



BUSINESS CONTINUITY PLAN

Under Development

(May 2006)

**California State University,
Stanislaus**

Table of Contents

INTRODUCTION	Page 3
I. Incident Command System	Pages 4-7
II. Business Impact Analysis	Pages 8-11
III. Risk Assessment	Pages 12-13
IV. Business Plan for Localized Business Disruption	Pages 14-15
V. Business Plan for Pandemics	Pages 16-17
Appendix IV-A: Power Outage Business Continuity Plan	Pages 18-19
Appendix V-A: Pandemic Flu Business Continuity Plan	Pages 20-36

INTRODUCTION

A Business Continuity Plan (BCP) is developed by an institution to plan for and describe how it will respond to and recover from disruptions. These disruptions can be localized threats (e.g., earthquakes, fires, floods, bombs, etc.) or global threats (e.g., Flu Pandemic). As part of the overall Emergency Operations Plan, California State University, Stanislaus has developed, and continues to refine and enhance, a Business Continuity Plan (BCP) for the University. This plan is about maintaining, resuming, and recovering the University's activities as an educational institution. It considers human factors along with operational issues.

The BCP was developed by a team of the University's senior administrators and department managers representing all University divisions: Business & Finance, Academic Affairs, Student Affairs, and Advancement. The business continuity planning team conducted a risk assessment and a business impact analysis. The team will continue to meet on a regular basis to flesh out details and test hypotheses. The BCP will be updated as the plan develops.

The BCP as presented in this in this document is divided into five components:

- I. Incident Command System
- II. Business Impact Analysis
- III. Risk Assessment
- IV. Business Plan for Localized Business Disruption
- V. Business Plan for Pandemics

The Business Plan for Localized Business Disruption addresses the business disruption and recovery that can occur from a localized threat. The Business Plan for Pandemics addresses plans to slow the progress of the pandemic, plans to protect employees and students, and plans to conduct and/or discontinue business during the sustained crisis.

I. INCIDENT COMMAND SYSTEM (ICS under SEMS/NIMS)

Background

Under normal circumstances, each University department functions with its own organizational system. This structure is adequate in minor emergencies. If the incident is a large-scale emergency or disaster, University departments must work smoothly with outside emergency agencies and with each other. In these circumstances, different systems cause confusion, and one common system is needed.

Emergency agencies in the state of California use the Incident Command System (ICS) under the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) to manage a disaster. Using a common system results in coordinated management and teamwork. The ICS has demonstrated its value in the history of emergency management. The system is based on simplicity, flexibility and sound management practices, as applied to a disaster environment.

Because the ICS system works, the state has mandated that all counties, cities and special districts (including colleges and universities) use SEMS/NIMS and ICS in a disaster where communication and coordination between outside agencies are necessary. **Failure to use SEMS and the Incident Command System will render the University ineligible for Federal Emergency Management Agency (FEMA) reimbursement funds.**

Activation of Emergency Management Plan

When a University emergency reaches proportions **that cannot be handled by routine measures**, the President or designee may activate the Emergency Management Plan in accordance with the Standardized Emergency Management System (SEMS/NIMS). SEMS/NIMS is designed to be flexible and to accommodate situations of varying severity. The system is comprised of the following major components:

Policy Management Group

Location: MSR 340; President's Conference Room or alternate

The Policy Management Group (PMG) is comprised of the President; Vice Presidents of Academic Affairs, Business & Finance, Student Affairs, and Advancement; Chair of the Academic Senate; Associated Student President; Legal Advisor; and Public Information Officer. This PMG approves policies regarding emergencies prior to an

emergency. The President approves and authorizes recovery operations within the context of the emergency. The PMG does not participate in operational aspects of an emergency response.

Incident Command Section

Emergency Operations Executive: *Vice President, Business & Finance*

Oversees emergency operations and serves as the link between the President and the Emergency Operations Center.

Emergency Operations Center Director. *University Chief of Police*

Responsible for overall management of emergency activities, including development, implementation, and review of strategic decisions.

Public Information Officer. *Public Affairs Specialist*

Coordinates public communication of emergency activities in consultation with the campus executive group (President and Vice Presidents).

Safety Officer. *Environmental Health, Safety & Emergency Manager*

Provides safety assessments for environmental and occupational control. Monitors hazardous materials cleanup operations.

Operations Section

Operations Section Chief: *University Police Department Sergeant*

Responsible for coordinating the activities of the Operations Section, including:

Law Enforcement. Enforces laws, controls traffic, manages evacuations, and controls access to hazardous areas. Coordinates with Turlock Fire Department, rescues or assists with rescues of trapped and injured persons, and coordinates first aid response.

Medical Services. Communications link between the Emergency Operations Center (EOC) and the medical assistance responders, temporary casualty care facilities, and transportation of casualties.

Plant Operations Liaison/Movement. Liaison between the Emergency Operations Center and Facilities Services, which provides repair and restoration of essential structures and utilities, and supports law enforcement and fire service personnel in access and perimeter control.

Planning Section

Planning Section Chief: *AVP, Facilities Services*

Responsible for coordinating the activities of the Planning and Intelligence Section, including:

Situation Status/Intelligence. Gathers information, such as damage assessment and weather predictions, makes projections, and anticipates further problems.

Academic Affairs Liaison. Communications link between the EOC and Academic Affairs Business Continuity Team (BCT), which is responsible for restoring the academic process.

Student Affairs Liaison. Communications link between the EOC and the Student Affairs BCT, which is responsible for vital communications between students and their families and loved ones.

Counseling Liaison. Communications link between the EOC and the counseling BCT, which provides counseling sessions for first responders, victims and emergency personnel during the management and recovery phases of an emergency.

Logistics Section

Logistics Section Chiefs: *Director, Contracts Procurement and Risk Management; and Director, Human Resources*

Responsible for coordinating the activities of the Logistics Section, including:

Human Resources. Assigns staff in accordance with CSU and campus policy.

Volunteers. Recruits, orients, and places volunteers and disaster service workers, including the American Red Cross.

Equipment & Supplies/Procurement. Provides resources and support services for emergency operations.

Housing Liaison. Communications link between the EOC and the Housing BCT, which provides food and emergency shelter to the campus community.

Finance Section

Finance Section Chief: *AVP, Financial Services*

Responsible for coordinating all Finance Section personnel, including:

Records. Tracks records of time expended by personnel.

Expenditures. Tracks purchases and prepares reports to local, state and federal authorities.

Emergency Operations Center

The Emergency Operations Center (EOC) acts as the focal point for all campus-related emergency activity.

EOC locations:

Primary EOC

Public Safety Building
Room 100N

Alternate EOC

Mobile Command Trailer

If neither EOC location is usable, the EOC Director or designee will designate another location.

II. Business Impact Analysis

The California State University, Stanislaus business impact analysis (BIA) identifies the University's critical functions pertaining to the health and welfare of its students and employees and the continuation and/or restoration of the University's function as an educational institution. As part of this BIA the critical functions are prioritized and estimates made as to how much downtime is allowable. Prioritization will probably vary based on whether the business disruption is the result of a localized threat (very little or no warning) or pandemic (expected and managed in waves). Future revisions of the BCP will present more detailed prioritization of critical functions.

