

# OLYMPIC COLLEGE

## Infectious Disease Outbreak

Preparation, Response, and Return to Normal Operations

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# Executive Summary

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Infectious Disease outbreaks have been a constant threat to health for as long as historical records have been kept. Fatalities in most military action up to the Vietnam Era were primarily caused by diseases, and all populations are effected. The 1918 Flu Pandemic involving the H1N1 virus infected 500 million people and left an estimated 50 to 100 million dead (2.5% to 5% of the world's population) and is a worst case scenario. Yearly outbreaks of Norovirus affect cruise ships and schools, causing them to have to close for decontamination. Regular and predicted outbreaks of disease also cause lost productive time costing thousands per person. A proper plan for responding to an infectious disease outbreak affecting operations allows for continuity of operations and protects all stakeholders at Olympic college. This document will outline planning, response, and prevention response for Olympic College should an infectious disease threaten campus.

## Operational Levels/Color Code

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The geographic distance between the campuses of Olympic College mean that while an overall command structure must exist, each location must be considered on its own for operational levels. There are Four Categories of Operation:

Level 0: Condition Green: Normal Operations. This has appreciable impact to campus operations and incidents at this level may be considered "Routine" with no special response needed to handle. An example of this would be the routine levels of illness typical during the holidays and peak travel times.

Level 1: Condition Blue: Limited Emergency Operations Posture; This would be for minor emergencies that impact campus operations. This would usually require a special response, but does not normally require response of Emergency management team to an EOC. A Field level command post may be utilized. An example of this would be the discovery that a student in respiratory Therapy has tuberculosis or one particular area may need decontamination.

Level 2: Condition White: Moderate Operational Posture; This is a Moderate or Mid-Level Emergency with Rapidly evolving conditions requiring partial activation of the Emergency Operations Plan and Activation of the Emergency Operations Center on a minimum staffing level. This level may entail moderate disruptions to campus operations. This would be a typical major disease outbreak where public information and targeted cleaning by campus personnel would be the primary response. Increased absenteeism would be expected at this level. Shutdowns may include childcare or at risk programs. Entire shutdown would be short term, if at all.

Level 3: Condition Red; This a major emergency/event and can best be described as a situation that may pose an Immediate Danger to Life, Health, and Safety. This represents a significant impact to campus operations or college operations as a whole. This will require mobilization of resources; full implementation of emergency operations Plans, and an activation of the Emergency Operations Center with staffing levels appropriate to the response. This may entail an extended period of campus operational disruptions. At this level, the campus may be experiencing significant disruptions to services due to sick or ill employees. The campus may be shut down to stop disease spread for a significant time. Casualties should be expected. Federal response is likely

# Highlights and Objectives

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## Highlights

Infectious disease response is a cooperative effort between Custodial Services who perform the bulk of the operations, and the Public Relations department who will be sending updates and educating the campus community as the threat and their expected response.

Some “scare” diseases are actually easy to respond to. Bubonic Plague, endemic to the Western United States (used by the Imperial Japanese Army as a Biological Weapon in the 1930s), Anthrax (endemic wherever cattle or Bison have been on this continent), and Cholera can be stopped with basic hygiene practices. This makes most infectious disease response a matter of caring for the ill and decontaminating/disinfecting surfaces to prevent re-infection.

## Objectives

### **ALL EMPLOYEES ENGAGED IN ACTIVE WORK WILL USE UNIVERSAL PRECAUTIONS**

**Minimal personnel commitment for such operations.**

**Campus will follow all CDC Travel Recommendations**

### ***Primary***

Provide a safe campus for all persons on campus during the event.

Decontaminate contact points and primary points of possible transmission.

- Restrooms
- Door handles
- Push Plates
- Desks
- Keyboards
- Phones
- Fountains
- Hand Rails
- Eating surfaces

Begin thoughtful and planned shutdown of operations and programs if/as necessary to protect our campus with limited operations or full shutdown.

### ***Secondary***

Keep buildings in a ready to use condition if possible;

Provide support for care facilities on campus if necessary.

