

**Montana**Tech

# Pandemic Response Plan

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## **Section A: Introduction**

In the event of a pandemic influenza, Montana Tech will play an integral role in protecting the health and safety of students, faculty, staff, and their families. The Montana Tech Pandemic Response Team has developed this plan, which will be implemented at three levels:

- Level I activates when cases of human-to-human transmission of avian or other pandemic flu are confirmed anywhere in the world.
- Level II activates when suspected cases of avian or other pandemic flu appear on campus or in the Butte area.
- Level III activates when we have confirmed cases on campus.

The decision to close the campus and discontinue services would be made based on the severity of the pandemic outbreak and direction given to us from the Governor's Office.

## Section B: Background on Pandemics

A pandemic is a world-wide influenza outbreak that results from a “new” influenza strain that causes serious human illness and is able to spread easily among people. Humans do not have immunity to these new strains. Generally, influenza A viruses are responsible for pandemics.

Three pandemics occurred during the 20<sup>th</sup> century, including the 1917-18 “Spanish Flu” that killed approximately 50 million people worldwide and about 500,000 in the United States. Almost 50 percent of the deaths occurred in healthy adults. The “Asian Flu” of 1957-58 caused approximately 70,000 deaths in the United States, and the “Hong Kong Flu” of 1968-69 killed about 34,000 people in the U.S. Viruses containing a combination of genes from a human influenza virus and an avian influenza virus caused both of these pandemics.

No one knows when the next pandemic will occur or how deadly it might be. Currently, the H5N1 virus has been identified in Asia and parts of Europe and has caused over 100 deaths, primarily in poultry workers in Asia. The H5N1 virus is not presently transmissible from human to human. In the event it becomes transmissible, humans have little pre-existing natural immunity to H5N1 which could result in potentially high rates of illness and death. Some experts predict that 40 to 60 percent of workforces could be affected.

If the H5N1 virus would become transmissible from human to human, the World Health Organization (WHO) estimates that five to 150 million deaths will occur worldwide, and 89,000 to over 200,000 deaths could occur in the U.S.

If and when a pandemic occurs and affects our campus, the Montana Tech Pandemic Plan will be implemented. Montana Tech will also become a part of the Butte Silver Bow Pandemic Plan and will follow their instructions. The Butte Silver Bow Health Department will be responsible for the dissemination of available vaccine and anti-viral medications in our area. The Montana Tech community may or may not have access to them depending on how much is available.

Generally, the Montana Tech community can help protect themselves and others during a pandemic by following these guidelines:

1. If a vaccine is available, see your doctor about getting you and your family immunized.
2. Stay home if you don't feel well. Isolate from the rest of your family.
3. Avoid crowds. Stay away from sporting and other events, shopping centers, etc.
4. Stay away from those who are sick.
5. Follow travel restrictions set forth by the government.
6. Wash your hands often using soap and water or alcohol-based hand gels.
7. Use tissues to cover coughs and sneezes.
8. Plan for any disaster by maintaining a supply of water and food for at least a 72 hour period.

## Section C: Campus Responsibilities and Responses

### Pandemic Influenza Response

- Level 1: Confirmed cases of human-to-human transmission of avian or other pandemic flu anywhere in the world.  
 Level 2: Suspected case(s) on Campus or suspected/confirmed cases in Butte area.  
 Level 3: Confirmed case(s) on Campus [Only essential personnel required to report to campus.]

