

**New Hampshire Technical Institute  
Pandemic Influenza Response Plan\***

\*Based on the State of NH DHHS (DPHS) "Guidance for Educational Institutions Pandemic Influenza Response", American College Health Association "Guidelines for Pandemic Planning, and Centers for Disease Control "Colleges and Universities Pandemic Influenza Planning Checklist"

**DRAFT**  
**Approved by**  
**the Institute**  
**Leadership**  
**Team**  
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## **I. Background**

Influenza is a highly infectious respiratory illness caused by influenza viruses. Influenza viruses are distinctive in their ability to cause sudden, pervasive illness in all age groups worldwide. Previous pandemics, caused by novel virus strains against which the population had no previous immunity, caused disproportionate illness and death in young, previously healthy adults.

The recent avian influenza reports are reminders that the potential for efficient person-to-person transmission of a novel virus strain is approaching. Pandemic influenza would be a unique public health emergency due to the fact that outbreaks are expected to occur simultaneously throughout much of the country and in the State, preventing shifts in human and material resources that normally occur in most other natural disasters.

## **II. Purpose**

New Hampshire Technical Institute (NHTI) created this Pandemic Influenza Preparedness Plan to help the campus prepare and respond to a pandemic influenza outbreak. The purpose of this plan is to describe specific actions to be taken by NHTI personnel in the event of an outbreak. This plan should be implemented in accordance with the NHTI Critical Incident Response Plan and used to advise the community about campus response to an influenza pandemic. The Plan encompasses the various aspects of communication and education, preparedness, emergency response, and the recovery and maintenance efforts to take place in the event of an influenza pandemic.

## **III. Assumptions**

The development of this document is based on the following assumptions:

- 1 In the event of an influenza pandemic the State will have minimal resources available for on-site local assistance, and therefore local authorities will be responsible for community-specific pandemic response plans, including the modification of this document so that it is institution-specific.
- 2 Local communities may have emergency preparedness plans or influenza pandemic plans in place. Local community leaders and institutions will communicate so that each is aware of the other's plans.

- 3 The federal government has limited resources allocated for State and local plan implementation, and therefore the State will provide supplementary resources in the event of a pandemic, which may include the redirection of personnel and monetary resources from other programs.
- 4 College campuses are being directed by the State of New Hampshire to isolate sick individuals and to quarantine their contacts.
- 5 The federal government has assumed the responsibility for developing materials and guidelines, including basic communication materials for the general public on influenza, influenza vaccine, antiviral agents, and other relevant topics in various languages; information and guidelines for health care providers; and training modules. The information is now available at <http://www.pandemicflu.gov>. The college will assume responsibility for disseminating this information to the college community.
- 6 A novel influenza virus strain will likely emerge in a country other than the United States, but could emerge first in the United States and possibly in New Hampshire.
- 7 It is highly likely that moderate or severe shortages of vaccine will exist early in the course of the pandemic and also possible that no vaccine will be available.
- 8 The supply of antiviral medications used for prevention and treatment of influenza will be limited.

### **World Health Organization (WHO) Phases**

The six pandemic phases described in this document are those that have been established by the World Health Organization. The most recent publication of the phases is summarized in Table 1 below. This response will include specific considerations during each phase of the pandemic regarding surveillance, vaccine delivery, administration of antivirals, and communications. In addition, there must be actions taken on the local level in each phase, particularly with respect to community-based containment measures.

**Table 1. World Health Organization Pandemic Response Phases**

PHASES	PUBLIC HEALTH GOALS
<b>Interpandemic Period</b>	
<p><b>Phase 1.</b> No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.</p>	<p>Strengthen influenza pandemic preparedness at the global, regional, national and subnational levels.</p>
<p><b>Phase 2.</b> No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza subtype poses a substantial risk of human disease.</p>	<p>Minimize the risk of transmission to humans; detect and report such transmission rapidly if it occurs.</p>
<b>Pandemic Alert Period</b>	
<p><b>Phase 3.</b> Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.</p>	<p>Ensure rapid characterization of the new virus subtype and early detection, notification and response to additional cases.</p>
<p><b>Phase 4.</b> Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.</p>	<p>Contain the new virus within limited foci or delay spread to gain time to implement preparedness measures, including vaccine development.</p>
<p><b>Phase 5.</b> Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).</p>	<p>Maximize efforts to contain or delay spread, to possibly avert a pandemic, and to gain time to implement pandemic response measures.</p>
<b>Pandemic Period</b>	
<p><b>Phase 6.</b> Pandemic: increased and sustained transmission in general population</p>	<p>Minimize the impact of the pandemic.</p>

