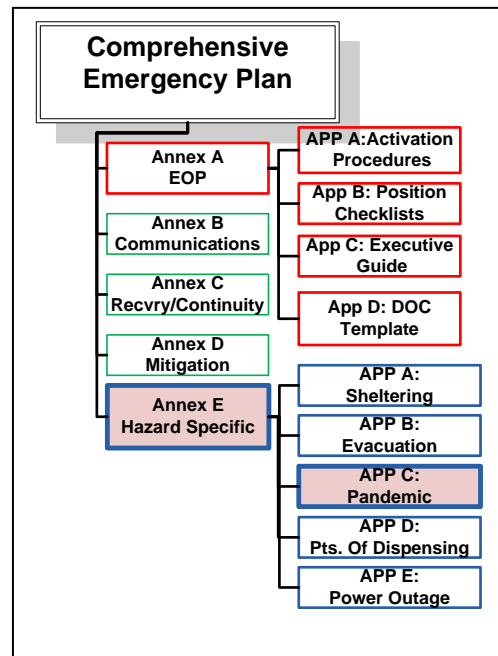


**ANNEX E: Hazard Specific**  
**Appendix C: Influenza Pandemic Annex**

This is Appendix C of the Hazard Specific Plans (Annex E) of the Comprehensive Emergency Plan (CEP) for the University of California, Davis. This Annex is to be used as a supplement to the larger plans and is consulted when a **pandemic event emerges and requires a coordinated response from the campus**. All activities described in Annex A – Emergency Operations Plan – and its appendices are assumed to be taken and/or considered as part of that coordinated response. An influenza pandemic occurs when a novel influenza virus emerges with sustained transmission (human-to-human), no immunity in the general population, causing illness and fatalities. Influenza pandemics could emerge quickly or develop over some period of time; it could be highly virulent or no more virulent than the annual seasonal flu. With the increase in global transport, as well as urbanization and overcrowded conditions, pandemics due to a novel influenza virus are likely to spread quickly.



**RESPONSE GUIDELINES**

I.	UC Davis will closely monitor news and information associated with threats to the health and safety of the campus and informs leadership of developments that might affect the campus.....	2
II.	UC Davis will coordinate information from all campus departments related to a pending or existing pandemic event. ....	2
III.	UC Davis activate the Comprehensive Emergency Plan and the campus Emergency Operations Center according to pre-established protocols. ....	2
IV.	UC Davis will cooperate fully the Yolo County Public Health Officer .....	2
V.	UC Davis will communicate appropriate and necessary information to the campus. ....	2
VI.	UC Davis will take all necessary actions to preserve the health, safety and security of the campus and the campus community.....	2
VII.	UC Davis will respond to pandemic event using flexible decision points. ....	3
VIII.	UC Davis will define ‘critical functions’ on campus .....	3
IX.	UC Davis will ‘close’ the campus based on orders from Yolo County Health Officer .....	3
X.	UC Davis will define “closure” using pre-defined criteria on maintaining critical campus functions.....	3
XI.	UC Davis will prepare for a pandemic/infectious disease event by encouraging departments to complete business continuity plans within UC Ready to ensure their readiness to respond and recover from any emergency.....	4
XII.	UC Davis will prepare for a pandemic event by developing and disseminating appropriate guidance for the campus community.....	4
XIII.	Matrix: Action Decision Points .....	5
XIV.	Table: Critical Functions .....	6
XV.	Table: Specific Activities Supporting Critical Functions.....	7

ANNEX E: Hazard Specific  
**Appendix C: Influenza Pandemic Annex**

**I. UC Davis will closely monitor news and information associated with threats to the health and safety of the campus and inform leadership of developments that might affect the campus.**

The campus Emergency/Business Continuity department actively monitors local and worldwide events related to influenza pandemics. The campus Student Health Center is a sentinel influenza site and regularly screens patients presenting with influenza-like symptoms. Two UC Davis employees are also Assistant County Public Health Officers and communicate regularly with public health offices throughout the state.

**II. UC Davis will coordinate information from all campus departments related to a pending or existing pandemic event.**

In the early stages of a potential pandemic situation, information will be shared as appropriate with the campus leadership by the Emergency/Business Continuity department. Depending on the situation, a *pandemic watch team* will be convened to provide recommendations and guidance for campus actions.

The *pandemic watch team* will be composed of representatives from the EOC Executive Response Team, Student Health, Employee Health, University Communications, Human Resources, Emergency/Business Continuity Planning.

**III. UC Davis will activate the Comprehensive Emergency Plan and the campus Emergency Operation Center according to pre-established protocols.**

On the advice of the *pandemic watch team*, the campus Emergency Operations Center will be activated (according to the procedures in CEP Annex A, Appendix A) to an appropriate level and all coordination will then occur through the EOC.

