <ul style="list-style-type: none"> • Suspend non-essential HR functions, e.g. training, audits, reorganizations, posting of advertisements for non-essential personnel • Off-campus HR business functions are conducted as feasible • Prepare to implement recovery plans

USA Pandemic Response Plan Incident Level Responsibilities

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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain.)

VP for Student Affairs and Dean of Students	<p>-The VP for Student Affairs and Director, Housing and Residence Life are member of the PEMT</p> <p>-Participate in developing the USA PPP regarding social distancing and campus housing options during a pandemic event</p> <p>-Identify essential personnel and inform them of responsibilities according to the operational status of the university (Levels 1,2 and 3)</p> <p>-Identify less critical functions that could be curtailed or suspended depending on operational status</p> <p>-Collaborate with Facilities and SEC to develop a plan for housing students remaining on campus during a pandemic event. Plans must accommodate well students and those who are ill</p>	<p>-Staff is educated regarding infection transmission, infection prevention (hand hygiene, cover cough, etc.) and proper use of PPE</p> <p>-Listing of essential personnel with back-ups and designated critical functions are reviewed and confirmed</p> <p>-Inform students about ADPH position on social distancing which could result in recommendation to cancel campus events and classes and having students leave campus during a pandemic event</p> <p>-Inform housed students about residence options, food and utility services, security and healthcare services for those unable to leave campus during a pandemic event in coordination with the Asst. VP of Auxiliary Services</p>	<p>-Essential personnel receive PPE</p> <p>-Prepare to engage essential functions plan and to suspend less critical functions</p> <p>-Clearly identify residence options and support services should classes be cancelled and some students remain on campus</p> <p>-Monitor influenza-like illness among housing students and report findings to PEMT</p> <p>-Communicate frequently with housing students through email, web page, postings regarding status of the pandemic, social distancing policy, infection control issues, etc.</p> <p>-Anticipate directives dealing with social distancing and cancellations of events and classes</p> <p>-Activate and coordinate the necessary activities.</p>	<p>-Essential personnel are encouraged to report to work</p> <p>-Many students will have left campus to return to their families. Those remaining are offered housing and support in designated buildings</p> <p>-Open communication is maintained with remaining students and their families. Registration and inquiry services are provided.</p> <p>-Health status of students remaining in designated housing is frequently monitored.</p> <p>-Healthcare services are offered through Student Health Services and USA Physicians .</p> <p>-Prepare to implement recovery plans</p>
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USA Pandemic Response Plan Incident Level Responsibilities

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Responsibilities of Essential Departments and Units

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VP for Student Affairs and Dean of Students (continued)	<ul style="list-style-type: none"> -Consult with University Police, Campus Dining Service and Student Health Service in developing comprehensive plan for supporting students in housing and residence units during a pandemic event -Develop an educational effort to inform students about infection prevention methods (hand hygiene, etc.) -Assess essential personnel PPE needs and stock necessary items -Ensure the readiness of the PEMT to provide counseling and liaison services to students and parents 	<ul style="list-style-type: none"> -Provide education to students through brochures, email, web page, etc. regarding infection transmission and infection control (hand hygiene, cover cough, etc.) -Maintain/report occupancy counts of housing students to PEMT -In collaboration with OIT, identify and test a communications methodology to allow families to contact students remaining on campus during a pandemic event 		
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Responsibilities of Essential Departments and Units

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VP for Finance and Administration	<ul style="list-style-type: none"> -The VP for Business and finance or designee is a member of the PEMT -Participate in developing the PIPP particularly with regard to university business continuity -Identify essential personnel and inform them of responsibilities according to the operational status of the university (open campus, partial function and closed campus) -Identify business functions that can be conducted from off- campus sites (home, etc.) -Identify less critical functions that could be suspended or curtailed depending on operational status -Review pandemic event business continuity plans with General Counsel and faculty/ staff -Assess essential personnel PPE needs and stock necessary items 	<ul style="list-style-type: none"> -Personnel are educated regarding infection transmission, infection prevention (hand hygiene, etc.) and proper use of PPE -Listing of essential personnel with back-ups and designated critical functions are reviewed and confirmed -Plans for off-campus business functions are confirmed -Communicate with VP for Health Affairs and General Counsel regarding potential financial impact (salaries, tuition, etc.) related to reduced operational status of the university -Prepare communications for faculty, staff and students concerning financial consequences of reduced operational status (salaries, benefits, tuition) -Review plans for post- pandemic recovery 	<ul style="list-style-type: none"> -Essential personnel receive PPE -Business & Finance Office absenteeism is monitored and PEMT is appraised of status -Prepare to engage essential functions plan and to suspend less critical functions -In collaboration with VP for Health Sciences, General Counsel inform faculty, staff and students regarding plans for salary continuation, tuition adjustments, etc. 	<ul style="list-style-type: none"> -Essential personnel are encouraged to report to work -Essential functions plan implemented -Off-campus business functions are conducted as feasible -Prepare to implement recovery plans
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Responsibilities of Essential Departments and Units

