

**Waldorf College
Pandemic Emergency Plan**

Primary Contact:

**Mary Mathiasen, Campus Nurse
Waldorf College Health Services**

**1-800-292-1903 x. 8157
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Waldorf College Pandemic Influenza Response Plan

I. AUTHORIZATION

President Richard Hanson and the President's Council have authorized college personnel to develop the Waldorf College Pandemic Response Plan to prepare the college to take actions to deal with a pandemic influenza crisis.

II. INTRODUCTION

The Waldorf College Pandemic Response Plan addresses the threat of pandemic influenza by recommending actions to be taken in the pre-pandemic phase and the pandemic emergency phase. The ultimate objective of this pandemic influenza response plan is to protect the lives and health of students, faculty and staff. Our second objective is to protect the ongoing service and mission of Waldorf College.

III. DETERMINATION AND DECLARATION OF EMERGENCY

The Waldorf College President will make the determination and declaration of a state of emergency related to a pandemic influenza threat to the college and will make final decisions on pandemic emergency actions, including the closing or opening of the college or any of its components.

The Waldorf College Pandemic Response Plan will utilize a phased response to pandemic disease emergence based upon the model established by the World Health Organization. These phases are:

- Interpandemic (WHO phases 1 and 2);
- Sustained human-to-human transmission in the world (WHO phase 3 and 4)
- Sustained human-to-human transmission in the United States (WHO phase 5)
- Efficient and sustained human transmission (WHO phase 6)
- Recovery/Post pandemic.

The Plan will be coordinated with State and Local Public Health and Emergency Management Officials.

**For further explanation see Appendix A - World Health Organization Phases/
Waldorf's reaction.

Pandemic Communications Flow Chart

Emergency Committee Contact Information:

Jim Amelsberg – Counseling

Work Phone: 641-585-8164
Emergency: 641-590-1313
Priv. Practice: 641-585-3575
Home: 641-581-4937

Cindy Carter – Assistant to the President

Office phone: 641-585-8130
Home phone: 641-585-4731

Dan Hanson – Academic Dean

Work phone: 641-585-8133 (direct line)
641-585-8134 (Adm. Assistant)
Home phone: 641-581-2457
Cell phone: 641-512-6132 (Elaine's)

Richard Hanson – College President

Office phone: 641-585-8130
Home phone: 641-585-1672

Mason Harms – VP Business

Work phone: 641-585-8137
Home phone: 641-585-1189
Cell phone: 641-590-1630

Mary Mathiasen – Student Health

Office phone: 641-585-8157
Home phone: 641-581-3008
Cell phone: 641-590-0619

Joy Newcom – Director of Brand, Marketing

Work Phone: 641-585-8146
Home Phone: 641-585-2855

Jason Ramaker – Dean of Students

Work Phone: 641-585-8161

Home Phone: 641-592-1089

Cell Phone: 641-590-3956

Outside Resources and Personnel

Off-campus resources, agencies, and personnel who can contribute to the Waldorf College Pandemic Influenza Preparedness project may include:

City of Forest City

George Wilson – Forest City Mayor
641-585-5431 (Dental Office)
641-585-4889 (home)

Dan Davis, Forest City Chief of Police
641-585-2113 (work)
641-585-3211 (home)

