

**Hampden-Sydney College**  
**Pandemic Influenza Preparedness Plan**  
**Revised January 2015**

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**Background:**

Medical scientists predict that the world is due for another influenza pandemic like we saw in 1918-1919, 1957, and 1968. We don't know when a flu pandemic will occur or how serious it will be, but we will certainly see another pandemic. The federal government has urged all institutions, with particular emphasis on schools and colleges, to prepare institution-specific preparedness plans. To assist with the development of these plans the federal government provided guidance on what should be completed or considered during the preparation of any pandemic influenza preparedness plan. This draft preparedness plan is, in large measure, based on the Centers for Disease Control (CDC) guidance.

This preparedness plan was developed for a worst case scenario, such as a highly virulent form of flu virus with a high degree of mortality, and with rapid and sustained human-to-human transmission. This plan may provide guidance for a flu pandemic with either slower spread among humans or which has a much lower mortality rate (i.e., a far less virulent form of flu virus than has been anticipated for the spread among humans of the H5N1 or "avian" flu virus). However, the particular responses to a less virulent form of influenza may not follow exactly what is described in this plan, and will need to be adjusted to fit the specific conditions related to the particular virus in question (e.g., the H1N1 or "swine" flu virus).

The World Health Organization states that once the pandemic flu reaches Stage 4, it will spread from the original locus of origin to the rest of the world in 30 days or so. Further, some authorities suggest that once pandemic flu reaches the U.S. it will spread to all corners of the country in a week or so. This rapid spread of pandemic flu arises, mostly, from the easy transmission of the flu virus and the

great mobility of early 21<sup>st</sup> Century people. These facts make it imperative that the College complete as much planning as possible prior to Stage 4.

**Mission of the College:** To form good men and good citizens in an atmosphere of sound learning.

**Goals of the Pandemic Preparedness Plan:**

1. Protect the health and lives of our students and staff by stopping, slowing, or otherwise limiting the spread of pandemic flu on campus.
2. Participate in general pandemic flu containment to reduce the spread of flu to the surrounding community.
3. Sustain the College's infrastructure and mitigate the impact of pandemic flu on the College as well as on the general economy and integrity of society.
4. Sustain, as far as practical, the educational mission of the College.

**Decision Making Process:**

The President of Hampden-Sydney College is the responsible officer for overseeing all the operations of the College, including the College's response to pandemic flu. In the event of the incapacitation of the President, the Bylaws of the College designate the Provost and Dean of the Faculty as the responsible authority. The responsible College officer will continuously update the Chairman of the Board of Trustees concerning the situation at the College. For planning purposes, the President has also designated the Provost and Dean of the Faculty as the Pandemic Flu Planning Coordinator. Supporting the President in responding to a pandemic flu outbreak will be a variety of senior administrative staff members. Chief among these will be the Vice President for Business Affairs and Finance, the Vice President for Strategy, Administration and Board Affairs, and the Dean of Students. A pandemic flu planning and coordination (Crisis Management) team advises the President and the Coordinator and is comprised of the following officials:

1. Provost and Dean of the Faculty - Coordinator
2. Director of Student Health Center
3. Vice President for Strategy, Administration and Board Affairs
4. Vice President for Business Affairs and Finance
5. Director of Physical Plant
6. Dean of Students
7. Director of Public Safety and Chief of Police
8. Student representative (SGA President)
9. Food Service Director
10. Director of Marketing and Communications

The College does not exist in isolation in our community. Before and during a pandemic flu outbreak, responsible College authorities must maintain contact with the following regional agencies:

1. Regional Public Health Agency: Kay Rankin, M.D., Acting District Health Director of the Piedmont Health District, Virginia Department of Health, 434-392-3984, ext. 131, mobile 804-720-4041, Pager 804-590-0479, FAX 434-392-1038, email, [kay.rankin@vdh.virginia.gov](mailto:kay.rankin@vdh.virginia.gov); David F. Martin, District Emergency Planner, Piedmont Health District, Virginia Department of Health, 434-392-3984, ext. 101, Pager 434-392-2950, [david.martin@vdh.virginia.gov](mailto:david.martin@vdh.virginia.gov)
2. Longwood University Pandemic Flu Coordinator: Margo Potts, Director, Student Health, 434-395-2102, [pottsmm@longwood.edu](mailto:pottsmm@longwood.edu)

3. Prince Edward County Schools: Richard Good, Director of Support Services, PE County School Board, 434-315-2110, ext. 3529.
4. Virginia Department of Education: Gwen P. Smith, R.N., M.S.N. Specialist, School Health Services, Virginia Department of Education, P.O. Box 2120, Richmond, Virginia 23218-2120, Voice: 804-786-8671, FAX: 804-371-8796, email: Gwen.Smith@doe.virginia.gov
5. Farmville Emergency Planning, Jerry Spates, City Manager, 434-392-5686
6. Prince Edward County emergency planning (to be determined)

Since we are assuming that during a pandemic flu outbreak we will have normal utility services, we do not have a need for a defined operations center as we do when we have an ice storm or hurricane and the College loses electricity. Under normal conditions, the operations center is Atkinson Hall.