Provost and Senior VP for Academic Affairs	<ul style="list-style-type: none"> -The VP for Academic Affairs is a member of the Pandemic PEMT -Participate in developing the USA PPP regarding Academic Affairs issues -Identify essential Academic Affairs personnel and inform them of their responsibilities according to the operational status of the university (Levels 1,2 and 3) -Identify less critical functions that could be curtailed or suspended depending on operational status -Identify Academic Affairs business and educational functions that can be conducted from off-campus sites. Develop working policy -Collaborate with the VP Health Sciences and the Associate VP for Computer Sciences to develop advisory guidelines for faculty to prepare methodologies for distance learning. 	<ul style="list-style-type: none"> -Academic and Health Affairs staff and faculty are educated regarding infection transmission and infection prevention (hand hygiene, cover cough, etc.) and proper use of PPE -Listing of essential Academic Affairs staff with back-ups and critical functions are reviewed and confirmed -Plans for Academic Affairs staff off-campus work functions are confirmed -Contact various university departments to review plans for course continuation and distance learning and alternative teaching-learning strategies depending on the operational status of the university -Utilize the USA Alert web page to inform faculty and students about specific plans for course continuation during a pandemic event 	<ul style="list-style-type: none"> -Essential personnel receive PPE -Academic Affairs Offices and academic departments absenteeism is monitored and PEMT is appraised of status -Prepare to engage Academic Affairs essential functions plan and to suspend less critical functions -Clarify plans for course continuation and distance learning and communicate to faculty and students. List courses that will be cancelled, curtailed or converted to electronic format should the pandemic reach campus and ADPH recommends canceling classes and the President concurs 	<ul style="list-style-type: none"> -Essential Academic Affairs personnel are encouraged to report to work -Essential functions plan is implemented -Off-campus Academic Affairs business functions are conducted as feasible -Depending on the extent and severity of the pandemic, initiate alternative teaching and distance learning methodologies after receiving approval from the President, VP Health Sciences and the PEMT -Provide frequent updates to PEMT regarding course continuation efforts and availability of teaching faculty -Prepare to implement recovery plans
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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain.)

Provost and Senior VP for Academic Affairs (continued)	<p>should consider organizing teaching teams with an on-line curriculum should it become necessary to curtail or cancel classes on campus.</p> <ul style="list-style-type: none"> -Identify courses that can be adapted to distance learning methodology and those that cannot be adapted -Participate in educational effort to inform Academic Affairs staff and teaching faculty about related components of PPP -Plan to utilize the USA Alert web page to notify students, staff and faculty about implementing alternative teaching methods -Identify essential personnel PPE needs and stock necessary items -Develop plans for post- pandemic recovery 	<ul style="list-style-type: none"> -Contact Computer Services to confirm capability and arrangements for distance learning -Review plans for post- pandemic recovery 		
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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain.)

