

University of West Florida, Avian Flu Pandemic Response

1. Confirmed cases of human-to- human transmission of avian flu
2. Suspected case(s) on Campus or suspected/confirmed cases in Pensacola area
3. Confirmed case(s) on Campus [Only essential personnel required to report to campus.]

	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
1. Taskforce Team	<ol style="list-style-type: none"> 1. Bring in EH&S Director as Incident Commander 2. Monitor situation 3. Contact Media Relations* 4. Bring in Housing/Dining for quarantine planning. 5. Essential personnel receive fit test & training on respiratory protection from Environmental Health & Safety (EH&S) 	<p>Advise President & Cabinet to activate Emergency Operations Center (EOC)</p>	<ol style="list-style-type: none"> 1. Maintain contact amongst Taskforce Team. 2. Essential personnel receive N95 respirators from EH&S
2. Incident Commander (Director of Environmental Health & Safety)	<ol style="list-style-type: none"> 1. Communicate with Escambia County Health Department regarding preliminary planning and surveillance. 2. Communicate and benchmark other college Health Services and EH&S Depts. 3. Alert President & Cabinet 4. Establish communication with Deans and Director of International Studies regarding status of preparedness. 5. Update emergency action plan with Taskforce Team & President and Cabinet as situation evolves. 6. Work with Marketing Communications regarding communication(s) to campus community regarding status of disease spread, self protection and university response. (e-mail, website, town meetings) 	<ol style="list-style-type: none"> 1. Notify Escambia County Health Dept. 2. Notify Student Affairs and Counseling Services. 3. Notify Housing & Dining on number of potential contacts that may require isolation. 4. Ongoing communications with campus community regarding signs/symptoms, protocol for referral of suspected cases. 5. Initiate poster, e-mail campaign on self- protection. 	<ol style="list-style-type: none"> 1. Recommend temporary closure in conjunction with the Escambia DOH of building(s) and suspension of student and academic activities to President & Cabinet. 2. Implement Emergency Action Plan with Taskforce Team & President and Cabinet 3. Ensure that each Operations Group function is covered.

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	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
3. University Police	<ol style="list-style-type: none"> 1. Health Center trains dispatchers, security, and police on avian flu. 2. Alert Student Health Center if encountering individual(s) with flu-like symptoms. 3. Essential personnel receive fit test and training on respiratory protection from EH&S 	<ol style="list-style-type: none"> 1. Implement policy on transporting individual to hospitals. 2. Secure police and communication center work areas. 3. Influenza awareness training for all staff. 4. Communications Center will coordinate with Health Center and Media Relations to direct/disseminate all applicable information. 5. Review Escambia County HD-POD/Mass Vaccination responsibilities. 6. Assist Health Center staff with special security issues/asset protection. 	<ol style="list-style-type: none"> 1. Secure buildings & post signage 2. Assist Health Center 3. Essential personnel receive N95 respirators from EH&S
4. Facilities Management	<ol style="list-style-type: none"> 1. Identify who will be considered essential personnel along with back-up personnel for each position. 2. Determine preliminary schedule for staffing needs. 3. Determine buildings to be utilized for Isolation or quarantine areas. 4. Finalize plans for modifications to the sequence of operations for HVAC systems in isolation and/or quarantine facilities. 5. Develop plans for on-going maintenance of critical areas such as research labs, Heating Plant and other Facilities. 6. Identify needed supplies for all 	Same as Level 1	<ol style="list-style-type: none"> 1. Stand by to shut off utilities as directed by Incident Commander, if necessary 2. Essential personnel receive N95 respirators from EH&S

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	<p>campus units.</p> <p>7. Develop plan for building security in case of campus closure.</p>		
5. Env. Health & Safety	<ol style="list-style-type: none"> 1. Assess respiratory protection plan and resources. 2. Contract with hazardous material company for professional cleanup. 3. Train and fit essential personnel for respirators 	<p>Arrange for additional medical waste pickups.</p>	<ol style="list-style-type: none"> 1. Assist w/notification of Emergency Coordinators* 2. Assist Health Care Center 3. Distribute N95 to essential personnel.
6. President's Office	<ol style="list-style-type: none"> 1. Receive information from Incident Commander 2. Based on recommendations from EH&S, U.S. State Department, CDC and County Health Department be prepared to modify athletic events, exchange programs and University related travel to and from other countries, and class schedules. 3. Work with Marketing Communications to review content of internal and external public information bulletins and announcements. 4. Identify essential personnel. 5. Essential personnel receive fit test and training on respiratory protection from EH&S 6. Consider restricting movement on and off campus for activities/athletic events. 	<ol style="list-style-type: none"> 1. Advise Board of Trustees on response options. 2. Evaluate information on institutional effects of the incident and set response priorities as appropriate. 3. Activate EOC 	<ol style="list-style-type: none"> 1. Authorize temporary suspension of classes or closure. 2. Provide oversight for student, staff, & faculty family notifications if appropriate. 3. Receive N95 respirators from EH&S