The business continuity team as part of the continued development of the BCP will define recovery point objectives and the costs associated with downtime. They will also consider the impact of legal and regulatory requirements such as privacy, availability of data, and required notifications.

The Impact Analysis chart is divided into two areas of concern:

- Level I: Critical functions that impact the health and safety of University students and staff; and,
- Level II: Critical functions that impact business continuation.

LEVEL I - HEALTH & SAFETY IMPACT ANALYSIS

Critical Function	Allowable Downtime	Estimated Recovery Capability	University Division/ Department
Emergency Response & Emergency Operation Center	None		Public Safety
Safety and Public Assistance/Service	None		Public Safety
Emergency Communications	None		Public Safety University Communications
Shelter/Housing	None		Student Housing
Food/Cafeteria Services	None		Student Housing
Site Security and Traffic Control	None		Public Safety
Criminal Investigations	None		Public Safety
Facilities Operations	1-4 Hours		<ul style="list-style-type: none"> • Facilities Services • Stockton Center
Acute primary care services	4 Hours	4 Hours	Student Health Services
Communication - Univ. to: Employees Students	1-12 Hours 1-12 Hours		<ul style="list-style-type: none"> • Human Resources • Enrollment Management
Counseling Services	2-4 Hours		Student Affairs
Utilities Infrastructure	2-4 Hours		<ul style="list-style-type: none"> • Facilities & Support Services • Stockton Center
Internet Access	2-4 Hours		Office of Information Technology
Network availability (Intranet)	4-8 Hours		Office of Information Technology
Server Availability	4-24 Hours		Office of Information Technology
Purchasing	4-24 Hours		Financial Services
Receiving/Shipping	4-24 Hours		Financial Services
Contracting	4-24 Hours		Financial Services
Public Health Services	4 Hours	4 Hours	Student Health Services
Student Records & Information System Maintenance (Banner)	24 Hours		Enrollment Management
Access/Maintain Medical Records	24 Hours	24 Hours	Student Health Services
Faculty & Staff Support (Responding to faculty & staff)	1-5 Days		<ul style="list-style-type: none"> • Academic Affairs • Human Resources
Pharmacy services	7 Days	7 Days	Student Health Services
Cleaning/Sanitation	7 Days		<ul style="list-style-type: none"> • Facilities Services • Student Housing

LEVEL II - BUSINESS CONTINUATION IMPACT ANALYSIS

Critical Function	Allowable Downtime	Estimated Recovery Capability	University Division/ Department
Hiring New Employees Compensation/Classification	1-5 Days		Human Resources
Police and Personnel Records Administration	1-5 Days		Public Safety
Risk Management Claims	1-5 Days		Financial Services
Procurement Card	1-5 Days		Financial Services
Payroll	1-5 Days		Financial Services
Budget	1-5 Days		Financial Services
General Accounting/Grants & Contracts	1-5 Days		Financial Services
Employee Benefits	1-5 Days		Human Resources Faculty Affairs
Academic Advising	2-7 Days		Retention Services
Serving Students: phone, in-person & internet	2-7 Days		Enrollment Management
Provide Instruction	2-7 Days		Academic Affairs
Offer/Receive Distance Learning	2-7 Days		<ul style="list-style-type: none"> • Academic Affairs • Office of Information Technology
Classroom Technology Support	2-7 Days		Office of Information Technology
Student Records & Information System Maintenance (Banner)	2-7 Days		Enrollment Management
Cashiers	2-7 Days		Financial Services
Accounts Receivable	2-7 Days		Financial Services
Accounts Payable	2-7 Days		Financial Services
Student Records Access & Maintenance	2-7 Days		<ul style="list-style-type: none"> • Enrollment Management • Retention Services
Financial Aid records/transcripts on SIS system print and mailing	2-7 Days		Enrollment Management
Transcripts	2-7 Days		Enrollment Management
Provide non-acute primary care	7 Days	7 Days	Student Health Services
Laboratory Services	7 Days	7 Days	Student Health Services
Master Course Schedule	7 Days		Enrollment Management
Tutoring; services for students	7 Days		Retention Services
Prospective Student Data Base/Connect II	7 Days		Enrollment Management
EOP: special admissions, student support services	7 Days		Retention Services
Parking Management Bureau Citation Processing	7 Days		Public Safety
Landscape Services	Weeks		<ul style="list-style-type: none"> • Facilities Services • Stockton Center
Facilities Maintenance	Weeks		<ul style="list-style-type: none"> • Facilities Services • Stockton Center
Student Career Guidance	Weeks		Retention Services
Testing: Institutional exams, i.e. ELM/EPT/WPST	Weeks		Retention Services

Critical Function	Allowable Downtime	Estimated Recovery Capability	University Division/ Department
New Student Orientation	Weeks		Retention Services
Department of Athletics	Weeks		Advancement
Associated Students, Inc.	Weeks		Student Affairs
Student Leadership & Development	Weeks		Student Affairs
University Student Union	Weeks		Student Affairs
Alumni Association membership processing, contacts	1 Month		Advancement
University Advancement - records, gift processing	1 Month		Advancement
Temporary Employee Training	Months		Human Resources
University Publications & Marketing	Months		Advancement

III. Risk Assessment

Risk assessment has significant bearing on whether business continuity planning efforts will be successful. Threats can take many forms, including malicious activity as well as natural and technical disasters. A threat should be analyzed by focusing on its impact on the institution, not the nature of the threat. Threat scenarios need to consider the impact of a disruption and probability of the threat occurring. Threats range from those with a high probability of occurrence and low impact to the institution (e.g., brief power interruptions) to those with a low probability of occurrence and high impact on the institution (e.g., hurricane, terrorism). High probability threats are often supported by very specific BCPs (e.g., the current flu pandemic threat).

A completed risk assessment for California State University, Stanislaus will consider:

- The probability of occurrence based on a rating system of high, medium, and low; and,
- The impact of various business disruption scenarios on both the institution and its students.

This risk analysis may form the basis for preparing more specific continuity plans. The information provided here is from Part I of the California State University, Stanislaus Emergency Operations Plan and addresses the likelihood of a threat based on the University's location and infrastructure. Updated versions of the BCP will more fully develop the risk analysis.

CALIFORNIA STATE UNIVERSITY, STANISLAUS RISK ANALYSIS				
THREAT <i>(not in order of likelihood)</i>	LIKELIHOOD OF OCCURRENCE	PROBABILITY OF OCCURRENCE <i>(High, Medium, Low)</i>	IMPACT ON INSTITUTION <i>(High, Medium, Low)</i>	IMPACT ON STUDENTS <i>(High, Medium, Low)</i>
Flash Flood	Likely			
Extreme Weather	Likely			
Dam/Levee Failure	Unlikely			
Structural Collapse	Likely			
Major Fire	Likely			
Disease Outbreak	Likely			
Civil Disorder	Likely			
Train Accident	Likely			

CALIFORNIA STATE UNIVERSITY, STANISLAUS RISK ANALYSIS				
THREAT <i>(not in order of likelihood)</i>	LIKELIHOOD OF OCCURRENCE	PROBABILITY OF OCCURRENCE <i>(High, Medium, Low)</i>	IMPACT ON INSTITUTION <i>(High, Medium, Low)</i>	IMPACT ON STUDENTS <i>(High, Medium, Low)</i>
Utility Failure	Likely			
Power Failure	Likely			
Telecomm Failure	Likely			
Terrorist Threat	Likely			
Hazmat	Likely			
Earthquake	Unlikely			
Active Shooter	Likely			
Public Assembly Emergency	Likely			
Hostage Situation	Likely			
Workplace Violence	Likely			
IT Security Breach	Likely			
Air Crash	Likely			

IV. Business Plan for Localized Business Disruption

Plan Development

The Business Continuation Plan (BCP), when completed, will document strategies and procedures to maintain, resume, and recover critical business functions and processes. It will detail the types of events that would lead up to the formal declaration of a disruption and the process for invoking the BCP. It will describe the responsibilities and procedures to be followed by each continuity team and contain contact lists of critical personnel. It will ultimately describe in detail the procedures to be followed to recover each business function affected by the disruption and will be written in such a way that various groups of personnel can implement it in a timely manner.

