## CUNY Pandemic Influenza Response Plan—Incident Level Responsibilities

<table>
<thead>
<tr>
<th>CUNY Emergency Plan Response Level</th>
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<tr>
<td>CUNY Emergency Plan Incident Response Level Criteria</td>
<td>No current hazard to students, faculty and staff. Requires internal CUNY preparedness, but no outside agency assistance.</td>
<td>Minimal immediate hazard to students, faculty and staff. Can be resolved with minimal outside agency assistance.</td>
<td>Elevated risk to students, faculty and staff. Requires coordination with outside agencies.</td>
<td>Significant risk to students, faculty, and staff. Requires substantial coordination with outside agencies.</td>
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<td>Situation Characteristics</td>
<td>• Human infections with a new subtype, but no sustained human-to-human spread.</td>
<td>• Small, highly localized clusters anywhere in the world with limited human-to-human transmission. • International travel advisories begin.</td>
<td>• Large clusters, but still localized. • Public health authorities urge to prepare for social distancing. • International travel warnings and passenger screenings begin. • Virus characterized as having a high rate of transmissibility and/or severity.</td>
<td>• Increased and sustained transmission in the general population. • Confirmation of a high rate of infectivity and/or mortality. • Immediately proceeded by falling class attendance, students leaving campus and local public health recommendations to curtail/cancel public activities in NYC. • Rising employee absenteeism. • International travel restrictions. • Essential employees must report to work.</td>
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| Emergency Preparedness Task Force, Pandemic Influenza Assessment Team (CUNY) | • Review and update Pandemic Influenza (PI) Response Plan.  
• Joint review of plans with Office of Emergency Management (OEM), and NYC Dept of Health and Mental Hygiene.  
• Identify essential functions and personnel.  
• Designation of Executive Group. | • Assess threat and implement appropriate Level 1 activities.  
• Track preparedness plans and completed tasks.  
• Assess Personal Protective Equipment (PPE) needs and stock.  
• Meet with Executive Group. | • Assess threat and implement appropriate Level 2 activities.  
• Advise on activation of Operations Group and Executive Group.  
• Plan for recovery in post-pandemic period.  
• Distribute Personal Protective Equipment (PPE) to members. | • Pandemic Influenza Assessment Team coordinates all Level 3 activities under the leadership of the Executive Group. |
| University Relations (CUNY) | • Post Pandemic Influenza update to Web Site.  
• Develop Level 1 pandemic influenza communications.  
• Plan for general information dissemination. | • Issue Level 1 communications (educational campaign, self-protection information, handwashing, promote seasonal flu vaccination, university response.)  
• Select technical expert spokespersons for internal and media communications.  
• Develop Level 2 communications. | • Issue Level 2 communications (protocol for suspected cases, preparations for social distancing options, etc.).  
• Develop Level 3 communications.  
• Develop post-pandemic communications (medical clearance, recovery). | • Issue Level 3 communications (self-protection, social distancing, etc.).  
• Coordinate internal messages and news releases.  
• Manage media relations issues. |
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<td>Dining Services (Campuses, particularly those with residential facilities)</td>
<td>• Identify essential personnel and inform them of their responsibilities.</td>
<td>• Plan for delivery of Level 3 meals.</td>
<td>• Essential personnel receive PPE.</td>
<td>• Essential personnel must report to work.</td>
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<td>• Identify suppliers and alternates for meals.</td>
<td>• Identify alternate suppliers.</td>
<td>• Order and stock meals to support students.</td>
<td>• Provide meals to students and employees who remain on campus.</td>
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<td>• Assess essential personnel Personal Protective Equipment (PPE) needs and stock.</td>
<td>• Plan for delivery of Level 3 meals.</td>
<td>• Essential personnel receive Personal Protective Equipment (PPE).</td>
<td>• Essential personnel must report to work.</td>
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<td>• Review Point of Distribution (POD) Guidelines.</td>
<td>• If Point of Distribution (POD) is activated, provide appropriate resources.</td>
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<td>• Change housekeeping procedures to prioritize essential personnel areas and cleaning of personal contact surfaces.</td>
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<tr>
<td>Facilities Services (Campuses)</td>
<td>• Identify essential personnel and inform them of their responsibilities.</td>
<td>• Review cleaning procedures with facilities personnel.</td>
<td>• Essential personnel receive Personal Protective Equipment (PPE).</td>
<td>• Essential personnel must report to work.</td>
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<td>• Assess essential personnel Personal Protective Equipment (PPE) needs and stock.</td>
<td>• Train facilities personnel for hygiene and cleaning of personal contact surfaces (e.g., doorknobs).</td>
<td>• Review Point of Distribution (POD) Guidelines.</td>
<td>• If Point of Distribution (POD) is activated, provide appropriate resources.</td>
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<td>• Needs assessment for housekeeping supplies.</td>
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<td>• Change housekeeping procedures to prioritize essential personnel areas and cleaning of personal contact surfaces.</td>
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<tr>
<td>Environmental, Health, Safety and Risk Management (CUNY and Campuses)</td>
<td>• Identify essential personnel and inform them of their responsibilities.</td>
<td>• Promote self-care and hand washing.</td>
<td>• Essential personnel receive PPE.</td>
<td>• Essential personnel must report to work.</td>
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<td>• Advise campus community on assessing and procuring Personal Protective Equipment (PPE).</td>
<td>• Plan for increased volume of infectious waste.</td>
<td>• Update Pandemic Influenza website.</td>
<td>• Arrange for additional medical waste pickups.</td>
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<td>• Draft PPE policy for Pandemic Influenza essential personnel.</td>
<td>• Update Pandemic Influenza web site; link to CUNY home page.</td>
<td>• Review guidelines for on-campus mass dispensing site; prepare to implement.</td>
<td>• Update Pandemic Influenza website.</td>
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<td>• Provide technical guidance to Emergency Preparedness Task Force.</td>
<td>• Provide technical guidance to Executive Group.</td>
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</table>
## CUNY Emergency Plan