Open campus up as soon as possible if safe to do so

## President: Roles and Responsibilities

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The President of Olympic College is ultimately responsible for the College. The office of the president determines if the college remains open, delays, or suspends operations during an infectious disease/pandemic event. The President or Designee also determines when operations resume. This decision is based upon the information given to him by the Director of Emergency Management. The President or Designee will then instruct the Public Relations division of the college to make the appropriate announcement via media and alert systems.

The President does not directly handle operations, directing their priorities through the Incident Command System/EOC. The president keeps the Board updated as appropriate.

## Executive Team: Roles and Responsibilities

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The Executive Team Advises the President. The E-Team may meet via conference call or if physical presence is required will report at the alternate operations center, 5<sup>th</sup> floor of Building 5.

The E-Team advises the president. Individual E-Team members may fill Incident Command roles as part of EOC operations. However the E-Team is advisory only to the ICS system/EOC.

In Emergency Operations, VP's and E-Team members are ADVISORY ONLY and cannot influence or change decisions made by the ICS team. Individual members are likely to be part of the ICS team, but the E-Team as an entity is not part of the direct chain of command.

### *VP of Administrative Services*

The VP of Administrative Services acts as Liason between the Emergency Operations Center/ICS command structure and the E-Team. The VP does directly direct operations or contact field crews unless doing so as part of the EOC/ICS staffing team. Otherwise the VP of Administrative Services communicates E team concerns and advises the Incident Commander/Director of Emergency management.

## EOC: Roles and Responsibilities

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The Emergency Operations Center, located in Building 15 with an alternate location at Building 5 is the command and control center for operations. The team at this location are responsible for all aspects of the operation, reporting to the President. Unless a person is present and serving in an acknowledged ICS role at the EOC they may not make staffing or priorities determinations, call employees in for work, or in any way commit resources. The purpose of the EOC is to gather information and act on it in a collegial manner. This may be the ultimate in shared governance. THE EOC may have groups working and reporting to one person who represents them at the EOC.

The Building 5 EOC is primarily for the use of the E Team or the expanded "full" EOC. At that point the Building 15 becomes the Department Operations Center (DOC) under the operations section to run the field response while reporting to the E-Team EOC operation.

The EOC is the central coordination point for:

- All emergency operations
- Information gathering and dissemination
- Coordination with local governments, outside contractors, mutual aid and volunteer organizations

The EOC is organized to carry out five major functions: command, planning, operations, logistics, and finance, each of which may be divided into sub-functional units. This organization is modeled after Incident Command System (ICS), allowing all involved parties to establish a common organization and terminology. According to ICS, the main functions operating from the EOC are:

- **Command** - responsible for overall response management.
- **Operations** – responsible for coordinating all operations to support the Incident Action Plans.
- **Planning** – responsible for collecting, evaluating, and disseminating information and for coordinating development of Incident Action Plans.
- **Logistics** – responsible for procuring facilities, services, personnel, equipment and materials.
- **Finance / Administration** – responsible for tracking incident costs, forecasts, and payment of responders, contractors, and claims.

Pre-designated personnel who understand their roles and responsibilities staff the EOC.

When a reportable incident has a probability for a significant negative impact, the EOC may be activated. Initially the EOC may:

- Act as the communications link between the College Administration and the affected facility.
- Ensure that specifically trained response individuals are available or are being mobilized in the event their expertise is necessary.
- Ensure that necessary equipment is available on site. This may require ordering and arranging delivery of equipment and materials from contractors.
- Update relevant information on vendors, contractors, consultants, and other key resources that the Incident Commander and College will be utilizing.
- Monitor TV, radio, and wire services to determine accuracy of public information
- Update President and E-Team as the incident transpires and changes.
- Ensure that all regulatory, state and local notifications and procedures are performed. Act as a liaison with Federal, State, and local regulatory agencies and officials affected by the location and specific nature of the incident.
- Ensure employees and the impacted community is adequately informed of the incident and response actions.

The EOC staff must be thoroughly trained, drilled in the proper processes and procedures, and understand specified roles and responsibilities for coordinating full-scale emergency response effort.