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	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
7. Media Relations	1. Draft internal and external bulletins and announcements, with the President & Cabinet	1. Appoint liaison to interface with the Taskforce. 2. Write and record bulletins and updates on the University's Emergency Information Hotlines 3. Write scripts for phone tree with approval from President & Cabinet. 4. Request to campus that faculty and staff and their families to report all flu cases to Incident Commander.	1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control) 2. Establish a Media Relations Center: coordinate press releases, and manage news teams and interviews, etc.
8. Parking	Not applicable	Not applicable	Clear Field House Parking lot for SNS staging area.

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	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
9. Housing and Dining	<p>Enact planning for quarantine of students:</p> <ol style="list-style-type: none"> 1. Health Center trains essential personnel on risks and response. 2. Identify potential rooms and/or buildings to be used for quarantined students. Update by semester based on current occupancy. 3. Notify current occupants in spaces that will be needed of the potential or need for them to move. 4. Ensure emergency response menu is planned for various degrees of need. 5. Stockpile additional food stuffs and water. 6. Ensure food delivery process is planned and delivery supplies are on hand. 7. Essential personnel receive fit test and training on respiratory protection from EH&S 	<p>Enact plan for quarantine of students:</p> <ol style="list-style-type: none"> 1. Set up Housing and Dining command center and recall essential personnel. 2. Enact emergency phone contact tree. 3. Identify meal delivery need and method for quarantined students. 	<ol style="list-style-type: none"> 1. Activate plan from level 2 to quarantine students in conjunction with the guidance from the County Health Department. 2. Essential personnel receive N95 masks from EH&S
10. Dining Services	See above	See above	See above.
11. Risk Mgmt	Not applicable	Not applicable	Not applicable

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	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
12. Medical Services	<ol style="list-style-type: none"> 1. Post entry door notifying patients with influenza profile and have traveled to (or have been visited by persons from) effected countries to call ext. 2415 2. Isolated exam room 3. Arrange for negative pressure machines. 4. Standard precautions in place 5. Respiratory protection equipment in place. 6. In-service training for avian flu. 7. Follow State and County protocol for patient testing. 8. Monitor Health Care workers. 9. Essential personnel receive fit test and training on respiratory protection from EH&S 10. Policy on transporting individual to hospitals. 	<ol style="list-style-type: none"> 1. Isolate and monitor suspected cases. 2. Identify contacts of suspected case. 3. Communicate with parents of suspected cases and explain procedure. 4. Initiate prophylaxis of contacts based on strength of patient presentation. 5. Update Incident Commander 6. Establish phone triage lines for Student Health Services and CAPS. 	<ol style="list-style-type: none"> 1. Isolation room in Health Center (negative pressure) 2. Locating people contacted by patient. 3. Arrange for screening of people who have had contact. 4. Arrange for counseling services 5. Contact Coroner's office if necessary 6. Essential personnel receive respirators from EH&S.
13. Telecommunications	Not applicable	Not applicable	Arrange for emergency telephone lines to be established at EOC and quarantine areas.

