

Pandemic Preparedness Plan

Department of Psychology

Arizona State University

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SECTION 1 – INTRODUCTION AND PURPOSE

a. INTRODUCTION

Pandemic Influenza has the potential to cause significant morbidity and mortality with a high likelihood of loss of operational ability for ASU and its community. Although not yet easily transmissible from human to human, the recent H5N1 strain of Avian Flu has been shown to cause a mortality rate of 60% in those infected in the Far East. It is impossible to anticipate when the next pandemic might occur or how severe its consequences might be. Medical experts from the various governmental and scientific communities relate that there is little doubt about whether there will be another Pandemic, only regarding its timing. This document puts together a base plan for **Psychology**'s response to an influenza pandemic. The plan hinges on timely execution by the administration of key steps to limit the spread of contagion on the campus and the department facilities. The ASU pandemic working group proposes the use of the World Health Organization (WHO) alert system and the presence of local cases to trigger the decision making process.

WHO Pandemic Phases:

- **Interpandemic Period**
 - **Phase 1:** No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low. Public health goal is to strengthen influenza pandemic preparedness at all levels.
 - **Phase 2:** No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease. Public health goal is to minimize the risk of transmission to humans; detect and report such transmission rapidly if it occurs.

- **Pandemic Alert Period**
 - **Phase 3:** Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact. Public health goal is to ensure rapid characterization of the new virus subtype and early detection, notification and response to additional cases.
 - **Phase 4:** Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans. Public health goal is to contain the new virus within limited foci or delay spread to gain time to implement preparedness measures, including vaccine development.
 - **Phase 5:** Large cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk). Public health goal is to maximize efforts to contain or delay spread, to possibly avert a pandemic, and to gain time to implement pandemic response measures.
- **Pandemic Period**
 - **Phase 6:** Pandemic: increased and sustained transmission in general population. Public health goal is to minimize the impact of the pandemic.

Current Pandemic Alert: Phase 3.

b. PURPOSE

Department of Psychology is working to develop a comprehensive pandemic influenza plan to prepare and protect the university community, and minimize the impact of disruption of teaching, clinical, and research activities. The comprehensive plan will be tested in a realistic exercise to determine which areas are solid and which need improvement. The plan will then be formalized and communicated to the faculty and staff of the department. In the event of a pandemic, **Department of Psychology** will utilize its resources to meet the health care needs of its students and employees while maintaining essential services and critical functions.

c. PREPAREDNESS

During an interpandemic period, the actions of **Department of Psychology** are to implement a pandemic preparedness plan, communicating to the students, faculty, and staff of such a plan, and periodically updating the plan. This pandemic plan is to provide guidance to the employees of **Department of Psychology** in the form of comprehensive, yet simple and flexible procedures that can apply to a variety of pandemic phases that may occur. **Department of Psychology** is prepared to do the following:

1. Establish a Pandemic Preparedness committee.
2. Advocate the importance of pandemic planning to the department head, senior staff, and unit directors.
3. Develop and periodically update the pandemic plan in close collaboration with the **Department of Psychology**, ASU Department of Environmental Health and Safety, the Campus Health Service, and relevant business partners, including those outside the University.
4. Ensure implementation of plans and preparedness activities at all levels of the department.
5. Exercise pandemic plans and use the results to improve and refine plans and preparedness.
6. Identify and train key personnel to be activated and responsible for maintaining essential services and important functions in case of emergence of a pandemic period.

7. Consider the development and allocation of alternative resources, backup supplies for rapid resumption of departmental, clinical, and research activities.
8. Consider providing resources, alternate facilities, and technical assistance during pandemic alert and pandemic periods to all departmental units and personnel.

SECTION 2 – PANDEMIC PREPAREDNESS COMMITTEE

a. PANDEMIC PREPAREDNESS COMMITTEE

The first step in developing a pandemic preparedness plan is to assemble appropriate human and physical resources to do the job.

Pandemic Preparedness Committees should consider dividing their members into a Pandemic Response Team and a Pandemic Recovery Group to handle those specialized activities.