General Counsel	<ul style="list-style-type: none"> -The General Counsel is a member of the PEMT -Participate in developing the USA PRP regarding legal issues -Identify essential Office of Counsel office staff and inform them of their responsibilities according to the operational status of the university (Levels 1,2and 3) -Identify less critical Office of Counsel office functions that could be curtailed or suspended depending on operational status -Identify General Counsel's office business functions that can be conducted from off- campus sites. Develop working policy. 	<ul style="list-style-type: none"> -Office of Counsel staff are educated regarding infection transmission and infection prevention (hand hygiene, cover cough, etc.) and proper use of PPE -Listing of essential Office of Counsel staff with back-ups and critical functions are reviewed and confirmed -Plans for off-campus General Counsel office work functions are confirmed 	<ul style="list-style-type: none"> -Essential General Counsel office staff receive PPE -Prepare to engage Office of Counsel essential functions plan and to suspend less critical functions -Function as a resource for HR, Financial Affairs and others on legal issues -Advise the PEMT regarding legal aspects relating to decisions including cancellation of mass gatherings, etc. -Provide advice concerning legal aspects of recovery plan 	<ul style="list-style-type: none"> -Essential Office of Counsel staff are encouraged to report to work -Essential functions plan is implemented -Off-campus Office of Counsel functions are conducted as feasible -Participate in implementing recovery plans
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USA Pandemic Response Plan Incident Level Responsibilities

USA Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense USA planning and preparation	Level 2 USA conducting classes on limited basis and considering suspension of on-campus classes	Level 3 USA suspends on-campus classes. Campus closed except for limited and essential functions.
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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain.)

General Counsel (continued)	<ul style="list-style-type: none"> -Function as resource for Financial Affairs and others as plans for curtailing campus functions are developed -Identify essential Office of counsel staff PPE needs and stock necessary items 			
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USA Pandemic Response Plan Incident Level Responsibilities

USA Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense USA planning and preparation	Level 2 USA conducting classes on limited basis and considering suspension of on-campus classes	Level 3 USA suspends on-campus classes. Campus closed except for limited and essential functions.
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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain.)

<p>USA Clinical Programs USA Physicians Division of Infectious Diseases College of Nursing</p>	<ul style="list-style-type: none"> -The Dean, College of Medicine, Dean, College of Nursing and the Director of the Division of Infectious Diseases are members of the PEMT -The above individuals participate in developing the USA PPP -The above groups, including HSF identify essential personnel and inform them of their responsibilities according to the operational status of the university (Levels 1,2 and 3) -Identify less critical functions that could be curtailed or suspended depending on operational status -Identify functions (Uni. Health System office, etc.) that can be conducted from off-campus sites and develop working policy -Develop educational program to inform staff about relevant portions of PPP 	<ul style="list-style-type: none"> -Personnel are educated regarding infection transmission and infection prevention (hand hygiene, cover cough, etc.) and proper use of PPE including N95 masks -Listing of essential staff with back-ups and critical functions is reviewed and confirmed -Plans for off-campus work functions are confirmed -The Director of the Division of ID relates closely with ADPH and provides regular updates for the PEMT -On campus and community-wide pandemic clinical service plans are reviewed and updated -Review plans for post- pandemic recovery 	<ul style="list-style-type: none"> -Essential personnel receive PPE including N95 masks -Clinical staff absenteeism is monitored and PEMT is appraised of status -Prepare to engage essential functions plan and to suspend less critical functions -Plans for pandemic clinical services are reviewed and coordinated with Regional Health Department -Plans for use of antiviral agents and available vaccine are reviewed and confirmed 	<ul style="list-style-type: none"> -Essential clinical staff are encouraged to report to work -Essential functions plan is implemented -Pandemic clinical services are fully coordinated with the ADPH -Antiviral agents and vaccine, when available, are used according to ADPH guidelines -Prepare to implement recovery plans
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USA Pandemic Response Plan Incident Level Responsibilities

USA Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense USA planning and preparation	Level 2 USA conducting classes on limited basis and considering suspension of on-campus classes	Level 3 USA suspends on-campus classes. Campus closed except for limited and essential functions.
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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain.)

USA Clinical Programs USA Physicians Division of Infectious Diseases College of Nursing (continued)	<ul style="list-style-type: none"> -The Director of the Division of ID serves as a liaison between USA, the Mobile County Health Department and the State Health Department -ID physicians provide clinical and advisory support to Student Health services on matters pertaining to pandemic -The College of Nursing develops a plan to offer clinical services on campus and in the community during a pandemic event -USA Physicians provide assistance to Student Health Services as needed and maintain community-wide services -Essential personnel PPE needs are identified and necessary items stocked. 			
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USA Pandemic Response Plan Incident Level Responsibilities

USA Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense USA planning and preparation	Level 2 USA conducting classes on limited basis and considering suspension of on-campus classes	Level 3 USA suspends on-campus classes. Campus closed except for limited and essential functions.
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Responsibilities of Other Officials, Units and Departments