### Level 0: Pre-event Assessment and Planning

**Budget and Finance (CUNY and Campuses)**
- Identify essential personnel and inform them of their responsibilities.
- Assess essential personnel Personal Protective Equipment (PPE) needs and stock.

**Residence Life (Campuses with residential facilities)**
- Identify essential personnel and inform them of their responsibilities.
- Advise on social distancing options at student residences.
- Assess essential personnel Personal Protective Equipment (PPE) needs and stock.

**Human Resources (CUNY and Campuses)**
- Identify essential personnel and inform them of their responsibilities.
- Advise on Human Resources (HR) aspects of social distancing options.
- Assess essential personnel Personal Protective Equipment (PPE) needs and stock.

### Level 1: Intense Planning and Preparation

**Budget and Finance (CUNY and Campuses)**
- Notify essential personnel and inform them of their responsibilities.
- Procure essential personnel Personal Protective Equipment (PPE).

**Residence Life (Campuses with residential facilities)**
- Inform students of social distancing options; ask them to plan for leaving campus if classes are suspended.
- Train support staff on hygiene plans & symptom recognition.

**Human Resources (CUNY and Campuses)**
- Evaluate policies for teleworking, social distancing and essential personnel.
- Discuss with departments plans for providing substitutes for essential personnel.

### Level 2: Prepare to Suspend Classes

**Budget and Finance (CUNY and Campuses)**
- Essential personnel receive Personal Protective Equipment (PPE).

**Residence Life (Campuses with residential facilities)**
- Essential personnel receive Personal Protective Equipment (PPE).
- Review Level 3 Business Continuity Plan to support students who remain when classes are suspended.

**Human Resources (CUNY and Campuses)**
- Essential personnel receive Personal Protective Equipment (PPE).
- Remind campus-wide essential personnel of their duties and responsibilities.
- Provide employees counseling services.
- Communicate with collective bargaining units (CUNY Labor Relations).

### Level 3: Classes Suspended

**Budget and Finance (CUNY and Campuses)**
- Essential personnel must report to work.
- Consider allowing off-campus access to financial planning, budgets and payroll information systems so essential personnel can work from home.

**Residence Life (Campuses with residential facilities)**
- Implement social distancing options at student residences.
- Essential personnel must report to work.
- Support international students, families and others who remain in CUNY residences.

