Purpose:
To outline the roles and responsibilities for both continuity of operations and emergency operations for Essential as well as Mission Critical functions during public health emergencies.

Related Policies and Plans:
Policy 1-008: Closure of the University
Policy 4-004: University Information Technology Resource Security Policy
Policy 5-200, Leaves of Absence Policy (Health Related)
Policy 5-201, Leave of Absence Policy (non Health Related)
Policy 5-301, Vacation Policy
Policy 5-401, Staff Compensation Policy
University of Utah Emergency Operations Plan, 2009 (EOP)
University of Utah Hospital and Clinics Draft Pandemic Influenza Surge Plan

Definitions:
Essential Personnel (non-patient care) are those individuals who are responsible for making decisions that affect public safety and life safety operations on campus. Key employees of these departments/areas that are designated Essential Personnel include: Police, Plant Operations, Environmental Health and Safety, Office of Information Technology, specified Academic and Research units, Housing areas, and Food Services personnel. These employees are responsible for making assessments of their assigned areas and reporting critical conditions involving buildings, operations, and work conditions.

Mission Critical Personnel (non-patient care) are those individuals who are responsible for instruction in baccalaureate, masters, and doctoral degree programs and the supporting programs and offerings that sustain instruction.

Pandemic STAT (PSTAT) is a situation triage and assessment team comprised of representatives from essential functions, as well as mission critical operations, Student Health and University Hospital. The Pandemic STAT will convene annually to review CDC, State and Local Health Department projections related to the upcoming influenza season, or when information indicates an outbreak of any contagion is likely or happening. The PSTAT is responsible for preparing recommendations for Sr. Administration regarding campus operations relevant to potential outbreak impact. The initiation of the Pandemic STAT will be triggered by release of projections by the CDC, State Health Department and in accordance with liaison assignments in the campus EOP, will be organized by Environmental Health and Safety in conjunction with Student Health.
Activation Procedures

In accordance with the University EOP, pandemic activation has been designated to operate at four different levels. The level of operation depends on the assessment of the Pandemic STAT.

Level 4  Initiation of the Annual Pandemic STAT upon release of information from CDC, State or Local Health regarding seasonal influenza season. Level 4 situations are easily managed (plans outlined) by one PSTAT meeting.

Level 3  information provided by CDC, State or Local Health suggests the scenario could evolve into an outbreak event that could impact campus operations. More robust strategies may be required for the situation at hand thus requiring the PSTAT to review existing plans for adequacy.

Level 2  situations require grave consideration of altered operations in order to minimize impact.

Level 1  public health emergency situations that disrupt normal operations including classes.

If normal activities are suspended, all employees whose positions are designated as essential must remain on campus or report to campus as soon as conditions reasonably permit, whichever is the case, in order to assess the University’s operations and protect its assets. These units will report in accordance with their organizational structure to their cognizant Vice President.

NOTE: In the event of a university closing due to emergency or hazardous conditions, it is understood that unusual or unanticipated circumstances may necessitate the University bringing in other personnel to meet any particular situation and those individuals will be notified by the cognizant Vice President.

In consultation with the Cabinet, the University President shall assess the campus concerning emergency situations to make the determination if it is necessary to suspend and/or close the University’s normal operations and classes and when it is safe to re-open the campus.

As is appropriate for the situation, mission critical personnel will be directed to implement alternative operations plans designed to continue mission critical functions.

Roles and Responsibilities

Specific roles and responsibilities are outlined in the University’s plans, but not included in this document. To discuss, contact marty.shaub@ehs.utah.edu or michele.johnson@ehs.utah.edu

Plan Maintenance

The Pandemic Plan will be reviewed and updated annually as part of the EOP reviews and at the conclusion of any outbreak event in which level 2 or 1 activation highlighted aspects that need updating.