

Table 3 – JCU Pandemic Influenza Preparedness Matrix

Emergency Support Function (ESF)	Preparation	Level 1 Anywhere outside North America	Level 2 Anywhere in North America (In addition to Level 1 actions)	Level 3 In Ohio or neighboring states (In addition to Level 2 actions)
<p>Pandemic Flu Committee (PFC)</p>	<ul style="list-style-type: none"> • Monitor national situation through review of CDC and WHO websites and other media outlets. • Communicate with campus housing, food services, police, health center, public relations and other departments for planning efforts. • Brief President’s Leadership Team members on a regular basis and request they identify essential staff that can maintain the University’s Facilities and Operations during an emergency. • Meet and coordinate activities with Ohio Public Health Officials along with University Heights and Shaker Heights’ Health Officials. • Initiate the plan for the University’s response to Pandemic Influenza. • Update the University’s emergency preparedness web page as appropriate. • Gather data on number of surgical masks, N-95 respirators, and waterless hand sanitizer systems needed for faculty, staff, students, and visitors. 	<ul style="list-style-type: none"> • Provide updates to the President’s Leadership Team on a weekly basis. • Encourage campus community to follow U.S. government guidelines on foreign travel. • Meet to implement methods to provide regular updates to staff, students and parents on preparedness and response activities. The team should meet approximately once a week. • Center for Disease Control and other communications from public health officials to review changes in recommendations about screening criteria and communicate changes to health services personnel and appropriate employees. • Notify Departments that they should notify essential personnel that they are on alert. 	<ul style="list-style-type: none"> • Consider possible restrictions to vendors, visitors and conferences/group activities. • The PFC will meet at least weekly to review the situation as the pandemic progresses and provide updates to the President’s Leadership Team. • Contact supply chain vendors (paper products, office supplies, fuel, food,) to insure their ability to continue to provide services 	<ul style="list-style-type: none"> • Departments distribute surgical masks/N-95 respirators to essential staff as specified by departmental plans. • Provide respiratory protection training for essential staff. • The PFC may recommend restricting access to certain high-density/high-use buildings in order to prevent the spread of pandemic influenza. Recommendations will be forwarded to the President’s Leadership Team for approval. • The PFC may recommend that activities at campus eateries (e.g., cafeterias, dining commons) locations be suspended. Recommendations will be forwarded to the President’s Leadership Team for approval. • The PFC may recommend suspension of activities, including sporting events, arts performances, and classes as determined by the PFC and President’s Leadership Team. • The PFC may recommend to the President’s Leadership Team to close the University as a means to prevent the further spread of pandemic influenza. In the event of closure, a plan should be in place for residential halls to provide meals to those who cannot leave immediately.

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Facilities	<ul style="list-style-type: none"> • Identify essential staff that can maintain the University's Facilities and Operations during an influenza pandemic • Identify essential staff that can maintain the life safety systems and fire fighting operations during an influenza pandemic. • Procure N-95 respirators for essential staff. 	<ul style="list-style-type: none"> • Check/test backup systems (e.g. generators) • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Review plan to shutdown ventilation systems on buildings on an individual or entire-campus basis. • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Shutdown building ventilation systems as instructed by the President's Leadership Team. • Distribute N-95 respirators and provide respiratory protection training for essential staff. • Monitor situation and respond as needed.

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Public Affairs/Media Relations	<ul style="list-style-type: none"> • Identify essential staff that will be available in the event of an influenza pandemic. • Procure N-95 respirators for essential staff. • Develop a sustainable and effective plan for communication and promotion of messages relating to a potential pandemic influenza to internal and external audiences. • Update the JCU homepage as appropriate. 	<ul style="list-style-type: none"> • Encourage campus community to follow U.S. government guidelines on foreign travel. • Inform faculty, staff and students of basic readiness activities at JCU. • Update the JCU homepage as appropriate. • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Write and record pandemic influenza bulletins and updates for the JCU emergency preparedness website and JCU Information Line (216) 397-4666. • Verify call center equipment. • Secure/train volunteers to staff call center. • Advise JCU personnel including, faculty, staff, students and visitors, who have fever and cough to defer attending school or visiting the institution until their illness has resolved through email, JCU website, or other news media outlets. • Post pandemic flu information on JCU’s home page. • Provide talking points for switchboard. • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Develop daily or more frequent pandemic influenza updates to national and local media outlets. • Provide respiratory protection training to essential staff. • “Ask for a Mask” and/or other infection control signs will be placed at the entrance to the Student Health Center and all other common areas (i.e. residence halls, library, gym, classrooms.) • Assemble the team and activate the call center. • Monitor situation and respond as needed.
Residence Life	<ul style="list-style-type: none"> • Identify essential staff that will be available in the event of an influenza pandemic. • Develop specific pandemic influenza preparedness plan for campus housing responses including quarantine procedures. • Procure N-95 respirators for essential staff. • Formulate plans for quarantine of students. 	<ul style="list-style-type: none"> • Review plans for quarantine of students. • Review information to be sent to students. • Initiate influenza awareness training for resident assistants (RAs) and other campus/community members. • Report suspicious illnesses to JCU Student Health Center • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Review plan for the monitoring and delivery of medications and other goods and services to isolated cases. • Schedule floor meetings to discuss situation and plan for what to do if University closes. • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Distribute N-95 respirators and provide respiratory training to essential staff. • Activate plans to quarantine or isolate patients in conjunction with JCU Campus Safety Services, Health Services, and Ohio authorities. • Assist with the location of students if quarantined • Identify student events where confirmed patients have attended. • Monitor situation and respond as needed.