In order to reach the goal of having a complete and well-written BCP the following steps are being taken. Each University division and/or critical department has appointed a person responsible for representing the division/department on the Business Continuity Planning Team. It is the responsibility of the department to complete the steps required to complete the plan, including but not limited to the following:

- Conduct a unit risk analysis using materials provided by Public Safety/EHSEM.
- Identify existing and easily implemented controls to avoid identified risks (mitigation).
- Determine the time frame for makeshift level of operations and then full recovery.
- Identify alternative work sites for most critical functions.
- Provide for the ongoing backup of critical data and protection of critical equipment.
- Develop plans for recovering impacted operations quickly, and strategies for providing programs and services under various emergency conditions.
- Establish procedures for contacting appropriate University Departments and University suppliers in the event of an interruption of operations.

Plan Review, Training, and Testing

Training and testing will be a component of the development of the BCP for California State University (CSU), Stanislaus. CSU Chancellor Executive Order 921 suggests that an annual review and biennial testing of the BCP should occur. The EHSEM office will provide support and leadership in this biennial review and testing of the campus plan. Individual division/department leadership must ensure that all

staff are adequately trained to fulfill their responsibility. The division/department leadership will be responsible for training new employees as soon as possible.

The division/department plan should be reviewed by the head of each area/department each year to assure that:

- Critical functions have been identified and updated,
- Continuity and recovery strategies are in place,
- Documentation for the plan is current,
- Minimum levels of required operation and recovery time frames have been set,
- Exercising of the plan has been completed, and
- Updates should be given to Public Safety/ESHSEM for integration into the campus plan.

Appendix IVA: Power Outage Business Continuity Plan

V. Business Plan for Pandemics

Should a pandemic emerge, it could become the single greatest threat to business continuity and could remain so for a significant period of time. Typical BCPs are designed to respond to localized threats that affect infrastructure. Once the event has occurred, it is over and recovery can begin. However, a pandemic is not an isolated incident. It is by definition, and unfolding global event. Because of air travel, many cities around the world could be infected almost simultaneously.¹ The California State University (CSU), Stanislaus Business Continuation Plan (BCP) for Pandemics needs to address how to slow the progress of a pandemic and limit its impact on students and employees.

The possibility of a pandemic of avian flu is being seriously addressed by world and national health organizations. It has therefore become a priority focus for the CSU system in the development of BCPs. This version of the CSU Stanislaus BCP includes detailed information of what is currently in place and under development by the Business Continuity Planning Team to address the specific Avian Flu Pandemic threat.

Communication Plan

A pandemic differs from a localized business disruption in that there is public information available on the possibility of a pandemic that allows for planning and communications. Public Information is not always reliable and accurate, and often can create unnecessary concern. It is very important for the University community to have a clear understanding of what communication sources the University is depending on for decision making. It is also important that the University community know who on campus is making decisions and how those decisions will be communicated. The following chart identifies the communication hierarchy.

- **World Health Organization (WHO)** tracks the outbreak of disease and provides information to the National Center for Disease Control.
- **National Center for Disease Control (CDC)** disburses information to be used by other entities in making decisions.
- **County Public Health Office** sends notices to identified institutions 24 hours in advance of a public notice being published.

¹ Harvard Business Review, May 2006, page21

- **Student Health Services Physician** receives the notice and contacts the Environmental Health & Safety Officer and the University's Business Continuity Officer (Vice President, Business & Finance).
- **University Business Continuity Officer** communicates with the campus community.

Current models indicate that a pandemic in today's world will have three waves or periods:

- Pre-Pandemic Period: virus not yet capable of human-to-human transmission.
- Pandemic Alert Period: rare human cases. Virus transmits between humans with difficulty. No local cases.
- Pandemic Period: Virus capable of efficient human-to-human transmission. Known local cases.

The University Business Continuity Planning Team has identified activities that individual University divisions/department will be doing as they plan, and implement the plan, for each of these waves or periods. A fourth period in the CSU Stanislaus Pandemic Flu Business Continuity Response Plan is the Post Pandemic Period.

Pandemic Flu Awareness Plan

A sub-committee for BCP consisting of representation by the Student Health Center, Dean of Students, Public Safety, Health & Safety, University Communications, Faculty, and Students has been assembled to coordinate messages to the University Community. Specifically, this group will develop a multimedia pandemic flu awareness campaign. The following table shows the immediate planning timeline for this awareness campaign.

GOAL	OBJECTIVE	MEDIA METHOD(S)	IMPLEMENTATION DATE
Pandemic Flu Response Plan Awareness	Share the newly developed campus Business Continuity Plan with Pandemic Flu appendix with all employees.	PDF link on website for individual download.	Summer, 2006
Student Awareness Orientations	Share brief information about campus preparedness plans.	In-person presentations to new students, parents, summer bridge & housing.	Summer, 2006
Flu Hygiene Education	Provide consistent and simple instructions for respiratory hygiene.	Cling decals on every bathroom mirror.	September, 2006

GOAL	OBJECTIVE	MEDIA METHOD(S)	IMPLEMENTATION DATE
Public Announcements	Provide a series of consistent audio and electronic pandemic flu awareness messages to the campus community.	KCSS Radio, Channel 2, email broadcasts, Website	September, 2006
Pandemic Flu Awareness Website	Provide a single source for all consistent campus messages, local, federal and global health awareness links regarding Avian and Pandemic Flu.	University web page with direct link from main page.	Fall semester, 2006
Pandemic Flu Awareness Brochure	Provide a single brochure with facts, plans, resources, & hygiene guides.	Printed brochure for mass distribution to the campus community	Fall semester, 2006

Appendix V A: Pandemic Flu Business Continuity Response Plan

Appendix IVA: Power Outage Business Continuity Plan

Subject:	Department Name: Human Resources	Section Number: 5680
Electrical Blackout Process Procedures For the Turlock and Stockton Sites	<input checked="" type="checkbox"/> Revision	Effective Date: 1/18/01
	<input type="checkbox"/> New	Revision Date: 11/04

Electrical Blackout

Should electrical power go out on campus, the university will continue to operate as normally as possible, considering the circumstances. Vice Presidents or designees will determine if and when employees in their units should leave their work areas, taking into account the availability of light, ventilation and ease of evacuation. Each Vice President will identify authorized designees to assume this responsibility in their absence. Barring specific instructions to the contrary or safety problems, University employees are expected to remain at their workplaces and maintain normal business during the periods of an electrical blackout. Building Marshals and Monitors will have radio communication with Public Safety and will relay information on the operational status of the campus. Facilities Management staff, Campus Police, Building Marshal's and Monitors will assist with evacuation efforts, when required.

