

State University of New York Public Health Emergency Planning Template

SUNY's Public Health Emergency Planning Template was developed with the assistance of a number of members of the SUNY campus community. The purpose of this document is to serve as a template for SUNY campuses; identifying key actions that may need to occur at each level of a public health emergency.

When a University-wide guidance document exists, it is appropriately noted below. Campuses should work to operationalize emergency response measures in areas which include but are not limited to these guidance documents and develop local policies and procedures to address the issue(s) identified in the Plan.

Workgroup <i>Functional Area</i>	Level 0 Now state, "pre-event" planning phase	Level I Intense planning & preparation Plus items in Level 0	Level II Imminent danger to students, faculty & staff Plus items in Level I	Level III Health emergency in progress. Significant risk to students, faculty & staff Plus items in Level II
Risk Level		Potential Risk	Imminent Risk	Significant Risk
Academics <i>Student Policies</i>	Prepare plans for student withdrawal if campus shuts down	Inform students of campus policy	Prepare to implement policy	Full implementation of policy
Academics <i>Academic Continuity</i>	Plan for contingency of campus shut down at various semester points; determine feasibility of complete restart of semester at a later time, restarting the semester from current point, or completion of semester through on-line or other forms of work that can be done by the students and instructors at home	Reach a decision, given the point in the semester, concerning how the break in the semester will be handled; inform all faculty, students and staff	Registrar and academic departments are prepared to implement the policy	Full implementation of the policy

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	Encourage faculty to develop alternative projects/modes of delivery to complete course work in event of temporary suspension of classes and campus closure; campus is encouraged to consider completion of work whenever possible entirely online or via other methods	All available options for completing course work are communicated to students and to relevant campus offices	Faculty develop explicit instructions for students	Full implementation of plan
Academics <i>International Students</i>	Develop plans for housing international students – host families, contained residence halls, etc	Inform all relevant constituencies of plan	Prepare all aspects of plan implementation	Full implementation of plan
	Determine implications of campus shut-down for students' visa status	Inform international students of all visa related issues	Prepare for campus closure	Inform SEVIS of international students' situation/status
Academics <i>Students/Faculty Abroad</i>	Study Abroad office develops plans with partner institutions and reaches agreement on handling interrupted study abroad students	Inform all study abroad students, their families, and partner institutions of campus' plan	Work with partners and students, where appropriate, to arrange their return home	Full implementation of policy
	Prepare policy with respect to campus supported and funded faculty research and teaching abroad	Inform all faculty abroad, and their departments, of campus' plan	Prepare to implement policy	Full implementation of policy

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Academics <i>Research</i>	Identify research areas unable to tolerate interruption (e.g. laboratory animals, cell cultures, etc); identify all personnel necessary for maintenance of research areas Guidance: Functions, Essential	Communicate to all constituencies campus policies concerning research areas and research projects	Prepare to implement all relevant policies	Full implementation of policy
	Identify security and handling issues			
	Develop plans for continuation of research projects in event of campus shutdown-essential personnel, services, supplies			
Communications <i>Notifications</i>	Draft communications will be developed in advance for use as needed for each level, including travel advisories			
Communications <i>Website</i>	Establish system wide website with University, Federal and State health information and planning sites and links to all campus websites. Disseminate information from public health sources covering routine infection control, pandemic influenza	Information on SUNY's Emergency Preparedness Website: http://www.suny.edu/swineflu/ will be updated as needed to communicate current status of the pandemic and institutional responses.	Information on SUNY's Emergency Preparedness Website: http://www.suny.edu/swineflu/ will be updated as needed.	• Information on SUNY's Emergency Preparedness Website http://www.suny.edu/swineflu/ will be updated as needed. Responses to e-mail, voice, and fax inquiries will be provided by the University's Communications Office.

