

# The University of Mississippi Pandemic Plan

## I. PURPOSE

This plan defines the steps that may be taken by critical areas on campus in the event of a pandemic in the U. S. This document is not a comprehensive campus plan but one that serves as an overview with specific departments having comprehensive plans for individual operation.

Revisions will be made as needed.

**Definition:** A pandemic is described as a global disease outbreak that will affect an undetermined number of individuals. A pandemic occurs when a new virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness or fatality, and can sweep across the country and around the world in very short time. The pandemic could be the bird flu, mumps, etc.

## II. SITUATION

In the event a person in the U. S. is stricken with a virus that is declared as being associated with a pandemic, the plan will be implemented and will continue in force until the danger is gone.

## III. ASSUMPTIONS

The assumptions are that if a pandemic occurs in the US;

1. The University will be affected because of the movement of various individuals within as well as outside the U. S.
2. An unknown number of students may remain on campus for various reasons.
3. The University will not be able to depend on local health (county or city) resources because of needs of these areas related to local residents.
4. The state may be able to supply limited resources depending on the severity of the event.

## IV. CONCEPT OF OPERATIONS

### A. General

1. The Pandemic Plan will be implemented at the first sign of the pandemic virus being confirmed in the US and will be followed unless circumstances indicate the plan needs to be changed.

### B. Phases of management

1. Mitigation
  - a. Develop a plan in advance to follow in the event of a pandemic.

## **The University of Mississippi Pandemic Plan**

- b. Raise awareness of the campus regarding the possibility of a pandemic affecting the campus.
  - c. Provide information about the necessity of following proper hygiene and be prepared to be on your own for an extended period of time. This can be done by various means;
    - a. Radio
    - b. Television
    - c. Newspapers
    - d. Web Site
    - e. E-mail
    - f. Campus Mail
  - d. Depending on how the disease spreads, the campus should be made aware of what the campus might expect.
2. Preparedness
- a. Faculty, staff, and students can help prepare for this possibility by reading information regarding the pandemic and steps to take in order to possibly not contract the virus or preventive measures that may lessen the impact.
  - b. Stay informed on the status of the virus in relation to the U.S.
3. Response
- a. The University will respond by implementing this plan when a confirmed case is reported in the U. S.
  - b. The plan will be followed as long as steps indicated are in the best interest of the faculty, staff, and students. The plan may be adjusted to better serve those affected.
  - c. The University will contact local and state health officials to determine the level of assistance, if any, can be provided.

### **V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

1. Organization
- a. The Emergency Operations Center will open for a undefined period of time.
  - b. The Emergency Operations Team will be the group responsible for different areas of the plan and will report to the Chancellor and Incident Commander. The Chancellor or designee may form a Pandemic Task Force consisting of selected members of the Incident Response Team and the Dedicated Area Team as contained in the Incident Response Plan to better facilitate the response and reaction to the pandemic.
- c. Task Assignments
- i. Tasks will be assigned by the team leader of each designated area.

# The University of Mississippi Pandemic Plan

## d. Administration

- i. The Chancellor or designee will be the person that all reports will be submitted to about the status of the campus.
- ii. Team members will report to the Incident Commander which in turn will report to the Chancellor.

## VI. DIRECTION AND CONTROL

### 1. General

- a. The Incident Commander will provide direction for the responders and will be responsible for providing control of the day-to-day operations including team leader assignments.
- b. The Chancellor or designee will be the person in control of the incident in relation to information and reports that are available to the campus and media. No reports will be released without the permission of the Chancellor or designee. Authorized reports will be released through the Public Relations Office.

## VII. ADMINISTRATION AND LOGISTICS

### 1. Communications

- a. Various communications venues will be used to communicate the status of the University to faculty, staff, students and various news agencies. Those venues may consist of the following:
  - Radio
  - Television
  - Newspapers
  - Web Site
  - E-mail
  - Campus Mail

### 2. Operations

- a. Operations will be assigned in the EOC as needed to the person responsible for addressing the needs at any particular time. The Incident Commander will be the director of this operation.