Employee safety is the top consideration. Offices without adequate light or ventilation should not be occupied. In the event of an extended outage, which could result from storm damage to the system, earthquake, or other contingencies, personnel should follow the steps outlined in the Emergency Response Plan that follows.

IF THE POWER GOES OUT DURING THE DAY:

- Course instructors will be the primary source of information for their students, and will determine if lighting and ventilation is sufficient for instruction to continue or if class should be interrupted or dismissed.
- Faculty who dismiss their classes should report their action to the department chair. Department chairs are to notify their respective deans.
- Staff employees do not leave the workplace without appropriate authorization from your supervisor. Although loss of electrical service may compromise or prohibit certain University operations, it is expected that some functions can be continued, and personnel efforts should be directed toward these.
- Employees will be expected to remain on campus unless notified that the electricity will remain off for several hours and a supervisor releases them from campus.
- Employees who leave their offices should take their personal items and lock the door behind them.
- The dining hall will be open for students and employees excused from their classrooms or work site until power is restored, and the group will be notified when power is restored. Because the cafeteria also is dependent upon electricity, food service will not be available.
- Status of the electrical blackout will be posted at every half hour increments (e.g. 11:00 a.m., 11:30 a.m.) at the north and south entrances of the dining hall.

- ☑ Employees who leave their offices should take their personal items and lock the door behind them.
- ☑ Emergency corridor lighting in buildings and fire alarms should be operational.
- ☑ Elevators will be closed and are not to be used. Building Monitors will confirm that all elevators have been cleared.
- ☑ If you are in an elevator during an outage use the emergency phone to notify Public Safety. Do not try to climb out of the elevator.
- ☑ Enclosed offices without lights should not be occupied.-Where lighting and ventilation is adequate employees will be expected to continue working.
- ☑ Campus telephones should only be used in case of emergency.
- ☑ Cellular and pay telephones should operate normally.
- ☑ The campus emergency telephone number (800) 410-3322 will provide a recorded message so that individuals can call for a status report before coming to campus.
- ☑ Turn off any equipment that was still in service (except IT equipment that is operating on its own uninterruptible power supplies) in order to avoid power surges when service is restored. Leave a task light turned on so that you can determine when service is restored.
- ☑ Avoid opening refrigerators, freezers, or other environmental control rooms during the outage.
- ☑ Do not use candles for illumination. Use battery flashlights.
- ☑ Use caution when leaving campus. Remember that surrounding traffic signals may be out of service.
- ☑ Emergency monitors should report for duty.
- ☑ Once power returns, all staff employees should report back to their area and faculty and students should report to their next scheduled class and resume normal operations.

IF THE POWER GOES OUT AFTER BUSINESS HOURS OR ON A WEEKEND:

- ☑ Course instructors will be the primary source of information for their students. If at all possible, Facilities Services staff will coordinate with Public Safety to communicate with instructors regarding the operational status of the campus. However, if the blackout occurs in the evening when there are many fewer Public Safety and Facilities staff on campus, instructors should assess the situation to the best of their ability.
- ☑ If the instructor determines that canceling class is the appropriate response to the blackout they should assist students in evacuating the campus safely. At the earliest possible opportunity, the instructor should notify their department chair that the class was cancelled.
- ☑ If you need assistance call Public Safety at extension 3114 or 668-1200.
- ☑ Shuttle escort carts may be available to assist with transporting persons to the parking areas and student housing.
- ☑ When leaving campus – walk with another individual or group whom you trust.

INQUIRIES AND FOR FURTHER INFORMATION:

We hope that these recommendations will assist you. It is the goal of CSU Stanislaus that these proactive measures will ensure the safety of our students, employees, and customers in University buildings. You are encouraged to work closely with Public Safety and Facilities Services to ensure effective implementation of these measures. If you have questions, please contact your appropriate area manager or dean.

Appendix V A: Pandemic Flu Business Continuity Response Plan

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
<p>Virus not yet capable of human-to-human transmission</p>	<p>Rare human cases. Virus transmits between humans with difficulty. No local cases</p>	<p>Virus capable of efficient human-to-human transmission. Known local cases</p>	<p>Pandemic ended as established by Public Health authorities</p>
<p>All Colleges, Departments and Support Services</p>			
<ol style="list-style-type: none"> 1. Plan for organizational resilience and personnel succession within the organization with <ul style="list-style-type: none"> - Succession lists at least two/three deep - Cross training of personnel; at least two employees trained to cover every position plus managerial back up. - Preparation of records and organizational/office procedures (such as access to files and passwords) for ease of use if key personnel are absent 2. Determine critical faculty/staff needs and prepare plans to work with partial faculty or staff 3. Prepare and periodically review personal contact information and emergency call lists 4. Prepare work-at-home plans for some or all personnel 5. Communicate any good ideas with other departments 6. Decide how departments, etc. will convene "meetings" if pandemic is declared, and how critical decisions will be made in the absence of a physical "quorum." 7. Prepare unit or departmental shut-down plans 8. Procure and prepare to use supplies to clean and sterilize working areas to prevent transmission of disease 9. Prepare protocols for essential operations if 'social distancing' policies are instituted. 	<ol style="list-style-type: none"> 1. Review accuracy of staff contact information 2. Configure offices and other work areas to provide maximum distance (minimum five feet) between individuals 3. Finalize preparations for "meeting" if a pandemic is declared 4. Recheck supplies of tissues, gloves, cleaning and sterilizing agents, etc. 5. Prepare department resources as outlined in action plans for immediate implementation 	<ol style="list-style-type: none"> 1. Review symptoms of flu and colds, ensuring that every employee has table of comparative symptoms. 2. Implement personal hygiene and cleaning and sanitizing regimens in offices 3. Be alert to possible cases of flu among all employees. If employee presents symptoms of flu, send him/her home. 4. Ensure that individual and common work areas are frequently cleaned and disinfected 5. Ensure individuals are not forced to work closely together. Separate by location or time. 6. Ensure essential individuals are equipped with tissues, respirator/mask, latex or nitrile gloves as needed 7. Encourage all individuals to practice hand and cough hygiene 8. In case of closure, implement department plan to shut down operations 9. Immediately report serious illness or death of campus 	<ol style="list-style-type: none"> 1. Continue to monitor all members of organization for flu symptoms, remembering that a flu pandemic moves through an area in "waves" often six to eight weeks apart, and that variant strains of pandemic virus could move through the human population. 2. Using lessons learned from waves of pandemic, prepare for additional waves of flu, or additional individuals infected

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
		personnel (whether occurring on campus or elsewhere) to Pandemic Committee 10. Revise protocols as experience and learning indicates	
Offices Serving the University Public			
1. Consider protective barriers or wearing PPE to protect from exposure to flu virus.	1. Implement protective barriers and/or procure PPE for workers in contact with the University public		
All Individuals must realize that they are responsible for their own safety, and that their actions will greatly influence whether they become ill, and whether others in their own families/homes and the campus community will become ill.			
1. Study available materials on avian or pandemic flu and remain current in status of the situation 2. Purchase Personal Protective Equipment (PPE) in advance of need. PPE should include supply of latex or nitrile gloves fitted to correct size, alcohol-based hand sanitizer, N-95 or better respirator (mask), tissues, and surface cleaner/disinfectant. 3. Purchase other supplies and food to provision against possible temporary shortages.	1. Review personal and home preparations	1. Discipline self to <ul style="list-style-type: none"> - keep hands clean - sanitize surfaces touched by others before touching them - keep hands away from face - practice cough and sneeze control - avoid sharing food with others - wear respirator/mask in specific situations - remain current re: local illnesses and flu situation - practice individual and group hygiene 24 hours/day 	
Business Continuity Planning Team			