Department of Psychology Pandemic Preparedness Committee
Keith Crnic, Chair
Linda Harris, Member
Morris Okun, Member

b. EMERGENCY STAFF

Department of Psychology emergency staff that will be contacted in case of emergency. (There should be no more than three emergency staff members unless it is necessary).

Keith Crnic, Psychology, Department Chair
Psychology Room 237
(480)965-3061 (office)
Keith.Crnic@asu.edu

Linda Harris, Psychology, Executive Assistant
Psychology Room 237
(480)965-3327 (office)
Linda.Harris@asu.edu

Morris Okun, Psychology, Associate Chair
Psychology Room 208
(480)965-9298 (office)
Morris.Okun@asu.edu

SECTION 3 – INTERPANDEMIC PERIOD PLAN

a. EMERGENCY COMMUNICATION

i. IMPORTANT CONTACT LIST –

Table of Area Occupants for: Office Staff

Title	Name	Accounted?	Dept	Room #	Ext #
Department Chair	Crnic, Keith		Psych	B 237	5-3061
Executive Assistant	Harris, Linda		Psych	B 237	5-3327
Grant Contract Coordinator	Buitenhuys, Lillian		Psych	B 225	5-8933
Grant Contract Coordinator	Puruhito, Krista		Psych	B 221	5-6315
Office Specialist Sr	Wilcock, Jackie		Psych	B 296	5-7606
Secretary Administrative	Callaghan, Debra		Psych	B 289	5-7296
Office Specialist Sr	Kleespies, Sno		Psych	B 236	5-9505
Accounting Associate	Rao, Sharada		Psych	B 237	5-6599
Office Specialist Sr	Hurlimann, Lisa		Psych	B 237	5-0979
Administrative Assistant	Judd, Kristin		Psych	B 236	5-5045
Secretary			Psych	B 237	5-7156
Student Worker IV	Edwards, Laura		Psych	B 237	5-7598
Student Worker IV	Peeples, Avanna		Psych	B 237	5-7598
Standby Office Staff	Wardinski-Lucas, Cindy		Psych	B 237	5-7598
Instrument Maker	Pultz, Robert		Psych	RSS140	5-8318
UTO - Systems Support	Maxcy, Steve		UTO	N. 337	5-7400
UTO - Systems Support	Budiyanto, Yoshi		UTO	LAWLBL117	5-2835

Table of Area Occupants for: Behavioral

Title	Name	Accounted	Dept	Room #	Ext #
Dept Head	Cheryl Conrad		Psych	PSY 292A	5-7761
Asst Professor	Bimonte-Nelson, Heather		Psych		7-0766
Professor	Killeen, Peter		Psych		5-2555
Professor	Neisewander, Janet		Psych		5-0209
Research Staff	Federico Sanabria				
Research Staff	Peter Kufahl				
Research Staff	Nathan Pentkowski				
Grad Students					

Table of Area Occupants for: Clinical

Title	Name	Accounted	Dept	Room #	Ext.
Assoc Professor	Davis, Mary		Psych	-	5-7466 Tempe St. Lukes 480-727-8227
Assoc Professor	Luecken, Linda		Psych	PSYN 332	5-6886
Dept Head	Barrera, Manuel		Psych	PSY 292 A	5-3826
Professor	Felipe Castro			PSY 284	5-4969
Lecturer, Sr	Barton, John		Psych	PSY 289	5-4438
Professor	Gonzales, Nancy		Psych	-	5-8402
Lecturer Sr.	Wosinski, Marek		Psych	PSYN 344	5-6253
Professor	Paul Karoly			PSY 293	5-5404
Lecturer	Lanphier, Erin		Psych	-	(480) 2193955
Professor	Lanyon, Richard		Psych	PSY 298	5-7675
Professor	Wolchik, Sharlene		Psych	PSYN 217	7-6123
Lecturer Sr.	Wosinski, Marek		Psych	PSYN 344	5-6253
Professor	Zautra, Alex			PSY 212	5-0079
Faculty Assoc	Burgess, Lisa		Psych	-	(602) 216-6900
Faculty Assoc	Cooper, Kristina		Psych	-	(602) 239-4546
Research Staff	Maureen Olmstead				
Regents Professor	Chassin, Laurie			PSYN 312	5-1616
Grad Students					

