

Pandemic Influenza Response Plan

Department: Facilities Operations

Departmental Emergency Contact: Steve Siler

A. Purpose:

Facilities Operations primary purpose is maintain and operate the academic and administrative buildings of the Campus as well as the grounds and the utility systems of the entire campus. In a campus wide illness, Facilities Operation will do the following:

1. Implement internal Facilities Operations emergency response plans and procedures in accordance with their role in the overall University-wide Emergency Operations Plan.
2. Provide for the health, safety, welfare of the campus community and public, and assist in emergency operations of facilities.
3. Make available building plans and CAD drawings to any emergency operation unit.
4. Coordinate with other University departments as required.
5. Maintain current and on-going service contracts for general contractors, elevators, electrical, mechanical and other trades which might be used for emergency situations.

B. Priorities:

The over all priorities for emergency response by the Facilities Operations are as follows:

1. Protection of life.
2. Protection of health, safety and welfare of public.
3. Protection of buildings and facilities.
4. Assist other departments as requested.

C. Expectations for Employees:

Mandatory Staff in the event of a pandemic are:

Steve Siler – Acting Director of Facilities Operations
Dale Williams – Maintenance and Renovations Manager
Chris Fay – Assistant Director for Grounds
Ada Baldwin – Assistant Director for Housekeeping
Tom White – Utilities Manager
Lester Rogers – Steam Plant Supervisor
All Steam Plant Personnel by Shift
Terry Wilson – Electrical Supervisor
Gregg Sipler – HVAC Supervisor
Bob Johnson – Plumbing Supervisor
Hal Shelton – Grounds Supervisor
Travis Holcomb – Locksmith Supervisor
Paul Dow – Carpentry Supervisor
John Pearce – Housekeeping Supervisor
Willie Dowd – Housekeeping Supervisor

David Brown Jr – Housekeeping Supervisor
Sherry Stevens – Housekeeping Supervisor
Greg Poteat – Housekeeping Supervisor
Joe Borden – Housekeeping Supervisor
Thomas Everett – Housekeeping Supervisor

Other Facilities Operations personnel will be subject to being called in as needed to respond to issues that may arise.

All Facilities Operations personnel will be familiar with the University Emergency Plan and the Facilities Operations Emergency Procedures. In the event of an emergency Facilities Operations will assign staff to a post that will report immediately to the Incident Commander. All Facilities Operations staff members will be on an “on-call” status and will be assigned based on abilities, requirements and area of expertise.

Personal Protective Equipment (PPE) needs will be identified by the Office of Safety in conjunction with various health agencies. PPE is available from numerous facility and maintenance supply vendors.

Facilities Operations staff will supplement other divisions of the University as needed.

D. Communications:

Facilities Operations staff will communicate as listed in **Section II D, Communications** of the UEP (attached)

E. Responsibility and Control:

See **Section II E, Responsibility and Control** of the UEP (attached)

F. Emergency Plans:

Emergency response procedures will be in accordance with Facility Operations standard operating procedures. Personal safety is paramount; all established safety procedures will be followed at all times. The Acting Director of Facilities Operations will direct responses. All of Facilities Operations staff is considered essential.

Phase 1-3: Pre-event assessment and planning

- Work with the Health Department to identify the requirements for a morgue on campus. Then work with University Departments to designate a space that meets those requirements.
- Work with Health Department to identify the requirements for housing sick students. Work with Housing and Residence Life to designate which buildings those students will be housed in.
- Train staff on the hazards of the flu and basic infection control practices.
- Coordinate with Office of Safety to get staff respirator fit tested and trained on respirator use.
- Purchase respirators and any other PPE that may be needed.
- Develop a list of potential van drivers to move the sick. Arrange to have these people receive the high occupancy vehicle training. Coordinate with Student Health to get drivers any additional training that they may need.
- Update list of contractors and contact information.
- Determine which buildings can be shut down while the University is closed.

Phase 4: Intense planning and preparation

- Distribute PPE with proper recommendation from the Office of Safety.
- Conduct refresher training on flu and basic infection control practices.
- Coordinate with Student Health to get van drivers refresher training.
- Refine list of where sick students will be housed.

Phase 5: Preparing to suspend/suspending classes for 4-8 weeks

- Assist with moving sick students.
- Assist with moving supplies as needed.
- Prepare to shut down buildings that will not be in use while the University is closed.

Phase 6: UNCG closes for 4-8 weeks

- Assist with moving sick students.
- Assist with moving supplies as needed.
- Shut down buildings that are not in use.
- Monitor staff absenteeism.

Recovery: UNCG prepares to re-open for students/staff

- Prepare buildings for the return of staff and students.