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
<b>1. Response Team</b> Chancellor, Vice Chancellor of Academic Affairs, EH&S, Director of Budget & Human Services, Dean of Students, Director of Housing, Director of Public Relations, Physical Plant Director, rep from Nursing, Dining Services, ASMT Pres.	<ol style="list-style-type: none"> <li>Incident Commander will be the EH&amp;S Coordinator.</li> <li>Backup Incident Commanders are the Chancellor and Director of Budget &amp; Human Services.</li> <li>Monitor situation</li> <li>Develop media strategy</li> <li>Bring in Housing/Dining for quarantine planning.</li> <li>Emergency response personnel receive fit test &amp; training on respiratory protection from Environmental Health &amp; Safety (EH&amp;S)</li> <li>Follow US Government guidelines on foreign travel.</li> <li>Monitor faculty and staff traveling in affected region(s).</li> </ol>	<ol style="list-style-type: none"> <li>In conjunction with medical services, implement policy on transporting individuals to hospitals if hospital is not closed and ambulance is not available.</li> </ol>	<ol style="list-style-type: none"> <li>Maintain contact amongst Response team.</li> <li>Advise Chancellor's Office to activate Emergency Coordination Center (ECC)</li> <li>Essential personnel receive N95 respirators from EH&amp;S if not already done</li> </ol>
<b>2. Incident Commander</b>	<ol style="list-style-type: none"> <li>Communicate with Butte-Silver Bow County Health Department regarding preliminary planning and surveillance.</li> <li>Communicate and benchmark with other MUS EH&amp;S Depts.</li> <li>Establish communication with Chancellor's cabinet regarding status of preparedness.</li> <li>Update emergency action plan with Response Team as situation evolves.</li> <li>Issue communication(s) to campus community, in conjunction with Director of PR regarding status of disease spread, self-protection and university response. (e-mail, website, town meetings)</li> </ol>	<ol style="list-style-type: none"> <li>Notify BSB County Health Dept. of cases on campus</li> <li>Notify Dean of Students</li> <li>Notify Housing &amp; Dining on number of potential contacts that may require isolation.</li> <li>Ongoing communications with campus community regarding signs/symptoms, protocol for referral of suspected cases.</li> <li>Initiate poster, e-mail campaign on self-protection.</li> </ol>	<ol style="list-style-type: none"> <li>Implement Emergency Action Plan with Response Team</li> <li>Ensure that each Operations Group function under our emergency plan is covered.</li> </ol>

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
<b>3. Chancellor's Office</b>	<ol style="list-style-type: none"> <li>1. Receive information from Incident Commander.</li> <li>2. Review content of internal and external public information bulletins and announcements. Work with Director of Public Relations.</li> <li>3. Identify essential personnel.</li> <li>4. Response personnel in Chancellor's Office receive fit test and training on respiratory protection from EH&amp;S.</li> <li>5. Consider restricting movement on and off campus for activities/athletic events.</li> <li>6. Develop policy for suspension of classes due to pandemic flu.</li> <li>7. Based on U. S. State Department recommendations, University recommends campus community not to travel to affected countries.</li> </ol>	<ol style="list-style-type: none"> <li>1. Advise Response Team on response options.</li> <li>2. Activate Emergency Coordination Center.</li> <li>3. Determine whether cancellation of public functions and athletic events is necessary.</li> <li>4. Evaluate information on institutional effects of the incident and set response priorities as appropriate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide oversight for student, staff, &amp; faculty family notifications if appropriate.</li> <li>2. Determine if temporary closure of buildings and suspension of student and academic activities is necessary.</li> <li>3. Authorize closure &amp; suspension.</li> <li>4. Essential personnel in Chancellor's Office receive N95 respirators from EH&amp;S.</li> </ol>
<b>4. Environmental Health &amp; Safety</b>	<ol style="list-style-type: none"> <li>1. Assess respiratory protection plan and resources.</li> <li>2. Contract for professional cleanup &amp; decontamination.</li> <li>3. Train and fit essential personnel for respirators.</li> </ol>	<ol style="list-style-type: none"> <li>1. Arrange for additional medical waste pickups if necessary.</li> <li>2. Identify alternate storage site until pickup can be arranged.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist with notification of Emergency Coordinators as identified in Chapter 3, Section D of Plan.</li> <li>2. Assist Health Center if needed.</li> <li>3. Distribute N95 to identified personnel.</li> </ol>
<b>5. Campus Security</b>	<ol style="list-style-type: none"> <li>1. Security personnel receive fit test and training on respiratory protection from EH&amp;S.</li> </ol>	Same as Level 1	<ol style="list-style-type: none"> <li>1. Secure buildings &amp; post signage as directed by Incident Commander (IC).</li> <li>2. Deny entry or exit as directed by IC.</li> <li>3. Security personnel receive N95 respirators from EH&amp;S.</li> </ol>
<b>6. Physical Facilities</b>	<ol style="list-style-type: none"> <li>1. Identify Facilities personnel to maintain power operations, electrical and water service.</li> <li>2. Identify building ventilation systems.</li> <li>3. Facilities personnel receive fit test and training on respiratory protection from EH&amp;S.</li> </ol>	Same as Level 1.	<ol style="list-style-type: none"> <li>1. Stand by to shut off utilities as directed by Incident Commander, if necessary.</li> <li>2. Identified personnel receive N95 respirators from EH&amp;S.</li> </ol>