**The world is presently in Phase 3: a new influenza virus subtype is causing disease in humans, but is not yet spreading efficiently and sustainably among humans.**

**Table 2: NHTI Pandemic Influenza Alert Matrix**

In response to the WHO Pandemic Response Alert Phases and in consultation with the New Hampshire Department of Health and Human Services, NHTI has established the following alert matrix for our Pandemic Influenza Plan.

<b>What type of transmission is confirmed?</b>	<b>Where are the cases?</b>	<b>Are there cases in New England?</b>	<b>Alert Level</b>
None or sporadic cases only	Anywhere in the world	No	Preparation
Efficient person-to-person transmission	Anywhere outside North America	No	1
Efficient person-to-person transmission	Anywhere in North America (except New England)	No	2
Efficient person-to-person transmission	In New England	Yes	3

Specific organizational responsibilities for primary and support agencies are outlined in **Table 3 – NHTI Pandemic Influenza Preparedness Matrix.**

**III. Key Response Goals to an Influenza Outbreak on the College Campus**

- 1 To identify and provide care/hospitalization for the index case as soon as possible.
- 2 To identify other individuals who may be at risk for developing infection (contacts, potential secondary case) and arrange for isolation and management.
- 3 Continuing education for the campus community about the risk factors related to transmission, early detection, management and treatment process and the college’s response plan.
- 4 To collaborate closely with Student Affairs, Public Information Office and Senior Administration to facilitate contact information, campus safety issues, and communication to students, parents, faculty and staff when appropriate.
- 5 To collaborate closely with the State of New Hampshire Department of Health and Human Services (NHDHHS), Concord Hospital or other community hospitals and the Concord community-at-large.
- 6 To identify a Critical Incident Response Team consisting of key personnel at NHTI.

**Table 3: NHTI Pandemic Flu Response by Preparedness Matrix**

<b>Emergency Support Function (ESF)</b>	<b>Preparation</b>	<b>Level 1 Anywhere outside North America</b>	<b>Level 2 Anywhere in North America (in addition to Level 1 actions)</b>	<b>Level 3 In New England (in addition to Level 1 &amp; 2 actions)</b>
<p><b>ESF: Direction and Control</b></p>	<p>Identify a pandemic coordinator and a Crisis Intervention and Response Team (CIRT) that should meet initially once a month and more frequently as rising alert levels dictate</p> <p>Identify essential personnel that can maintain NHTI's facilities and operations during an emergency.</p> <p>Initiate a plan for NHTI response to a Pandemic Influenza outbreak which includes a policy for suspension of classes.</p> <p>Monitor national situation through review of CDC, WHO and NH DHHS websites and other media outlets including the Health Alert Network (HAN) to review changes in levels of alertness and recommendations. Communicate this information to the Pandemic Response Team and campus community.</p>	<p>Essential personnel will receive N-95 respirators and ongoing respiratory protection training (fit testing).</p> <p>Provide updates to senior administration on a monthly basis.</p> <p>Encourage campus community to follow U.S. government guidelines on foreign travel.</p> <p>Meet at least monthly to discuss methods to provide regular updates to staff, faculty, students and parents on preparedness and response activities.</p> <p>Continue to monitor HAN and other websites and outlets previously mentioned to review changes and new recommendations.</p>	<p>Ensure that surgical masks are distributed to departments for issuing to campus community and place masks at every building entry. (Maintenance will do).</p> <p>Consider possible restrictions to vendors, visitors and conferences/group activities.</p> <p>The CIRT will meet weekly to review the situation as the pandemic progresses and provide updates to senior administration.</p>	<p>The CIRT will meet daily to review situation and strategies.</p> <p>The CIRT will recommend restricting access to vendors, visitors, conference/group activities in consultation with NH DHHS and the suspension of activities, including sporting events and classes as determined by the CIRT and senior administration in consultation with NH DHHS.</p> <p>The CIRT in consultation with the NH DHHS, may recommend to the senior administration dismissal of students. A plan should be in place for residence halls to provide meals/support to those who cannot leave immediately.</p>

