

CUNY Pandemic Influenza Response Plan—Incident Level Responsibilities

CUNY Emergency Plan Response Level	Level 0: Pre-event Assessment and Planning	Level 1: Intense Planning and Preparation	Level 2: Prepare to Suspend Classes	Level 3: Classes Suspended
Incident Response Level Criteria				
CUNY Emergency Plan Incident Response Level Criteria	No current hazard to students, faculty and staff. Requires internal CUNY preparedness, but no outside agency assistance.	Minimal immediate hazard to students, faculty and staff. Can be resolved with minimal outside agency assistance.	Elevated risk to students, faculty and staff. Requires coordination with outside agencies.	Significant risk to students, faculty, and staff. Requires substantial coordination with outside agencies.
Situation Characteristics	<ul style="list-style-type: none"> Human infections with a new subtype, but no sustained human-to-human spread. 	<ul style="list-style-type: none"> Small, highly localized clusters anywhere in the world with limited human-to-human transmission. International travel advisories begin. 	<ul style="list-style-type: none"> Large clusters, but still localized. Public health authorities urge to prepare for social distancing. International travel warnings and passenger screenings begin. Virus characterized as having a high rate of transmissibility and/or severity. 	<ul style="list-style-type: none"> Increased and sustained transmission in the general population. Confirmation of a high rate of infectivity and/or mortality. Immediately proceeded by falling class attendance, students leaving campus and local public health recommendations to curtail/cancel public activities in NYC. Rising employee absenteeism. International travel restrictions. Essential employees must report to work.



CUNY Emergency Plan Response Level	Level 0: Pre-event Assessment and Planning	Level 1: Intense Planning and Preparation	Level 2: Prepare to Suspend Classes	Level 3: Classes Suspended
Emergency Management Policymaking and Communication Responsibilities				
Emergency Preparedness Task Force, Pandemic Influenza Assessment Team (CUNY)	<ul style="list-style-type: none"> Review and update Pandemic Influenza (PI) Response Plan. Joint review of plans with Office of Emergency Management (OEM), and NYC Dept of Health and Mental Hygiene. Identify essential functions and personnel. Designation of Executive Group. 	<ul style="list-style-type: none"> Assess threat and implement appropriate Level 1 activities. Track preparedness plans and completed tasks. Assess Personal Protective Equipment (PPE) needs and stock. Meet with Executive Group. 	<ul style="list-style-type: none"> Assess threat and implement appropriate Level 2 activities. Advise on activation of Operations Group and Executive Group. Plan for recovery in post-pandemic period. Distribute Personal Protective Equipment (PPE) to members. 	<ul style="list-style-type: none"> Pandemic Influenza Assessment Team coordinates all Level 3 activities under the leadership of the Executive Group.
University Relations (CUNY)	<ul style="list-style-type: none"> Post Pandemic Influenza update to Web Site. Develop Level 1 pandemic influenza communications. Plan for general information dissemination. 	<ul style="list-style-type: none"> Issue Level 1 communications (educational campaign, self-protection information, handwashing, promote seasonal flu vaccination, university response.) Select technical expert spokespersons for internal and media communications. Develop Level 2 communications. 	<ul style="list-style-type: none"> Issue Level 2 communications (protocol for suspected cases, preparations for social distancing options, etc.). Develop Level 3 communications. Develop post-pandemic communications (medical clearance, recovery). 	<ul style="list-style-type: none"> Issue Level 3 communications (self-protection, social distancing, etc.). Coordinate internal messages and news releases. Manage media relations issues.