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
<b>7. Public Relations</b>	1. Draft internal and external bulletins and announcements in conjunction with Chancellor's Office and EH&S.	1. Write and record bulletins and updates on Montana Tech's Emergency Information Hotlines and website. 2. Write scripts for phone tree with approval from Chancellor's Office & EH&S. 3. Request that faculty, staff and their families report all flu cases to Personnel Services, 4380	1. Organize phone banks in Mill Building Call Center if necessary (phone banks can refer callers to emergency services, take messages, support rumor control). 2. Establish a Media Relations Center in Mill Building Call Center. Coordinate press releases, and manage news teams and interviews, etc.
<b>8. Emergency Response Coordinators</b>	1. Review duties as outlined in Chapter 3 of plan.	1. Disseminate information to Departments as necessary. 2. Remain available for further instructions.	Same as Level 2
<b>9. Residence Life</b> (see Section D for Residence Life Plan)	1. Confirm plan for quarantine & isolation of students. 2. Residence Life personnel receive fit test and training on respiratory protection and risks & response from EH&S. 3. Identify potential rooms and/or buildings to be used for quarantined students. Update by semester based on current occupancy. 4. Initiate influenza awareness training for RAs. 5. Report suspicious illnesses to Director of Residence Life. Director will report to Response Team.	1. Enact plan for quarantine of students. 2. In conjunction with Dining Services: <ul style="list-style-type: none"> <li>• Set up Housing and Dining Command Center.</li> <li>• Enact emergency phone contact tree.</li> <li>• Identify meal delivery need and method for quarantined students.</li> <li>• Identify roles of essential Residence Life staff: leadership, communications, food production, food delivery, maintenance and housekeeping.</li> </ul>	1. Activate plan from Level 2 to quarantine students in conjunction with the guidance from the BSB County Health Department. 2. Essential Residence Life personnel receive N95 masks from EH&S 3. Identify student events where confirmed patients have attended.

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
<p><b>10.</b> <b>Dining Services</b> (see Section E for complete Dining Services Plan)</p>	<ol style="list-style-type: none"> <li>1. Identify essential dining services personnel</li> <li>2. Review emergency response menu for various degrees of need.</li> <li>3. Stockpile additional food and water.</li> <li>4. Ensure food delivery process is in place.</li> <li>5. Essential dining services personnel receive fit test and training on respiratory protection from EH&amp;S.</li> </ol>	<p>In conjunction with Housing:</p> <ol style="list-style-type: none"> <li>1. Set up Housing and Dining Command Center</li> <li>2. Identify meal delivery need and method for quarantined students.</li> <li>3. Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping.</li> </ol>	<p>Implement feeding plan.</p>
<p><b>11.</b> <b>Medical Services provided by Rocky Mountain Clinic</b> (in cooperation with Dean of Students)</p>	<ol style="list-style-type: none"> <li>1. Post entry door of treatment area notifying individuals with influenza symptoms and/or individuals having traveled to or have been visited by persons from affected areas. .</li> <li>2. Put standard precautions in place.</li> <li>3. Follow State and County protocol for patient testing.</li> <li>4. Monitor Health Care workers.</li> <li>5. Essential medical personnel receive fit test and training on respiratory protection from EH&amp;S or Rocky Mountain Clinic.</li> <li>6. Work with Response Team to develop policy on transporting individuals to hospitals.</li> </ol>	<ol style="list-style-type: none"> <li>1. Isolate and monitor suspected cases.</li> <li>2. Identify contacts of suspected case.</li> <li>3. Communicate with emergency contacts of people with suspected cases and explain procedure.</li> <li>4. Initiate preventative treatment of contacts based on strength of patient presentation.</li> <li>5. Update Incident Commander on regular basis.</li> </ol>	<ol style="list-style-type: none"> <li>1. Locate people who had contact with patient.</li> <li>2. Arrange for screening of people who have had contact.</li> <li>3. Arrange for counseling services.</li> <li>4. Contact Coroner's office if necessary.</li> <li>5. Essential medical personnel receive respirators from EH&amp;S or Rocky Mountain Clinic.</li> </ol>