## Operations: EOC (All Levels)

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The EOC is the central command point for all emergency operations. It may be staffed by a minimum of two to as many persons as needed, depending on the complexity of the operation. The EOC tracks the status of each employee and team assigned to an incident, and is where the president and E team get their information. The EOC is run by the Incident Commander, who will usually be the Director of Emergency Management or their designee in most incidents. In major incidents the President may be at the EOC to assume command. This is for very complex incidents.

Status boards at the EOC show the response level in effect at each campus. Boards also show who is assigned where, what the current situation is, and the status of each of our individual facilities.

All instructions and resource deployment decisions are made in the EOC.

The Building 15 EOC is the primary EOC for most incidents and operational responses. This has the appropriate boards and displays, and has access to plans and infrastructure documents. The Building 5 Alternate EOC is the primary location of the E-Team component of the ICS system at Olympic College. Using telephone and computer resources both may be simultaneously staffed. The President may be at either location depending on the needs of the college.

In an infectious disease incident, Minimal Personnel involvement may be advisable. This could mean that each location does not mix with the others, and that isolation procedures are undertaken.

Security operations will move to Building 15 in the case of a pandemic response. Front office with radio available.

## Security: Roles and Responsibilities

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The Security Department has several duties in an infectious disease/pandemic event.

1. Acts as primary check in /accountability officer
2. Secures campus and keeps non-essential personnel off campus.
3. Sets barricades and closes parking lots and areas as appropriate.
4. Perform routine security duties as appropriate.

## Environmental Health and Safety: Roles and Responsibilities

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Environmental Safety and Health ensures Olympic College complies with Federal, State, and Local environmental, health, and safety regulations; including hazard communication and training requirements. EHS acts as a resource for regulatory technical support. The department reviews Job Hazard Analyses to ensure identified hazards have been addressed through administrative control, engineering control, or personal protective equipment. The EHS Manager fills the Safety Officer Role in the ICS system and staffs the EOC. EHS advises on safety principles of containment, decontamination, disinfection, and protection of people and the environment from adverse effects of chemical and biological agents.

## Facilities: Roles and Responsibilities

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### ***Management:***

Facilities managers will staff the EOC location in building 15 as appropriate. They will make the determination as to activate departmental response plans. If this is done outside of the EOC/ICS structure they will inform the VP of Administrative Services of implementation and what level of response.



### *Custodial Services Manger*

Will be primary responsible person for infectious disease response. This manager will ensure pre-plans are in place, will make assignments and set goals. Will function as operations supervisor under the EOC/ICS.

### *Grounds Department*

The Grounds Department may provide support to decontamination operations by applying disinfectant to outdoor handrails and contact surfaces. Resource commitment will be minimal

### *Maintenance Department*

The Maintenance Department is primarily responsible maintaining the infrastructure of the College. Primary duties of this department include checking refrigeration, water, heat, sewer, electricity to structures, inspecting roofs for excessive snow load and/or plugged drains. Maintenance response will be minimal in infections disease situations and limited to keeping critical infrastructure operational and changing filters if necessary.

### *Maintenance Supervisor*

The Maintenance Supervisor (next level of supervision) is responsible for ensuring the Maintenance department performs its infrastructure checks and coordinates in the EOC with the Custodial Services Manager for needed maintenance operations. The Maintenance Supervisor may serve in an assigned role in ICS or the EOC.

### *Custodial Department*

The Custodial Department employees are considered essential personnel in infections disease control operations. Employees may not all be able to attend, but this is the only group that routinely handles the disinfectants, PPE and performs this task as a routine part of their job. All available should attend.

### *Crew Leaders*

Custodial Crew Leaders are expected to lead crews in decontamination of campus facilities in the event of an infectious disease outbreak. They are also expected to ensure that equipment is in ready-to-use condition, and to implement the control plans.

## Pandemic Coordinator

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The Pandemic Coordinator is by default the Director of Emergency Management. This position is backed up by the Environmental Safety and Health Manager and the Custodial Services Manager. These three people routinely handle the primary threats to campus safety. Each of these positions coordinate campus response for all infectious disease, pandemic and other biological issues.

These persons will prepare the IAP and ICS forms as the incident progresses.

## Response: Generalized

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Level O: Condition Green: Normal Operations; Minimal or No impact to campus operations.