All Departments and Units	<ul style="list-style-type: none"> -Become familiar with pertinent components of USA PPP -Draft business continuity and academic continuity plans that are consistent with operational status of the university (Levels 1,2 and 3) -Identify essential personnel/ functions and less critical functions as previously described in the PPP -Identify functions that can be carried out from off-campus sites. Develop working policy -Identify capability to engage in distance learning -Identify essential personnel PPE needs and stock necessary items 	<ul style="list-style-type: none"> -Develop plans to educate department/unit staff regarding infection transmission and infection prevention (hand hygiene, cover cough, etc.) and proper use of PPE -Listing of essential staff and functions is reviewed and confirmed -Plans for off-campus work functions are confirmed -Review plans for business and academic continuity with staff -Collaborate with OIT and test distance learning methods -Review plans for post-pandemic recovery 	<ul style="list-style-type: none"> -Essential personnel receive PPE -Department/Unit absenteeism is monitored and reported to HR -Prepare to engage essential functions plan and to suspend less critical functions -Prepare to engage plans for business and academic continuity and update staff and students -Anticipate directives dealing with social distancing and cancellation of mass gatherings 	<ul style="list-style-type: none"> -Essential personnel are encouraged to report to work -Essential functions plan is implemented -Off-campus work function plan is implemented -Report absenteeism to HR -Implement business and academic (distance learning) continuity plans -Prepare to engage recovery plans
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USA Pandemic Response Plan Incident Level Responsibilities

USA Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense USA planning and preparation	Level 2 USA conducting classes on limited basis and considering suspension of on-campus classes	Level 3 USA suspends on-campus classes. Campus closed except for limited and essential functions.
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Responsibilities of Other Officials, Units and Departments

Campus Building Coordinators	<ul style="list-style-type: none"> -Become familiar with pertinent components of USA PPP -Identify essential personnel and inform them of responsibilities according to operational status of the university (Levels 1,2 and 3) -Identify less critical functions that could be curtailed or suspended depending on operational status -Fully coordinate response to a pandemic event with University Police, SEC office, Facilities Services and Housing & Residence Life -Consult the USA Health Alert/ Pandemic web page for updates and advisories -Maintain a function listing for each campus building and recommend consolidation or closure depending on status of the pandemic -Identify essential staff PPE needs and stock necessary items 	<ul style="list-style-type: none"> -Personnel are educated regarding infection transmission and infection prevention (hand hygiene, cover cough, etc.) and proper use of PPE -Listing of essential staff with back-ups and critical functions is reviewed and confirmed -Consult the USA Alert web page on a daily basis for updates and advisories -Monitor occupancy and functional designation for campus buildings on a weekly basis. Report findings to PEMT -Review plans for post- pandemic recovery 	<ul style="list-style-type: none"> -Essential staff receive PPE -Prepare to engage essential functions plan and to suspend less critical functions -Continue to coordinate efforts with SEC Office, University Police, Facilities Management and others -Provide periodic campus building status reports to PEMT 	<ul style="list-style-type: none"> -Essential staff are encouraged to report to work -Essential functions plan is implemented -Update PEMT on a regular basis regarding usage and function of various campus buildings -Continue to coordinate efforts with SEC Office and other services -Participate in implementing recovery plan
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USA Pandemic Response Plan Incident Level Responsibilities

USA Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense USA planning and preparation	Level 2 USA conducting classes on limited basis and considering suspension of on-campus classes	Level 3 USA suspends on-campus classes. Campus closed except for limited and essential functions.
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Critical Interfaces with other Entities

USA Departments Using Suppliers and Vendors	Review plans for service or business continuity with interrupted or discontinued supplies Review options for stockpiling and/or identifying alternative suppliers -Assess impact resulting from interrupted or discontinued supplies -Inform PEMT of potential major impacts resulting from supply interruption/ discontinuation	-Provide periodic updates to PEMT regarding availability of major supplies -Provide periodic impact assessments -Review plans for post- pandemic recovery	-Provide frequent updates to PEMT regarding supply lines and availability of critical supplies -Provide frequent impact assessments	-Same as Level 2 -Prepare to implement post-pandemic recovery plans
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Attachment C