	<b>Level 1</b>	<b>Level 2 (in addition to Level 1 actions)</b>	<b>Level 3 (in addition to Level 2 actions)</b>
<b>12. Telecommunications</b>	<ol style="list-style-type: none"> <li>1. Essential telecommunications personnel receive fit test and training on respiratory protection from EH&amp;S.</li> </ol>	<ol style="list-style-type: none"> <li>1. Same as level 1</li> </ol>	<ol style="list-style-type: none"> <li>1. Arrange for emergency telephone lines to be established at Emergency Coordination Center (ECC) and quarantine areas.</li> <li>2. Essential telecommunications personnel receive respirators from EH&amp;S.</li> </ol>
<b>13. Dean of Students</b>	<ol style="list-style-type: none"> <li>1. Foreign Student Advisor monitors student travelers entering from affected regions and assists with communication to international students and their families.</li> <li>2. Formulate plan to address needs/support for graduate and commuter students who are unable to leave campus.</li> <li>3. Receive fit test and training on respiratory protection from EH&amp;S.</li> </ol>	<ol style="list-style-type: none"> <li>1. Work with Medical Services to arrange for monitoring/delivery of medications, other goods and services to isolated cases.</li> <li>2. Assist with relocation of students for quarantine.</li> <li>3. Assist with telephone consultation and support.</li> <li>4. Initiate pre-event counseling for campus emergency response personnel</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify student events where confirmed patients have attended and report to Incident Commander.</li> <li>2. Essential personnel from Dean of Students Office receive N95 respirators EH&amp;S.</li> <li>3. Continue counseling.</li> </ol>
<b>14. Budget/ Human Services</b>	<ol style="list-style-type: none"> <li>1. Monitor faculty &amp; staff travelers entering from affected regions.</li> <li>2. Prepare a leave policy if necessary.</li> <li>3. Identify personnel available for telephone support work.</li> </ol>	<p>Same as Level 1.</p>	<p>Activate leave policy.</p>



## **Section D: Residence Life Plan**

- The Residence Life Director will coordinate all housing needs for on-campus housing, including family housing. A team will be designated to act in the Residence Life Director's capacity should the Director be unavailable. The team will consist of the Dean of Students, the Residence Life Administrative Associate, the Student Development and Counseling Administrative Associate, and the Residence Hall Custodian.
- Montana Tech Residence Life will coordinate with the Pandemic Response Team, community health operations, Rocky Mountain Clinic, Montana Tech Dining Services, and the University of Montana Missoula Residence Life to coordinate the proper actions as needs arise.
- If the campus is closed, healthy students will be asked to go home if possible.
- If St. James Healthcare is accepting patients, sick students will go to the hospital for healthcare. Rocky Mountain Clinic and Community Health will be asked to provide health care on campus as necessary if sending students to the hospital is not an option.
- In the event that students must be quarantined, the HPER complex will be used for shelter as outlined in the Montana Tech Emergency Action and Crisis Protocol Manual.
- Residence Life will coordinate with Dining Services as outlined in the Dining Services plan to provide meals for both healthy students and infected students.
- Residence Life will coordinate with The University of Montana Missoula Residence Life.