Iowa Department of Public Health - www.idph.state.ia.us/

Mary Mincer Hansen, R.N., Ph.D., Director

Mercy Forest City Medical Center

Kathy Olson, Administrator
Dr. Byron Carlson, Physician
641-585-2904

Winnebago County

Andy Buffington, Winnebago EMS Coordinator
641-585-1942

Doug Jensen, Winnebago County Sheriff
641-585-2828

Winnebago Public Health

Jane Schaeffer – Director
641-585-4763

Winnebago Security

Barry Bendickson
641-585-6801

Internet resources

<http://www.idph.state.ia.us/>

www.cdc.gov

www.acha.com

www.who.int

www.pandemicflu.gov

Emergency Preparedness Planning

I. Communication

- Educate the campus community prior to the onset of various incidents and disasters (CDC reports, travel advice, self-care, personal preparedness, etc).
- If global or national events lead to possibility of pandemic or human-to-human transmission is confirmed, the Waldorf College emergency committee will convene and make decisions in regards to Waldorf College.
- Emergency committee will follow communication flowchart to communicate with Waldorf community and related parties.
- Director of Brand, Marketing will be responsible for public relations including media interviews, regular web page updates and regular administrative announcements.
- Director of Brand, Marketing prepares messages in advance that can be easily revised if necessary.
- Various communication strategies will be used when emergency situation occurs associated with power failure, cell phone outage, etc.
- A plan is place for prompt communication with and for questions from parents and guardians of students.
- ** See Appendix B – Disaster Communication Plan for Academic Affair Area
- See Appendix C – Academic Affairs Response Plan
- See Appendix D – Waldorf College Crisis Response – Student Life

II. Residence Life / Student Life

- First priority to dismiss and send all students home as guided by pandemic events, CDC, WHO, and Waldorf President.
- Contact host families prior to pandemic that would house international students or other students unable to return home.
- Facilities and student life staff identify rooms and buildings that could be used for quarantine, isolation, and residence for students who do not have host families and cannot go home.
- Develop a system for the orderly closure and evacuation of residence halls. Include transportation planning for students without cars and / or travel funds.
- Develop plans for continuation of housekeeping services and stockpiling items such as cleaning and disinfecting supplies, facial tissue and toilet paper.
- Formulate and rehearse plans to address anticipated student needs ranging from delivery of food and medication to providing emotional support.
- Develop system to rapidly communicate with staff and students about emergency, e.g., arrange a designated area in the residence hall for information dissemination.
- See Appendix D – Waldorf College Crisis Response / Student Life

III. Academic Affairs

- Vice President for Academic Affairs / Academic Dean will determine adjustments in academic calendar, opportunities for online teaching and / or alternate teaching sites.
- Determine proactive ways teaching staff can anticipate classroom teaching disruptions with students, e.g., contingency syllabi changes for 2-3 weeks cessation of classes.
- Consider postponing and / or canceling classes, programs, and activities as advised by federal, state or public health agencies.
- Develop and disseminate alternative procedures for completing course work.
- See Appendix B - Disaster Communication Plan for Academic Affairs
- See Appendix C – Academic Affairs Response Plan

IV. Health Services

- Monitor CDC, WHO and IDPH websites for latest developments on infectious disease and possibility of pandemic.
- Attend workshops in pandemic planning as provided by Winnebago Public Health. Continue to engage with community resources about needs of student population and their pandemic protocols.
- Identify support staff and designate roles and responsibilities during emergency conditions.
- Identify, prepare, and maintain adequate supplies of personal protective equipment for people that may help with patient care as able.
- Anticipate for infectious disease emergency the need for large supply of surgical masks, disposable thermometers and disinfectant for the residential life community, and other staff, e.g. public safety, transportation services, and environmental safety.
- If unable to provide care due to limited resources, identify community resources that students could access.
- Work with public health for care of the deceased, addressing storage until transfer and notification of the family as needed.
- Will be in contact with and work with public health and EMS services to develop and conduct mass immunization clinics if available.
- Encourage staff and faculty to make personal emergency preparedness plans with their families.

V. Counseling Services

- Will provide counseling services for students, staff and faculty via phone or e-mail during pandemic.

VI. Aramark

- Compile a list of non-perishable foodstuffs and drinks, including water that can be stockpiled and stored.
- A procedure for pick-up or delivery of foodstuffs to residential area will be in place for students left on campus.
- Enlist assistance to identify volunteers to supplement food service staff if necessary.

VII. Travel/International Operations

(“Travel” Defined: would include any study abroad programs, fine arts travel, athletic travel, service and mission trips, academic trips, international students just arriving or having returned to campus after being home over a break)

- Travel to affected geographic areas (domestic and international) will be restricted.
- Prior to international trips, the International Study Coordinator will check CDC recommendations for travel and will work with the college nurse to determine if a trip should be canceled.
- While international trips are in progress the International Study Coordinator or his/her designee will monitor CDC recommendations for travel daily.
- Contact numbers for international trips will be maintained on file in the VPAA (Academic Affairs) office.
- If a risk of exposure has been identified, the travel group will be called home immediately.
- Student travelers entering the campus from an affected geographic region will be required to check-in with college health services when they arrive on campus. This includes international students traveling from their home countries.