### 3. Records

- a. Detailed records will be maintained regarding the incident.
- b. Records will be released to the public after authorization from the Chancellor or the Public Relations Office.

### 4. Planning

- a. The appropriate people will monitor the situation on a daily basis and formulate plans accordingly.
- b. All plans will be discussed with the appropriate personnel and teams before implementing.
- c. The Team(s) will meet daily to discuss the current situation and formulate plans for that day.

# The University of Mississippi Pandemic Plan

## VIII. PLAN

- a. The areas affected are not in a particular order within the plan. Each area is expected to address their needs and report to the Incident Commander.
- b. Each area will try and follow the plan but circumstances may require a different approach and response. If this occurs, the area will report the change in plans to the Incident Commander and will be noted when the incident is over.
- c. There are three stages that will require some action from the University. All steps in preceding stages plus steps in the next stage will be taken if the situation moves from one stage to a higher stage.

Stage 1 - Confirmed cases of human-to- human transmission of a pandemic in the United States

Stage 2 - Suspected case(s) on Campus or suspected/confirmed cases in the Oxford area

Stage 3 - Confirmed case(s) on Campus [Only essential personnel required to report to campus.

Stage 1 - Confirmed cases of human-to- human transmission of a pandemic in the United States

Stage 2 - Suspected case(s) on Campus or suspected/confirmed cases in the Oxford area

Stage 3 - Confirmed case(s) on Campus [Only essential personnel required to report to campus.

	<b>STAGE 1</b>	<b>STAGE 2</b>	<b>STAGE 3</b>
Chancellor's Office	<ol style="list-style-type: none"> <li>1. Assemble Incident Response Team.</li> <li>2. Based on U. S. State Department recommendations, University recommends campus community not to travel to affected countries.</li> <li>3. Review content of internal and external public information bulletins and announcements. Work with Public Relations to select appropriate university spokesperson(s) for media reporting.</li> <li>4. Consider restricting movement on and off campus for activities/athletic events.</li> <li>5. The Chancellor or designee may elect to appoint a Pandemic Task Force instead of having the full Incident Response Team manage the crisis.</li> </ol>	<ol style="list-style-type: none"> <li>1. Evaluate information on institutional effects of the incident and set response priorities as appropriate.</li> <li>2. Advise Executive Management on response options.</li> <li>3. Activate Emergency Operations Center.</li> </ol>	<ol style="list-style-type: none"> <li>1. Authorize temporary suspension of classes or closure.</li> <li>2. Provide oversight for student, staff, &amp; faculty family notifications if appropriate.</li> </ol>
Public Relations	<ol style="list-style-type: none"> <li>1. Draft internal and external bulletins and</li> </ol>	<ol style="list-style-type: none"> <li>1. Write and record bulletins and updates on the</li> </ol>	<ol style="list-style-type: none"> <li>1. Organize phone banks, if</li> </ol>

## The University of Mississippi Pandemic Plan

Stage 1 - Confirmed cases of human-to- human transmission of a pandemic in the United States  
 Stage 2 - Suspected case(s) on Campus or suspected/confirmed cases in the Oxford area  
 Stage 3 - Confirmed case(s) on Campus [Only essential personnel required to report to campus.