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
<ol style="list-style-type: none"> 1. Appoint Influenza managers 2. Oversee development and dissemination of plan 3. Set target dates for progress, completion of plan, and implementation 4. Designate department to host pandemic website 5. Propose new standards of student and faculty/staff attendance and work-from-home attendance to Academic Affairs 6. Develop criteria for suspension of classes; propose criteria to Academic Affairs 7. Draft plan for closure of campus, including plan for reopening the campus 8. Advise Study Abroad/Global Affairs how to deal with students going to or returning from countries affected by pandemic 9. Monitor status of preparations; report status to President and Executive Cabinet 10. Decide how to "meet" as a committee if pandemic is declared 	<ol style="list-style-type: none"> 1. Monitor situation daily, using official sources of information 2. Advise campus units of potential activation of response plan. 3. Open official communication channel with County Health 4. Ensure that all campus units have and are prepared to use "Notification Investigation Report: Suspected Influenza Case at Work" 5. Evaluate need to restrict individuals traveling from affected countries from entering campus 	<ol style="list-style-type: none"> 1. Actively monitor health of campus community, ensuring heads of organizations understand procedures to identify and deal with suspect illnesses 2. Activate Pandemic Response Plan 3. Advise President to activate EOC if required (Note: carefully consider the possible consequences of meeting together anywhere, including the EOC.) 4. Review effectiveness of ongoing response actions and modify program accordingly 5. Mandate that all departments report incidents of flu or of flu within family/household 	<ol style="list-style-type: none"> 1. Continue to monitor cases or suspect cases with County Health 2. Advise President's Cabinet of potential timeline of return to normal operations 3. Communicate status of pandemic to campus community 4. Review effectiveness of campus response and incorporate experience into future planning
Business Continuity Planning (BCP) Team Membership			
<ol style="list-style-type: none"> 1. Business Continuity Leader: VP of Business & Finance 2. Influenza Manager: AD, Environmental Health, Safety & Emergency Management 3. Finance/Legal/Risk Mgt: Risk Manager 4. Human Resources <ul style="list-style-type: none"> - Director, Human Resources - Manager, Workers' Compensation 5. Student Health Center: Physician 6. Resident Students: Director, Residential Life 7. Academic Affairs & Instruction <ul style="list-style-type: none"> - AVP Faculty Affairs - AVP Enrollment Manager - Director of Stockton Campus 	<ol style="list-style-type: none"> 8. Facilities Services: Director Facilities Maintenance 9. Public Safety: Chief 10. University Advancement/Public Affairs: AVP Communications 11. Information Technology: AVP, CIO 12. Student Affairs/Retention Services: <ul style="list-style-type: none"> - AVP, Dean of Students - Director of Disability Services 13. Others as directed by the University President 		

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
Influenza Management			
<ol style="list-style-type: none"> 1. Approve personal and campus hygiene standards for inclusion into Pandemic Business Continuity Plan 2. Review and approve protocols for triage of illness (flu v. common cold) and denial of access to campus 3. Train faculty and staff in personal and community hygiene and telephone triage of illness 4. Establish parameters and protocols for social distancing to mitigate spread of disease. Include consideration of student computer use areas and computer labs. 5. With Housing and Residential Life, establish parameters and protocols for isolation of students ill with flu 6. Monitor official sources of avian/pandemic flu information and inform campus community as status changes 7. Direct ordering of campus supplies for public area disinfection and personal hygiene 	<ol style="list-style-type: none"> 1. Closely monitor community and world health situation via official websites (WHO, USDHHS, CDC, California DHS, and SCDHHS) 2. Assist with campus organizational preparations 		
President's Office, Executive Cabinet			
<ol style="list-style-type: none"> 1. Receive updates from BCP Team quarterly or as vital information is received 2. Approve initial pandemic response plan 3. Delegate approval of Response Plan Revisions to Pandemic Committee 4. Review and approve content of internal and external information bulletins and announcements 5. Provide Pandemic Committee with executive oversight and direction as needed 6. Maintain awareness of avian or pandemic flu issues as they impact campus organizations and activities 7. Determine criteria to be used re: shutting down the campus 	<ol style="list-style-type: none"> 1. Receive updates from Pandemic Committee regarding possible activation of the Pandemic Response Plan 2. Review travel recommendations with the Global Education office regarding U.S. State Department and other guidelines for travel to affected countries 	<ol style="list-style-type: none"> 1. As indicated by SCDHHS and Pandemic Committee, declare pandemic status on campus 2. Develop messages with Public Affairs as dictated by situation 3. Consider all options to mitigate spread of flu, including restricting movement on and off campus, and limiting classes and other assemblies 4. If cases of flu are on campus, consider more restrictive measures <ul style="list-style-type: none"> - Require weekly attendance or 	<ol style="list-style-type: none"> 1. Approve return to routine operations 2. Review effectiveness of response plan with Pandemic Committee 3. Communicate with on- and off-campus interests re: status of campus

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
		absence reports for faculty, students and staff - Consider suspension of campus extra-curricular activities - Prepare for possible campus closure if instructed by President, Chancellor's office, or public health authority.	
University Counsel			
1. Consult with CSU General Counsel. Review relevant laws and procedures for closing schools; quarantine laws and how they apply in a public health emergency; legal liability issues of implementing "working" quarantine for essential service personnel, legal liability of housing pandemic influenza patients in isolation with non-exposed residents subject to infection control precautions; liability/immunity for volunteers providing assistance or services to persons in isolation/quarantine. 2. Advise BCP Team regarding implications of this plan.			
Academic Affairs			
Office of the Vice President			
1. Disseminate information to all organizations for their understanding and action 2. Integrate Avian and Pandemic flu response information into organizational policies and practices	1. Receive updates from Pandemic Committee regarding possible activation of the Pandemic Response Plan	1.	
Provost and Faculty Senate			
1. Review policies and standards regarding student excused absences from class when ill, caring for members of household or if campus is closed. 2. Review policies and standards regarding faculty absences; recommend changes to H.R. 3. Develop plans for students to make up missed	1. Receive updates from Pandemic Committee regarding possible activation of the Pandemic Response Plan 2. Facilitate dissemination	1. Monitor levels of faculty and student absences and report to Pandemic Committee 2. Facilitate dissemination of instructions to faculty 3. Communicate with faculty	