VIII. Facilities / Supplies / Equipment

- Director of Facilities Services will use contingency plans in case of fuel, water, and energy shortages including availability of emergency generators.
- Identify equipment such as flashlights, short wave radios, and generators that can be helpful if power failure.
- Identify building ventilation systems if needed for quarantine purposes.
- Provide and maintain adequate supplies of protective equipment required by cleaning staff.
- Have adequate supply of cleaning and disinfecting products. Have abundant equipment for use in cleaning and disinfecting, e.g. power sprayers, disposable towels.
- Plan to intensify environmental hygiene during an infectious disease emergency.

IX. Business and Financial

- Develop system for rapid procurement and reimbursement for needed for supplies/ equipment and services from vendors.
- Collect information from departments related to costs for stockpiling supplies.
- Maintain a financial reserve that can be tapped if a total disruption of college educational mission for one semester occurs.
- Develop a plan for ensuring the continuation of payroll and accounting operations in the face of high employee absenteeism.

X. Advancement

- Develop a plan for continuing fundraising operations, should Advancement staff be unable to make regular contact with donors. Direct Mail appeals, web site promotion, and the phonathon program can all be outsourced. Work with major donors will need to rely on alumni and board volunteers.

XI. Campus Security

- Establish ongoing communication with local police, fire, and emergency response personnel in order to coordinate efforts for managing safety issues.
- Implement plans to secure buildings, protect stored supplies, and restrict access to campus.
- Communicate with student life, student health and counseling services about security calls, student safety and help with transporting students.
- If campus security will be involved in student transport because other emergency transport is not available:
 - Train in use of personal protective equipment and fit for N95s.
 - Equip cars with disinfectants, surgical masks for persons being transported, gloves, and hazard waste bags.
- Implement triage protocols for responding to students in distress either due to illness or illness of others or requesting transport for medical care.

XII. Admissions / Financial Aid

- Develop a plan for reviewing applications and recruiting in the absence of face-to-face interviewing or campus visits.
- Discuss contingency plans for issues dealing with financial aid, withdrawal from school due to illness, and other factors related to tuition and registration.

XIII. Recovery

- Establish the criteria following CDC/WHO protocol for calling an end to the pandemic event and resuming campus business and activities.
- Develop a communication plan for advising employees, students, and other partners and constituencies of the resumption of business.
- Develop a plan to debrief faculty, staff, and students post-event, and provide resources for assisting those in the need of psychological, financial, and social support.

Appendix

Appendix A

Waldorf Pandemic Alert Levels

Zero: The risk of a global influenza pandemic is low.

Cases are isolated and dependent on intimate contact with infected animals. No human-to-human transmission has occurred. Waldorf College will monitor situation daily for changes as long as the World Health Organization (WHO) is in pandemic alert phase 1 or 2. Waldorf College will operate as usual with no travel restrictions.

One: The risk of a global influenza pandemic is moderate.

Small-localized clusters of cases with limited human-to-human transmission, confirmed by the WHO or the Center for Disease Control and prevention (CDC). More than one cluster has been reported and confirmed. The WHO pandemic alert phase is at level 3. The influenza strain of concern is endemic in domestic and/or wild avian populations. Waldorf College will continue to monitor the daily situation as in level zero.

Waldorf College will restrict travel to areas with actively occurring bird to human and human-to-human transmission in accordance with the CDC's recommendations. Those traveling to areas where the virus is endemic in avian populations will be instructed on how to protect themselves and to avoid areas with avian populations. They will also be instructed to monitor the situation through local health networks and the Waldorf Pandemic Influenza website. They will need to have a contingency plan in place before they travel for the possibility human-to-human transmission occurs in their region; travel is restricted, and/or they become sick. Upon their return to Waldorf, they will be required to monitor their health for 10 days and inform health services of their return. Any signs of illness are to be reported immediately to health services.