Table of Area Occupants for: Cognitive

Title	Name	Accounted	Ext #	Dept	Room #
Assoc Professor	Amazeen, Eric		7-7079	Psych	TC 364A
Assoc Professor	Amazeen, Nia		7-7075	Psych	TC 364B
Assoc Professor	Leshowitz, Barry		5-4687	Psych	B 216
Assoc Professor	Stone, Greg		5-6818	Psych	B 254
Assoc Rsch Prfsnl	Haag, Susan		5-7219	ECG 104	-
Emeritus Faculty	Parkinson, Stanley		5-7846	Psych	B 204
Professor	Goldinger, Stephen		5-0127	Psych	B 251C
Professor	Homa, Donald		5-6363	Psych	B 224
Professor	McBeath, Michael		5-8930	Psych	PSYN 317
Professor	Presson, Clark		5-1617	Psych	B 216
Professor	Somerville, Susan		5-1614	Psych	B 224
Professor	Glenberg, Art		7-7790	Psych	B 241
Grad Students			-		

Table of Area Occupants for: Developmental

Title	Name	Accounted	Ext #	Dept	Room #
Dept Head	Fabricius, William		5-9372	Psych	PSY 288
Regents Professor	Eisenberg, Nancy		5-5217	Psych	
Professor	Ladd, Gary		7-6621	Psych	
Asst Professor	Lemery, Kathryn		7-6459	Psych	
Professor	Okun, Morris		5-9298	Psych	
Asst Professor	Pina, Armando		5-0357	Psych	
Faculty Research Assoc	Kupfer, Anne		5-7014	Psych	
Post Doc.	Claire Hofer			Psych	
Research Staff	Sudipta Biswas				
Grad Students					

Table of Area Occupants for: Developmental

Title	Name	Accounted	Ext #	Dept	Room #
Dept Head	Mackinnon, David		7-6120	Psych	PSYN 315
Professor	Aiken, Leona		5-3494	Psych	PSY 249A
Assoc Professor	Enders, Craig		7-0739	Psych	PSY 294B
Professor	Millsap, Roger		5-2584	Psych	Psy 286
Professor	West, Stephen		5-7339	Psych	PSY 292B
Grad Students					

Table of Area Occupants for: Lecturer & instructor

Title	Name	Accounted	Ext #	Dept	Room #	Email
Lecturer	Christa Lynch		7-7988	PSY	B 246	christa.lynych@asu.edu
Lecturer	Eva Szeli			PSY	PSYN 328	eszeli@asu.edu
Lecturer	Lynda Mae		5-2265	PSY	B 251D	lynda.mae@asu.edu
Lecturer	Michael Palmer		5-1868	PSY	B 203	mpalmer@asu.edu
Instructor	Wendy Hart		775-8811	PSY		drwendyhart@gmail.com
Instructor	Robert Short		7-7443	PSY	B 227	robert.short@asu.edu
Instructor	Patrice Gibbs		5-9246	PSY	B 227	patrice.gibbs@asu.edu
Instructor	Carolyn Cavanaugh-Toft		7-7247	PSY	B 293	dr.c@asu.edu
Instructor	Lee Spencer			PSY	B 2093	lee.spencer@asu.edu
Instructor	Gary Groth		7-6608	PSY	PSYN 344	gary.groth@asu.edu
Instructor	Gregory Neidert		5-1868	PSY	B 203	atgpn@asu.edu
Lecturer	Heather Cate			PSY		Heather.cate@asu.edu