- Preplanning and review of situation ongoing by management team[s]
- Prepositioning of supplies

- Ordering additional supplies
- Preparation of announcements
- Preparation of signage.

Level 1: Condition Blue: Limited Emergency Operations Posture; Minor impact to campus operations.

- EOC Activated on limited basis for planning and monitoring.
- Action:
  - Step 1: Incident Action Plans developed.
  - Step 2: Meetings held either in person or on conference call.
  - Step 3: Deployment of signage
  - Step 4: Briefing of building coordinators and managers
  - Step 6: Awareness level of campus raised.
  - Increased disinfection of critical areas (cafeteria, public lounges, touch points etc) resulting with decreased service to offices and non-public areas

Level 2: Condition White: Moderate Operational Posture; Moderate impact to campus operations

- EOC activated and all information kept updated. Minimal personnel commitment; Staffed during operational periods
- Actions:
  - Step 1: PIO announces status change and general impacts.
    - Announcement of Targeted Closures and restrictions
    - 1500, 1900, and 0330 schedule followed for updates
    - Omni-Alert as appropriate.
  - Step 2: Initiate appropriate Incident Action Plan (concurrent with Step 1).
    - Targeted closures to protect vulnerable populations; including public gathering areas, and some programs (childcare etc).
    - Possible restriction of public events.
    - Protective measures activated
  - Step 3: Active coordination with State, county and federal resources

Level 3: Condition Red; Significant Impact to Campus Operations.

- EOC Full Activation of entire ICS team, Including E Team. Both building 5 and Building 15.
  - EOC may be operated for an extended period. Isolation procedures may be needed.
  - Protection of international students likely to be a priority.
- Actions:
  - Step 1: PIO announces status change and general impacts.
    - Non-essential personnel stay at home
    - Quarantine or Isolation Procedures
    - 1500, 1900, and 0330 schedule followed for updates
    - Omni-Alert as appropriate.
  - Step 2: Initiate appropriate Incident Action Plan.
    - Campus Closed for all normal operations
- Possible emergency operations (care for ill) ?

- Regional responses
- Long term planning required.

## Operations: Pre-Event Preparation (Level 0 and 1)

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### Planning

Preplanning for an infectious disease outbreak is a key to successfully readying the campus for such an event. In operational models, the objectives and the priorities may change as more information become available. Different methods of response may also be necessary. Resources and staffing may vary depending on the impact of the event. Therefore preparation of ICS forms and the Incident Action Plan should be done just prior to transitioning to a Level 2 or Level 3 event, and may not be needed for Normal occurrences or Level 0 events. This document will Guide this process and its implementation.

The following actions will be taken upon the notification of an expected infectious disease outbreak

- Sufficient supplies of Oxivir will be ordered to augment normal operations.
- Spray Bottles with labels for Oxivir will be checked and additional units ordered if necessary.
- Oxivir wipes for classrooms and labs for deployment during the outbreak to be ordered.
- Sufficient gloves and N95 masks will be ordered along with eye protection
- Monitoring of CDC updates by management.
- Disease control signage prepared and placed in public areas
- Hand sanitizer stations in public corridors checked and filled.
- Hand washing signs in restrooms.
- Announcements from Public Relations to campus community on hand washing, hygiene, and preparedness.
- Food supplies to be stockpiled for isolation areas and care facilities.
- All College Departments should prepare contingency plans for contingency.

## Information and Hazard Communication (Level 1, 2, and 3)

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Information about the situation and the College's response are a critical role in the successful conclusion of an infectious disease/pandemic event. This requires Public Relations (acting as PIO), employees, directors and coordinators to communicate to their employees the hazard and their expectations in response.

### Level 1

The Public Information Officer (PIO) sends out preparedness emails and news releases as appropriate.

Signage is printed and placed in all restrooms, utility rooms, public areas, breakrooms, and hallways for handwashing, covering coughs, and staying home if sick. This will require facilities, security, and volunteers to place the signage in a rapid manner. Posters and signage may vary by incident. Appendix 3 lists all restrooms.

Printshop should print the signs upon decision to deploy.