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	fundamentals, personal and family protection and response strategies, and the at home care of ill students, employees and their family members.	Information regarding flu signs/symptoms and when/where to seek medical assistance will be posted for campus members. <ul style="list-style-type: none"> • FAQ regarding Pandemic Influenza issues will be posted. • Post travel advisories /restrictions as they become available 		
Communications <i>Modes</i>	Develop and test platforms for communicating University response and actions to employees, students and families. These should include public websites, campus hotlines, local radio and television. Assess redundant communication systems/channels that allow for expedited transmission and receipt of information. Anticipate and plan communications to address the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.			

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Energy Services <i>Essential Personnel</i>	Identify essential functions Guidance: Functions, Essential	Cross-train personnel in essential functions		
Energy Services <i>Communications</i>	Identify available communication systems and equipment	Conduct communications test	Assemble equipment	
Energy Services <i>Fuel/Electricity</i>	Plan for continuous delivery of fuel and electricity.	Prepare contact lists and coordinate with suppliers and SUNY Energy Office	Post Listings	
Facilities Management <i>Essential Personnel</i>	Identify essential personnel and functions Guidance: Functions, Essential	Cross train personnel in essential functions	Establish function teams	Function teams must report to work
Facilities Management <i>Communications</i>	Identify available communication systems and equipment	Conduct communications test	Assemble equipment	
Facilities Management <i>Operational Control</i>	Plan for Operational Control	Identify supervisory succession plan	Post supervisory succession plan	
Facilities Management <i>Emergency Equipment</i>	List emergency equipment required	Assess equipment stocks. Test equipment.	Post locations of equipment	
Facilities Management <i>Housekeeping</i>	Needs assessment for housekeeping	Train staff in use of new products and handling of bio-hazard refuse.	Assemble products identify Point of Distribution (POD)	Change housekeeping procedures to accommodate biohazard refuse.
Facilities Management <i>Point of Distribution (POD)</i>	Prepare POD guidelines and plans	Distribute POD plans to essential personnel	Review POD guidelines with essential personnel	

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Facilities Management <i>Personnel Protective Equipment (PPE)</i>	Determine essential PPE needs and stock accordingly	Train essential personnel in use of PPE	Assemble PPE and issue to essential personnel.	
Finance and Administration <i>Procurement – Supplies</i>	Identify supplies (equipment, medical, food, bedding, etc.) required Begin stockpiling as resources permit Guidance: Stockpiling of Supplies	Intensify stockpiling efforts	Finalize purchases	Use stock on hand; evaluate need for additional supplies
Finance and Administration <i>Plan for Continuity of Operations</i>	1. Develop or review current Business Continuity Plan for entire campus 2. Identify Essential Personnel 3. Identify ad-hoc alternative worksites, which may include employees' homes or consolidated on campus worksites 4. Identify equipment and supplies needed for ad-hoc worksites (e.g., additional furniture, computers, computer, water and electrical hook-ups, etc.)	Re-evaluate essential personnel and ad-hoc worksites. Notify all personnel of policy	Prepare to implement policy	Implement policy
Finance and Administration <i>Payroll</i>	As above. Also, see Type II Suspension of Campus Activities in: Guidance: Suspension of Activity on Campus			

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Finance and Administration <i>Accounts Payable</i>	As above			
Finance and Administration <i>Accounts Receivable</i>	As above			
Finance and Administration <i>Residence Halls</i>	As above, plus: Develop plan to cover various campus closure scenarios, including refunds and property security (i.e. classes not cancelled; classes cancelled but students and/or staff remain; only certain persons remain; campus housing available for "evacuees") Guidance: Use of Facilities for Emergency Purposes.			
Finance and Administration <i>Food Service</i>	As above, plus: Develop plan to cover various campus closure scenarios (i.e. classes not cancelled; classes cancelled but students and/or staff remain; only certain persons remain) Guidance: Use of Facilities for Emergency Purposes.			
Finance and Administration <i>Tuition</i>	Review current refund policies; develop policies for campus closure	Implement special refund policies as necessary	Implement special refund policies as necessary	Implement special refund policies as necessary