Table of Area Occupants for: Social

Title	Name	Accounted	Ext #	Dept	Room #
Associate Professor	Nagoshi, Craig		5-8703	Psych	PSY 252
Asst Prof	Adam Cohen		5-7345	Psych	PSY 294A
Asst Prof	Michelle "Lani" Shiota		7-8628	Psych	PSY 239
Dept Head	Neuberg, Steven		5-7845	Psych	PSY 250
Professor	Braver, Sanford		5-5405	Psych	PSYN 236
Professor	Kenrick, Douglas		5-7249	Psych	PSY 249
Professor	Knight, George		5-2950	Psych	PSY 228
Professor	Sadalla, Edward		5-7508	Psych	PSY 247
Regents Professor	Russo, Nancy		5-0280	Psych	PSY 206
V Provost	Cialdini, Robert		5-4971	Psych	PSY 245
V Provost	Saenz, Delia		5-1383	Psych	Fulton Center, Room 4330
Grad Students					

Table of Area Occupants for: Child Study

Title	Name	Accounted	Ext #	Dept	Room #
Director	Wiley, Beth		5-9550	Psych	B 178 Main
Teacher	Thies, Jan		5-5320	Psych	B 155 Main
Teacher	Nikolov, Neli		5-5320	Psych	B 155 Main
Teacher	Heaslip, Sarah		5-5320	Psych	B 165 Main
Teacher	Cordero, Jessica		5-5320	Psych	B 165 Main
Student Workers					

Table of Area Occupants for: Advising

Title	Name	Accounted	Ext #	Dept	Room #
Asst Director	Cindy Theisman		5-9376	Psych	B 230
Academic Specialist	Nicklawn, Megan			Psych	B 255
Academic Specialist	Daly, Debra		5-7258	Psych	B 236A
Academic Specialist	Phelps, Dawn		5-7258	Psych	
Academic Specialist	Alley, Cody		5-7819	Psych	
Office Specialist Sr	Owen, Michelle		5-4247	Psych	B 255

b. IDENTIFICATION OF RISKS

(COPY AND PASTE FROM UNIT'S EMERGENCY PLAN OR ATTACH EMERGENCY PLAN AND REFERENCE SECTION 4. b. ii.)

Animal labs on the 3rd floor – some minor chemical, drugs

Animal holding area on the 1st floor

Animal Care: THE INTERIM DIRECTOR IS GLORIA AERNIE: 965-1489 AND THE SUPERVISOR IS JAMES BADMAN CELL (480) 518-7163 AND OFFICE 965-3396

c. DEPARTMENT SPECIFIC SHUTDOWN PROCEDURES

Each department should develop shutdown procedures to mitigate risks including loss of assets (business, financial, research, animals, etc) and exposure to hazards.

Department of Psychology, Emergency Special Duties and Shutdown Procedures

- Create easy to carry container of important items to take with during evacuation. Items should include, but are not limited to:
 - Copy of evacuation plan
 - Important keys
 - First aid kit –(Need Site Locations)
 - ASU cell phone
 - Laptop computers if possible
- Close any and all doors

d. CRITICAL FACILITIES, EQUIPMENT, AND PERSONNEL

SECTION 4 – PANDEMIC PERIOD PLAN

The Pandemic Plan is developed under the scenarios of different pandemic alert or pandemic periods.

a. PHASE 3

1. Implement and update a Pandemic Preparedness Plan and exercise to test its efficiency.
2. Educate students, faculty, and staff of measures to minimize human communicative diseases, such as influenza. Inform and prepare for options to be exercised by individual course instructors; options for students impacted by instructor absences, concerned about becoming infected, or who have responsibility to care for others; academic standing of students affected by the influenza or who are otherwise absent from classes; course delivery continuity and remediation.
3. Prepare employees to work from home and determine remote access/communication capabilities required, fulfill the requirements and provide training.
4. Enhance hand-washing awareness in workplace. Stock hand sanitizer to supply to departmental offices as requisitioned.
5. Provide training for faculty and instructors in use of technology for alternative instruction methods, such as, web-based teaching, telephone, e-mail, mail, radio and TV instructions.
6. Assist in developing an individual contingency plan for each unit.
7. For each unit, update and back up all critical files, legal/financial records, not limited to electronic format, and stored at safe locations, such as an alternative facility, a university server, a movable hard-drive, or a mobile computer.
8. Determine the level and extent of essential service and function of each unit under the maximal absence of staff personnel, or executing from an alternate facility, such as home.
9. Establish a sick leave policy unique for pandemic influenza and be familiar with reporting procedures for infectious diseases