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<b>ESF: Direction and Control (continued)</b>	<p>Communicate with NH DHHS, Concord Hospital and Concord Area Public Health Network regarding planning and surveillance.</p> <p>Provide an adequate number of surgical masks, N-95 respirators, and waterless hand sanitizers for faculty, staff, students and visitors.</p>			

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<b>Communications and Alerting</b>	<p>Develop a sustainable and effective plan for communication and promotion of messages relating to pandemic influenza infection to internal and external audiences.</p> <p>Establish a central reporting plan for daily monitoring of the prevalence of illness on campus, including: employee absences, number of students in isolation &amp; quarantine, number of student transports to hospital.</p> <p>Establish a calling tree for notification/alerts to essential personnel.</p> <p>Provide information to the campus community on: the status of disease on campus; travel advice; self-care; personal preparedness planning; proper hand washing techniques and cough etiquette; federal, state, and local public health resources and how/when to access services in case of illness.</p> <p>Develop an emergency locator tracker on Residence Life website for use by displaced students to report their temporary addresses.</p>	<p>Add current information to NHTI Home Page as appropriate.</p> <p>Monitor situation and respond as needed.</p>	<p>Advise NHTI students, faculty staff and visitors who have fever and cough to defer attending school or visiting the institution until their illness has resolved, through email, NHTI website, or other news media outlet.</p> <p>Respond to and communication with news media by PIO regarding campus status and actions.</p> <p>Web site information updated by PIO as needed including notification of suspended activities.</p> <p>Daily information updates as needed by PIO via campus email and PIO in Student Center or auditorium ~microphone and podium in place.</p> <p>Designated telephone hotline(s) and remote website to respond to questions with recorded message with option to transfer to Health Services Office for further assistance. Information will be updated as needed by Health Services through communications from NH DHHS</p>	<p>Post a knowledgeable staff member to be present in high traffic areas on site to answer questions and direct persons to evaluation at Health Services as needed.</p> <p>Monitor situation and respond as needed.</p>

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<b>Communications and Alerting (continued)</b>	<p>Communicate early and often. Share pandemic planning status with the campus community.</p> <p>Craft messages in advance that can be easily revised if necessary.</p> <p>Incorporate behavioral health providers in the communication plans to address the emotional needs of students, faculty and staff in the event of a pandemic threat or actual event that causes serious illness or death.</p> <p>Develop a plan for providing 24/7 counseling services to students.</p> <p>Post link to NHTI Health Services web page on NHTI website home page.</p> <p>Refer inquiries to NHTI Health Services web page for appropriate links to current information.</p> <p>Establish plan for implementation of telephone hotline(s) and remote website updates under Levels 2 &amp;3.</p> <p>Flyers disseminated on regular basis to provide updated information to campus/residence halls.</p>		<p>Notification of State Critical Incident Team by Counseling Office of need for on-campus assistance to calm fears of employees and students.</p> <p>Monitor situation and respond as needed.</p>	

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<b>Housing and Dining</b>	<p>Initiate influenza awareness training for Res Life students and staff.</p> <p>Develop specific pandemic influenza preparedness plan for Res Life response which includes quarantine procedures for non-ill students.</p> <p>Plan also includes stockpiling of additional food stuffs and water</p> <p>Ensure food delivery process is planned and delivery supplies are on hand.</p>	<p>Activate emergency locator tracker on housing website for use by displaced students to report their temporary addresses</p> <p>Identify international students or students who claim NHTI as their permanent address who may need to remain on campus for some period after class dismissal.</p> <p>Collaborate with the Director of Cross Cultural Education to find host families for foreign exchange students and students who identify NHTI as their permanent address in the event of Residence Hall closure.</p>	<p>Report suspicious illnesses to NHTI Health Services</p> <p>Consider possible restrictions to vendors, visitors and group activities</p> <p>Monitor situation and respond as needed.</p>	<p>Enact plan for Isolation and Quarantine of students in conjunction with guidance from Federal and NH DHHS guidance. Set up Housing and Dining Command Center and activate emergency personnel</p> <p>Arrangements should be made to provide those students on isolation or quarantine with necessary daily items, including meals, water, hygiene, and telephone resources available.</p> <p>Enact emergency phone contact tree.</p> <p>Identify meal delivery need and method for I&amp;Q students Monitor situation and respond as needed</p> <p>Remind students who are going home to take their books and other personal items with them.</p>

