Thank you Provost Hoffman.

I want to begin by thanking Executive Vice President Hoffman, Vice President Madden and Vice President Hill for their commitment and support in the course of developing this draft plan.

I also want to thank the 56 members of the Task Force for all their hard work in helping shape the draft plan for the institution.

We have been asked to report on the ISU pandemic flu planning process and the next steps.
The word “pandemic” derives from two Greek words ‘pan’, meaning all and ‘demos’ people. So a pandemic is an epidemic (an outbreak of an infectious disease) that spreads across a large region (say, a continent), or even worldwide.

According to the World Health Organization, a pandemic can start if three conditions become evident:

A disease new to the population emerges

The disease agent infects humans, causing serious illness and

There is an easy and sustainable spread among humans.

Pandemics are not new to the world. In the last century, the world experienced three pandemics. The 1918 pandemic, for instance, claimed the lives of 51 members of the Iowa State community.
Morbidity and mortality data from the three pandemics present a good news, bad news scenario. The good news is that the number of deaths in the US declined in subsequent pandemics after 1918. Some of the reasons for this were improvements in science and technology and the availability of vaccines.

The bad news is that each age group, from school aged children to people over 65 years, experienced high mortality in each of the pandemics.

- **1918 Spanish Influenza**
  - 20-40% illness
  - 50 million deaths worldwide
  - 675,000 deaths in U.S.

- **1957 Asian Influenza**
  - 69,800 deaths in U.S.

- **1968 Hong Kong Influenza**
  - 33,800 deaths in U.S.
The Centers for Disease Control & Prevention project that the next pandemic influenza outbreak would:

• Have an estimated 7 to 10 week duration.
• Affect a large percentage of the workforce by either themselves being ill or needing to care for ill family members.
• Highest susceptible age group would probably be between 15 and 35 years old.
• It is also estimated that on a typical campus such as ours:
  • 35% of students, staff & faculty will become ill,
  • 15% will require medical treatment and,
  • 2% will die.

Note: 2% mortality rate is based on Category 5 (worst case scenario) in the CDC’s pandemic flu index.
Preparedness planning is essential to attain the highest state of readiness, ensure continuity of operations, and ensure resources are properly managed to save lives and provide aid to victims.

Planning is particularly critical to ISU because:

• ISU is the largest entity within Story County with over 25,000 students and an additional 6,500 faculty & staff.
• 90% of our students, fall into the predicted most susceptible age group of 15-35 years old.
• We have a very vibrant campus that attracts people from all over the nation and the world.
• A number of our members participate in international travel that can take us to the regions of the world where there may be a higher potential for exposure to communicable diseases.

ISU planning is critical because:

– Largest entity in Story County
– High concentration of susceptible population
– Active campus
– International travel
A pandemic can have a significant impact on normal University operations. This may include:

• unprecedented demands on student health services,
• school closure and relocation of students in residence halls,
• establishment of quarantine sites,
• severe reductions in the work force,
• essential services hampered, and perhaps unavailable, and
• significant loss of tuition revenues from closure of the institution and non-returning students.
In September 2006, Environmental Health & Safety was charged to lead the effort to develop a pandemic flu plan for our campus. A Steering Committee of 6 EH&S staff was formed to help guide the writing of the draft plan. EH&S developed a preliminary draft plan in October to serve as the basis for further plan development.

In November, a Task Force was assembled to provide campus-wide input on the development of the ISU Pandemic Flu Emergency Preparedness Plan.
The Task Force identified four objectives to help guide the planning process:

1. Minimize the risk of pandemic influenza to students, faculty, and staff.
2. Support students who remain on campus.
3. Continue functions essential to university operations during a pandemic.
4. After the pandemic, resume normal teaching, extension, research, and service operations as soon as possible.
The 56-member task force represented a broad range of university units in an unprecedented, university-wide effort. The Task Force was divided into five workgroups.
Academic/Student Affairs addressed the procedures for academic and financial concerns of students and the assistance of international scholars and study abroad programs.
The Communications work group focused on developing the mechanisms by which to disseminate to students and employees up-to-date and reliable pandemic flu information from health officials.
Health & Medical Services reviewed how, where, and who would be providing mass vaccination clinics and developed infection control guidelines for ISU personnel and students.