USA Pandemic Response Plan Incident Level Responsibilities

USA Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense USA planning and preparation	Level 2 USA conducting classes on limited basis and considering suspension of on-campus classes	Level 3 USA suspends on-campus classes. Campus closed except for limited and essential functions.
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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain)

Business Office	<ul style="list-style-type: none"> • Identify essential personnel and inform them of responsibilities according to the operational status of the university (open campus, partial function and closed campus) • Identify business functions that can be conducted from off-campus sites (home, etc.) • Identify less critical functions that could be suspended or curtailed depending on operational status • Review pandemic event business continuity plans with Associate VP, Finance and faculty/staff • Assess essential personnel PPE needs and stock necessary items 	<ul style="list-style-type: none"> • Personnel are educated regarding infection transmission, infection prevention (hand hygiene, etc.) and proper use of PPE • Listing of essential personnel with back-ups and designated critical functions are reviewed and confirmed • Plans for off-campus business functions are confirmed • Communicate with VP for Finance regarding potential financial impact (salaries, tuition, etc.) related to reduced operational status of the university • Prepare communications for faculty, staff and students concerning financial consequences of reduced operational status • Review plans for post-pandemic recovery 	<ul style="list-style-type: none"> • Essential personnel receive PPE • Business & Finance Office absenteeism is monitored and PEMP is appraised of status • Prepare to engage essential functions plan and to suspend less critical functions • In collaboration with VP for Finance, VP for Health Sciences, Sr. University Attorney inform vendors, faculty, staff and students regarding plans for payment continuation 	<ul style="list-style-type: none"> • Essential personnel are encouraged to report to work • Essential functions plan implemented • Off-campus business functions are conducted as feasible • Prepare to implement recovery plans
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USA Pandemic Response Plan Incident Level Responsibilities

USA Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense USA planning and preparation	Level 2 USA conducting classes on limited basis and considering suspension	Level 3 USA suspends on-campus classes. Campus closed
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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain)

Grants & Contract Accounting	<ul style="list-style-type: none"> • Identify essential personnel and inform them of responsibilities according to the operational status of the university (open campus, partial function and closed campus) • Identify business functions that can be conducted from off-campus sites (home, etc.) • Identify less critical functions that could be suspended or curtailed depending on operational status • Review pandemic event business continuity plans with Associate VP, Finance and faculty/staff • Assess essential personnel PPE needs and stock necessary items 	<ul style="list-style-type: none"> • Personnel are educated regarding infection transmission, infection prevention (hand hygiene, etc.) and proper use of PPE • Listing of essential personnel with back-ups and designated critical functions are reviewed and confirmed • Plans for off-campus business functions are confirmed • Communicate with VP for Finance regarding potential financial impact (salaries, tuition, etc.) related to reduced operational status of the university • Prepare communications for faculty, staff and students concerning financial consequences of reduced operational status • Review plans for post- pandemic recovery 	<ul style="list-style-type: none"> • Essential personnel receive PPE • Business & Finance Office absenteeism is monitored and PEMT is appraised of status • Prepare to engage essential functions plan and to suspend less critical functions • In collaboration with VP for Finance, VP for Health Sciences, Sr. University Attorney inform vendors, faculty, staff and students regarding plans for payment continuation 	<ul style="list-style-type: none"> • Essential personnel are encouraged to report to work • Essential functions plan implemented • Off-campus business functions are conducted as feasible • Prepare to implement recovery plans
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USA Pandemic Response Plan Incident Level Responsibilities

USA Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense USA planning and preparation	Level 2 USA conducting classes on limited basis and considering suspension	Level 3 USA suspends on-campus classes. Campus closed
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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain)