	<b>STAGE 1</b>	<b>STAGE 2</b>	<b>STAGE 3</b>
	announcements, with the Incident Response Team.	University’s Emergency Information line - 1040 2. Write scripts for phone tree with approval from Incident Response Team. 3. Request to campus that faculty and staff and their families to report all cases to Incident Commander.	necessary (phone banks can refer callers to emergency services, take messages, support rumor control). 2. Establish a Media Relations Center: coordinate press releases, and manage news teams and interviews, etc.
Incident Response Team	1. Chancellor or VC appoints Incident Commander. This person now becomes in charge of operations. 2. Monitor situation.	1. Same as Stage 1.	1. Maintain contact among the Incident Response Team.
Incident Commander <b>(As defined by the Chancellor or Vice Chancellor)</b>	1. Communicate with Lafayette County Health Department and BMH regarding planning and surveillance. 2. Alert VCAF and VCSL 3. Establish communication with deans regarding status of preparedness. 4. In conjunction with the Public Relations Office issue communication(s) to campus community regarding status of disease spread, self protection and university response. (e-mail, website, town meetings).	1. Notify Lafayette County Health Dept. 2. Notify Housing on number of potential contacts that may require isolation. 3. Ongoing communications with campus community regarding signs/symptoms, protocol for referral of suspected cases. 4. Initiate poster, e-mail campaign on self-protection.	1. Recommend temporary closure of building(s) and suspension of student and academic activities to Incident Response Team. 2. Implement Emergency Preparedness Plan & Incident Response Team. 3. Ensure that each Operations Group function is covered.
University Police	1. Alert Student Health Center if encountering individual(s) with symptoms. 2. Essential personnel receive fit test and training on respiratory protection from Health Service.		1. Secure buildings & post signage.
Physical Plant and	1. Identify building ventilations systems.	1. Same as Stage 1.	1. Stand by to shut off utilities

## The University of Mississippi Pandemic Plan

Stage 1 - Confirmed cases of human-to- human transmission of a pandemic in the United States

Stage 2 - Suspected case(s) on Campus or suspected/confirmed cases in the Oxford area

Stage 3 - Confirmed case(s) on Campus [Only essential personnel required to report to campus.

	STAGE 1	STAGE 2	STAGE 3
Facilities Management	2. Determine if staff can assist other areas on campus. Enlist volunteers to help if needed.	2. Develop signage for buildings as specified by the Public Relations Office.	as directed by Incident Commander, if necessary.
Health & Safety	1. Work through the state or Procurement Services to contract with hazardous material company for professional cleanup. 2. Assist in training essential personnel in the use of respiratory protection masks.	2. Arrange for additional medical waste pickups.	1. Assist Health Center.
Residence Hall Directors	Not applicable	1. Watch news and Daily Mississippian Front page and disseminate information to students. 2. Remain available for further instructions.	1. Same as Stage 1. 2. Remain available for further instructions.
Parking	Not applicable.	Not applicable.	1. Clear designated parking lots for medical staging area.
Housing	1. Enact planning for quarantine of students by: <ul style="list-style-type: none"> <li>i. Identifying potential rooms and/or buildings to be used for quarantined students. Update by semester based on current occupancy.</li> <li>ii. Notifying current occupants in spaces that will be needed of the potential or need for them to move.</li> </ul>	1. Same as Stage 1. 2. Set up Housing command center and recall essential personnel. 3. Enact emergency phone contact tree. 4. Identify meal delivery need and method for quarantined students. 5. Communicate situation and needs to owners and landlords of rented properties. 6. Identify roles of essential staff: leadership, communications, maintenance and housekeeping.	1. Activate plan from stage 2 to quarantine students in conjunction with the guidance from the County Health Department.
Student Health Services	<u>Evidence confirming efficient human to human transmission of novel influenza occurring WHO declares an influenza pandemic outbreaks in at least one country and spread to other countries.</u>  1. Develop a triage and treatment protocol that can be easily adapted once a case	Activated when one or more staff/student on campus are affected with Pandemic and Avian Flu A) Close Contacts B) Pandemic and Avian Flu outbreak patient.  1. Notify Incident Commander and Crises team of close contact or probably patient with Avian	1. <u>Continue all protocols established with previous Emergency Response Level.</u> 2. <u>Arrange transfer for any patient with high fever and /or signs and symptoms of Pandemic and Avian Flu to the</u>

# The University of Mississippi Pandemic Plan

Stage 1 - Confirmed cases of human-to- human transmission of a pandemic in the United States  
 Stage 2 - Suspected case(s) on Campus or suspected/confirmed cases in the Oxford area  
 Stage 3 - Confirmed case(s) on Campus [Only essential personnel required to report to campus.