General awareness is raised as to departments having contingency plans for Level 2 or 3 operations.

Campus should be notified that the withdrawal of daily office service by Custodial personnel will occur, and cafeteria and gathering areas will be cleaned several times per day.

## **Level 2**

PIO announces status change and impacts, with the 1400, 1900, and 0330 (3pm, 7 PM 330AM) emails and omni-alerts as appropriate.

Education and training on disinfection and protective measures held if practical.

Instructions given to have the sick stay at home.

## **Level 3**

### ***General***

PIO announces status change and impacts, with the 1400, 1900, and 0330 (3pm, 7 PM 330AM) emails and omni-alerts as appropriate.

Instructions to avoid campus and remain at home should be given.

## **Protective Measures: Targeted Closures (Level 2 and 3)**

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Targeted closures of certain areas may be necessary to prevent spread of a pathogen. This may include closure of Childcare facilities, Public gathering spaces, cafeterias, breakrooms, or athletic facilities. No closures are recommended until Level 2 or Condition White is reached.

### **Level 2 Operations: Condition White:**

Any combination or all of these may be necessary.

Closure of Child Care Facilities

Closure of eating areas not associated with isolation, care, or quarantine locations.

Closure of breakrooms

Closure of Gathering Spaces

## Level 3 Operations: Condition Red

Closure of entire buildings

Closure of individual campuses

Closure of all operations except for emergency response/decontamination

## Protective Measures: Quarantine, Isolation, and Care (Levels 2 and 3)

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Quarantine and Isolation areas may need to be established for the protection of everyone. These may be likely if Level 3 (Condition Red) operations ensue and local hospitals are overwhelmed; or if we need to isolate possibly infected staff or students on campus, especially if they need care for increased survival chances. Please note that these options only are viable if sufficient staffing is available from healthcare professionals: the following areas will be Quarantine, Isolation, or Care locations. (please note some of these are areas equipped as healthcare facilities currently):

Quarantine facilities will be areas where suspected infected persons may be placed for a period of 14 days to a month to determine if they are truly sick.

Protective Isolation Facilities are those areas where operations are being carried out and access anyone but those cleared for entrance is prohibited or restricted.

Care Facilities are those areas where the sick or injured are given care by healthcare professionals.

### ***Bremerton***

#### ***Quarantine***

Few areas of the campus allow for quarantine to be effectively carried out. International Students would be quarantined in their housing if possible, or in care facilities at the Bremerton Campus. All others would have to quarantine at their residences.

#### ***Isolation***

Building 5; Entire 5<sup>th</sup> Floor. (for EOC protection and Operations)

Building 15: Entire 2<sup>nd</sup> floor (for EOC protection and Operations)

#### ***Care***

See List in Appendix for current Patient Treatment areas. Care is limited to international students and those with no other source of care.

Building 3: Entire Building; primarily in patient treatment areas as equipped. (less than 7 patients in existing spaces – however other spaces could be equipped for care if beds/cots/etc are available -)

Building 5: First Floor nursing classrooms. (17 patients in existing areas)

Building 7: If Building 3 is overwhelmed. Located in Nursing and PTA classrooms (30 patients in existing areas)

***Poulsbo:***

***Quarantine:***

No suitable areas for quarantine exists on campus.

***Isolation:***

Basement Level including former PTA areas adjacent to Security office. Area is isolated from rest of building and has two large rooms and a restroom.

***Care Facilities:***

No suitable care facilities exist on this campus.

***Shelton***

***Quarantine:***

No suitable areas for quarantine exists on campus.

***Isolation:***

S-1: Lobby 102, Office 105, restroom 105, Vending area 103, and second floor balcony area. (self-contained suite).

***Care Facilities:***

No suitable care facilities exist on this campus.

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## Protective Measures: Operations Support (Level 3)

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**Food:**

Food should be stockpiled for both safety zones, isolation areas, EOC areas, and Care areas. This is provided either by the President's discretionary fund, or state and federal supplies, or personal donation. All receipts should be kept.

**Decontamination areas**

Crews will remove their gloves and wash hands at designated decontamination stations before eating any food or drinking anything. These areas should have handwashing facilities and a place to remove protective equipment safely. These areas should be the first areas disinfected to allow for multiple shift use if needed.