Payroll	<ul style="list-style-type: none"> • Identify essential personnel and inform them of responsibilities according to the operational status of the university (open campus, partial function and closed campus) • Identify business functions that can be conducted from off-campus sites (home, etc.) • Identify less critical functions that could be suspended or curtailed depending on operational status • Review pandemic event business continuity plans with Associate VP, Finance and faculty/staff • Assess essential personnel PPE needs and stock necessary items 	<ul style="list-style-type: none"> • Personnel are educated regarding infection transmission, infection prevention (hand hygiene, etc.) and proper use of PPE • Listing of essential personnel with back-ups and designated critical functions are reviewed and confirmed • Plans for off-campus business functions are confirmed • Communicate with VP for Finance regarding potential financial impact (salaries, tuition, etc.) related to reduced operational status of the university • Prepare communications for faculty, staff and students concerning financial consequences of reduced operational status • Review plans for post-pandemic recovery 	<ul style="list-style-type: none"> • Essential personnel receive PPE • Business & Finance Office absenteeism is monitored and PEMT is appraised of status • Prepare to engage essential functions plan and to suspend less critical functions • In collaboration with VP for Finance, VP for Health Sciences, Sr. University Attorney inform vendors, faculty, staff and students regarding plans for payment continuation 	<ul style="list-style-type: none"> • Essential personnel are encouraged to report to work • Essential functions plan implemented • Off-campus business functions are conducted as feasible • Prepare to implement recovery plans
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USA Pandemic Response Plan Incident Level Responsibilities

USA Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense USA planning and preparation	Level 2 USA conducting classes on limited basis and considering suspension	Level 3 USA suspends on-campus classes. Campus closed
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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain)

Accounts Payable	<ul style="list-style-type: none"> • Identify essential personnel and inform them of responsibilities according to the operational status of the university (open campus, partial function and closed campus) • Identify business functions that can be conducted from off-campus sites (home, etc.) • Identify less critical functions that could be suspended or curtailed depending on operational status • Review pandemic event business continuity plans with Associate VP, Finance and faculty/staff • Assess essential personnel PPE needs and stock necessary items 	<ul style="list-style-type: none"> • Personnel are educated regarding infection transmission, infection prevention (hand hygiene, etc.) and proper use of PPE • Listing of essential personnel with back-ups and designated critical functions are reviewed and confirmed • Plans for off-campus business functions are confirmed • Communicate with VP for Health Affairs and Sr. University Attorney regarding potential financial impact (salaries, tuition, etc.) related to reduced operational status of the university • Prepare communications for faculty, staff and students concerning financial consequences of reduced operational status • Review plans for post-pandemic recovery 	<ul style="list-style-type: none"> • Essential personnel receive PPE • Business & Finance Office absenteeism is monitored and PEMT is appraised of status • Prepare to engage essential functions plan and to suspend less critical functions • In collaboration with VP for Health Sciences, Sr. University Attorney inform vendors, faculty, staff and students regarding plans for payment continuation 	<ul style="list-style-type: none"> • Essential personnel are encouraged to report to work • Essential functions plan implemented • Off-campus business functions are conducted as feasible • Prepare to implement recovery plans
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USA Pandemic Response Plan Incident Level Responsibilities

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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain)

Purchasing	<ul style="list-style-type: none"> • Identify essential personnel and inform them of responsibilities according to the operational status of the university (open campus, partial function and closed campus) • Identify business functions that can be conducted from off-campus sites (home, etc.) • Identify less critical functions that could be suspended or curtailed depending on operational status • Review pandemic event business continuity plans with Associate VP, Finance and faculty/staff • Assess essential personnel PPE needs and stock necessary items 	<ul style="list-style-type: none"> • Personnel are educated regarding infection transmission, infection prevention (hand hygiene, etc.) and proper use of PPE • Listing of essential personnel with back-ups and designated critical functions are reviewed and confirmed • Plans for off-campus business functions are confirmed • Communicate with VP for Finance regarding potential financial impact (salaries, tuition, etc.) related to reduced operational status of the university • Prepare communications for faculty, staff and students concerning financial consequences of reduced operational status • Review plans for post-pandemic recovery 	<ul style="list-style-type: none"> • Essential personnel receive PPE • Business & Finance Office absenteeism is monitored and PEMT is appraised of status • Prepare to engage essential functions plan and to suspend less critical functions • In collaboration with VP for Finance, VP for Health Sciences, Sr. University Attorney inform vendors, faculty, staff and students regarding plans for payment continuation 	<ul style="list-style-type: none"> • Essential personnel are encouraged to report to work • Essential functions plan implemented • Off-campus business functions are conducted as feasible • Prepare to implement recovery plans
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USA Pandemic Response Plan Incident Level Responsibilities

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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain)