	STAGE 1	STAGE 2	STAGE 3
	<p>definition is established. (Do as soon as information is available.)</p> <ol style="list-style-type: none"> <li>2. Develop a protocol for monitoring cases residing on and off campus apartments/residences.</li> <li>3. Develop clinic signage and voice messages that will give ill students directions about how to access services.</li> <li>4. DESIGNATE EMPLOYEE HEALTH CLINIC FOR INDIVIDUALS WITH RESPIRATORY AND FEBRILE ILLNESSES.</li> <li>5. DESIGNATE STUDENT HEALTH CLINIC FOR ALL STUDENTS AND FACULTY WITH OTHER HEALTH PROBLEMS.</li> <li>6. <u>Post signage indicating clinic to go for routine care and influenza like illness with fever.</u></li> <li>7. <u>Send out e-mail telling about phone and e-mail triage.</u></li> <li>8. All staff at the clinic is required to wear surgical masks while in the clinic.</li> <li>9. All persons at the clinic have to follow the current mask policy.</li> <li>10. Maintain and observe infection control measures.</li> <li>11. Adopt a triage system for patients with fever (encourage phone or e-mail for all patients) have them go to appropriate clinic.</li> <li>12. Maintain a running record of patients seen with fever &amp; Influenza for assessing the trend and additional testing.</li> </ol>	<p>Flu.</p> <ol style="list-style-type: none"> <li>2. If school has not been closed by the time we have a close contact or avian flu patient then it will be recommended that school be closed and students be sent home.</li> </ol> <p>Follow triage and treatment protocol.</p> <ol style="list-style-type: none"> <li>3. <u>Close Contact</u> who does not have private room will be moved to previously designated housing for close contacts. (Length of time to be determined by recommendations from CDC or State Board of Health             <ol style="list-style-type: none"> <li>i. Temperature to be taken twice a day.</li> </ol> </li> <li>4. Report s/s of flu to Information Coordinator</li> <li>5. Report twice a day to Information Coordinator</li> <li>6. Food service to provide for delivery of food.             <ol style="list-style-type: none"> <li>i. <u>MEDICAL SCREENING FOR SYMPTOMLESS CLOSE CONTACTS OR SOCIAL CONTACT OR PROTECTED CONTACTS IS NOT CONSIDERED NECESSARY.</u></li> </ol> </li> <li>7. Follow all protocols established with <u>previous</u> Emergency Response level.</li> <li>8. Provide reports as need at least daily to Emergency Command Center.</li> <li>9. See that information is disseminated to staff and students regarding need for infection control.</li> <li>10. Use phone and e-mail to assist with triage.</li> </ol>	<p><u>Hospital.</u></p> <ol style="list-style-type: none"> <li>3. Have housing ready infirmary. Get volunteer staff.</li> <li>4. Move needed supplies and medications to infirmary to be placed in locked room.</li> <li>5. Assign Nursing and Medical staff to cover infirmary.</li> <li>6. Information Coordinator will track status of close contact, new cases diagnosed.</li> <li>7. Hospitalized patients;             <ol style="list-style-type: none"> <li>i. Work closely with International Office with names of students who are ill and have been diagnosed with Avian Flu. Provide providers with parent's phone numbers of other students who are ill with Avian Flu or suspected.</li> </ol> </li> </ol>

## The University of Mississippi Pandemic Plan

Stage 1 - Confirmed cases of human-to- human transmission of a pandemic in the United States  
 Stage 2 - Suspected case(s) on Campus or suspected/confirmed cases in the Oxford area  
 Stage 3 - Confirmed case(s) on Campus [Only essential personnel required to report to campus.

	<b>STAGE 1</b>	<b>STAGE 2</b>	<b>STAGE 3</b>
	13. Monitor any outbreaks of respiratory infection on campus. 14. Influenza vaccination for high risk groups or all members of the University who wish to be vaccinated. 15. Stock up on disposable tempa dots. 16. Talks on Pandemic and Avian Flu outbreak. Awareness and Preventive Measures to students and staff groups. 17. All units and departments will report sick employees who take leave to HR. All of those with febrile illness will be reported to SHS. Telephone monitoring until employee well will be done by SHS personnel. 18. Common areas, bathroom, and examination rooms will be disinfected twice a day. 19. Protocol for laboratory testing as set up by the State Board of Health will be followed. 20. Arrange ambulance transfer for patients with high fever and /or signs and symptoms of Pandemic and Avian flu. 21. Information Coordinator to follow up and maintain daily report on any staff and students under observation for Avian Flu infection or admitted to hospital as probable or suspected Pandemic and Avian Flu. Contact EOC for disinfection and cleaning of dorm rooms when a case or Close Contact is noted. 22. Information Coordinator will get a list of close contracts to any suspected or		