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Finance and Administration <i>Financial Aid</i>	Review Congressional actions and USDE materials pertaining to supplemental funding and regulatory and administrative relief following prior disasters (GEN-06-07). Coordinate with campus plans for academic, business and administrative data processing continuity.	Formulate a list of campus specific regulatory relief requests. Staff training. Prepare student advisory material for web and paper distribution. Confirm SAIG access and remote processing capability. Review web advisories from USDE, HESC, SLSC.	Inform applicants and current aid recipients of policies on aid eligibility and disbursement. Establish a plan for recovery.	Monitor SLSC, NYSED, HESC and USDE advisories on regulatory relief and supplemental funding.
Finance and Administration <i>Cost Accounting</i>	Develop plan for capturing extraordinary costs for potential later reimbursement (food, shelter, supplies, etc.)			
Student Affairs Health Services <i>Plan Development</i>	Establish health care response protocols in anticipation of various emergencies requiring increased access to health care services.	Conduct either a tabletop exercise or actual drill to ensure that the campus plan is effective. Pending the outcome of this drill, the health services plan will be reviewed and revised, as needed.	Prepare to implement plan.	Full implementation of plan.
Student Affairs Health Services <i>Essential Personnel</i>	Identify essential personnel by function, job title and name. Inform them of their roles and responsibilities during emergency conditions. Identify alternative resources of medical assistance when	Educate, train and drill all health care workers in disaster response protocols and techniques. Ensure that there is a back-up communication system in place for all essential personnel.	Give specific instructions to essential personnel. Confirm contact information and means of communication.	Essential personnel report to work.

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	available staffing and resources are not sufficient to meet medical needs, and provide training for roles and responsibilities. Guidance: Functions, Essential			
Student Affairs Health Services <i>Early Surveillance</i>	Develop plan to conduct early surveillance of possible cases to obtain laboratory confirmation.	Provide information to campus community on status of infectious disease and travel advice, via email and student health service website, with links to CDC and WHO, in accordance with campus policies.	Provide information to campus community on status of infectious disease and travel advice, via email and student health service website, with links to CDC and WHO, in accordance with campus policies.	Provide daily report of cases to Incident Command Center and local county health department.
Student Affairs Health Services <i>Vaccination</i>	Encourage and track annual influenza vaccination for health care employees and recommended pneumococcal vaccination.	Develop policies and procedures for mass clinic vaccinations.		Implement mass clinic vaccinations.
Student Affairs Health Services <i>Services to students who remain on campus</i>	Develop estimate of the number of students who would remain on campus, should campus closure occur.	Ensure that there is an adequate supply of necessary equipment and meds, based on projected estimates of prevalence rates.		
Student Affairs Health Services <i>Training & education</i>	Develop plan to educate and train all health care workers in disaster response protocols and techniques.	Conduct drill for all health care workers in disaster response protocols & techniques. Maintain specific health education materials for top health concerns for immediate dissemination when emergency occurs.		Disseminate specific health education materials for top concerns.

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Student Affairs Health Services <i>Isolation & quarantine</i>	Develop plan for isolation and quarantine of infected persons. Ensure that negative pressure machines are available.		Install negative pressure machines, as appropriate.	Isolate and monitor suspected cases. Follow local county health department guidelines on quarantine.
Student Affairs Health Services <i>Infection Control</i>	Develop protocol for triaging care that separates infectious from noninfectious patient care. Ensure that there is an adequate supply of surgical masks readily available for persons with respiratory illness.	Educate health care staff about appropriate infection control procedures for influenza and other communicable diseases, as well as how to care for patients suffering from communicable diseases and its complications. Implement education campaign for students and campus community on self-protection, utilizing multiple media sources, e.g., mail, campus web site, posters, etc.	Discontinue all medical procedures which may cause droplet transmission, e.g., throat swab and spirometry.	Provide triage care that separates infectious from noninfectious patient care. Identify contacts of suspected cases. Arrange for screening of people who have had contact. Initiate prophylaxis of contacts, based on strength of patient presentation.
Student Affairs Health Services <i>Medical supplies</i>	Ensure that there is an adequate supply of medications, including Tamiflu, antibiotics, gloves, gowns, IV fluids in place. Guidance: Supplies, Stockpiling of	Inventory medical supplies, discard and replace any outdated supplies. Develop system for dispensing of medical supplies, tracking inventory, and reordering supplies, should the need arise.	Dispense medical supplies, as needed. Monitor usage. Re-order, as necessary.	