CUNY Emergency Plan Response Level	Level 0: Pre-event Assessment and Planning	Level 1: Intense Planning and Preparation	Level 2: Prepare to Suspend Classes	Level 3: Classes Suspended
Incident Command (Led by the CUNY Director Public Safety)	<ul style="list-style-type: none"> Assess Personal Protective Equipment (PPE) needs and stock. 	<ul style="list-style-type: none"> Implement CUNY's Emergency Plan. Coordinates response with CUNY, Office of Emergency Management (OEM), and NYC Dept of Health and Mental Hygiene. 	<ul style="list-style-type: none"> Gather information on number of suspected cases on campus and in city. Advise Executive Group. 	<ul style="list-style-type: none"> Gather number of cases on campus and in city; report to Executive Group. Directs Operations Group when activated. Consider activation of Emergency Operations Center. Advise Executive Group.
Executive Group (Led by Executive Vice Chancellor and Chief Operating Officer)	<ul style="list-style-type: none"> Endorse CUNY Pandemic Influenza Response Plan. Evaluate social distancing options. Assess Personal Protective Equipment (PPE) needs and stock. 	<ul style="list-style-type: none"> Develop guidelines for their distribution supplies, medicine and vaccines. 	<ul style="list-style-type: none"> Executive Group activated. Distribute PPE to members. Evaluate influenza pandemic effects; reevaluate response plan and priorities. Designate primary and secondary backup emergency decision makers for leaders of essential departments. 	<ul style="list-style-type: none"> Authorize implementation of selected social distancing options. Plan for post-pandemic recovery and resumption of normal CUNY operations. Plan for revised instruction calendar and completion of the session.
Responsibilities of Specific Departments and Units These departments and units need Pandemic Influenza Business Continuity Plans, including verifying continuity of their supply chain				
Campus Health Service (Campuses)	<ul style="list-style-type: none"> Identify essential personnel and inform them of their responsibilities. Assess Personal Protective Equipment (PPE) needs and inventory; order stocks. Create self-care information for students. Develop plan for individuals with disabilities or other special needs. 	<ul style="list-style-type: none"> Give seasonal influenza vaccinations. Review Personal Protective Equipment (PPE) needs and inventory. Order self-care items. Promote seasonal influenza vaccination. 	<ul style="list-style-type: none"> Essential personnel receive Personal Protective Equipment (PPE). Report suspected cases daily to Incident Command. Provide health counseling services. 	<ul style="list-style-type: none"> Essential personnel must report to work. Report cases daily to Incident Command. Provide health services to campus. Consider residential visits to ill students in CUNY residences.



CUNY Emergency Plan Response Level	Level 0: Pre-event Assessment and Planning	Level 1: Intense Planning and Preparation	Level 2: Prepare to Suspend Classes	Level 3: Classes Suspended
Dining Services (Campuses, particularly those with residential facilities)	<ul style="list-style-type: none"> Identify essential personnel and inform them of their responsibilities. Identify suppliers and alternates for meals. Assess essential personnel Personal Protective Equipment (PPE) needs and stock. 	<ul style="list-style-type: none"> Plan for delivery of Level 3 meals. Identify alternate suppliers. 	<ul style="list-style-type: none"> Essential personnel receive PPE. Order and stock meals to support students. 	<ul style="list-style-type: none"> Essential personnel must report to work. Provide meals to students and employees who remain on campus.
Facilities Services (Campuses)	<ul style="list-style-type: none"> Identify essential personnel and inform them of their responsibilities. Assess essential personnel Personal Protective Equipment (PPE) needs and stock. Needs assessment for housekeeping supplies. 	<ul style="list-style-type: none"> Review cleaning procedures with facilities personnel. Train facilities personnel for hygiene and cleaning of personal contact surfaces (e.g., doorknobs). 	<ul style="list-style-type: none"> Essential personnel receive Personal Protective Equipment (PPE). Review Point of Distribution (POD) Guidelines. 	<ul style="list-style-type: none"> Essential personnel must report to work. If Point of Distribution (POD) is activated, provide appropriate resources. Change housekeeping procedures to prioritize essential personnel areas and cleaning of personal contact surfaces.
Environmental, Health, Safety and Risk Management (CUNY and Campuses)	<ul style="list-style-type: none"> Identify essential personnel and inform them of their responsibilities. Advise campus community on assessing and procuring Personal Protective Equipment (PPE). Draft PPE policy for Pandemic Influenza essential personnel. 	<ul style="list-style-type: none"> Promote self-care and hand washing. Plan for increased volume of infectious waste. Update Pandemic Influenza web site; link to CUNY home page. 	<ul style="list-style-type: none"> Essential personnel receive PPE. Update Pandemic Influenza website. Review guidelines for on-campus mass dispensing site; prepare to implement. Provide technical guidance to Emergency Preparedness Task Force. 	<ul style="list-style-type: none"> Essential personnel must report to work. Arrange for additional medical waste pickups. Update Pandemic Influenza website. Provide technical guidance to Executive Group.