Within this work group, members of the Story County Public Health group contributed information regarding the County’s and State of Iowa pandemic flu plans.
The Policy & Administration work group tackled issues including funding, payroll, cancellation of classes, and the use of technology to collect information from across campus.
The Safety & Essential Services work group addressed the coordination of efforts from different units in maintaining essential services including campus security, utility, cool storage facilities, transportation services and support of emergency personnel with lodging and food.
We accomplished the goal to have a wide range of expertise included in this planning process.
The Task Force met three times during the planning process and individual work groups met at least once monthly.

After several months of planning, the Task Force completed the draft plan. The plan describes the actions needed based on event levels that are related to the World Health Organization Pandemic Response Alert Phases.
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The Board of Regents organized a Regents-wide Pandemic Influenza Planning Workshop on June 6 in Iowa City. The objectives of the workshop were three-fold:

1. Determine the level of planning and the progress each institution was making in developing its plan,

2. Identify where collaboration might be useful among the institutions, and,

3. Explore areas in the planning process where the Board could help develop, system-wide policies or otherwise facilitate the plan development process.
At the conclusion of the workshop, there were five areas that were identified requiring additional discussion at the Board level. These were:

- Continuity of operations
- Human resources issues
- Academic and student policies
- Communications
- Interagency agreements

The Board office indicated that it will continue to develop regents-wide guidance for pandemic flu planning with input from subject matter experts. The Regents institutions were encouraged to continue their planning efforts pending further guidance from the Board office.
The ISU plan includes discussions that cover a variety of university-wide issues such as:

- internal and external communications needed for notification, coordination and approval at all stages of the pandemic episode.
- central funding,
- designating emergency personnel,
- suspension of classes, activities and travel,
- refunds,
- salaries and human resources,
- stockpiling and personal protective equipment,
- infection control and medical services,
- infrastructure protection and continuity of services. Continuity of services differs from continuity of operations in that during a pandemic flu outbreak the university will be expected to continue some services such as electricity, steam, payroll, etc. even though normal operations have ceased.
The Pandemic Flu Emergency Preparedness Draft Plan can be found at the EH&S website. You are welcome to browse the plan at any time.

Each campus unit, including colleges, departments and centers, must develop operational plans indicating functions essential for ongoing viability and the employees needed to perform those functions during the pandemic episode.

Pete Englin, representing the Policy & Administration Work Group, will now introduce you to the template that has been developed.
Good morning! As David shared the Policy & Administration Work Group serves as the coordinating body for the planning process. Many if not all of the members routinely attend President’s Council. I’d like the members present to please stand so you have an idea who has been leading the discussion.

My role is to share where the Policy & Administration Work Group is to date and what we are proposing to have happen over the next academic year but before I do so I wanted to reference the photo of State Gym….if you look close…

As David stated, we have an over-arching institutional plan in place. We now need to drill down and have individual units and departments identify their activities and plans should a Pandemic occur and we experience the closure of Iowa State University for 7-10 weeks.
A number of University’s have preceded us in some level of planning. As with all good educators, we have learned from the experiences of other’s.

The template was originally drafted off work at UNC-Chapel Hill. We asked to borrow the template format and due to their experiences completing the template they offered a number of suggestions which we included. We then tested the template with 12 or so faculty and staff who subsequently offered additional suggestions. We then provided the template to Executive Vice President Hoffman, Vice Presidents Hill and Madden.

Thanks to great work by Todd Hughes of ITS, the template is now Web-based and is intended to facilitate self-directed completion by Department and unit heads. It will be available by logging on to Access Plus and therefore open for completion by any and all staff and faculty deemed appropriate for plan completion responsibilities. I’ll quickly walk through the template’s features.
uBusiness tab
A. Background Information

The background template is intended to collect information on the unit covered in the plan,
who specifically developed the plan, and who directs the unit or department
B. Your Unit’s Objectives

The unit objective document collects information on what are your overarching goals that need to be fulfilled when the University has suspended operations for 7-10 weeks due to a pandemic.