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<p>14. Student Affairs & Housing</p>	<ol style="list-style-type: none"> 1. Health Center trains; Resident Assistants and other offices within the Division on avian flu. 2. SA monitors student travelers entering from effected regions and assists with communication to international students and their families. 3. SA formulates and rehearses plan to address needs/support for graduate and commuter students. 4. RA's – Formulate and rehearse plan to address needs/support for undergraduates. 5. Student Life – Formulate and rehearse plan to address needs/support for Greek organizations. 6. Identify division personnel available for telephone support work. 7. Receive fit test and training on respiratory protection from EH&S 	<ol style="list-style-type: none"> 1. Begin cancellation of on campus activities 2. Arrange for monitoring/delivery of medications, other goods and services to isolated cases. 3. Assist with relocation of students for quarantine 4. Assist with telephone consultation and support. 	<ol style="list-style-type: none"> 1. Identify student events where confirmed patients have attended. 2. Residential staff assist Health Center. 3. Essential personnel receive N95 respirators EH&S
<p>15. Human Resources</p>	<ol style="list-style-type: none"> 1. Monitor faculty & staff travelers entering from effected regions. 2. Prepare a call-off policy 3. Identify personnel available for telephone support work. 4. Maintain and redistribute current leave policies and procedures to all employees. 5. Contact workers compensation provider and make contingency plans for coverage and filing claims. 6. Each department identifies critical employees. 	<p>Same as Level 1</p>	<p>Activate call-off policy.</p>

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16. Financial Services	* Note – Many of the items listed in Level 1 are already in place or in progress. These items should all be completed, updated and/or reviewed if we reach Level 1.		
General:	<ol style="list-style-type: none"> 1. Identify critical FS operations. 2. Identify FS operations that can be postponed or delayed and determine how long these delays can continue. 3. Develop a calendar of deadlines including importance and responsible staff and backups. 4. Identify critical FS staff. 5. Identify backup staff to perform critical functions. 6. Review desk manuals and update. 7. Ensure FS personnel update their desk manuals for procedures related to backup roles. 8. Ensure backup staff is cross trained on critical functions. 9. Identify all functions that can be performed at home and/or over internet. 10. Test home internet service for actual ability to perform critical functions. 11. Review and update office contact lists. 	<ol style="list-style-type: none"> 1. Review all Level 1 activities for all areas. 2. Review all special procedures with FS staff. 3. Authorize additional check signers for manual checks. Update bank signature cards. 4. Notify bank of special procedures, contacts, etc. 5. Prepare proposed work schedules for employees that will have to report to work during Level 3. Consider flexible work settings and schedules as well as staggered shifts to minimize exposure to other people. 6. Ensure that special supplies for FS employees (masks, gloves, disinfectants, etc.) are stockpiled 7. Ensure appropriate employees have keys to access the office. 8. Set up call-in procedures for employees working from home or on administrative leave. 9. Set up call-in procedures for critical employees. 	<ol style="list-style-type: none"> 1. Review all Level 1 & 2 activities for all areas. 2. All FS staff should check work schedules and messages daily. 3. Implement emergency schedules. 4. Implement emergency contact procedures. 5. Review critical/emergency supply inventory periodically and reorder.

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	<ol style="list-style-type: none"> 12. Review supply inventory (including Check Stock) and order additional inventory. 13. Contact University Budgets and other appropriate offices to plan special disbursement rules and restrictions. 14. Set up special Funds to account for emergency purchases and supplies. 15. Ensure all critical files, worksheets and programs are backed up on shared drives and that employees who might need to access them actually can. 16. Review University plans with all FS employees. 17. Train staff on Flu protection measures (how to minimize risk of exposure, how to recognize the Avian Flu, quarantine procedures, etc.) 18. Review signatory and authority delegations and plan additional delegations for backup personnel. 19. Review FS staff computer security (BANNER, GAPS, CICS, Check writer, etc.) and plan changes needed for Levels 2 & 3 backups. 20. Request departments review computer security and send us updates to be entered for backups if we reach Levels 2 & 3. 	<ol style="list-style-type: none"> 10. Update computer security for backup roles for all staff. 11. File all external reports, tax returns, etc. as early as possible. 12. Request extensions for reports and returns that cannot or may not be filed timely. 13. Prepare and distribute a schedule (for our customers) of personnel, phone #'s and email addresses to be contacted for specific problems or services. 14. Notify Police Department and other appropriate administrative offices of scheduling plans and contact information. 15. Modify customer service areas to minimize exposure to staff and customers.
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	<ol style="list-style-type: none"> 21. Review layout of customer service areas to see if improvements are necessary to reduce possible exposure. 		
Cash Flow	<ol style="list-style-type: none"> 1. Contact Foundation regarding possible cash loan needs. 2. Contact Department of Education regarding timing of payments to UWF. 3. Contact Research and Sponsored Programs regarding their cash requirements. 4. Contact bank regarding special arrangements. 5. Prepare a schedule of planned cash flows including upcoming major payments and expected revenue collections. 	<ol style="list-style-type: none"> 1. Update cash flow forecasts. 2. Initiate any special transactions (loans, liquidations, etc.) to ensure cash availability. 	<ol style="list-style-type: none"> 1. Monitor daily transactions and bank balances. 2. Process critical transactions (transfers, etc.) as necessary.
Cashiering & Student Accounts	<ol style="list-style-type: none"> 1. Contact departments that collect money to plan/review deposit procedures. 2. Contact appropriate offices to determine special guidelines for emergency student loans. Develop a calendar of critical invoices/billings. 	Modify workspace to minimize exposure.	Process deposits to bank periodically.
Payroll	<ol style="list-style-type: none"> 1. Send notice(s) for all employees paid by check to sign up for direct deposit. 2. Send notices to all employees to verify personal information. (address, phone #, cell #, etc.) 3. Contact agencies that receive 		Process bi-weekly payroll.