CUNY Emergency Plan Response Level	Level 0: Pre-event Assessment and Planning	Level 1: Intense Planning and Preparation	Level 2: Prepare to Suspend Classes	Level 3: Classes Suspended
Budget and Finance (CUNY and Campuses)	<ul style="list-style-type: none"> Identify essential personnel and inform them of their responsibilities. Assess essential personnel Personal Protective Equipment (PPE) needs and stock. 	<ul style="list-style-type: none"> Notify essential personnel and inform them of their responsibilities. Procure essential personnel Personal Protective Equipment (PPE). 	<ul style="list-style-type: none"> Essential personnel receive Personal Protective Equipment (PPE). 	<ul style="list-style-type: none"> Essential personnel must report to work. Consider allowing off-campus access to financial planning, budgets and payroll information systems so essential personnel can work from home.
Residence Life (Campuses with residential facilities)	<ul style="list-style-type: none"> Identify essential personnel and inform them of their responsibilities. Advise on social distancing options at student residences Assess essential personnel Personal Protective Equipment (PPE) needs and stock. 	<ul style="list-style-type: none"> Inform students of social distancing options; ask them to plan for leaving campus if classes are suspended. Train support staff on hygiene plans & symptom recognition. 	<ul style="list-style-type: none"> Essential personnel receive Personal Protective Equipment (PPE). Review Level 3 Business Continuity Plan to support students who remain when classes are suspended. 	<ul style="list-style-type: none"> Implement social distancing options at student residences. Essential personnel must report to work. Support international students, families and others who remain in CUNY residences.
Human Resources (CUNY and Campuses)	<ul style="list-style-type: none"> Identify essential personnel and inform them of their responsibilities. Advise on Human Resources (HR) aspects of social distancing options. Assess essential personnel Personal Protective Equipment (PPE) needs and stock. 	<ul style="list-style-type: none"> Evaluate policies for teleworking, social distancing and essential personnel. Discuss with departments plans for providing substitutes for essential personnel. 	<ul style="list-style-type: none"> Essential personnel receive Personal Protective Equipment (PPE). Remind campus-wide essential personnel of their duties and responsibilities. Provide employees counseling services. Communicate with collective bargaining units (CUNY Labor Relations). 	<ul style="list-style-type: none"> Essential personnel must report to work. Implement Human Resources (HR) aspects of social distancing options, and consider allowing off-campus access to HR information systems. Gather employee absenteeism data. Coordinate with collective bargaining units (CUNY Labor Relations).



CUNY Emergency Plan Response Level	Level 0: Pre-event Assessment and Planning	Level 1: Intense Planning and Preparation	Level 2: Prepare to Suspend Classes	Level 3: Classes Suspended
Information Technology Services (CUNY and campuses)	<ul style="list-style-type: none"> Identify essential personnel and inform them of their responsibilities. Review Information Technology (IT) needs for increased teleworking and distance learning. Assess essential personnel Personal Protective Equipment (PPE) needs and stock. 	<ul style="list-style-type: none"> Plan for general information dissemination. Facilitate and support the development of teleworking and distance learning options. 	<ul style="list-style-type: none"> Essential personnel receive Personal Protective Equipment (PPE). Prepare to implement teleworking and distance learning options, as appropriate. 	<ul style="list-style-type: none"> Essential personnel must report to work. Support teleworking distance learning options that were approved. Support general information dissemination. If Point of Distribution (POD) is activated, provide appropriate resources.
International Programs and Study Abroad (CUNY and campuses)	<ul style="list-style-type: none"> Identify essential personnel and inform them of their responsibilities. Assess essential personnel Personal Protective Equipment (PPE) needs and stock. 	<ul style="list-style-type: none"> Review policies and procedures for recalling students from affected regions. 	<ul style="list-style-type: none"> Essential personnel receive Personal Protective Equipment (PPE). Issue advisories for students, faculty and staff planning imminent international travel. Advise overseas students, faculty, and staff, and issue advisories for students, faculty, staff, and visitors arriving from affected regions. 	<ul style="list-style-type: none"> Essential personnel must report to work. Continue to advise overseas students, faculty and staff. When possible, support overseas students, faculty and staff who are unable to return.