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
classes if pandemic is declared 4. Approve criteria for suspension of classes if pandemic is declared 5. Develop reporting measures to gage impact on faculty and students	of appropriate information to faculty re: status and University response 3. Furnish faculty with information to assist in their response to students' concerns	regarding status of University response	
Faculty Affairs			
1. Evaluate capabilities of large numbers of faculty and staff having to work from home, and prepare plans and cost estimates to enable that functionality	1. Proceed with preparations for greater work-from-home capabilities	1. Support increased work-from-home capability	
Enrollment Management			
1. Participate in overall pandemic business continuity planning. 3. Develop plan for serving students by alternate methods (phone, internet, etc.) 4. Along with all academic units and faculty, plan possible alternatives to in-class instruction (blackboard, email, distance learning, CODEC etc.) 5. Cross train staff to access critical databases, record systems, and the master course schedule. 6. Ensure UEE staff and instructors are aware of pandemic planning issues. 7. Consider scenarios of semester interruption and tuition credits, refunds etc.	1. Review understanding of Pandemic Flu plan with all staff 2. Ensure students are aware of personal and group hygiene in classrooms 3. Work with University Communications to notify campus of alternatives to in-class instruction.		
Academic Units, including Library			
1. Ensure faculty and staff members have copy of and have read the Pandemic Flu Business Continuity Plan 2. Develop flu pandemic awareness training for faculty, staff and students based on this plan 3. Develop plan for care and monitoring of students in practicum, internships and community service learning 4. Consider possible alternatives to in-class instruction	1. Review understanding of Pandemic Flu plan with all faculty and staff 2. Ensure students are aware of personal and group hygiene in classrooms 3. Prepare alternatives to in-class instruction if possible	1. Ensure students are aware of and practice personal and group hygiene in classrooms 2. Faculty oversee and practice good group hygiene in classrooms 3. Consider withdrawal of students from service learning assignments 4. In case of closure, implement college and/or department plan to	

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
Office of Information Technology			
<ol style="list-style-type: none"> 1. Consider possible alternatives for providing increased telephone or web based tech. support 2. Plan support for increased employee work-from-home technical needs 3. Identify essential staff that may need hygiene and protective equipment training applicable to other phases of pandemic 4. Assist BCP Team with network, internet, and server access plans for off-site work 5. Assist BCP Team with in-class instruction alternative plans requiring technical support (blackboard, email, CODEC, distance learning labs etc.). 6. Plan to assist and/or train faculty on the use of Blackboard to provide class materials to students who cannot come to class, with online assignments, quizzes, etc. This will also give faculty, who cannot come to campus, an alternate way of teaching their students and communicate with them. 	<ol style="list-style-type: none"> 1. Proceed with preparations for greater work-from-home technical capabilities 2. Implement protective equipment plans for essential network, internet, and server technicians. 3. Schedule training sessions for faculty on the use of Blackboard and assign staff to create courses and populate them with student names. 	<ol style="list-style-type: none"> 1. Disseminate messages from University Communications as directed via broadcast voice mail and e-mail. 2. Activate 800# telephone lines. 3. Keep pandemic web page current 4. Provide support to faculty and students who are using Blackboard for course delivery. 	
Global Affairs			
<ol style="list-style-type: none"> 1. Review policies and procedures for students studying abroad and for foreign students studying at California State University, Stanislaus in light of possible pandemic 2. Review policies and procedures for foreign students returning from overseas visits and without other homes in this country. 3. Disseminate information to study abroad students and to foreign students about avian and pandemic flu 4. Establish methods of accounting for health status of students studying abroad 5. Establishing a method of accounting for health of foreign students living on and off campus 	<ol style="list-style-type: none"> 1. Evaluate need to restrict individuals traveling from affected countries from entering campus 2. Prepare action plans for immediate implementation. 	<ol style="list-style-type: none"> 1. Monitor health status of foreign and foreign study students, assisting as necessary 2. Coordinate with students abroad to provide up to date university information and facilitate return home. 	
Services to Students with Disabilities			

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
<ol style="list-style-type: none"> Disseminate information to students with disabilities Assist disabled students to fully employ personal hygiene and other techniques to remain healthy in a viral environment 			
Student Affairs			
Office of the Vice President			
<ol style="list-style-type: none"> Disseminate information to all organizations for their understanding and action Integrate avian and pandemic flu response information into new students' and parents' information packets 			
Student Health Center			
<ol style="list-style-type: none"> Director of SHC serves as co-Influenza Manager with AD of Environmental Health and Safety Monitor WHO, CDC, U.S. DHHS and SCDHHS websites for status of avian/pandemic flu and other infectious diseases Communicate with SCDHHS regarding planning and surveillance capabilities and reporting requirements Coordinate content and distribution of student educational and self care materials for colds, flu and upper respiratory infections Take the lead (with Public Affairs) in campus educational campaign to minimize transmission of viruses, e.g. hand washing techniques, use of tissues, sharing of food and utensils, conduct in public places, and missing classes Prepare SHC staff (training and PPE) for dealing with pandemic flu Train essential campus personnel, especially first responders, as required for dealing with pandemic flu Advise BCP Team and campus units re: ordering supplies of alcohol-based hand sanitizers, tissues, 	<ol style="list-style-type: none"> Ensure educational materials are posted on pandemic webpage Follow state and county protocols for patient testing and disposition Establish relationship with local hospitals for transfer of students who cannot be returned home Identify students with higher risk factors because of pre-existing conditions Stockpile PPE, hygiene, and clinical supplies. Prepare fitness for duty protocol. Test triage system and infectious disease protocols. 	<ol style="list-style-type: none"> Communicate with SCDHHS as official representative of the campus Coordinate with public health authorities for accurate and timely diagnoses of illness, isolation requirements and tracing requirements Notify Housing of potential resident students who require isolation and medical care Advise and/or coordinate care of students in residence halls With BCP Team and EH&S, continue ongoing communications with campus community re: signs and symptoms of flu, and protocols for referral of suspect cases Provide care to affected students and others if necessary Identify contacts of suspected cases; report to County Health 	<ol style="list-style-type: none"> Continue to monitor known flu cases and prepare for new cases Advise BCP Team re: return to routine operations Review and assess effectiveness of procedures and advise changes. Implement fitness for return to work plan for SHC staff (coordinate with HR).

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
<p>gloves, etc. as projected or needed</p> <p>9. Consider policy re: transporting students, faculty and staff to area hospitals</p> <p>10. Develop communications plan with SCDHHS</p> <p>11. Develop clinical plans to work without laboratory and pharmacy services if necessary.</p> <p>12. Establish training protocols of maintenance of medical records and backup data.</p> <p>13. Cross train for EOC and emergency response roles.</p> <p>14. Prepare triage protocols for infectious disease outbreak.</p> <p>15. Establish emergency credentialing procedures for temporary or volunteer workers.</p>		<p>8. Communicate with parents of suspected cases and explain procedure</p> <p>9. Arrange for triage of students who have had contact with infected person. Advise others to seek screening with their medical provider if possible.</p> <p>10. If available, offer antiviral medication or vaccine as per public health guidelines.</p> <p>11. Provide daily updates of cases to Pandemic Committee</p> <p>12. Communicate with area hospitals and Emergency Departments (ED) for admission of very ill students. Coordinate transport of seriously ill students to hospitals and EDs</p> <p>13. Participate in discussions re: closure of buildings, events or entire campus</p> <p>14. Contact County Coroner if necessary, and furnish information to Pandemic Committee</p> <p>15. Monitor stock of critical clinical supplies.</p>	
Counseling Services			
<p>1. Prepare to address possible rumors, fear and distress using both person-to-person counseling and public dissemination of information</p> <p>2. Developing counseling methods as an alternative to confined space individual counseling.</p>	<p>1. Based on situation, implement education plan and provide counseling resources for those in distress. Work with Influenza Managers to disseminate information to campus organizations.</p>	<p>1. Based on situation, continue to provide public information and private counseling services</p>	<p>1. Return to routine operations as resources allow.</p> <p>2. Review effectiveness of response plan and revise procedures as needed.</p>
Student Housing and Residential Life			