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Student Affairs Health Services <i>Personal protective equipment</i>	Ensure that there is an adequate supply of personal protective equipment in place for staff, and that all staff receives fit test and training on respiratory protection.	Conduct refresher training on respiratory protection for all staff.	Distribute personal protective equipment to essential personnel.	
Student Affairs Health Services <i>Solid Waste (medical and non-medical)</i>	Develop protocol for separating, storage and disposing of solid waste (medical and non-medical) that may be contaminated.	Provide training for staff on protocol.	Prepare to implement protocol. Provide detailed instructions to all essential personnel.	Initiate cleaning and waste management protocol.
Student Affairs Health Services <i>Fatalities</i>	Develop protocol for notification to county of fatal cases. Identify adequate storage area for deceased until transfer.		Initiate pre-event counseling for essential personnel.	Contact Coroner's Office. Follow respectful practices for the care of the deceased. Ensure that counseling services are provided
Human Resources / Employee Relations <i>Time and Attendance</i>	Review existing policies governing time and attendance Guidance: Suspension of Activity on Campus	Disseminate applicable policies	Establish communication with System Administration Office of Employee Relations regarding potential campus closure as it requires GOER approval.	Execute Pandemic Influenza Response plan, including campus closure as directed, maintaining ongoing communications with Employee Relations.
Human Resources / Employee Relations <i>Essential Personnel</i>	Identify essential personnel, assess needs for personal protective equipment Guidance: Functions, Essential	Notify essential personnel of designation. Prepare for PPE needs identified.	Reiterate essential personnel status and responsibilities. PPE available/provided.	Essential personnel report to work, ensure services are provided.

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Human Resources / Employee Relations <i>Business Planning</i>	Review existing campus plans (Business Continuity, Emergency Preparedness, Workforce & Succession, etc) Consistent with governing authority (Civil Service, GOER, Board of Trustees, bargaining units, etc) draft campus-based policies as needed, including Social Distancing guidance. Guidance: Social Distancing	Discuss with departments plans for providing substitutes for essential personnel, including cross-training and temporary staff; and ensure that emergency contact information has been updated for faculty and staff.	Implement social distancing and other applicable policies. Maintain ongoing campus communications.	
Human Resources / Employee Relations <i>Mass Communications</i>	Review procedures/protocol for mass communication. Investigate if IT resources can be made available for off-site use to maintain business continuity	Arrange for IT resources that may need to be made available for off-site use.		
Human Resources / Employee Relations <i>Counseling Services</i>			Employees directed to EAP Ombudsman's Office and LifeWorks Counseling services	Employees directed to EAP Ombudsman's Office and LifeWorks Counseling services
Student Affairs <i>Essential Personnel</i>	Identify essential personnel by function, job title and name. Inform them of their roles and responsibilities during emergency conditions, following University guidance on essential personnel. Ensure that there is a	Ensure that essential personnel receive fit test and training on respiratory protection from the health center.	Provide specific instructions to essential personnel. Confirm contact information and means of communication. Distribute personal protective equipment.	Essential personnel report to work.