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	<p>amounts withheld from payroll to determine emergency procedures.</p> <p>4. Develop a calendar of critical payments.</p>		
Vendor Payment	<p>1. Review contracts and periodic payments to ensure schedules are current and readily available.</p> <p>2. Develop a calendar of critical payments.</p> <p>3. Contact critical vendors regarding emergency payment procedures.</p>		Process vendor payments as necessary.
Counseling Center	<p>1. Development of procedures for handling increased demand</p> <p>2. Disseminate information available about medical resources available and prophylactic measures students can take to help feel more empowered and secure</p> <p>3. Begin to develop emergency schedule of counselor availability if needed for level two or three</p> <p>4. Provide support to the “worried well”</p>		
Dean of Students	<p>1. Coordinate communication to students and parents.</p> <p>2. Coordinate implementation of the isolation, quarantine.</p>		

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	<ul style="list-style-type: none"> 3. Work with Dining Services, Housing & Residence Life, Health Center and Environmental Health & Safety 4. Deal with enforcement issues 5. Parent issues 		
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*Refer to Communication Matrices for all telephone numbers

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Avian Flu Pandemic Response University of West Florida Dining Services

NOTE: THE NAME OF THE FOOD SERVICES CONTRACTOR HAS BEEN REMOVED AND REPLACED BY “DINING SERVICES”

During a pandemic, University Dining Services, in conjunction with University Business and Auxiliary Services, will coordinate with appropriate University representatives to provide for the nutritional needs of University students and staff. Emergency action steps will depend upon whether the outbreak has occurred on or near the UWF campus. The following charts indicate the actions to be taken based on the response level indicated. The response levels are 1) Prevention/Planning—No consistent human to human transmission of disease, 2) Level 1—Confirmed cases of human to human transmission of avian flu in the US, 3) Level 2—Suspected/confirmed cases in Florida/UWF service areas, 4) Level 3—Confirmed cases on UWF campus, 5) Pandemic Recovery—Pandemic has been abated and UWF reopens.

Prevention/Planning—No consistent human to human transmission of disease

Policies/procedures and guidelines	<ol style="list-style-type: none"> 1. Develop a plan for identifying Dining Services locations and possible alternate locations for service (Business and Auxiliary Services {B&AS} Director and Dining Services Director) 2. Develop a plan for obtaining supplies and food product (B&AS Director and Dining Services Director) 3. Utilize the Dining Services Disaster Response Plan (attached) for a more comprehensive Dining Services’ plan – used by vendor but would serve as an informational tool for university to gather information on polices and procedures taken by Dining Services vendor.
Personnel: staffing, training and cross-training	<ol style="list-style-type: none"> 1. Prepare Emergency contact lists for all B&AS employees and Dining Services’ vendor associates (B&AS Director and Dining Services Director) 2. Prepare Emergency contact list for all local/regional public health and emergency management agencies (Dining Services) 3. Determine essential personnel (B&AS Director and Dining Services Director) 4. Have vendor post the Dining Services’ Associate Health Reporting Agreement sign conspicuously after discussing policy with all associates (Dining Services) 5. Review the hand hygiene policy and associated documents and re-train or educate entire staff on standards and expectations (Dining Services)