***Bremerton***

Building 15; East main entrance, all others locked including gates in yard. First Floor Restroom; Entrance from Front of Building only. Protective clothing and PPE will be removed in the Women's restroom. Hands will be washed. Then proceeding to the Men's restroom hands will be washed again before anyone is allowed to proceed to the Custodial or Shop Area (Safe zones) or to the EOC (Second Floor area). \*Second floor stairs access not allowed from this location; will be partitioned off with plastic and tape. Clean exit will be via back doors and through secured gates as necessary.

Building 15 EOC: After passing through handwashing and cleaning on first floor when passing door into safe zone, elevator may be used to proceed to second floor. Secondary decon will be in the restrooms on second floor where hands should be washed again before entering kitchen or EOC zone.

Building 5: First Floor Restrooms for entrance to EOC on 5<sup>th</sup> Floor

### ***Poulsbo Campus***

Building P1: Main entrance to Lobby 101. (all other entrances closed and locked) Disrobing in 127 (men) and 128 (women); with initial washing occurring here. Then proceed to 124 and 125 restrooms next to the custodial closet for second handwashing before proceeding to Commons Area. North Entrance can be used as “clean” exit for employees leaving.

### **Shelton Campus:**

Building S-1: Decontamination in Laboratory 114. E. Sinks available for hand washing multiple times and disposal of ppe. Must proceed from here to safety zone in P2. Barricades or cordons with a monitor to prevent anyone entering Building 2 without going through decontamination steps.

### **Safety Zones/Crew Support Stations**

These are “safe” areas that are decontaminated first and are areas where employees can eat and rest while not wearing their PPE. Some may become Isolation areas if operations dictate.

### ***Bremerton***

Building 15: Custodial Hallways and Shop Area behind first floor door by vending machines; elevator and second floor EOC and restrooms.

Building 15: Entire 5<sup>th</sup> Floor

Building 4: Security Office

### ***Poulsbo***

P1; Commons Area at north end of building.

### ***Shelton***

S-2 is primary disinfection goal. Entire building to be “safe” zone.

S-2 Entire building after it has been decontaminated.

## **Operations: Decontamination (Level 2)**

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All office service will be discontinued. Custodial daytime staff will be directed to disinfect cafeteria and gathering spaces, along with doors and entrances several times per day. Restroom servicing will be increased.

Multiple shifts may be operated.

# Operations: Decontamination (Level 3)

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Operations will commence at the time determined by Management/EOC/Incident Commander. Nobody will arrive prior to that time, and nobody will work alone. Rule of Two applies.

No other work besides incident work will be performed. If incident related work is finished, personnel will be released to their home.

Employees will go where assigned by the EOC. They will not go on their own or work without assignments and accountability.

All personnel are expected to check in every hour.

Employees will report to their assigned duty station. If they have to proceed to another campus they will do so in College Owned vehicles. They may only drive POVs if they have been assigned the destination location as their duty station. In such a situation the employee is only employed from their arrival at their duty station, not in transit from their home to the work site.

## Overview

Response to an infectious disease outbreak or pandemic on campus or regionally has Four main phases:

1. Planning; wherein objectives and priorities are set.
2. Preparation; this includes the lead-up to the event where management and supervision is aware of the probable impact on operations and begins to implement and/or prepared plans to mitigate the impact on operations. Initial ICS forms and IAP's are prepared for distribution. Preparation also includes the pre-positioning of resources and assignment of duties for the second phase; Response.
3. Response: During the response phase, the plans are implemented and adjusted to meet conditions. Operations focus on meeting the objectives set by the Leadership and Management. Resources may be rotated in and out of operations to ensure rest periods and safety.
4. Return to Normal Operations: The final phase is the Return to Normal Operations. In this phase, as goals and objectives are met; resources are demobilized from the incident/event and may be released to normal operations or sent home for rest. All activity returns to normal with classes and operations resuming.

## Implementation

### *Primary Objectives*

Provide a safe campus for all persons on campus during the event.

Decontaminate contact points and primary points of possible transmission.