In many cases this will be limited to getting everyone home, safe, and waiting for the invitation to return to work.
C. Emergency Communications Systems

The Emergency Communications template collects detail about the intended means to communicate with colleagues during a pandemic. The identification of multiple ways to communicate is encouraged as not all could be counted on to remain in operation during a pandemic.
The leadership succession template collects who is ultimately in charge and if that person is unavailable who is next to be contacted for leadership. It should come as no surprise that all of us in this room are in line to succeed President Geoffroy with Executive Vice President Hoffman in first position, myself in 4081st. the rest of you are somewhere in between.
For your unit, technology access may play a significant role during a suspension of activities. On this page each unit is to identify how they will need access to technology during a pandemic.
This is where specific tasks or functions are collected. Again, these are only activities that need to occur under a medical emergency. In many departments there will be none and if possible, that is exactly what is encouraged. Your department may not need to keep any plants or animals alive so shut it all down and go home.
You may depend on others within Iowa State University to fulfill essential functions. On this slide planners will identify those internal dependencies. The template is designed to alert other areas in ISU if they are identified as a dependency. The area identified will need to accept this dependency. It is a nice feature that will encourage communication during plan development.
In addition to internal dependences, some services or suppliers may be needed external to Iowa State to fulfill essential functions. There is no built in checks on this process so units identifying external dependences should investigate what is/is not realistic under a pandemic outbreak before listing it in the plan.
The next slide captures all the strategies and accompanying costs to fulfill essential functions. Some of these strategies may need to be effected in preparation for a pandemic and others will be ongoing. The Policy & Administration Work Group will be collecting cost estimates and provide recommendations to the Executive Vice President and Vice Presidents. Should a pandemic occur, all financial resources will be pulled in to a central decision-making body comprised essentially from the President Geoffroy's Cabinet.
This document captures unit information about what is needed and what it will cost to resume full operation following a pandemic.
This document allows plan developers to highlight any relevant items not captured in the previous materials.
This second to last document provides a list of resources that will assist plan developers in making decisions and preparing their units for a possible pandemic outbreak.
This last slide is very important. To best prepare for a Pandemic, each plan must be communicated and run through test situations. Any holes or flaws in the plan would likely become evident under simulation or testing. This template prompts each unit to thoroughly review their plan as it would be effected.

<table>
<thead>
<tr>
<th>Exercise</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Distributed</td>
<td>Jan 01</td>
</tr>
<tr>
<td>Staff orientation meeting</td>
<td>Mar 01</td>
</tr>
<tr>
<td>Emergency communication test</td>
<td>Nov 01</td>
</tr>
<tr>
<td>Cell tree drill</td>
<td>Mar 01</td>
</tr>
<tr>
<td>Off site information test</td>
<td>Jul 02</td>
</tr>
<tr>
<td>Tabletop Exercise</td>
<td>Dec 01</td>
</tr>
<tr>
<td>Unscheduled work at home day</td>
<td>Apr 01</td>
</tr>
<tr>
<td>Interval exercise</td>
<td>Aug 01</td>
</tr>
<tr>
<td>Emergency assembly drill</td>
<td>Oct 01</td>
</tr>
<tr>
<td>Other drill (describe)</td>
<td>Jul 04</td>
</tr>
<tr>
<td>Another Drill</td>
<td>2007</td>
</tr>
</tbody>
</table>
Our timeline is to distribute the template in early September through existing University leadership channels, starting with the Executive Vice President and Vice President’s.

Our initial template completion deadline will be set for early October, recognizing that we will need to conduct multiple follow-ups during fall semester to confirm we have received all the templates we should anticipate. By mid November, the Policy & Administration Work Group will begin evaluating all the submissions for relevance, cogency, and congruence.

To aid the completion of the template members of the Policy & Administration work Group will be available for consultation. Calling 294-5359 will put Plan Developers in touch with a consultant, free of charge, to assist with their questions.
I believe that describes what has been accomplished to date, what questions or possible issues does this raise for you?