### **Influenza Monitoring and Reports:**

Influenza is a reportable disease. The College must report all cases to the regional public health district, the Piedmont Regional Public Health District. In order to comply with our public health reporting obligations, the Student Health Center must gather accurate and timely health information from students, staff, and faculty and report all influenza cases to the proper authorities. Upon notification of a potential pandemic flu crisis, every day the Director of the Student Health Center will assess the level of flu outbreak on campus and report this information to the proper authorities and the campus Pandemic Flu Coordinator. Student information will come from the Dean of Students Office. The status of the staff will come from the Director of Human Resources. The status of the Faculty will come from the Provost and Dean of the Faculty.

The Student Health Center Director will create a list of employees and friends of the College who might have the skills to assist the Health Center in running a temporary infirmary/quarantine area.

Student Health Center Staff and other appropriate personnel will be fitted with N95 masks and will receive anti-retroviral antibiotics or flu vaccine, if available and if needed.

### **Infection Control:**

The Student Health Center will work with the Pandemic Flu Coordination Committee to educate our community about the pandemic influenza. Further, the Health Center will provide triage/treatment services and supervise the acquisition and storage of supplies for a pandemic flu episode. See Appendix 3, Infection Control, for details of these plans. The College Counselors will provide a plan for the counseling needs during a pandemic flu episode.

The College will urge all students and their parents to have an emergency plan for returning home in the event of a pandemic flu crisis. Students should self identify another student with whom they can go home if they cannot return to their own home.

The College has identified Gammon Gym as the emergency infirmary site on campus in the event of wide-spread infection and large numbers of students who require respiratory isolation.

### **Communication Plan:**

Internal Communication: For preliminary planning the College will assume that basic services (electricity and phone) will remain available during the pandemic flu outbreak. Internally, the

students, faculty, and staff will communicate with the existing landline phone system, email, and hard-copy messages distributed via the campus mail system. Backing up these systems will be the Blackboard teaching software system. Most students and faculty members are fully aware of and skilled in the use of Blackboard. In the unlikely event that the campus would lose electricity and phone service, we would use cell phones, VHF radio, and messengers as backup communication modes.

**External Communication:** The College community will continue to use landline phone, cell phone, email, and U.S. Postal service for external communication. Further, we will post messages on the campus' web page. The College will also use the web page to keep external constituencies informed of the status of the campus. The Dean of Students Office shall keep a record of student cell phone numbers and form buddy lists. If other volunteers are identified (e.g., community members caring for our ill students), the College will include them on a phone list.

### **Security:**

During a pandemic flu outbreak, the College will provide around-the-clock security for the institution and protect those sites where infected students are housed and pandemic flu medical/PPE supplies are stored. The Security and Police Department will make arrangements to provide the necessary additional security to these campus facilities. The Campus Security and Police will work with local, state and federal agencies to provide communication, if normal communication modes collapse. The H-SC Fire and EMS Service will provide limited intra-campus medical transportation and limited medical support for an emergency infirmary.

### **Continuity of Education:**

Sustaining the College's educational mission is an important goal. However, a higher goal is to protect our students, staff, and faculty members from the health hazards of pandemic flu. Thus, our educational mission will necessarily be affected by the status of the pandemic flu. The College will follow the instructions of the Federal Centers for Disease Control, the Public Health Office of the Commonwealth of Virginia, and the Piedmont Regional Public Health District. If these agencies demand that the College reduce or cease operation, we will follow these orders. Absent an order to shut down the College, we will try to continue our mission of educating good men and good citizens.

The College also will be monitoring the response to a flu pandemic at other independent colleges in the state and who are members of the Council of Independent Colleges in Virginia (CICV). Though not bound to a particular response, the CICV schools have agreed to coordinate their responses to the degree possible or appropriate. (See below, "Coordination with CICV Schools.")

### **College Business Operations:**

*Under development*

### **Maintaining Essential Services:**

*Under development*

### **International Travel:**

International students and H-SC students traveling abroad shall be assessed for flu symptoms. The

College will make provisions to provide rudimentary care for international students remaining on campus. Also, the College will work closely with the international students to protect their SEVIS status during a pandemic flu crisis. The Director of International Study will keep abreast of recommendations from the International Education of Students organization.

**Decision Points:**

When the College makes various decisions will depend on the severity of the crisis and instructions from federal, commonwealth, and regional public health authorities. The College will follow established internal guidelines for instituting any of the response steps as a flu pandemic emerges.

**Coordination with CICV Schools:**

Hampden-Sydney College is a member of the Council of Independent Colleges in Virginia (CICV), and in the event of a flu pandemic will communicate and coordinate with other CICV schools in response to the pandemic. The initial response to a flu pandemic will be dictated by the plan as agreed to by the CICV schools.

**Plan Exercise:**

The College should exercise this plan in sections and in its entirety as resources allow.