**Human Resources (CUNY and Campuses)**
- Essential personnel must report to work.
- Implement Human Resources (HR) aspects of social distancing options, and consider allowing off-campus access to HR information systems.
- Gather employee absenteeism data.
- Coordinate with collective bargaining units (CUNY Labor Relations).
### CUNY Emergency Plan

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| **Information Technology Services (CUNY and campuses)** | • Identify essential personnel and inform them of their responsibilities.  
• Review Information Technology (IT) needs for increased teleworking and distance learning.  
• Assess essential personnel Personal Protective Equipment (PPE) needs and stock. | • Plan for general information dissemination.  
• Facilitate and support the development of teleworking and distance learning options. | • Essential personnel receive Personal Protective Equipment (PPE).  
• Prepare to implement teleworking and distance learning options, as appropriate. | • Essential personnel must report to work.  
• Support teleworking distance learning options that were approved.  
• Support general information dissemination.  
• If Point of Distribution (POD) is activated, provide appropriate resources. |
| **International Programs and Study Abroad (CUNY and campuses)** | • Identify essential personnel and inform them of their responsibilities.  
• Assess essential personnel Personal Protective Equipment (PPE) needs and stock. | • Review policies and procedures for recalling students from affected regions. | • Essential personnel receive Personal Protective Equipment (PPE).  
• Issue advisories for students, faculty and staff planning imminent international travel.  
• Advise overseas students, faculty, and staff, and issue advisories for students, faculty, staff, and visitors arriving from affected regions. | • Essential personnel must report to work.  
• Continue to advise overseas students, faculty and staff.  
• When possible, support overseas students, faculty and staff who are unable to return. |
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| Academic Affairs (CUNY and campuses) | • Identify essential personnel and inform them of their responsibilities.  
• Evaluate potential distance learning options.  
• Evaluate potential social distancing options.  
• Assess essential personnel Personal Protective Equipment (PPE) needs and stock.  
| • Provide input for development of detailed Pandemic Flu Plans.  
• Coordinate with administrative units to ensure that academic issues are addressed fully. | • Essential personnel receive Personal Protective Equipment (PPE).  
• Prepare to implement Level 3 actions. | • Essential personnel must report to work.  
• Implement potential distance learning options, as appropriate.  
• Implement social distancing options, as appropriate. |

| Public Safety (CUNY and Campuses) | • Identify essential personnel and inform them of their responsibilities.  
• Assess essential personnel Personal Protective Equipment (PPE) needs and stock.  
| • Influenza awareness training (symptoms and hygiene) for dispatchers, security, and police. | • Review Point of Distribution (POD) responsibilities.  
• Essential personnel receive Personal Protective Equipment (PPE). | • Essential personnel must report to work.  
• Consider special parking rules for essential personnel.  
• Prepare for crowd control.  
• If Point of Distribution (POD) is activated, secure campus mass dispensing sites. |

| Research (Campuses) | • Identify essential personnel and inform them of their responsibilities.  
• Assess essential personnel Personal Protective Equipment (PPE) needs and stock.  
• Review plans and impacts to lab animal care.  
| • Notify essential personnel and inform them of their responsibilities.  
• Procure essential personnel Personal Protective Equipment (PPE).  
• Revise plans and impacts to lab animal care, if needed. | • Essential personnel receive Personal Protective Equipment (PPE).  
• Refer to prepared plans. | • Essential personnel must report to work.  
• Support laboratory animals.  
• To allow Division staff to work from home, consider allowing off-campus access to information systems. |
# CUNY Pandemic Flu Response Plan 

**Incident Level Responsibilities**

**Level 0: Pre-event Assessment and Planning**
- **Student Affairs (CUNY and Campuses)**
  - Identify essential personnel and inform them of their responsibilities.
  - Ask student organizations to plan for Pandemic Influenza.
  - Assess essential personnel Personal Protective Equipment (PPE) needs and stock.

**Level 1: Intense Planning and Preparation**
- **Student Affairs (CUNY and Campuses)**
  - Notify essential personnel and inform them of their responsibilities.
  - Review Pandemic Influenza plan for student organizations.
  - Obtain essential personnel Personal Protective Equipment (PPE) needs and stock.

**Level 2: Prepare to Suspend Classes**
- **Student Affairs (CUNY and Campuses)**
  - Essential personnel receive Personal Protective Equipment (PPE).
  - Ask students to plan for leaving campus if classes are suspended.