**IV. UC Davis will cooperate fully with the Yolo County Public Health Officer.**

Authority for the public health of Yolo County during a pandemic event belongs to the Yolo County Public Health Officer, who has the authority to issue quarantine orders, direct social distancing measures and distribute anti-viral medications. This authority encompasses all private citizens and businesses in Yolo County including the campus.

**V. UC Davis will communicate appropriate and necessary information to the campus.**

In coordination with the *pandemic watch team* or the EOC, University Communications will gather and provide information to the appropriate parts of the campus community. Information could include directions and information about the campus actions to this event, and actions to take in response to the event.

**VI. UC Davis will take all necessary actions to preserve the health, safety and security of the campus and the campus community.**

In accordance with the UCOP [Policy on Safeguards, Security and Emergency Management](#) (dated January 2006), the Chancellor has the authority to declare a state of emergency on campus and direct necessary actions to respond or mitigate threats to the health and safety of the campus.

**ANNEX E: Hazard Specific**  
**Appendix C: Influenza Pandemic Annex**

**VII. UC Davis will respond to a pandemic event using flexible decision points.** (See item XII.)

Influenza viruses are unpredictable and their effect will vary from region to region. It will be necessary for the campus to take actions to protect the health and safety of the campus at all stages of a pandemic event. Because the influenza virus is unpredictable, as is the spread of a pandemic, these decision points are flexible guidelines only, and are taken in addition to directions or requests from the Yolo County Public Health Officer.

**VIII. UC Davis will define ‘critical functions’ on campus.** (See item XIII and XV.)

Critical functions are those that must be continued to maintain the viability of the University’s mission, and are essential in making a timely and efficient recovery. These are listed in the order of their importance to the safety and viability of the campus.

Activities related to support of the critical functions (travel, social distancing recommendations) are delegated to specific campus units.

**IX. UC Davis will ‘close’ campus based on orders from the Yolo County Health Officer.**

California Department of Public Health “Guidance for Student Dismissals during an Influenza Pandemic” issued July 2008, contains the follow statement. (Complete document available on the UCOP web site [at this URL.](#))

*This document provides pre-pandemic planning guidance about student dismissal from schools, including elementary and secondary schools, colleges and universities. Student dismissals will be ordered to reduce pandemic influenza transmission under the following conditions:*

- *World Health Organization (WHO) pandemic phase 6 has been declared; AND*
- *The Pandemic Severity Index (PSI) is a category 2 or 3 or greater; AND*
- *The first human pandemic influenza case in California has been confirmed by laboratory evidence.*

**X. UC Davis will define campus ‘closure’ using pre-defined criteria on maintaining critical campus functions.**

UC Davis operates much the same as a small city, and it would be impossible to “close” the campus. These measures would be taken to comply with directions from the Yolo County Public Health Officer and maintain critical functions on campus.

Cancellation of these activities:

- Classes
- Events in public facilities (libraries, ARC, etc.)
- Special Events (gatherings, conference, meetings, etc.)
- Research activities involving human subjects, research seminars and presentations.

Continuation of these activities where appropriate social distancing is possible:

- Animal research facilities
- Research grants management
- Registration/Admission (based on time of year)
- Faculty may still have access to offices

**ANNEX E: Hazard Specific**  
**Appendix C: Influenza Pandemic Annex**

Continuation of these activities to support critical functions.

- Residence Halls; housing and dining
- Family housing and apartments
- Research
- Maintaining staffing necessary to maintain the health, safety and security of the campus community, including essential personnel from:
  - Public Safety- PD and FD
  - University Communications
  - Information and Educational Technology
  - Student Affairs: Health Center, Housing, Dining
  - Human Resources
  - Facilities Management
  - Campus Veterinarian and Veterinary Teaching Medical Hospital
  - Emergency Management; EOC team; EOC Executive Policy Team

**XI. UC Davis will prepare for a pandemic/infectious disease event by encouraging departments to complete department continuity plans within UC Ready to ensure their readiness to respond and recover from any emergency**

Department pandemic plans developed in 2006 are being transitioned into [UC Ready](#), the online, interactive business continuity tool. Those plans will guide a department by defining their critical functions, essential personnel, delegation of authority and necessary resources.