CUNY Emergency Plan Response Level	Level 0: Pre-event Assessment and Planning	Level 1: Intense Planning and Preparation	Level 2: Prepare to Suspend Classes	Level 3: Classes Suspended
Academic Affairs (CUNY and campuses)	<ul style="list-style-type: none"> Identify essential personnel and inform them of their responsibilities. Evaluate potential distance learning options. Evaluate potential social distancing options. Assess essential personnel Personal Protective Equipment (PPE) needs and stock. 	<ul style="list-style-type: none"> Provide input for development of detailed Pandemic Flu Plans. Coordinate with administrative units to ensure that academic issues are addressed fully. 	<ul style="list-style-type: none"> Essential personnel receive Personal Protective Equipment (PPE). Prepare to implement Level 3 actions. 	<ul style="list-style-type: none"> Essential personnel must report to work. Implement potential distance learning options, as appropriate. Implement social distancing options, as appropriate.
Public Safety (CUNY and Campuses)	<ul style="list-style-type: none"> Identify essential personnel and inform them of their responsibilities. Assess essential personnel Personal Protective Equipment (PPE) needs and stock. 	<ul style="list-style-type: none"> Influenza awareness training (symptoms and hygiene) for dispatchers, security, and police. 	<ul style="list-style-type: none"> Review Point of Distribution (POD) responsibilities. Essential personnel receive Personal Protective Equipment (PPE). 	<ul style="list-style-type: none"> Essential personnel must report to work. Consider special parking rules for essential personnel. Prepare for crowd control. If Point of Distribution (POD) is activated, secure campus mass dispensing sites.
Research (Campuses)	<ul style="list-style-type: none"> Identify essential personnel and inform them of their responsibilities. Assess essential personnel Personal Protective Equipment (PPE) needs and stock. Review plans and impacts to lab animal care. 	<ul style="list-style-type: none"> Notify essential personnel and inform them of their responsibilities. Procure essential personnel Personal Protective Equipment (PPE). Revise plans and impacts to lab animal care, if needed. 	<ul style="list-style-type: none"> Essential personnel receive Personal Protective Equipment (PPE). Refer to prepared plans. 	<ul style="list-style-type: none"> Essential personnel must report to work. Support laboratory animals. To allow Division staff to work from home, consider allowing off-campus access to information systems.



CUNY Emergency Plan Response Level	Level 0: Pre-event Assessment and Planning	Level 1: Intense Planning and Preparation	Level 2: Prepare to Suspend Classes	Level 3: Classes Suspended
Student Affairs (CUNY and Campuses)	<ul style="list-style-type: none"> Identify essential personnel and inform them of their responsibilities. Ask student organizations to plan for Pandemic Influenza. Assess essential personnel Personal Protective Equipment (PPE) needs and stock. 	<ul style="list-style-type: none"> Notify essential personnel and inform them of their responsibilities. Review Pandemic Influenza plan for student organizations. Obtain essential personnel Personal Protective Equipment (PPE) needs and stock. 	<ul style="list-style-type: none"> Essential personnel receive Personal Protective Equipment (PPE). Ask students to plan for leaving campus if classes are suspended. 	<ul style="list-style-type: none"> Communicate with parents and families. Communicate with students.
Responsibilities of other Officials, Units and Departments				
All Officials, Units and Departments	<ul style="list-style-type: none"> Draft or update your components of the Pandemic Influenza Plan. 	<ul style="list-style-type: none"> Train and conduct exercises to ensure that the Pandemic Influenza Plan is ready for activation. 	<ul style="list-style-type: none"> Prepare to activate Pandemic Influenza Plans. 	<ul style="list-style-type: none"> Activate Business Continuity Plans. Report absences and related data.
POD Resources, including limited dispensing of medicines to essential personnel (various CUNY and campus units)	<ul style="list-style-type: none"> Identify Point of Distribution (POD) first responders and inform them of their responsibilities. 	<ul style="list-style-type: none"> Point of Distribution (POD) first responders receive training. POD exercise. 	<ul style="list-style-type: none"> Prepare to activate Point of Distribution (POD) and provide appropriate resources. 	<p>If vaccine or antivirals are to be distributed via Point of Distribution (POD):</p> <ul style="list-style-type: none"> Activate on-campus mass dispensing site. POD first responders must report. Provide appropriate resources.
Business Continuity Committee (CUNY)	<ul style="list-style-type: none"> Develop University-wide business continuity plans. 	<ul style="list-style-type: none"> Ensure that specific business continuity concerns related to pandemic flu are addressed in the plan. 	<ul style="list-style-type: none"> Prepare to implement the business continuity plan in those areas indirectly impacted by Pandemic Influenza. 	<ul style="list-style-type: none"> Implement Business Continuity Plan, evaluate its effectiveness, and adjust accordingly.
Risk Management Council (CUNY and Campuses)	<ul style="list-style-type: none"> Develop University-wide and campus specific Risk Management Plans. Facilitate the work of the Infectious Diseases Committee of the Council. 	<ul style="list-style-type: none"> Assist campuses with implementation of the CUNY Infectious Diseases Notification Protocols. Coordinate with Campus Health Service Representatives. 	<ul style="list-style-type: none"> Provide a conduit for the exchange of technical information and policy decisions. Support the efforts of the campus Risk Management Councils. 	<ul style="list-style-type: none"> Track data to help evaluate the impact of Pandemic Influenza. Update Risk Management Plans to account for unforeseen developments.