## The University of Mississippi Pandemic Plan

Stage 1 - Confirmed cases of human-to- human transmission of a pandemic in the United States  
 Stage 2 - Suspected case(s) on Campus or suspected/confirmed cases in the Oxford area  
 Stage 3 - Confirmed case(s) on Campus [Only essential personnel required to report to campus.

	<b>STAGE 1</b>	<b>STAGE 2</b>	<b>STAGE 3</b>
	<p>known case of Avian Flu.</p> <p>23. Discontinue all medical procedures which may cause droplet transmission (such as throat swab taking, and spirometry).</p> <p>24. Arrange ambulance transfer for patients suspected of have Avian Flu. (IF hospital has space) (Space will eventually be limited).</p> <p>25. Full Personal Protective Equipment with goggles, gown and N95 masks for all medical, laboratory/x-ray, and nursing staff.</p> <p>26. Arrange continuation of basic medical service at SHS on long holidays.</p>		
Telecommunications	<ol style="list-style-type: none"> <li>1. Begin preparation to install additional lines in the EOC.</li> </ol>	<ol style="list-style-type: none"> <li>1. Install telephone sets and computers in EOC.</li> </ol>	<ol style="list-style-type: none"> <li>1. Arrange for emergency telephone lines to be established at EOC and alternate areas as deemed necessary.</li> </ol>
Division of Student Life	<ol style="list-style-type: none"> <li>1. Student Life – Formulate and rehearse plan to address needs/support for Greek organizations.</li> <li>2. Identify division personnel available for telephone support work.</li> </ol>	<ol style="list-style-type: none"> <li>1. Arrange for monitoring/delivery of medications, other goods and services to isolated cases.</li> <li>2. Assist with relocation of students for quarantine</li> <li>3. Assist with telephone consultation and support.</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify student events where confirmed patients have attended.</li> <li>2. Residential staff assists Health Center.</li> </ol>
Human Resources	<ol style="list-style-type: none"> <li>1. Identify essential personnel.</li> <li>2. Monitor faculty &amp; staff travelers entering from effected regions.</li> <li>3. Identify personnel available for telephone support work.</li> </ol>	<ol style="list-style-type: none"> <li>1. Same as Stage 1.</li> </ol>	<ol style="list-style-type: none"> <li>1. Same as Stage 2.</li> </ol>

## The University of Mississippi Pandemic Plan

Stage 1 - Confirmed cases of human-to- human transmission of a pandemic in the United States  
 Stage 2 - Suspected case(s) on Campus or suspected/confirmed cases in the Oxford area  
 Stage 3 - Confirmed case(s) on Campus [Only essential personnel required to report to campus.

	<b>STAGE 1</b>	<b>STAGE 2</b>	<b>STAGE 3</b>
International Programs	<ol style="list-style-type: none"> <li>1. Maintain an updated list of international students, faculty, researchers and staff (approximately 500 international students and 200 faculty, researchers and staff).</li> <li>2. Keep international community and University Pandemic Management Team updated through OIP electronic newsletter of ongoing developments and advisories, including but not limited to issues relating to travel and medical.</li> <li>3. Obtain funding to purchase gloves, N-95 masks, hand sanitizer, Lysol spray or other approved disinfectant, water and non-perishable foods (i.e. granola bars) for staff working in office during crisis.</li> <li>4. Monitor international community traveling to and from infected areas. OIP recommends that the University Travel Office acts as a central distribution point for key offices associated with Pandemic/Emergency Management and Student Affairs (Chancellor/VC's/Dean of Students/Academic Deans /OIP/Study Abroad/Institutes. Currently the Travel Office publishes a monthly list of future travel. The OIP recommends a monthly list be prepared by the Travel Office of <u>current travel for each month so that University officials can quickly determine who is engaged in official University travel.</u> OIP also advises that an "Emergency Contact" document be maintain at the Travel Office for everyone engaged in University travel. This document would keep emergency contact</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist students with arrangements for food, water, medicine, and transportation needs, such as travel to Memphis International Airport.</li> <li>2. Assist students with documents necessary for international travel.</li> <li>3. Assist students with communicating with family members in home country.</li> <li>4. Assist housing and health clinic with making on-campus arrangements for sick students.</li> <li>5. Assist students who cannot travel to their home country with seeking off-campus housing arrangements with friends and family members residing in Oxford or in other regions of the U.S.</li> </ol>	<ol style="list-style-type: none"> <li>1. OIP staff volunteers to assist as needed to implement University-wide pandemic plan.</li> </ol>