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	sufficient supply of personal protective equipment for essential personnel. Guidance: Functions, Essential			
Student Affairs <i>Training & Education</i>	Develop plan to educate and train all res. Life, dining and student affairs staff in disaster response protocols and techniques.	Ensure that all residence life staff, dining staff and student affairs staff are trained on risks and exposure. Conduct drill for all res. life, dining and student affairs staff.		
Student Affairs <i>Social Distancing</i>	Develop plan for cancellation of all group student activities and functions, should social distancing occur. Guidance: Social Distancing		Initiate campus social distancing plan.	
Student Affairs <i>Campus closure</i>	Identify number and names of students who would be unable to return home, should campus closure occur. Guidance: Suspension of Activity on Campus	Identify accommodations for any international student or other student unable to return to permanent residence. Develop a system for the orderly closure and evacuation of residence halls. Include transportation planning for students without cars and/or travel funds. Provide information on transportation options to students, should classes be	Prepare for campus closure and evacuation. Notify current occupants in spaces that will be needed of the potential or need for them to move. Contact residence life staff, dining staff and other student activity offices of plans for suspension of class and/or closure of campus, following campus and University communication policy.	Assist student with orderly evacuation of campus, pending announcement of campus closure. Assist with transportation for students without cars and/or travel funds. Assist with relocation of international students and other students who need to remain on campus to alternate rooms/residence halls, per the campus plan.

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		<p>suspended.</p> <p>Ensure that schedules for public transportation are readily available for student use.</p> <p>Promote use of ride boards to connect students who have transportation with those who need transportation.</p> <p>Plan for use of campus vans to transport students to public transportation hubs.</p> <p>Encourage use of public transportation.</p> <p>Develop system for notifying students of evacuation plan, including things they need to take and things that can be left behind.</p> <p>Develop plan for potential use of student-occupied rooms by another student, should campus closure occur.</p> <p>Develop system to rapidly communicate with staff and students about emergency, e.g., arrange a designated area in the residence hall for information dissemination.</p> <p>Establish a protocol to communicate with parents.</p>	<p>Communicate situation to students and parents, following campus and University communication policy.</p>	<p>Post no visitors sign to minimize unnecessary contact.</p>

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Student Affairs <i>Dining Services</i>	Ensure that emergency response menu is planned for various degrees of need. Ensure food delivery process is planned and delivery supplies are on hand for students who will remain on campus, should closure occur. Develop a food service plan for ill students who are in self-isolation.	Stockpile additional food stuffs and water.	Notify dining services of potential for campus closure.	Provide and deliver food to students who remain on campus after closure, including those in quarantine, should quarantine occur.
Student Affairs <i>Infection control</i>	Develop plan to intensify environmental hygiene during an infectious disease emergency. Ensure sufficient and accessible infection control supplies (e.g. hand-hygiene products, tissues and receptacles for their disposal) in all occupied areas of the residence halls.	Provide training to staff on infection control. Maintain adequate equipment/supplies to keep students and staff on campus for a prolonged period of time. Include items that would help minimize the spread of infectious diseases, e.g., surgical masks, thermometers and disinfectant.		Maintain living quarters in a clean and sanitary condition. Intensify cleaning and disinfecting of public areas.
Student Affairs Residence Halls	Develop a plan for use of residence hall facilities by students, campus personnel and outside parties. Consider use of lounges, public space and unused beds. Develop plan for supervision of students who will remain	Review plan, test plan, and revise plan. Provide training and orientation for staff who will be responsible for supervision of students who will remain on campus, should classes be suspended.	Implement plan.	

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	on campus, should classes be suspended. Develop a plan for housing students who are in self-isolation.			
University Police <i>Essential Personnel</i>	Identify essential personnel and inform them of their responsibilities Guidance: Functions, Essential			
University Police <i>Personal Protective Equipment</i>	Assess essential personnel PPE needs and stock		Essential personnel receive PPE	
University Police <i>FIT Testing</i>	Essential personnel receive fit testing and training on equipment		Distribute equipment	
University Police <i>Influenza Training</i>		Influenza awareness training for dispatchers, security and police		
University Police <i>Influenza Surveillance</i>		Alert student health center if encountering individuals with flu-like symptoms		
University Police <i>POD Activation</i>			Review POD responsibilities	If POD is activated, secure campus dispensing sites
University Police <i>Campus Closure</i>	Consider shift changes (e.g. 12x12) to ensure personnel strength – in the event of campus closure. Also "light duty" for employees in a recovering, post-illness phase.	Implement Campus Closure Guidance: Suspension of Activity on Campus	Implement Campus Closure Guidance: Suspension of Activity on Campus	Implement Campus Closure Guidance: Suspension of Activity on Campus