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Student Health Center	<ul style="list-style-type: none"> Identify essential staff that will be available in the event of an influenza pandemic. Develop educational materials to promote availability and desirability of non-pandemic influenza vaccine for all. Develop specific pandemic influenza preparedness plan for medical response. Procure N-95 respirators for essential staff. 	<ul style="list-style-type: none"> If available offer all eligible students faculty, and staff the opportunity to receive influenza vaccine on-site. Monitor national, regional, and local data related to pandemic influenza. 	<ul style="list-style-type: none"> Health Services personnel who suspect, after initial clinical evaluation, that a patient may have pandemic influenza, should immediately consult with Ohio Department of Health. Airborne, droplet, and contact precautions are required for all contact with any individual who has screened as a possible pandemic influenza case, until an alternate diagnosis is made. Health Services personnel will offer a surgical mask to anyone who self-identifies as possibly having pandemic influenza. 	<ul style="list-style-type: none"> N-95 respirators and contact precautions are required for all campus health Services staff having contact with any person exhibiting symptoms of pandemic influenza, until an alternate diagnosis is made. Consult with Ohio Department of Health for additional infection control/precautions. Provide respiratory protection training to essential staff.
Food Services	<ul style="list-style-type: none"> Identify essential food service personnel and ensure their presence during a pandemic. Consider stockpiling food. Develop specific pandemic influenza preparedness plan for Food Services. Food services to procure N-95 masks for their essential staff 	<ul style="list-style-type: none"> Review plans for alternate dining services for students and staff. Ensure food delivery and preparation process will not be affected during a pandemic. 	<ul style="list-style-type: none"> Consider possible restrictions to vendors, visitors and conferences/group activities. Provide respiratory protection training for essential staff. 	<ul style="list-style-type: none"> Implement Level 3 of the specific pandemic influenza action plan. Arrangements should be made to provide those quarantined with necessary daily items, including meals, water, hygiene, and telephone.
Campus Safety Services (CSS) & Transportation	<ul style="list-style-type: none"> Identify essential CSS staff that will be available in the event of an influenza pandemic. Identify essential transportation/shuttle staff that will be available in the event of an influenza pandemic Develop a plan to provide essential safety and transportation services during influenza pandemic. Procure N-95 respirators for essential staff. 	<ul style="list-style-type: none"> Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Distribute N-95 respirators and provide respiratory protection training for essential staff. With guidance from Ohio Department of Health, implement quarantine recommendations of non-ill contacts. Secure buildings that have been designated for closure by the President's Leadership Team. Campus transportation, including buses/vans transporting students on and off campus, may be suspended.

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Environmental Safety	<ul style="list-style-type: none"> Identify essential staff that will be available in the event of an influenza pandemic. Assess respirator protection plan and resources needed for a pandemic influenza outbreak. Develop a management plan for the control and disposal of increased volumes of infectious waste. 	<ul style="list-style-type: none"> Review management plan for disposal of infectious waste. Obtain additional N-95 respirators as needed. Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Distribute additional N-95 respirators and provide respiratory training to essential personnel, as needed.
Academic	<ul style="list-style-type: none"> Identify essential staff that will be available in the event of an influenza pandemic. Procure N-95 respirators for essential staff. Develop a policy for suspension of classes due to a Pandemic Influenza outbreak. 	<ul style="list-style-type: none"> Monitor students in foreign travel programs and review plans for emergency evacuation. Conduct test of distance learning program (test message to students). Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Monitor students in foreign and domestic travel programs and review plans for emergency evacuation. Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Provide N-95 respirators and training to essential staff., Initiate academic pandemic plan. Provide departments with status reports and updates from the PFC and President's Leadership Team.
Finance and Administrative Services	<ul style="list-style-type: none"> Identify essential staff that will be available in the event of an influenza pandemic. Develop a specific pandemic influenza preparedness plan for providing administrative services during a pandemic 	<ul style="list-style-type: none"> Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Provide N-95 respirators and training to essential staff., Monitor situation and respond as needed.
University Heights and Shaker Heights Community	<ul style="list-style-type: none"> Maintain communication with city officials on pandemic influenza planning. 	<ul style="list-style-type: none"> Maintain communication with city officials on pandemic influenza planning. Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Maintain communication with city officials on pandemic influenza plan and activities. Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Maintain communication with city officials on pandemic influenza activities. Monitor situation and respond as needed.