CUNY Emergency Plan Response Level	Level 0: Pre-event Assessment and Planning	Level 1: Intense Planning and Preparation	Level 2: Prepare to Suspend Classes	Level 3: Classes Suspended
Critical Interfaces With Other Entities				
NYC Office of Emergency Management	<ul style="list-style-type: none"> Coordinate plans and preparedness. Point of Distribution (POD) planning. Plans for Joint Information Command. 	<ul style="list-style-type: none"> Work directly with OEM staff to focus on specific CUNY concerns. Participate in ongoing City-wide planning and coordination efforts. 	<ul style="list-style-type: none"> Coordinate communications. Participate in Emergency Operation Center activities, if initiated. 	<ul style="list-style-type: none"> Track City-wide data. Share lessons learned with other agencies.
NYC Dept of Health and Mental Hygiene	<ul style="list-style-type: none"> Coordinate plans and preparedness. Point of Distribution (POD) planning. Recruit for Medical Reserve Corps. Plans for Joint Information Command. 	<ul style="list-style-type: none"> Train Medical Reserve Corps. 	<ul style="list-style-type: none"> Coordinate communications. 	If vaccine or antivirals are to be distributed via Point of Distribution (POD): <ul style="list-style-type: none"> Supply volunteers. Offer use of on-campus sites.
Suppliers and vendors	<ul style="list-style-type: none"> Review plans and service impacts. Verify continuity of supply chain. 	<ul style="list-style-type: none"> Revise plans and service impacts. Procure and obtain needed supplies. 	<ul style="list-style-type: none"> Coordinate plans and have supplies provided if needed. 	<ul style="list-style-type: none"> Coordinate plans and distribute supplies, if needed.
NYC MTA	<ul style="list-style-type: none"> Review plans and service impacts for mass transit. 	<ul style="list-style-type: none"> Explore transportation options. 	<ul style="list-style-type: none"> Coordinate transportation options. Ensure critical personnel have transportation options. 	<ul style="list-style-type: none"> Coordinate transportation options. Ensure critical personnel have transportation options.
Local Hospitals	<ul style="list-style-type: none"> Coordinate plans and preparedness; discuss alternate care plans, including residential congregate care. Coordinate plans if Points of Distribution (PODs) are established. Assess Level 3 physician needs/availability for non-CUNY functions. 	<ul style="list-style-type: none"> Update plans and preparedness; discuss alternate care plans, including residential congregate care. Update plans if Points of Distribution (PODs) are established. Review Level 3 physician needs/availability for non-CUNY functions. 	<ul style="list-style-type: none"> Establish alternate care facilities if needed. Care for students who require hospitalizations. 	<ul style="list-style-type: none"> Alternate care facilities established. Care for students who require hospitalization.

CUNY's Pandemic Influenza Preparedness Tasks and Status

[illegible]