## The University of Mississippi Pandemic Plan

Stage 1 - Confirmed cases of human-to- human transmission of a pandemic in the United States  
 Stage 2 - Suspected case(s) on Campus or suspected/confirmed cases in the Oxford area  
 Stage 3 - Confirmed case(s) on Campus [Only essential personnel required to report to campus.

	<b>STAGE 1</b>	<b>STAGE 2</b>	<b>STAGE 3</b>
	<p>information of all University employees and students. The Study Abroad office should maintain its own emergency files of students studying overseas.</p> <p>5. This plan does not allow for students or faculty engaged in non-University-related travel.</p>		
Information Technology	<ol style="list-style-type: none"> <li>1. Prepare current listings of all faculty, staff, and students.</li> <li>2. Assemble computers for installation for possible installation in EOC.</li> <li>3. Install software to access SAP.</li> </ol>	<ol style="list-style-type: none"> <li>1. Install computers in EOC.</li> <li>2. Monitor computer needs of EOC and respond.</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitor the needs for computers and access to files.</li> <li>2. Have personnel available to provide support in the Data Center.</li> </ol>
Academic Support (See Appendix A)	<ol style="list-style-type: none"> <li>1. Work with Study Abroad Office to monitor the safety of students traveling abroad. Issue instructions to these students, including the requirement to return home if in an infected region of the world.</li> <li>2. Inform faculty of the pending situation and explain possible options regarding the interruption of courses.</li> <li>3. Work with Registrar, Information Technology and other records offices to make plans to modify the academic calendar to accommodate the pending scenario (e.g., to eliminate an intersession, change admissions or grade submission deadlines, etc.).</li> <li>4. Work with the Incident Response Team and/or Pandemic Task Force to identify</li> </ol>	<ol style="list-style-type: none"> <li>1. Work with CMT or PTF, along with recommendations from US and State Departments of Health and other governmental agencies, to reach a decision regarding cancellation of all traditional classes, the probably length of this cancellation, and the closure of dormitories.</li> <li>2. If there is a decision to cancel classes, inform faculty and students of the decision via e-mail and web page.</li> <li>3. Work with Registrar, other records offices, and IT to assure that home e-mail addresses are activated for all mass e-mailings.</li> <li>4. If there is a decision to cancel classes, inform academic departments and academic support offices to remain at</li> </ol>	<ol style="list-style-type: none"> <li>1. Periodically inform faculty, staff and students about the severity of the situation and the prognosis for re-opening.</li> <li>2. Provide guidance for academic administration questions.</li> <li>3. Close research laboratories and inform research faculty and staff to remain at home.</li> <li>4. Allow only essential personnel to enter buildings to care for lab animals and tend to sensitive materials and equipment.</li> <li>5. Plan for re-opening of the University and continuing</li> </ol>

## The University of Mississippi Pandemic Plan

Stage 1 - Confirmed cases of human-to- human transmission of a pandemic in the United States  
 Stage 2 - Suspected case(s) on Campus or suspected/confirmed cases in the Oxford area  
 Stage 3 - Confirmed case(s) on Campus [Only essential personnel required to report to campus.