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
<ol style="list-style-type: none"> 1. Develop plan for assistance and monitoring of ill students in residence halls 2. Train/educate Residence Assistants on avian and pandemic flu 3. Develop training for students in residence re: appropriate room cleaning to minimize transmission of disease 4. Develop plan for housing ill or exposed students who are unable to leave campus, including isolation, food supplies, medications 5. Develop communications plan for parents of students in housing 6. Display signage and materials for proper hand washing, general hygiene, discouraging meal and utensil sharing 	<ol style="list-style-type: none"> 1. Alert students and staff to status of flu 2. Facilities staff: see section above for Facilities Services 3. Communicate preparedness plans and status of preparations to students, parents and BCP Team 	<ol style="list-style-type: none"> 1. Report health status of students and staff periodically as directed 2. Encourage student compliance with hygiene protocols using posters, announcements, etc. 3. Arrange for isolation of suspected cases in accordance with official guidance. Arrange for <ul style="list-style-type: none"> - Monitoring - Medications - Medical care - Meals - Communication with families of ill students - Transportation home 4. Collaborate with SHC, public health authorities and students' physicians in the care of ill students 	<ol style="list-style-type: none"> 1. Return to routine operations 2. Continue to monitor health status of housed students and staff 3. Assist previously ill students with re-integration back into Housing
Retention Services			
<ol style="list-style-type: none"> 1. With Public Affairs, develop information to send to incoming students' and underage students' homes regarding campus preparations for a flu pandemic 	<ol style="list-style-type: none"> 1. Prepare retention plan for students potentially leaving before semester complete. 	<ol style="list-style-type: none"> 1. Implement communication plan with enrolled students if semester interrupted. 	<ol style="list-style-type: none"> 1. Activate marketing portion of retention plan to encourage return of students.
Disabilities Resource Services			
<ol style="list-style-type: none"> 1. Participate in overall pandemic business continuity planning. 2. Develop plan for serving students by alternate methods (phone, internet, etc.) 	<ol style="list-style-type: none"> 1. Education and support to prepare units for assuring communication with individuals with disabilities who are in facilities on campus. 		
Associated Students Inc.			
<ol style="list-style-type: none"> 1. Prepare plans and budget funds to publicize necessity of personal and group hygiene discipline 		<ol style="list-style-type: none"> 1. Communicate necessity of good hygiene practices to students 	
University Student Union			

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
<p>1. Assess possible impacts of pandemic flu and prepare accordingly: Administration: Create a plan for UU staff based on this plan. All employees: Cross training; PPE and personal hygiene considerations Travel office: Pandemic conditions will cause major reduction in national and international travel Custodial: necessity of additional cleaning and sterilizing of hard surfaces HVAC: necessity of excellent ventilation in all areas Reservations: probable curtailing of events.</p> <p>2. Purchase PPE, anti-viral cleaning supplies, additional HVAC filters</p>			
Child Development			
<p>1. Prepare to protect employees and children using PPE, cleaning and sterilizing techniques, personal and group hygiene.</p> <p>2. Prepare plans for closure if directed by SCDHHS</p>			
Business and Finance			
Office of the Vice President			
<p>1. Ensure organizations have trained and prepared all personnel to implement hygiene and isolation techniques to remain virus free.</p>			
Director of Business Continuity (VPBF)			
<p>1. Lead in drafting pandemic response plan 2. Use lessons learned in pandemic response plan in campus business continuity plan 3. Maintain and improve plan as circumstances dictate 4. Work with pandemic Committee and campus program centers to ensure management understands risks. Ensure that campus units make progress in preparing their plans and physical preparations 5. Coordinate annual (or other period) training and</p>	<p>1. Revise and update plan as circumstances and information dictate, and as directed by Pandemic Committee 2. Work with campus units to assist them to develop their pandemic business continuity plans 3. Review planning with all Program Centers and</p>		

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
exercise of the plan 6. Develop testing plan 7. Establish plan review and revision periods 8. Train organizations and individuals in this plan 9. Schedule and run tests of this plan 10. Monitor official sources of avian/pandemic flu information to stay abreast of flu status	review status of training and exercise of this plan		
Public Safety/University Police Services			
1. Receive training from ESHSEM on avian flu (effects on birds and animals) and pandemic flu symptoms 2. Receive respirators and training on respiratory protection from EHSEM 3. Review or create policy on transporting ill individuals 4. Review policy or process on securing and closing campus	1. Train officers and dispatch to deal with potential flu victim (care, reporting, transportation issues) 2. Prepare to enforce isolation or quarantine orders if needed. 3. Prepare communicable disease procedure related fitness for duty.	1. Implement policy on transportation of ill individuals 2. In case of emergency or closure of campus, implement process to secure and close 3. Implement communicable disease fitness for duty protocol.	1. If campus has been closed, open campus upon direction of President or designee.
Environmental Health, Safety & Emergency Management			
1. AD of Environmental Health and Safety serves as co-Influenza Manager, with the Director of the Student Health Center. 2. Direct maintenance of pandemic related materials on website <ul style="list-style-type: none"> - Differences between flu and common cold - Hygiene instructions, personal and common area - Notification to campus personnel with flu profile who have traveled to affected countries - Individuals with higher risk factors because of pre-existing conditions 3. Train campus personnel in use of N95 (or better) respirators, personal hygiene, hand washing techniques, personal hygiene, arresting spread of viral organisms and disinfecting surfaces.	1. Assess possible necessity of additional medical waste pickups and make appropriate arrangements 2. Prepare contingency plan for all types of waste management if pickups are delayed or halted.	1. Health Center staff will assist Influenza Managers to triage (by telephone) suspect flu cases and disposition individuals to medical care 2. Continue to train Custodial Services personnel in cleaning and sterilizing areas and surfaces with frequent public contact 3. Assist in use of PPE available and review quantities available	

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
4. Assess respiratory protection plan and resources 5. Provide respirator fit testing and training for groups as identified by Pandemic Committee or Influenza Managers 6. Provide guidance to Facilities Department in safe handling of dead animals found on campus. 7. Provide guidance to Custodial Services in safely cleaning and sanitizing public and classroom areas. 8. With Custodial Services, assess cleaning products for efficacy against potential pathogens, with emphasis on viruses			
Risk Manager			
1. Apprise campus authorities of risk issues regarding preparation and execution of this plan and related issues			
Financial Services			
1. Review practices of cashiers working with students at customer service windows to determine how to safely accept payments. Consider protective barriers, PPE, hand sanitizer, etc. 2. Review practices of all other live customer service receptionists to improve their isolation from the public 3. Consider and prepare for financial and budgetary impact(s) of reduced student populations 4. Encourage all employees to set up direct deposit of paychecks 5. Ensure each essential function is prepared for sudden decrease in staff. Cross train all staff in essential team responsibilities.	1. Implement changes to be able to safely work with the public at cashiering stations 2. Review and finalize preparations for pandemic 3. Increase cross training in deficient areas.	1. Implement safe work practices for those working with the public	
Procurement and Contracts			
1. Procure hygiene supplies as directed by Pandemic Committee and Influenza Managers. Consider stockpiling if pricing and availability may be an issue later and if shelf life permits. 2. Communicate University needs and concerns	1. Review status of requisitions for pandemic-related materials (cleaning, sterilizing, gloves, alcohol-based hand sanitizer, hand	1. Assist in prompt ordering of critical supplies.	