Two: The risk of global influenza pandemic is severe.*

Large-localized clusters of human cases with prolonged human-to-human transmission, confirmed by WHO or CDC. More than one cluster has been reported and confirmed. This will be accompanied by the WHO changing the Pandemic Alert Phase to level 4 or 5. A global pandemic is likely to start in a few weeks.

Director of Health Services will brief the Emergency Response Leadership Team (ERLT) on a daily basis via conference calls or emails. Waldorf will recall if possible all faculty/staff and students in the region of concern. If recall is not possible then they will be instructed to implement their stay in place contingency plan. Waldorf

will restrict travel outside of the United States and advise those overseas that the college suggests they return even if they are not in the region of concern. Waldorf will send out communication to remind parents of the college's pandemic influenza plan and summarize the current risk. Waldorf will also inform faculty and students of the change in risk.

Three: A global influenza pandemic is in progress.*

Human-to-human transmission is no longer confined to clusters and is spreading, confirmed by the WHO or CDC. The WHO or CDC has raised the Pandemic Alert Phase to 6. ERLT will convene as soon as stage three has been confirmed. The ERLT will need to be in contact with local and state authorities, to determine local and state directives.

When pandemic influenza is confirmed in the Midwest, the ELRT will contact other schools, state, and local authorities to discuss their plans and inform them of the college's intent to dismiss school. Waldorf will implement its Pandemic Response Plan and with lots of prayer.

The ELRT will continue meeting throughout the pandemic by what ever means necessary to ensure continuation of services on campus and provide leadership to the campus community.

*** The length of time between these stages is variable. It could take weeks or a matter of hours for these stages to change.**

Appendix B

Disaster Communication Plan for Academic Affairs Area

Initial Response

1. All faculty members and staff members in the library, AACE, Career Planning, Registrar's Office, or Athletic Department who receive information indicating that there is a potential illness victim on campus should report the concern to the VPAA or the Director of Health Services.
2. If the report is given to the VPAA, he will contact the Director of Health Services to determine if further action should be taken.
3. If it is determined that there is an issue that needs to be addressed, a meeting of the Response Team will be called.

Academic Affairs Internal Communication – factual information needs to be provided as soon as possible to avoid rumors. Communication will occur in the following ways:

1. A statement will be posted on the college's web site.
2. If email is available, an email of the text developed by the Response Team will be sent to the faculty/staff distribution list.
3. If email is not available, each unit head (department chair/director) will be contacted and provided with the statement. They will contact each member of their unit.
4. If classes are in session, the statement will be read to each class.
5. If the issue occurs after normal business hours, an effort will be made to communicate with each unit head by phone or in person.

Academic Affairs External Communication – All faculty members and unit heads will be given the statement written by the Response Team to use with the public. They will not contact or communicate with the media, but will be ready to share the information if they are contacted by a parent, student or member of the public. If they are contacted by the media, they will refer them to the designated campus media contact.

Appendix C

Academic Affairs Response Plan

In process

1. Experiment with course management software
2. Provide training in online course management. Use with on campus courses initially
3. Determine hardware upgrades necessary to support online learning
4. Determine network bandwidth upgrades
5. Purchase and install course management software

First three weeks

1. Create academic response team led by VPAA and Director of Academic Computing/Institutional Technology
2. Meet with faculty members to determine the state of their current courses and to determine how to facilitate completion of the courses
3. Communicate with students giving the completion options and processes

Support services issues

1. Library services will require
 - a. Off-campus access to library catalog and materials
 - b. Access to interlibrary loan
 - c. Access to library databases and indexes
 - d. Access to reserve material
 - e. Subject portals
2. AACE
 - a. Tutoring services
 - b. LD services
 - c. Academic Support Program continuity
3. Registrar and Advisors
 - a. Online and phone registration
 - b. Phone academic counseling
4. Career Planning
 - a. Online and phone support of students
5. Support for faculty members teaching online
 - a. Form support teams, consisting of positions that do not have responsibilities when no students are on campus, to assist faculty members who are teaching at a distance