	<b>STAGE 1</b>	<b>STAGE 2</b>	<b>STAGE 3</b>
	<p>and cancel non-essential academic events.</p> <p>5. Inform all academic support offices, including departments, deans' offices, and research laboratories, to determine essential personnel who must come to work in case of a general closure. Also, have all units make a plan for maintaining animals, materials, and equipment during a closure of the University.</p>	<p>home, except for essential personnel.</p> <p>5. Inform faculty, who are teaching courses that can be continued through alternate delivery modes, that they may continue to engage students and complete the course, if possible.</p>	<p>classes.</p> <p>6. Work with Administration and Finance to determine salary consequences of the closure for faculty and academic support staff.</p> <p>7. Inform, in appropriate ways, other higher education institutions and state and federal agencies about the closure and tentative re-opening dates.</p>
Aramark	<p>1. Contact the manager of and advise of status of the pandemic.</p>	<p>1. Meet with the manager to discuss plans on possible feeding of students and workers.</p>	<p>1. Assist in feeding of people that are sick.</p>

### IX. RECOVERY

- a. The University will use every available resource to facilitate the recovery from the affects of a pandemic regardless of the timeframe.
- b. Recovery may span an extended period of time and will depend on how much assistance is available from outside sources.
- c. Assess capacity and develop plan to restore academic and business functions (financial, courses, personnel, returning students).
- d. Communicate status to faculty, staff, and students.
- e. Prepare for possible next wave of pandemic illness.
- f. Clean up of quarantine and isolation facilities and materials.
- g. Recognition of community members who did not survive.
- h. Schedule a debriefing of incident.

# The University of Mississippi Pandemic Plan

## X. CONTACTS

(Intentionally left blank)

# The University of Mississippi Pandemic Plan

## APPENDIX A

### **Academic Instruction and Research Pandemic Emergency Plan**

The Chancellor's and Provost's Office will work with the Pandemic Management Team and external agencies to reach decisions regarding the cancellation of classes, including closure of academic programs for an extended period of time. If closure is required, the highest priority will be given to preserve the integrity and order of the courses offered during the regular Fall and Spring semesters, in order to minimize the impact on student academic planning.

**Calendar Issues:** If during a Fall or Spring semester, the University is closed for one or two weeks, this interruption may be handled by extending the respective semesters, even if this means canceling some or all of the Winter or May Intersessions course offerings. If the closure is longer than two weeks, this will require a more significant adjustment of the academic calendar, including changing the starting dates for semesters and extending a regular semester through the summer. Again, this may require the cancelling of some or all of the Summer I or Summer II courses.

If a postponement is required near the end of a regular semester, the University may petition the IHL Board to allow an exception to the contact hour requirements. If this were to occur, a decision would be required as to whether a final examination would be administered in some remote manner or whether the grade at the time of closure would be assigned.

**Alternate Forms of Instruction:** If closure is required or if recommendations (short of closure) are made to limit assembly in classes, the University will encourage the use of alternate delivery (mostly electronic, to eliminate classroom contact) of course instruction. An inventory will be made of courses that could continue to operate for a period of 2 weeks to a full semester via alternate modes of delivery. These modes include the use of Blackboard or Angel to facilitate instruction and faculty-student interactions via the internet. The Faculty Technology Development Center will begin to support the use of PC-based video cameras and audio recording for the direct recording and transmission of video and/or audio lectures (using Blackboard or other means of distributing).

**Other Academic Issues:** As with the Katrina response, we will be faced with situations that may call for the institution to modify academic regulations with respect to:

- admission deadlines
- withdrawal deadlines and reasons (care for family, lack of access to high speed internet)
- instructors who may be ill before or after postponement period
- final exams and grade reporting
- how to handle study abroad students
- consider enhanced use of audio recording before and after an interruption period, for students who are ill during these periods

### **Recovery Stage**

1. Work with Registrar and IHL Office to finalize the plans for an academic calendar upon re-opening.
2. Communicate the schedule to all faculty and work with Public Relations and Student Life to communicate with students.
3. Inform external institutions and agencies, as appropriate.