Medical Emergency Preparedness Plan

Introduction
The World Health Organization (WHO) and the Centers for Disease Control (CDC) warn that the current risk from an influenza becoming the next human influenza pandemic is high. The focus of this Sullivan County Community College (SCCC) Medical Emergency Preparedness Plan is to provide a coordinated and comprehensive response to a medical emergency such as an influenza pandemic in order to help ensure continuation of education and services. An outbreak of an illness such as flu could significantly interrupt normal college functions for a period of two to possibly eight weeks. The college community is taking steps to prepare for the potential of such a pandemic in the interest of minimizing the risk of exposure among employees, students, and visitors. This plan is by no means complete nor is it intended to be. There are many issues both common and unique that may have to be taken into consideration when a pandemic occurs.

Mission of the Plan
The primary mission of the Medical Emergency Preparedness Plan is to identify the hazards that will be produced by an outbreak, plan for and reduce the impact of the outbreak, maintain operations during and after an outbreak, and advise employees, students, and visitors on the things they can do to mitigate the impact of an outbreak on the college and themselves.

Assumptions
The impact of an influenza outbreak is unknown; however, should a pandemic occur traditional operating assumptions will be inadequate. The following influenza pandemic assumptions were utilized in the development of SCCC’s Plan:

- Up to 30% of the workforce could be out sick during such an emergency. People may decide to stay home to care for family members or because they are afraid of exposure.
- Flexibility will be necessary and might include expansion of physical space between work stations or allowing employees to work from home.
- Leave policies will need to be flexible.
- Employees may need personal protective equipment (PPE) to maintain critical services.
- Availability of supplies will be limited due to hoarding, limited production, and transportation limitations.
• Assistance from outside organizations or levels of government will be unlikely if the outbreak is nationwide.
• The College may be closed because of staffing shortages or because of community quarantine.

Emergency Response Team
The Emergency Response Team will be the primary group responsible for the “command and control” function in the event of a pandemic. The committee is responsible for implementing and coordinating the Medical Emergency Preparedness Plan. The committee will work with state and local public health and other authorities to make decisions, identify trigger points and thresholds to institute containment measures such as reorganizing the college and/or the closing and re-opening the college. The committee will serve as the primary contact during the recovery phase, which will deal with the consequences of the emergency.

The Emergency Response Team (ERT) consists of the following individuals:

Main Number: 845 434-5750

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Extension</th>
<th>Off campus</th>
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<tbody>
<tr>
<td>President</td>
<td>Dr. Murabiot</td>
<td>X 4261</td>
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<tr>
<td>Vice President for Institutional Advancement and Enrollment Management</td>
<td>Cindy Kashan</td>
<td>X 4249</td>
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<tr>
<td>Director of Public Relations</td>
<td>Vincent Begley</td>
<td>X 4351</td>
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<tr>
<td>Director of Security</td>
<td>David Seigerman</td>
<td>X 360</td>
<td></td>
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<tr>
<td>Assistant Director of Security</td>
<td>Keith Molinari</td>
<td>X 360</td>
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<tr>
<td>Vice President of Academic and Student Affairs</td>
<td>Dr. Robert Schultz</td>
<td>X 4251</td>
<td></td>
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<tr>
<td>Director of Human Resources</td>
<td>Sharon Sand</td>
<td>X4269</td>
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<tr>
<td>Assistant Vice President of Academic and Student Affairs</td>
<td>Iman Elginbehi</td>
<td>X 4318</td>
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<tr>
<td>Dean of Student Development Services</td>
<td>Sara Thompson Tweedy</td>
<td>X 4431</td>
<td></td>
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<tr>
<td>Dean of Workforce Development, Continuing Education and Life Long Learning</td>
<td>Dr. Stephen Mitchell</td>
<td>X 4337</td>
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<tr>
<td>Vice President for Administrative Services</td>
<td>TBA</td>
<td>X 4244</td>
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<tr>
<td>Assistant VP for Administrative Services</td>
<td>Berry Hafkin</td>
<td>X 4262</td>
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<tr>
<td>Director of Buildings &amp; Grounds</td>
<td>Tracy Hall</td>
<td>X 4405</td>
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<tr>
<td>Coordinator of Health Services</td>
<td>Michelle Penchansky</td>
<td>X 4247</td>
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<tr>
<td>Executive Director of LILRH</td>
<td>Angel Lamboy</td>
<td>436-4890</td>
<td>X 11</td>
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IF NONE OF THE ABOVE PERSONS RESPOND, CALL 360 IMMEDIATELY AND STAY ON THE LINE UNTIL ANSWERED
Plan Components
The Sullivan County Community College Medical Emergency Preparedness Plan will encompass the following areas:

- Continuity of Essential Functions
- Human Resources Considerations
- Security Measures
- Crisis Communications

Continuity of Essential Functions:
Staff illnesses, directives of local government which may include travel restrictions or full/partial quarantines, disruption of power, and other pandemic related problems may prevent the College from operating at full capacity in the event of a medical emergency. Accordingly, the Emergency Response Team identified the following core functions that, in the College’s view, must be sustained to allow SCCC to recover effectively from the emergency and resume normal operations. The Vice President for Academic and Student Services, the Vice President for Administration and the Director of Human Resources Office will work with departments to identify and maintain lists of essential personnel that are required to ensure that core functions are continued in the event of a medical emergency. These are:

- Delivery of Instruction
- Delivery of Student Services
- Information Systems
- Payroll

Delivery of Instruction
Procedures to be implemented to continue the delivery of instruction during a medical emergency include the use of ANGEL as the distance education components for classes, utilizing electronic means for giving and receiving assignments/tests, reorganizing classroom time with labs, condensing semesters or developing alternative academic calendars, and revising attendance policies.