10. Implement a recovery plan to resume normal function and activity in a shortest period of time.
11. Cross-training of essential job functions to prepare backups for crucial positions under significant absence of employees.
12. Maintain the list of resources, contractors, vendors, Service Bureaus etc. with which the unit has written back up agreements for the provision of services, equipment to be used in the event of a pandemic.
13. Establish procedures for contracting with appropriate university departments, university and non-university suppliers in the even of an interruption in operations.
14. Identify and implement alternative methods for maintaining clinical services and product delivery to clients under a pandemic situation. Such alternative methods may not be limited to telephone consultation, e-mail communication, telemedicine technology for testing and diagnosis, electronic report generation, in-person service at an off-site location, mail delivery of products, etc.
15. Identify and implement alternative methods for maintaining research activities of each laboratory and program. Such alternative methods may not be limited to working from home, an alternate facility, e-mail communication, remote networking technology for data collection and analysis, manuscript preparation, and grant writing, etc.

SECTION 4 – PANDEMIC PERIOD PLAN (CONTINUED)

b. PHASE 4

1. Identify, monitor and report to public health authority of any sick students, faculty and staff.
2. Notify the Department Emergency Contacts about the development of the pandemic situation. Recruiting volunteers and allocating resources to assist in emergency response during the Pandemic Phase.
3. Establish protocols for managing deaths, reports of deaths, and claims for death benefits during an outbreak and/or University closure.
4. Continue to communicate (status update) with University community, parents/families.
5. Educate students, faculty, and staff of measures to minimize human communicative diseases, such as influenza. Inform and prepare for options to be exercised by individual course instructors; options for students impacted by instructor absences, concerned about becoming infected, or who have responsibility to care for others; academic standing of students affected by the influenza or who are otherwise absent from classes; course delivery continuity and remediation.
6. Identify employees authorized to work from home and determine remote access/communication capabilities required, fulfill the requirements and provide training.
7. Provide training for faculty and instructors in use of technology for alternative instruction methods, such as, web-based teaching, telephone, e-mail or mailed lessons/assignments, radio and TV instructions.
8. For each unit, back up all critical files, not limited to electronic format, and stored at safe locations, such as an alternative facility, a university server or a movable hard-drive, or a mobile computer.
9. Determine the level and extent of essential service and function of each unit under the maximal absence of staff personnel, or executing from an alternate facility, such as home.
10. Implement a recovery plan to resume normal function and activity in a shortest period of time.
11. Cross-training of essential job functions to prepare backups for crucial positions under significant absence of employees.

SECTION 4 – PANDEMIC PERIOD PLAN (CONTINUED)

c. PHASE 5

1. Establish reliable contacts between the department's key emergency management and response personnel. Prevent pandemic exposures to these emergency personnel. Recruit volunteers and allocate resources to assist in emergency response during the Pandemic Phase.
2. Initiate attendance monitoring and health screening for students, faculty and staff.
3. Promote more intensively personal hygiene practices across the campus.
4. Develop training modules/processes for emergency response personnel and those recruited/assigned to handle sick employees. Determine disinfection and hygiene inspection processes and schedule for the departmental facilities.
5. Establish protocols for managing deaths, reports of deaths, and claims for death benefits during an outbreak and/or University closure.
6. Continue to communicate (status update) with University community, parents/families.
7. Educate students, faculty, and staff of measures to minimize human communicative diseases, such as influenza. Inform and prepare for options to be exercised by individual course instructors; options for students impacted by instructor absences, concerned about becoming infected, or who have responsibility to care for others; academic standing of students affected by the influenza or who are otherwise absent from classes; course delivery continuity and remediation.
8. Identify employees authorized to work from home and determine remote access/communication capabilities required, fulfill the requirements and provide training.
9. For each unit, back up all critical files, not limited to electronic format, and stored at safe locations, such as an alternative facility, a university server or a movable hard-drive, or a mobile computer.
10. Provide training for faculty and instructors in use of technology for alternative instruction methods, such as, web-based teaching, telephone, e-mail or mailed lessons/assignments, radio and TV instructions. When attendance