Allow campus to reopen as soon as possible.

### *Secondary Objectives*

Keep buildings in a ready to use condition if possible;

Provide support for care facilities on campus if necessary.



Open campus up as soon as possible if safe to do so

### ***Primary Priorities***

The Priorities for decontamination are:

- Restrooms
- Door handles
- Push Plates
- Desks
- Keyboards
- Phones
- Fountains
- Tables
- Food Preparation Areas.

### ***Secondary Priorities***

- Outdoor railings
- Outdoor contact points
- Floors
- Walls

### ***Main Campus***

#### ***Communications***

Radio Frequencies for Main Campus are: Channel 1: Security, Channel 2 Facilities and Channel 3 EOC. Event operations will have one channel designated separate from normal operations; This usually will be Channel 3.

#### ***Implementation Bremerton***

Main campus is divided into 5 areas for operations. While each of these areas cannot be currently staffed, the work can be split up by a prioritization of these areas for management and staffing purposes.

Employees will use Oxivir Spray with Microfiber Cloth to wet areas and allow to air dry. Spray bottles may be used if necessary, along with larger tank sprayers if large areas must be covered.

For point decontamination or areas that are porous and may not respond to spray; use of the two steam machines is recommended.

Kaivacs can be used to decontaminate large areas of floor or surfaces. Kaivacs will be the primary restroom decontamination unit.

Area A: (Division A in ICS) is the Northwest side of campus roughly bounded by Ohio Street on the west, the west curb of Chester Street on the East, 18<sup>th</sup> street ROW on the north and Parking lot 12 and south end of the green space in the south (from the middle of the Handicap parking spots). Priorities for clearance here are:

Priority A

Building 4 support area/decontamination area

Building 2 All areas.

Building 3 (all areas)

Building 5 Nursing areas and alternate EOC/5<sup>th</sup> floor

Priority B

Restrooms and touch-points Building 4

Restrooms and touch-points Building 5

Restrooms and touch-points Building 6

Priority C:

Breakrooms

Office Reception Areas

Offices

Hallways

Storage Rooms

Outdoor Stair Railings, benches, tables.

Area B: (Division B in ICS) is the Southwest Side of Campus from the middle of the handicap parking spots in Building 12 on the north, Ohio on the West, 13<sup>th</sup> street on the south, and the West side of the Parking Lot 7 on the east.

Priority A:

Building 15 all areas including EOC and Decontamination areas. Decontamination Area will be First Floor Restrooms. Nobody will go upstairs without washing hands and removing PPE.

Building 11; Restrooms, contact points, break rooms, public areas.

Priority B:

Building 12 Restrooms, contact points, break rooms, public areas.

Priority C:

Building 14 Restrooms, contact points, break rooms, public areas.

Outdoor Stair Railings, benches, tables.

Remaining indoor areas.

Area C: (Division C in ICS) is the central heart of campus bounded on the north by the 17<sup>th</sup> street ROW in lots 2 and 3; on the west by the west side of the Chester Street ROW on the east by the centerline of Broadway extending to the curb line of parking lot 7 south of Building 10.

Priority A:

Building 7; Nursing classrooms; Restrooms, contact points, break rooms public areas.

Building 10 Cafeteria area; Gym, public Restrooms, contact points, break rooms public areas.

Building 9 Locker Rooms and Restrooms

Priority B:

Building 8 Nursing classrooms; Restrooms, contact points, break rooms public areas.

Building 9 Nursing classrooms; Restrooms, contact points, break rooms public areas.

Priority C:

Outdoor Stair Railings, benches, tables.

Remaining indoor areas.

Area D (Division D in ICS): This area is bounded on the west by Chester Street adjacent to Parking Lot 2, and the centerline of Broadway; by Parking lots 2 and the north property line by Building 19 and 18, and on the east by the Building 18 property line, along 17<sup>th</sup> street to the west curb of Elizabeth ST on the east, and on the south by a line from the property lines and south of Building 17 west to Broadway and 16<sup>th</sup> intersection.

Priority A:

Building 17: Restrooms, contact points, break rooms, public areas.

Building 18: Restrooms, contact points, break rooms, public areas.