Delivery of Student Services
Procedures to be implemented to continue the delivery of student services during a medical emergency include managing attendance issues, managing medical withdrawals, residence hall issues, and dealing with financial aid issues.
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Information System

Procedures to be implemented to continue the use and maintenance of information systems include remote access for essential faculty and staff, backup of records, and remote maintenance.

Payroll

Procedures to be implemented to continue the college’s payroll during a pandemic include remote access for the essential personnel, ability to email timesheets for entering into payroll system, encouraging all employees to be on direct deposit, and entering into agreements with the County of Sullivan to have payroll services provided in the event that College is unable to process a payroll.

Human Resources Considerations

The College’s ability to maintain essential functions will depend on the health, training, and commitment of its employees. The College will implement procedures to protect the health of our employees including educating employees about a potential medical emergency, encouraging employees to practice good hygiene, requiring employees to stay home when they are ill, establishing “social distancing” protocols, establishing standards for cleaning facilities, encouraging employees to obtain flu shots, revising vacation/sick leave policies during the pandemic, limiting travel to essential functions, limiting the meetings employees must attend, implementing “flex time” scheduling, implementing telecommuting policies, and developing return to work guidelines.

Security Measures

Certain events requiring heightened security could occur during a medical emergency. In order to mitigate those risks for the college, the Emergency Response Team will assess security risks at the College and recommend any enhanced security measures such as hiring additional security or upgrading electronic security equipment. The Emergency Response Team will develop protocols for securing the campus if it is closed and will develop plans for the security of data, records, and equipment that are transported to other sites or to the homes of employees working remotely.
Crisis Communications

Internal and external communications are essential components of the Medical Emergency Preparedness Plan. The Emergency Response Team will designate a chain of command for issuing communications relating to a pandemic and will designate the Director of Public Relations as the Communications Coordinator. The Director of Public Relations will develop and secure appropriate approval of letters, press releases, and other communications for all audiences that will be released when the plan is activated. The College will disseminate copies of the Pandemic Influenza Plan to all employees and the Director of Public relations will create mechanisms for responding quickly and accurately to questions about the College's plan or policies. The Human Resources Office will maintain appropriate methods of communication (e.g. calling trees, e-mail lists) to keep employees informed during a medical emergency.

Plan Activation

The President is authorized to declare that a medical emergency has occurred and to order the implementation of those portions of this plan as may be necessary. Upon plan activation the primary goal is to protect the health and safety of employees, students, and visitors. If the Emergency Response Team determines that normal operations can be maintained or altered operations can be implemented, maximum efforts should be made to eliminate or minimize any potential for infection or other damage. The Emergency Response Team in conjunction with the Sullivan County Public Health Department makes this determination.

The Medical Emergency Preparedness Plan will be activated in several escalating levels:

- **Level One:** Cases of human-to-human transmission internationally- College stays open with business conducted as usual. The Emergency Response Team will monitor the situation and begin planning for level two scenarios. Communication with the campus community will increase to keep everyone informed of plans being implemented.

- **Level Two:** First verified case in North America- Social distancing measures will be adopted. The Emergency Response Team will take steps to plan for the continuity of services, the possibility of quarantines and to increase communication with employees and students.

- **Level Three:** Confirmed cases locally- All faculty and administrative and academic support units will be advised of the possibility that campus will be closed. Essential services will be
provided through electronic means, telecommunications and remote access as long as possible.

- Level Four: Recovery- Once the emergency is under control the Emergency Response team will determine when to reopen the campus and will address issues and concerns as they arise.

**Recovery Phase**

Once the threat of the emergency is over the Emergency Response Team will begin the process of assisting the College in recovery efforts. The recovery phase will determine which activities/services need to be carried out in a priority sequence and which areas are responsible for completing those tasks and will. During the recovery phase the Emergency Response Team will develop a timeline for the completion of activities/services and will keep employees and students informed on key issues and will communicate the date and time that the college will reopen for normal academic and business operations.

Key activities/services to be considered include:

- Power and other utilities
- Facilities recovery
- Communications systems
- Information Technology systems
- Human Resources services
- Services for students

**Updates**

Continued plan surveillance and updating will be required to ensure that the Sullivan County Community College Emergency Preparedness Plan effectively addresses the unique needs of the College. The Emergency Response Team will review and revise the plan annually.