starts to decrease, these alternative teaching methods should be activated to avoid exposure.

11. Determine the level and extent of essential service and function of each unit under the maximal absence of staff personnel, or executing from an alternate facility, such as home.
12. Consider identifying an alternate facility or location that provide sufficient space and equipment so that the department and critical units, such as clinics, can perform essential functions within 12 hours for up to 90 days. Consider relocation procedures if such facility becomes available. Establish new communication information for such a change in location of the departmental operation.
13. Students registered for off-campus internships, practica, or clinical experiences will comply with directives of host organizations. If possible, assign students in the clinic to alternate locations with reduced loads for clinical practicum or other experiences.
14. Implement a recovery plan to resume normal function and activity in a shortest period of time.
15. Cross-training of essential job functions to prepare backups for crucial positions under significant absence of employees.
16. Establish an order of succession to key positions in the department, the clinics, research laboratories and programs to ensure essential functions and operations of the department and units. Document the conditions for the succession and method of notification. Refer to the Important Contact List and Departmental Organization Chart (in Emergency Plan) for establishing such an order of succession.

SECTION 4 – PANDEMIC PERIOD PLAN (CONTINUED)

d. PHASE 6

1. Decide about cancellation of classes/exams in individual programs, or the department, or follow University order. Decide about suspension of operations in certain functions or service of the department.
2. Maintain reliable contacts between the department's key emergency management and response personnel. Prevent pandemic exposures to these emergency personnel. Recruit volunteers and allocate resources to assist in emergency response during the Pandemic Phase.
3. Re-assign staff resources from less essential operations to support emergency response and/or core University activities. Communicate with unit directors to monitor the situation and maintain the essential functionality of all three aspects of the department, namely, teaching, research, and clinical services.
4. Rigorous implementation of public health screening protocols and infection control measures. Employees are allowed to work from home to avoid exposures taking care of family members. Avoid any travel, esp., to and from a pandemic outbreak area.
5. Implement training of emergency response workers and those recruited/assigned to treat ill persons. Continue to track attendance of students, faculty and staff and report daily to the University health authority.
6. Maintain up-to-date communications messages via the university ([Arizona State University - Emergency Preparedness](#)) and department websites and voicemail system.
 - ASU Emergency Information Phone Line **480.727.9911** or **toll-free 1.877.278.2785**
 - (Department Hotline: 480-[insert Unit number](#))
7. Identify infected employees, maintain updated information, and if necessary allocate medical and other assistance for the needed to protect their wellbeing. Implement disinfection and hygiene inspection processes and schedule for facilities.
8. Establish protocols for managing deaths, reports of deaths, and claims for death benefits during an outbreak and/or University closure.
9. Continue to communicate (status update) with University community, parents/families.

10. Department operations are conducted and maintained at the essential functional level. Distance delivery of teaching is implemented. Research activities are performed at alternate facilities. Clinical services, such as counseling, product delivery, are provided via remote means, e.g., telephone, e-mail, regular mails, etc. Follow specific protocols and procedures for facility and equipment shut-down defined in the department Emergency Plan.
11. Establish policies regarding student grade reporting during closure of campus or programs. Allow flexibility for students who are sick or need to take care of other ill persons during the pandemic.
12. Implement a recovery plan to resume normal function and activity in a shortest period of time.
13. Cross-training of essential job functions to prepare backups for crucial positions under significant absence of employees.
14. Acquire and distribute necessary personal protection equipment to the students, faculty/staff, emergency personnel who needs to work on campus during a pandemic.
15. Ensure continuity of department financial support for activities in teaching, research and clinical services.
16. Contact resources suppliers, vendors, Service Bureaus, etc. to ensure change or temporary sustain of supply due to temporary interruption of department business, or possible removal or reinstallation of equipment in an alternate location.