**XII. UC Davis will prepare for a pandemic/infectious disease event by developing and disseminating appropriate guidance for the campus community.**

Additional guidance or links to the appropriate guidance will be posted on a central website maintained by the Emergency and Business Continuity Planning Office at <http://prepare.ucdavis.edu> Guidance includes:

1. Policy and communications unit emergency planning recommendations.
2. Procedures for responding to outbreaks of communicable diseases.
3. Human Resources guides to employment questions.
4. IET planning guides for telecommuting; solutions for meetings
5. EHS laboratory 'hibernation' guides

**ANNEX E: Hazard Specific**  
**Appendix C: Influenza Pandemic Annex**

**XIII. Matrix: Action Decision Points.**

Decision Points	Action Guidelines for UC Davis
<b>I. Information that a novel strain of influenza has emerged with unknown characteristics – no immediate impact on campus.</b>	<ul style="list-style-type: none"> <li>• EM/BCP Department will monitor news and progress. (See I.)</li> <li>• If necessary, the ‘pandemic watch team’ will be convened. (See II.)</li> <li>• Establish liaison with Yolo County Public Health. (See IV.)</li> <li>• Advise administration and provide regular updates. (See V.)</li> </ul>
<b>II. MILD:</b> <b>Probable or confirmed cases of the novel influenza virus in the regional area. No impact to campus.</b>	<ul style="list-style-type: none"> <li>• Departments are asked to review UC Ready plans, specifically information related to pandemic planning. (See XI.)</li> <li>• Consider initial communication to campus to encourage public health recommendations and other actions as appropriate. (See V.)</li> <li>• Units with responsibility for specific support activities asked to review and/or provide updated material. (See XV.)</li> </ul>
<b>III. MEDIUM:</b> <b>Some confirmed cases of the novel influenza virus in the community and on campus with signs of increased absenteeism among students and employees.</b>	<ul style="list-style-type: none"> <li>• EOC activation (staffing level depending on situation). (See III.)</li> <li>• Review and monitor campus critical functions. (See VIII.)</li> <li>• Daily briefings to administration (email or conference calls). (See V.)</li> <li>• Departments begin implementation of UC Ready Plans, including actively monitoring absenteeism. (See XI and XIII)</li> <li>• Regular communication to campus community. (See V.)</li> </ul>
<b>IV. SEVERE:</b> <b>Widespread cases of the novel influenza virus in the community and on campus. Significant absenteeism among students and employees.</b>	<ul style="list-style-type: none"> <li>• EOC fully activated. (See III.)</li> <li>• Daily briefings to administration. (See V.)</li> <li>• Appropriate communication to campus. (See V.)</li> <li>• Departments monitor and report absenteeism daily.(See XI and XIII)</li> <li>• Campus response focused on continuation of identified critical functions. (See VIII.)</li> </ul>
<b>V. RECOVERY</b> <i>Comprehensive Emergency Plan, Annex C: Recovery/Continuity</i>	<ul style="list-style-type: none"> <li>• Conduct damage assessment.</li> <li>• Coordinate resumption of education, research, business activities through EOC.</li> <li>• Surveillance for subsequent waves of infection</li> <li>• Debriefing and After-Action Reports.</li> </ul>

**ANNEX E: Hazard Specific**  
**Appendix C: Influenza Pandemic Annex**

**XIV. Table: Critical Functions**

<b>UC Davis Critical Functions</b>	
1.	<b>Safety and Security</b> of the students, staff, faculty, visitors and or the campus facilities
2.	<b>Physical Plant and Facilities</b> , and maintenance of infrastructure, utilities, custodial
3.	<b>Communications</b> <ul style="list-style-type: none"><li>▪ Campus, community and media information</li><li>▪ Information Infrastructure</li></ul>
4.	<b>Human Health</b> , which includes students, staff, faculty and visitors
5.	<b>Animal/Plant Health</b> , which includes the health and safety of all animals on campus, and the viability of all agricultural resources
6.	<b>Research</b> (that can't be postponed) <b>and Grant Management</b>
7.	<b>Essential administrative functions</b> , which include employee leave, benefit and employment questions, purchasing, payroll and student financial aid, etc
8.	<b>Internal Support</b> for our own units, our offsite locations and the Medical Center
9.	<b>Regional Support</b> to our counterparts in the city, county, state, other UC campuses and the community

**ANNEX E: Hazard Specific**  
**Appendix C: Influenza Pandemic Annex**

**XV. Table: Specific Activities Supporting Critical Functions**

<b>Action</b>	<b>Responsible Unit</b>
Educational messages in a variety of formats regarding infectious diseases and how to prevent spread of a virus;	Student and Employee Health
Social distancing recommendations to reduce exposure of non-ill students, staff, faculty, including telecommuting	Student and Employee Health Informational and Educational Technology
Academic continuation – alternate delivery of course material; students absent from class due to illness; course exams and grading.	Student Affairs Academic Senate
Departments with students/staff on official travel	Risk Management University Outreach and International Programs
Campus patient care/treatment; surveillance and monitoring	Student Health Center
Housing/meals for quarantined students (likely to be necessary in early or mild stages of pandemic)	Student Affairs: Housing and Food Service
Housing/meals for resident students unable to leave campus	Student Affairs: Housing and Food Service
Additional or updated information regarding employee absences, leaves, reassignment, legal and payroll issues related to pandemic	Human Resources
Financial guidelines around tuition/fees and housing contracts	Student Affairs Accounting and Financial Services