Other issues

1. Maintaining IT staffing levels to support distance learning

Appendix D

Waldorf College Crisis Response – Student Life

Student and Parent Contacts

1. Student Life staff will meet immediately with the Student Senate President to coordinate the response and communication with parents and students.
2. Forms of communication that will be used to notify students regarding an incident and follow-up procedures include: email, KZOW, Waldorf web site, Residence Hall and campus postings, and outside radio stations in Albert Lea and Mason City for commuter students. Also refer to communications flow chart.
3. Subcultures of students will be identified that may have unique circumstances in the communication efforts. These subcultures include athletes, theatre, music students, interns, student teachers, international students, students in organizations on trips out of town. Members of the Student Life staff will each take a subculture, acquire the list of students and make sure these students are communicated to regarding the official college response and procedures.
4. As soon as students can be communicated to, Student Life will ask that students to inform their parents immediately and Student Life will provide a clear and concise statement as to what has happened and what the college plan includes regarding safety, medical and safety concerns and evacuation procedures. In addition, Student Life will communicate to parents through campus web page, email, radio and phone calls. The focus of the communication with parents and students will include:
 - a. Safety of the student
 - b. Plan of the college for the next day, week and beyond
 - c. Transportation issues (pick ups, departures, drop offs, etc.)
 - d. How the college will communicate to parents throughout the process.
 - e. What is the process to continue college and return to Waldorf
5. Residence Hall Directors, RAs and Senate President will be responsible for communications with on campus residents.
6. Dean of Students and other Student Life professionals will be responsible for communications with parents.
7. Counseling, Health Services and Student Activities will be responsible to communicate with commuter students.

Other Factors in Consideration of a Crisis

1. Fieldhouse and Atrium will be used as a gathering space as needed.
2. Temporary accommodations will be considered in residence halls, Fieldhouse and Atrium.
3. Aramark Food Service will be consulted on meals, catering or food service as needed depending on the incident or need.
4. Transportation may be a consideration with students and/or staff to and from locations on campus to designated areas.
5. Crisis plan should be included in Faculty/Staff Handbook and Student Handbook in the future for convenient reference.

Pandemic Preparedness for Residence Life

1. The Department of Residence Life will communicate the general response of the college to the residence hall directors (RHD's), the resident assistants (RAs) and the residents of the various residence halls and apartments. The communication will include information about pandemic preparedness and communicable disease such as the Avian virus (bird flu) or H1,N1 (swine flu). If a pandemic occurs, residence life will respond as follows:
 - a. Immediately brief the residence hall staffs about the pandemic, make signs to put in all areas of the halls, Campus Center and high traffic areas and have the staff walk the halls, knock on doors and to speak to residents about the pandemic procedures
 - b. Be in communication with the facilities services department and the health services to maintain a clean and sanitized environment in the residence halls, giving particular attention and extra precaution to public areas such as the bathrooms, hallways and lounges.
 - c. Depending on the severity and the urgency of the need to respond, evacuate the residence halls within 24 hours:
 - i. For those students with cars, have them leave and go home
 - ii. Encourage students without cars to immediately call their families and arrange to be picked up.
 - iii. Arrange for college officials to assist with a limited transportation system for those students who have not ride options, whereby they are transported home
 - iv. For international students or long distance students who have families in the U.S. and do not have vehicles, have them stay in their current room up to one week until transportation arrangements can be made to go home, or a host family in the U.S.

- v. If students have to stay on campus longer than one week, a residence hall area or Fieldhouse area will be designated as a temporary living area.
- vi. Be in contact with students by campus web page, email and snail mail to inform them what our future procedures entail.

Pandemic Preparedness using Security

1. Winnebago Security will be notified immediately of the pandemic crisis and be informed on the college's plan to house, evacuate, and medically respond and the general response plan for the College.
2. Security can be reached at 585-6801. Barry Bendickson is the contact person and his email is bbendickson@winnebagoind.com.
3. Security will be called upon to assist with evacuation, distribution of medical supplies safely, and assistance as needed or assigned.

Pandemic Preparedness using Aramark Food Service

1. Student Life will communicate to campus dining about the college's plan for evacuation and students that will remain on campus. Student Life will provide numbers to campus dining about students needing meals for one week.
2. Campus dining will be used to feed students remaining on campus for up to one week. The current dining hall or a temporary location will be set up for meal distribution and this information will be communicated to students remaining on campus.