Priority B:

Remaining indoor areas.

Priority C: Outdoor Stair Railings, benches, tables.

Area E (Division E in ICS); This area is the areas on parking lots 5, and 7 along Warren, south on 13<sup>th</sup> and the perimeter of Parking lot 9.

There are no Priority A or B in this area unless CDC requires area decontamination. Building 19 may have its contact points cleaned if any entry was made during the event.

### ***Poulsbo Campus***

Resources from Bremerton may need to be sent to achieve disinfection, including steam units.

### ***Communications***

Radio Frequencies for Poulsbo Campus are: Channel 4: Security, Channel 5 Facilities and Channel 6 EOC. Due to operational issues all communications between Main Campus and Poulsbo via radio will be on Channel 1, 2 and 3 may be used as tactical channels but cannot be monitored by Dispatch or the EOC. Cell or Landline phones may be a major use means of communication.

### ***Priorities***

Poulsbo is a small campus and currently has one assigned facilities employee. The on duty custodian will be the primary responder augmented by one additional staff member. Priority A:

P1 Restrooms, contact points, break rooms, public areas.

P2: Restrooms, contact points, break rooms, public areas.

Priority B:

P1: Remaining indoor areas

P2: Remaining indoor areas

Priority C:

Outdoor Railings and contact Points.

### **Implementation**

Employees will use Oxivir Spray with Microfiber Cloth to wet areas and allow to air dry. Spray bottles may be used if necessary, along with larger tank sprayers if large areas must be covered.

Steam machines may be available from Bremerton, but should not be counted on.

The Kaivac can be used to decontaminate large areas of floor or surfaces. Kaivacs will be the primary restroom decontamination unit.

### **Shelton Campus**

Resources from Bremerton may need to be sent to achieve disinfection, including steam units.

### **Communications**

Radio Frequencies for Main Campus are: Channel 7: Security, Channel 7 Facilities and Channel 9 EOC. Event Traffic will have one channel designated separate from normal operations; This usually will be Channel 3. If not normal operations are occurring, Channel 1 is best with all employees on that frequency.

Other communications will be via telephone or email.

### **Priorities**

Shelton Campus has one custodian assigned; additional custodians may or may not be available.

Priority A:

S2: Restrooms, contact points, break rooms public areas.

S1: Restrooms, contact points, break rooms public areas.

Priority B:

S5: Restrooms, contact points.

S1 and S2 remaining areas

Priority C:

S3: All Areas

S4: All Areas

# Impacts

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After an Infectious Disease or Pandemic Event, a return to normal operations will eventually occur. In most cases minimal disruptions will occur with increased absenteeism due to illness and some minor matters being delayed until personnel can return to work.

In the event of a Level 2 or Level 3 event, Operations may be impacted for a significant time period. Departments should have contingency plans made for each level of impact on operations. A return to normal should occur at a planned and measured pace. Counseling and Mental Health services may be necessary for employees and students after a major event.

## **Impacts:**

### *Worst Case*

In 1918 2.5 to 5% of the world population became casualties for the Influenza. This made a major impact on the world and its economy. In a current pandemic effect modeled on the 1918 incident, and assuming 70% of the campus was infected with a pathogen, it can be expected that casualty rates would be 117 to 235 (167 to 336 at 100% infection rates) dead amongst the student population and 17 to 34 (24 to 48 at 100% infection rates) dead amongst faculty and staff. This would result in major disruption to campus operations and would require several years to fully mitigate. Counseling and Mental Health services almost certainly needed.

### *Likely Impact*

Students and staff would be weakened both mentally and physically. Educational goals would be severely impacted due to loss of time in class. Financial issues would be probably. Some staff and students may be fatalities, but studies on the 1918 incident show a direct correlation between access to care (medical, food, water, etc) and survival rates. It should be expected that similar results will be evident in any other pandemic occurrence. Students may drop out due to illness, and faculty may not be able to perform their duties in the aftermath of a pandemic event. This may take weeks or months to mitigate.

### *Infrastructure*

Unlikely to be affected. This plan is primarily an infrastructure protection plan. The infrastructure is easy to protect. Our people are not.