<p>Student Accounting/Financial Aid/Scholarship Office</p>	<ul style="list-style-type: none"> • Identify essential personnel and inform them of responsibilities according to the operational status of the university (open campus, partial function and closed campus) • Identify business functions that can be conducted from off-campus sites (home, etc.) • Identify less critical functions that could be suspended or curtailed depending on operational status • Review pandemic event business continuity plans with Associate VP, Finance and faculty/staff • Assess essential personnel PPE needs and stock necessary items 	<ul style="list-style-type: none"> • Personnel are educated regarding infection transmission, infection prevention (hand hygiene, etc.) and proper use of PPE • Listing of essential personnel with back-ups and designated critical functions are reviewed and confirmed • Plans for off-campus business functions are confirmed • Communicate with VP for Finance regarding potential financial impact (salaries, tuition, etc.) related to reduced operational status of the university • Prepare communications for faculty, staff and students concerning financial consequences of reduced operational status • Review plans for post-pandemic recovery 	<ul style="list-style-type: none"> • Essential personnel receive PPE • Business & Finance Office absenteeism is monitored and PEMP is appraised of status • Prepare to engage essential functions plan and to suspend less critical functions • In collaboration with VP for Finance, VP for Health Sciences, Sr. University Attorney inform vendors, faculty, staff and students regarding plans for payment continuation 	<ul style="list-style-type: none"> • Essential personnel are encouraged to report to work • Essential functions plan implemented • Off-campus business functions are conducted as feasible • Prepare to implement recovery plans
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USA Pandemic Response Plan Incident Level Responsibilities

USA Emergency Plan Response Level	Level 0 Pre-event assessment and planning	Level 1 Intense USA planning and preparation	Level 2 USA conducting classes on limited basis and considering suspension	Level 3 USA suspends on-campus classes. Campus closed
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Responsibilities of Essential Departments and Units

(These Departments and Units need Pandemic Business Continuity Plans including verifying continuity of their supply chain)

Travel/Pcard	<ul style="list-style-type: none"> • Identify essential personnel and inform them of responsibilities according to the operational status of the university (open campus, partial function and closed campus) • Identify business functions that can be conducted from off-campus sites (home, etc.) • Identify less critical functions that could be suspended or curtailed depending on operational status • Review pandemic event business continuity plans with Associate VP, Finance and faculty/staff • Assess essential personnel PPE needs and stock necessary items 	<ul style="list-style-type: none"> • Personnel are educated regarding infection transmission, infection prevention (hand hygiene, etc.) and proper use of PPE • Listing of essential personnel with back-ups and designated critical functions are reviewed and confirmed • Plans for off-campus business functions are confirmed • Communicate with VP for Health Affairs and Sr. University Attorney regarding potential financial impact (salaries, tuition, etc.) related to reduced operational status of the university • Prepare communications for faculty, staff and students concerning financial consequences of reduced operational status • Review plans for post-pandemic recovery 	<ul style="list-style-type: none"> • Essential personnel receive PPE • Business & Finance Office absenteeism is monitored and PEMP is appraised of status • Prepare to engage essential functions plan and to suspend less critical functions • In collaboration with VP for Health Sciences, Sr. University Attorney inform vendors, faculty, staff and students regarding plans for payment continuation 	<ul style="list-style-type: none"> • Essential personnel are encouraged to report to work • Essential functions plan implemented • Off-campus business functions are conducted as feasible • Prepare to implement recovery plans
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ABBREVIATIONS AND ACRONYM

ADPH	Alabama Department of Public Health	OIT	Office of Information Technology
CDC	Centers for Disease Control and Prevention	PEMT	Pandemic Emergency Management Team Pandemic Preparedness Plan
		PPP:	
		PPE	Personal Protective Equipment
DCM	Department of Comparative Medicine		
		SEC	Safety & Environmental Compliance
EAP	Employee Assistance Program		
ECC	Environment of Care Committee		
EOC	Emergency Operations Center		
EMA	Emergency Management Agency	TV	Television
FMLA	Family and Medical Leave Act	USA	University of South Alabama
HR	Human Resources		
HSF	Health Services Foundation		
		VP	Vice President
		VPN	Virtual Private Network
ID	Infectious Disease		
IT	Information Technology		
ISEP	International Student Exchange Program	WHO	World Health Organization