**Level 3: Classes Suspended**
- **Student Affairs (CUNY and Campuses)**
  - Communicate with parents and families.
  - Communicate with students.

## Responsibilities of other Officials, Units and Departments

### All Officials, Units and Departments
- **Draft or update your components of the Pandemic Influenza Plan.**
- **Train and conduct exercises to ensure that the Pandemic Influenza Plan is ready for activation.**
- **Prepare to activate Pandemic Influenza Plans.**
- **Activate Business Continuity Plans.**
- **Report absences and related data.**

### POD Resources, including limited dispensing of medicines to essential personnel (various CUNY and campus units)
- **Identify Point of Distribution (POD) first responders and inform them of their responsibilities.**
- **Point of Distribution (POD) first responders receive training.**
- **POD exercise.**
- **Prepare to activate Point of Distribution (POD) and provide appropriate resources.**
- **If vaccine or antivirals are to be distributed via Point of Distribution (POD):**
  - Activate on-campus mass dispensing site.
  - POD first responders must report.
  - Provide appropriate resources.

### Business Continuity Committee (CUNY)
- **Develop University-wide business continuity plans.**
- **Ensure that specific business continuity concerns related to pandemic flu are addressed in the plan.**
- **Prepare to implement the business continuity plan in those areas indirectly impacted by Pandemic Influenza.**
- **Implement Business Continuity Plan, evaluate its effectiveness, and adjust accordingly.**

### Risk Management Council (CUNY and Campuses)
- **Develop University-wide and campus specific Risk Management Plans.**
- **Facilitate the work of the Infectious Diseases Committee of the Council.**
- **Assist campuses with implementation of the CUNY Infectious Diseases Notification Protocols.**
- **Coordinate with Campus Health Service Representatives.**
- **Provide a conduit for the exchange of technical information and policy decisions.**
- **Support the efforts of the campus Risk Management Councils.**
- **Track data to help evaluate the impact of Pandemic Influenza.**
- **Update Risk Management Plans to account for unforeseen developments.**

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## Critical Interfaces With Other Entities

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| **NYC Office of Emergency Management** | • Coordinate plans and preparedness.  
• Point of Distribution (POD) planning.  
• Plans for Joint Information Command. | • Work directly with OEM staff to focus on specific CUNY concerns.  
• Participate in ongoing City-wide planning and coordination efforts. | • Coordinate communications.  
• Participate in Emergency Operation Center activities, if initiated. | • Track City-wide data.  
• Share lessons learned with other agencies. |
| **NYC Dept of Health and Mental Hygiene** | • Coordinate plans and preparedness.  
• Point of Distribution (POD) planning.  
• Recruit for Medical Reserve Corps.  
• Plans for Joint Information Command. | • Train Medical Reserve Corps. | • Coordinate communications. | If vaccine or antivirals are to be distributed via Point of Distribution (POD):  
• Supply volunteers.  
• Offer use of on-campus sites. |
| **Suppliers and vendors** | • Review plans and service impacts.  
• Verify continuity of supply chain. | • Revise plans and service impacts.  
• Procure and obtain needed supplies. | • Coordinate plans and have supplies provided if needed. | • Coordinate plans and distribute supplies, if needed. |
| **NYC MTA** | • Review plans and service impacts for mass transit. | • Explore transportation options. | • Coordinate transportation options.  
• Ensure critical personnel have transportation options. | • Coordinate transportation options.  
• Ensure critical personnel have transportation options. |
| **Local Hospitals** | • Coordinate plans and preparedness; discuss alternate care plans, including residential congregate care.  
• Coordinate plans if Points of Distribution (PODs) are established.  
• Assess Level 3 physician needs/ availability for non-CUNY functions. | • Update plans and preparedness; discuss alternate care plans, including residential congregate care.  
• Update plans if Points of Distribution (PODs) are established.  
• Review Level 3 physician needs/ availability for non-CUNY functions. | • Establish alternate care facilities if needed.  
• Care for students who require hospitalizations. | • Alternate care facilities established.  
• Care for students who require hospitalization. |
## CUNY’s Pandemic Influenza Preparedness Tasks and Status

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