**Section E: Dining Services Plan**

<b>Influenza Risk Level</b>	<b>Staff Precautions</b>	<b>Service Restrictions</b>	<b>Menu Restriction</b>
<b>Risk Level I</b>			
No active cases of human avian or other pandemic influenza on campus or in Butte area	Follow normal HACCP (Hazard Analysis & Critical Control Point) procedures	All operations open. Service not restricted	Follow normal serving procedures
<b>Risk Level II</b>			
Suspected cases of avian or other pandemic influenza on campus or in Butte area	Employees are not allowed to work sick. All employees who have respiratory infections must stay home.	All operations open. Service not restricted	Follow normal serving procedures
	Employees who have sick family members are not permitted to work		
	Seek care for fever, cough & muscle pain		
	Vaccination reminders (if vaccination is available).		
<b>Risk Level III</b>			
Confirmed cases on campus	Same as Level II for Dining Services Plan	Service will be limited to Marcus Deli Dining Room	Follow meal plan for pandemic situation (see next section).
	Essential Staff to be determined		
	All essential dining services employees will be housed on campus		
	N95 masks worn by all employees		

**Section F: Pandemic Meal Plan**

<b>Food Group</b>	<b># of servings per day</b>	<b>Description of 1 serving</b>
<p>Grains/Starches</p> <p><i>Carbohydrates, B vitamins, fiber, minerals, phytonutrients</i></p>	8-10	<ul style="list-style-type: none"> <li>• 3/4 cup ready-to-eat or 1/2 cup cooked cereal</li> <li>• 1/4 cup low-fat granola</li> <li>• 1/3 cup cooked pasta or cooked rice</li> <li>• 1 slice bread (1 ounce)</li> <li>• 1/2 English muffin</li> <li>• 1/2 small bagel</li> <li>• 1 small dinner roll</li> <li>• 1 6" tortilla</li> </ul>
<p>Fruit</p> <p><i>Vitamin C, phytonutrients, fiber</i></p>	4	<ul style="list-style-type: none"> <li>• 1 small to medium piece of fresh fruit</li> <li>• 1 cup melon cubes</li> <li>• 1/2 cup canned fruit, drained</li> <li>• 2-4 Tbs. dried fruit</li> <li>• 1/2 cup fruit juice</li> </ul>
<p>Vegetables</p> <p><i>Vitamin A, vitamin C, phytonutrients, fiber</i></p>	4	<ul style="list-style-type: none"> <li>• 1/2 cup cooked or raw vegetables</li> <li>• 1 cup raw, leafy vegetables</li> <li>• 1/2 cup vegetable juice</li> </ul>
<p>Dairy</p> <p><i>Calcium, protein</i></p>	3	<ul style="list-style-type: none"> <li>• 1 cup milk</li> <li>• 1 cup yogurt</li> <li>• 1 1/2 ounces cheese</li> </ul>
<p>Protein</p> <p><i>Protein, iron, zinc</i></p>	6	<ul style="list-style-type: none"> <li>• 1 ounce lean fish, poultry, or meat</li> <li>• 1 egg</li> <li>• 1 Tbsp. peanut butter or 1/4 cup nuts</li> <li>• 1/2 cup cooked beans, peas, or lentils</li> <li>• 1/4 cup cottage cheese</li> <li>• 1/2 cup tofu</li> </ul>
<p>Fat</p> <p><i>Essential fatty acids</i></p>	4	<ul style="list-style-type: none"> <li>• 1 tsp. oil, mayonnaise, butter, or margarine</li> <li>• 1 Tbsp. salad dressing or cream cheese</li> <li>• 1 slice bacon</li> <li>• 2 Tbs. sour cream</li> </ul>
<p>Extras</p>	100-250 calories per day	<ul style="list-style-type: none"> <li>• Sweets such as cookies, cake, pastries, candy, and ice cream</li> <li>• Drinks such as pop, extra fruit juice, coffee drinks, smoothies, milkshakes, sweetened tea, and alcohol</li> <li>• Salty snack foods like chips</li> </ul>
<p>Fluids</p>	8 to 12 cups (64-96 fl. oz.)	<ul style="list-style-type: none"> <li>• All fluids (except alcohol) are hydrating</li> </ul>

Calories: 2000-2250