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	<ol style="list-style-type: none"> 6. Post “Handwashing Required upon Entering Food Handling Areas” signs conspicuously on walls/doors at all kitchen entrances, as well as at entrances to other food handling areas such as entrances to all serving areas where food is handled (Dining Services) 7. Review the cough etiquette policy and ensure cough etiquette sign is posted conspicuously throughout the operation including dining areas. Similarly provide and position tissues and “no touch” waste receptacles in same areas (Dining Services) 8. Review proper food handling procedures with all Dining Services workers (Dining Services)
Communication planning	<ol style="list-style-type: none"> 1. Develop policy for communication to Dining Services associates, university community, students and parents. Identify who will be in charge of B&AS communications (B&AS Director and Dining Services Director) 2. Develop signage, voice mails, web site updates and announcements that would give information on Dining Services operations (B&AS Director and Dining Services Director)
Planning scenarios/drills	<ol style="list-style-type: none"> 1. Engage staff in pandemic planning utilizing scenarios; provide drills/rehearsals and revise as needed (B&AS Director and Dining Services Director) 2. Begin planning for recovery after an outbreak (B&AS Director and Dining Services Director)
Education of staff/students	<ol style="list-style-type: none"> 1. Identify resources that students and parents could access (B&AS Director) 2. Keep staff informed about pandemic status (B&AS Director and Dining Services Director) 3. Encourage staff to make emergency preparedness plans with their families (B&AS Director and Dining Services Director)
Fiscal issues (supplies, equipment, funding)	<ol style="list-style-type: none"> 1. Identify supplies and food products needed in the event of an outbreak (Dining Services) 2. Identify cost of supplies and food products for periods of time (i.e. days, weeks and months) (Dining Services)

Level 1—Confirmed cases of human to human transmission of avian flu in US

	<ol style="list-style-type: none"> 1. Continue duties from previous level
Policies/procedures and	<ol style="list-style-type: none"> 2. Determine manner for distribution of stored food supplies

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<p>guidelines (include social distancing measures)</p>	<p>and water (B&AS Director, Dining Services and Housing {Housing for resident students only})</p> <ol style="list-style-type: none"> 3. Activate plan for alternative transportation of Dining Services associates if needed (Dining Services) 4. Activate plan for temporary housing of critical Dining Services staff if needed (Dining Services) 5. Initiate proximity reduction measures of all staff, including Dining Services associates, including the elimination of shared workspaces, telephones, avoidance of face to face meetings, position of seating in business critical meetings (B&AS Director and Dining Services Director) 6. B&AS Staff and/or Dining Services associates with flu like symptoms should not be permitted access to work area (B&AS Director and Dining Services Director) 7. Discontinue community dining and establish drop off locations for meal service. All items should be in disposable ware (B&AS Director and Dining Services Director) 8. Establish a phone tree and point designees (i.e. designee for B&AS Director) 9. Utilize the Dining Services Disaster Plan (attached)
<p>Personnel: staffing/training and cross-training</p>	<ol style="list-style-type: none"> 1. Review the employee screening policy used to document that associates, associate household contacts and associate close contacts are flu-symptom free (Dining Services) 2. Exclude B&AS employees and Dining Services' associates with flu symptoms (B&AS Director and Dining Services) 3. Wipe down frequently touched surfaces with an approved disinfectant (Dining Services) 4. Continue to ensure that dishmachine temperatures are all proper in accordance with the data plate affixed to the equipment (B&AS staff and Dining Services) 5. Stock approved N95 masks in a variety of sizes. Post fitting and proper use for maximum protection instructions and train all associates accordingly (Dining Services) 6. Issue masks to employees for use while traveling to and from work (B&AS Director and Dining Services Director) 7. Suspend all customer self service including beverages. Eliminate customer access to trays/napkins/plasticware (hand items to customer) (Dining Services) 8. Provide approved, dispensed hand sanitizer at all handwashing sinks in the operation and in all restrooms used

