

***UAA University Police Department***  
**INCIDENT ACTION PLAN FOR EMPLOYEES & STUDENTS**  
**“Pandemic Flu”**



Pandemic has been defined as an outbreak of influenza, for which there is little or no immunity among humans and is easily spread, over a wide geographic area that affects an exceptionally high part of the population. They occur about every 30 years, with the last one in the U.S. being the swine flu in 1967. Modes of transmission include coughing & sneezing, as well as contact with virus on objects in daily life.

Work managers need to determine how to keep critical processes running if there is a 40-50% absenteeism rate. UPD and the Student Health Center will be in close communication with the municipal Department of Health and Human Services for the latest CDC health advisories. The Campus Response Team will be activated when needed and may advise the chancellor of prudent options such as canceling classes, closing the university, sending/keeping “non-essential” employees home.

1. In campus departments, you can plan for pandemic by:
  - a. Determine who are the essential employees/positions that must be at work to keep the core processes running
  - b. Cross train employees for temporary re-assignment to vital areas
  - c. Create a method for some employees to work from home
  - d. Stockpile gloves, hand wash, N-95 masks, and similar items for those employees who do report to the office
  - e. Implement a mandatory stay-home policy for employees who are symptomatic (fever, chills, headache, runny nose, etc.)
  - f. Create a liberal leave policy for personnel who must care for sick family members
  - g. Plan to cancel vacation (and other types of) leave
2. Reduce risk of infection by:
  - a. Isolating those who are already sick
  - b. Quarantine those in homes with sick people
  - c. Dismiss student from classes, social activities, child care
  - d. Encourage alternatives to face-to-face meetings (“social distancing”)
  - e. Reduce staff density in working group areas
  - f. Modify or postpone public gatherings
  - g. Cancel work related travel

(continued)

3. Prevention and Control:
  - a. Do not cough into the hand or the air in public (cough into the shirt or forearm/elbow if tissues are unavailable)
  - b. Use tissues and dispose of them properly
  - c. Eliminate handshaking
  - d. Wash hands frequently and thoroughly
  - e. Use antiseptic towelettes or antiseptic gels if soap & water are not available
  - f. Avoid touching the eyes and mouth
  - g. Get an annual flu vaccination to mitigate the impact of possible pandemic strains of flu
  - h. Disinfect surfaces and commons areas, including work vehicles, to whatever degree is possible
  - i. Use disposable cups and utensils
  - j. Create a departmental disease surveillance protocol to monitor employees for signs of illness
  - k. Enhance ventilation of offices by opening a window if possible
  - l. Make N-95 (or higher) particulate face masks available to all employees
  - m. At home, stockpile enough food, medications, water and related living supplies for 21 days
4. Special duties of University and Anchorage Police:
  - a. Guarding vaccine distribution chains & distribution sites from the Strategic National Stockpile to maintain order and prevent theft
  - b. Enforcing closure orders, curfews, travel limitations, and restrictions on gatherings
  - c. Enforcing quarantine orders and other involuntary restrictions
  - d. Arranging for secure disposition of dead bodies during surges in deaths
  - e. Assisting health care providers & other agencies with security for delivery of essential food & medicine
  - f. Work with Public Information Officers to disseminate information and alerts via mass e-mails, Green & Gold Daily, NNN system, press conferences and other options.

