

# COLLEGES AND UNIVERSITIES PANDEMIC INFLUENZA PLANNING CHECKLIST

In the event of an influenza pandemic, colleges and universities will play an integral role in protecting the health and safety of students, employees and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist as a framework to assist colleges and universities to develop and/or improve plans to prepare for and respond to an influenza pandemic. Further information on pandemic influenza can be found at [www.pandemicflu.gov](http://www.pandemicflu.gov).

## 1. Planning and Coordination:

Identify a pandemic coordinator and response team (including campus health services and mental health staff, student housing personnel, security, communications staff, physical plant staff, food services director, academic staff and student representatives) with defined roles and responsibilities for preparedness, response, and recovery planning.

Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.

Incorporate into the pandemic plan scenarios that address college/university functioning based upon having various levels of illness in students and employees and different types of community containment interventions. Plan for different outbreak scenarios including variations in severity of illness, mode of transmission, and rates of infection in the community. Issues to consider include:

- cancellation of classes, sporting events and/or other public events;

- closure of campus, student housing, and/or public transportation;

- assessment of the suitability of student housing for quarantine of exposed and/or ill students (See [www.hhs.gov/pandemicflu/plan/sup8.html](http://www.hhs.gov/pandemicflu/plan/sup8.html));

- contingency plans for students who depend on student housing and food services (e.g., international students or students who live too far away to travel home);

- contingency plans for maintaining research laboratories, particularly those using animals; and

- stockpiling non-perishable food and equipment that may be needed in the case of an influenza pandemic.

Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college/university. Identify and review the college/university's legal responsibilities and authorities for executing infection control measures, including case identification, reporting information about ill students and employees, isolation, movement restriction, and provision of healthcare on campus.

Ensure that pandemic influenza planning is consistent with any existing college/university emergency operations plan, and is coordinated with the pandemic plan of the community and of the state higher education agency.

Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college/university and community during and after a pandemic.

Establish an emergency communication plan and revise regularly. This plan should il