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	by Dining Services associates. Provide hand sanitizer throughout all Dining Services locations for customer use (Dining Services)
Communication planning	<ol style="list-style-type: none"> 1. Disseminate the status of Dining Services operations to the university community via web sites, emails, announcements and signage (B&AS Director and Dining Services Director) 2. Closely monitor all advisories (B&AS Director and Dining Services Director)
Planning scenarios/drills	<ol style="list-style-type: none"> 1. Provide training and scenario drills each semester (Dining Services)
Education of staff/students	<ol style="list-style-type: none"> 1. Cross training of B&AS staff in all areas to cover if staff outages are experienced (B&AS Director) 2. Cross training of Dining Services' associates in all areas to cover if staff outages are experienced (Dining Services Director)
Fiscal issues (supplies, equipment, funding)	<ol style="list-style-type: none"> 1. Ensure all non perishable food products are on site (Dining Services) 2. Ensure all water supply stock are on site (Dining Services) 3. Verify inventory levels of food items (Dining Services) 4. Verify inventory levels of disposable ware and sanitizing supplies (Dining Services)

Level 2—Suspected/confirmed cases in Florida/UWF service areas

	<ol style="list-style-type: none"> 1. Continue duties from previous level
Policies/procedures and guidelines (include social distancing measures)	<ol style="list-style-type: none"> 2. Invoke Disaster Plan (B&AS Director and Dining Services Director) 3. Continue to follow all practices from previous phases (B&AS Director and Dining Services Director) 4. Work with EOC to determine level of Dining Services' needed for resident students, commuters (if applicable) and essential personnel (B&AS Director and Dining Services Director) 5. Utilize the Dining Services Disaster Plan (attached) 6. Determine menu alternative offerings and remove all risk products
Personnel: staffing/training and cross-training	<ol style="list-style-type: none"> 1. Evaluate available staff to ensure services are being provided adequately (B&AS Director and Dining Services Director) 2. Implement staffing plan (Dining Services) 3. Contact temporary agencies to provide needed staff (Dining

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	<p>Services)</p> <ol style="list-style-type: none"> 4. Review personnel needs of employees (transportation, food supplies, water) (Dining Services) 5. Implement a policy to provide guideline for travel, telecommuting and quarantine policy during a Pandemic (B&AS Director and Dining Services Director)
Communication planning	<ol style="list-style-type: none"> 1. Communicate with university community, students, parents and staff on Dining Services availability via web site, announcements and email (B&AS Director and Dining Services Director)
Planning scenarios/drills	<ol style="list-style-type: none"> 1. Drills are completed
Education of staff/students	<ol style="list-style-type: none"> 1. Ongoing
Fiscal issues (supplies, equipment, funding)	<ol style="list-style-type: none"> 1. Continue to monitor inventory levels to ensure adequate supplies (Dining Services)

Level 3—Confirmed cases on UWF campus

	<ol style="list-style-type: none"> 1. Continue duties from previous level
Policies/procedures and guidelines (include social distancing measures)	<ol style="list-style-type: none"> 1. Prepare for university closure (B&AS Director and Dining Services Director) 2. Establish Dining Services' need during closure (B&AS Director and Dining Services Director)
Personnel: staffing/training and cross-training	<ol style="list-style-type: none"> 1. Staffing as necessary in order to fulfill any Dining Services Need by university (B&AS Director and Dining Services Director)
Communication planning	<ol style="list-style-type: none"> 1. Communicate as necessary to university community with regard to Dining Services operation status (B&AS Director and Dining Services Director)
Planning scenarios/drills	<ol style="list-style-type: none"> 1. Ongoing
Fiscal issues (supplies, equipment, funding)	<ol style="list-style-type: none"> 1. Monitor supplies needed (Dining Services)

Pandemic Recovery—Pandemic has been abated and UWF reopens

Policies/procedures and guidelines (include social distancing measures)	<ol style="list-style-type: none"> 1. Initiate recovery plan to include measures needed to ensure Dining Services operations will reopen with limited or full Service as deemed appropriate (Dining Services)
Personnel: staffing/training and	<ol style="list-style-type: none"> 1. Assessment made of available staff (Dining Services)

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cross-training	
Communication planning	<ol style="list-style-type: none"> 1. UWF will announce reopening 2. Determine level of services available upon reopening and communicate to university community (B&AS Director and Dining Services Director)
Planning scenarios/drills	<ol style="list-style-type: none"> 1. Post disaster review will be conducted (B&AS Director and Dining Services Director)
Fiscal issues (supplies, equipment, funding)	<ol style="list-style-type: none"> 1. Assess costs associated with pandemic including possible lost revenues during closure (B&AS Director and Dining Services Director) 2. Order food products and supplies needed to resume services (Dining Services)