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<b>Campus Safety</b>	<p>Develop a plan and a timeline for implementing a policy that controls access to the college. Plan should include lock down of certain entrances and exits, and to monitor use of others, if necessary.</p> <p>Develop a plan to close down or curtail campus transportation, including athletic team trips if necessary.</p> <p>Monitor situation and respond as needed.</p>	Monitor situation and respond as needed	Monitor situation and respond as needed	<p>With guidance from Federal, NH DHHS, and administrative approval, implement I &amp; Q recommendations and NHTI Pandemic Influenza Plan.</p> <p>Secure buildings that have been designated for closure or possibly the entire campus. Monitor situation and respond as needed.</p>
<b>Campus Maintenance</b>	<p>Install waterless hand cleansers throughout campus and maintain supplies at all times of hand cleaner, surface cleaners, disinfectants and tissues throughout public areas, classrooms and meeting rooms.</p> <p>Develop contingency plans in case of fuel, water and energy shortages including the availability of a generator. Power to gymnasium and wellness Center, or North Hall if needed for I&amp;Q.</p> <p>Identify building ventilation systems; especially those in areas considered for quarantine and health care delivery.</p> <p>Monitor situation and respond as needed.</p>	Monitor situation and respond as needed	<p>Prepare plan to shutdown ventilation systems on buildings on an individual or entire campus basis</p> <p>“Ask for a Mask” and other infection control signs will be placed at the entrance to the Student Health Center and posted at all entrances and in all common areas (dormitories, library, gym auditorium, cafeteria, classrooms and restrooms.</p>	<p>Shutdown building ventilation systems as per plan.</p> <p>With guidance from Federal, NH DHHS, and administrative approval, assist with closure of campus buildings.</p> <p>Monitor situation and respond as needed</p>

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<b>Health Services Department</b>	<p>Maintain communication with Concord Hospital, Concord Area Public Health Network (CAPHM) and NH DHHS regarding planning and surveillance.</p> <p>Monitor Health Alert Network (HAN) and other communications from public health officials to review changes and recommendations. Communicate this information to the campus community.</p> <p>Develop a plan for campus education regarding influenza and infection control on campus which includes offering influenza vaccination.</p> <p>Document the administration of influenza vaccine and keep on file.</p> <p>Develop a specific pandemic influenza plan for medical response.</p> <p>Order supplies needed that include, N-95 respirators and gloves.</p>	<p>Staff or students traveling to designated high risk areas <a href="http://www.cdc.gov/travel/">www.cdc.gov/travel/</a> must register with Health Services upon return and report any symptoms of fever or cough that occur during a specified time period (usually 15 days). Health Services will maintain a list of people under surveillance for this reason.</p> <p>Staff and students who have had contact with suspected patients must register with Health Services and be screened daily for fever or respiratory symptoms.</p> <p>Surveillance data will be transmitted to NH DHHS daily using electronic surveillance form provided by DHHS.</p> <p>Monitor situation and respond as needed</p>	<p>Health services personnel who suspect, after initial clinical evaluation, that a patient may have a pandemic influenza, should immediately consult with NH DHHS.</p> <p>Airborne, droplet and contact precautions are required for all contact with any individual who has screened as a possible pandemic influenza case, until an alternate diagnosis is made.</p> <p>Health Services personnel will offer a surgical mask to anyone who self identifies as possibly having influenza.</p> <p>N-95 respirators and contact precautions are required for all campus Health Services staff having contact with any person exhibiting symptoms of influenza, until an alternate diagnosis is made.</p> <p>Monitor situation and respond as needed</p>	<p>Consult with NH DHHS for additional infection control/precautions and the notification of school closure.</p> <p>Assist with support of I &amp; Q dormitory students if needed.</p> <p>Monitor situation and respond as needed.</p>