SECTION 5 – RECOVERY PLAN

Recovery for different functional units of the department may vary depending on the extent of disruption and the type of operation of the unit. Therefore, the recovery plan is addressed in three different functional areas: teaching, research and clinical services.

a. TEACHING

1. Communicate with the students of the time for resuming of classroom teaching.
2. Recording of grades will occur upon reopening of the campus. Students will receive grades in courses based on performance through time of the closure.
3. Replace faculty who cannot return to work, with existing faculty or new hires. If new instructors or faculty are necessary, expedite the hiring process.
4. Reschedule uncompleted portion of a semester under certain circumstances.
5. Reschedule subsequent semester or semesters under certain circumstances
6. Process records, especially transcripts, for graduation.
7. Establish counseling service to document and meet the mental and emotional needs of the students. Provide extra academic support for concerns of disruption of instruction.
8. Document attendance and report to the department and the College.

b. RESEARCH

1. Use protocols specific for research laboratories to reopen labs. Sanitize and cleanup equipment and computers before power up.
2. Update the lab computers with new software and data accumulated during the period of off-site research activity.
3. Inform collaborators about the resumption of the research activity.
4. Work with the Office for Research and Sponsored Projects Administration (ORSPA) to:
 - o inform external sponsors of the research situation
 - o extend research project(s), if extra time is needed to complete the project

5. Coordinate with research grant accounting of the department and the university to ensure sufficient continuous support.
6. Coordinate with the University Animal Care facility to ensure sufficient continuous supply of experimental animals.
7. Order other lab equipment or materials to ensure a smooth resumption of experiments.
8. Communicate with graduate student research assistants, post-doc research associates the time of reopening the laboratory. Document the absence of any laboratory personnel. Replace those cannot return to work.
9. Share resources between different research labs in case of temporary personnel and supply shortage after a pandemic.
10. Prepare manuscripts or submit for publication the research results derived during the off-site activities, such as data analysis, software development, scientific writing.

c. CLINICAL SERVICES

1. Notify staff and clinical personnel the date of resuming services.
2. Use protocols specific for clinical laboratories to reopen labs and facilities. Sanitize and cleanup equipment and computers before power up.
3. Reinstall devices that were moved to an alternate facility during the pandemic period and test to ensure proper functionality.
4. Update the clinical computers with new software and data files accumulated during the period of off-site clinical activity.
5. Inform clients about the resumption of the clinical services.
6. Inform vendors about the resumption of the clinical activity and ensure sufficient supply.
7. Communicate with the students when it is time to resume clinical practicum, observations, internships, and etc.
8. Coordinate with the clinical Business Manager to ensure business revenue returning to normal.
9. Document the absence of any clinical personnel. Replace those cannot return to work.

SECTION 6 – TRAINING, TESTING & EXERCISES

a. TRAINING

Training is an integral part of the pandemic plan and it is the responsibility of the department to ensure all its employees are trained on the Pandemic Plan. Department heads are responsible for providing the information to employees and for familiarizing staff members with their roles and responsibilities during a pandemic emergency, ensuring that systems and equipment are maintained in a constant state of readiness.

Initial pandemic preparedness training, specific to the departmental plan will be provided to all employees within 60 days of plan acceptance. All department employees will receive refresher training annually thereafter.

b. PLAN EXERCISES

Annually, the pandemic plan shall be exercised through a “full-scale” activation. This will ensure that each employee knows their responsibilities within the plan and the backup systems work properly. Procedural components are tested in the activation and necessary changes are determined to improve the pandemic plan. At the time of each exercise, department phone tree procedures will be implemented, tested and evaluated for effectiveness.