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
<p>with key suppliers and contractors. Survey critical, sole source and contracted suppliers for existence of sound business continuity plan for pandemic flu. Consider second sourcing essential supplies and services.</p> <p>3. Plan for alternate delivery methods if transportation and supply lines are disrupted.</p>	<p>sanitizer dispensers, etc.)</p>		
Facilities Services			
<ol style="list-style-type: none"> 1. All staff, especially Grounds and Custodial Departments: Train staff on reporting and possibly disposing of dead animals found on campus 2. Custodial: Train staff on avian and pandemic flu, and on public area hygiene to reduce spread of flu virus 3. Custodial: Prepare for increased cleaning schedule should it become necessary 4. Train staff who will clean affected areas on use of specialized products, waste handling and use of respirators 5. Engineering Services: Receive training on necessity of good ventilation to reduce virus count in public areas. Prepare to increase ventilation in classrooms if determined to be necessary. 6. Engineering Services: Using HVAC drawings, devise potential isolation areas 7. All Facilities organizations: cross train in all essential skills to mitigate effects of temporary personnel loss 8. Prepare to provide assistance with quarantine plan. 9. Procure cleaning, disinfectant, PPE and other related supplies 10. Communicate University needs and concerns with key suppliers and contractors 11. Identify key systems which rely on periodic physical intervention by core/key personnel, to keep them functioning. 	<ol style="list-style-type: none"> 1. Ensure preparedness and cross training of staff 2. Ensure adequacy of supplies, as supplies may become difficult to obtain <ul style="list-style-type: none"> - gloves - respirators - hand sanitizer - cleaning/sanitizing solutions - other cleaning supplies - tissues - HVAC filters 3. Ensure isolation areas are ready or easy to put together 	<ol style="list-style-type: none"> 1. Ensure that cleaning or sanitizing common hard surfaces receives highest priority (table and desk tops, door handles, etc.) 2. If Custodial Services is unable to keep up with cleaning and sterilizing requirements, consider using other Facilities personnel to augment Custodial staff 3. Ensure HVAC systems are moving sufficient filtered and fresh air through all buildings 4. Ensure sufficient supplies of paper towels on hand in rest rooms 5. Assist to close and secure campus if directed. Prepare to clean and sterilize all common campus surfaces after campus is closed or before it reopens 	<ol style="list-style-type: none"> 1. Assist to reopen campus if applicable 2. Clean and sanitize all indoor areas prior to opening campus

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
12. Apprise campus authorities of issues regarding space management and utilization			
Human Resources			
1. Design reporting system to receive information on staff absences due to flu or family care needs. 2. Determine policies for flu-related, mandated absences: pay, workers compensation, sick leave, vacation, etc. 3. Determine policies for temporary reassignment of staff to work out of class to fill critical roles. 4. Disseminate information to employees re: policies and procedures in case of pandemic, e.g., attendance, reporting attendance, vacation and sick leave, pay, filling of essential rolls, etc.	1. Review accuracy of contact information	1. Implement attendance reporting system 2. Assist with relocation of faculty and staff to fill essential roles, if required 3. Periodically report attendance to President's Cabinet and Pandemic Committee	
University Advancement			
Office of the Vice President			
1. Determine possible impacts of pandemic on U.A. operations (including financial impacts from possible loss of revenue) and prepare plans and resources to mitigate impacts.	1. Communicate with alumni and community re: status of campus preparations		
University Communications			
1. Prepare communications plan for on- and off-campus dissemination 2. Set up a communicable diseases webpage. Input to the page from Student Health Center. 3. Work with Outreach, Admissions and Records to communicate with parents of underage students 4. Work with Residence Halls to communicate with parents of those living in campus dorms	1. Remain current with status of avian/pandemic flu and campus preparations 2. Keep communicable diseases webpage current 3. Ensure that media messages are consistent with those of public health officials	1. Release information re: campus status to news organizations 2. Ensure that media messages are consistent with those of public health officials	1. Release information to news organizations regarding return of campus to routine operations
Athletics			
1. Participate in overall pandemic business continuity planning. 2. Develop plan for triggers to cancel, postpone athletic events.			
Contracts and Grants			

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
1. Determine possible impacts of pandemic flu on contract and grant processes and prepare plans to mitigate impacts			
KCSS Radio			
1. Integrate pandemic flu preparations into business continuity plan for maximum resilience and continuity of operations 2. Purchase PPE, anti-viral cleaning supplies, respirators, other pandemic environment supplies		1. Implement personal hygiene and cleaning and sanitizing regimens in offices	
Auxiliary and Business Services			
Executive Director			
1. Prepare avian and pandemic flu plan to add to business continuity plan 2. Survey suppliers for existence of sound business continuity plan for pandemic flu. Consider second sourcing essential supplies and services. 3. Prepare plans for possible closure of buildings and temporary cessation of operations. 4. Purchase PPE, anti-viral cleaning supplies, respirators, other pandemic environment supplies 5. Consider issues of potential revenue loss. 6. Consider trigger points for reduction of facility use by off-campus groups.			
Food Services			
1. Plan to prepare and serve meals in an environment of virus transmission: ill staff, ill students, Health Department orders mandating spacing between students in line, and other circumstances not normally encountered. 2. Plan for fewer meals served if avian flu becomes human pandemic flu	1. Stockpile critical food and water supplies.	1. Implement increased hygiene measures in all food service areas 2. Post signage informing and warning students of dangers of flu and necessity of hygiene practices	
Bookstore			
1. Prepare plans to cross train employees, function on reduced staff, purchase PPE, hygienically handle new and returned merchandise, etc. 2. Prepare plans for serving students under Health Department mandates for sterile environment, no		1. Implement safe work practices for those working with the public	

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
gathering, no grouping, etc. 3. Plan for additional cleaning and sterilizing of surfaces, equipment, etc.			
Stockton Campus			
<ol style="list-style-type: none"> 1. Meeting of STK Center Pandemic Group. Review response plan developed by CSUS and supplement with STK Center specific needs. 2. Work with Grupe Co reps on facilities, security needs. 3. Determine who are "critical" employees who would need to come to the STK Center during an actual pandemic. 4. Identify building ventilation systems. 5. Develop plan regarding need for respirators and training on respiratory protection. 6. Determine need for specialized cleaning supplies (work with Grupe Co), and the training of staff who will clean affected areas on use of specialized products, etc. 7. Determine who is responsible for purchasing specialized cleaning supplies. 	<ol style="list-style-type: none"> 1. Ensure educational messages from University Communications are provided to all Stockton students. 2. Proceed with implementation plans for work from home alternatives. 3. Proceed with plans for alternative instruction methods. 	<ol style="list-style-type: none"> 1. Implement safe work practices for those working with the public 2. Post signage informing and warning students of dangers of flu and necessity of hygiene practices 	