

ANNEX E (VPFE/PHYSICAL PLANT) to The Citadel's Pandemic Influenza Operations Plan

1. SITUATION.

Influenza viruses periodically cause worldwide epidemics, or pandemics, that cause high rates of morbidity and mortality. It is possible that such an event could occur at any time and impact the daily operations of the college. This annex provides an outline of how the college's Facilities & Engineering Department will respond in support of The Citadel's Pandemic Influenza Operations Plan.

2. MISSION.

The Facilities & Engineering Department will take action to ensure continuity of critical facility and operational support services during a pandemic event.

3. CONCEPT OF OPERATIONS.

a. **Level 1: Pre-illness**

1. Normal business hours and staffing schedule.
2. Review campus Pandemic Flu Plan and train staff on plan components.
3. Provide staff support for the selection, purchase, delivery, and storage of campus prevention and preparedness supplies.
3. Cross-train personnel to perform critical tasks and operations.

b. **Level 2: Pandemic Flu Identified in South Carolina**

1. Normal business hours and staffing schedule
2. Disseminate initial guidance to staff
3. Develop staff augmentation plan to provide for continuity of operations if conditions worsen.

c. **Level 3: Pandemic Flu Identified in Charleston**

At this level, campus leadership may be planning to curtail or otherwise adjust daily schedules and/or operations. Cadets may be restricted to the campus.

1. Normal schedule with increased awareness and precautions.
 - a. Maintain current maintenance and work order response routine as practical or until notified to adjust.
 - b. Advise employees that develop flu-like symptoms to call-in and stay home and isolate themselves until they have been without symptoms (fever and either cough or sore throat) for at least 24 hours, and seek medical attention (personal physician) if symptoms worsen.

2. Augment and support campus Public Safety as requested
3. Construction Management Office will coordinate with contractors and prepare work sites for possible campus closure or suspension of project activities.
4. Prepare campus support sites [quarantine area, etc.] as requested.
 - a. Based on operation, the quarantine site should have three days of bedding and other support items for Cadets being observed, proper disposal containers, and additional as requested.
 - b. Priority of quarantine location is Altman Center
5. Support procurement with receipt, storage and movement of stockpiled food, water and medical supplies.
6. Contact service contractors to coordinate increased support that may be needed if level elevates.
7. Check and test emergency generators and equipment.
8. Review 24-hr operation plan – adjust as necessary.
 - a. Housekeeping responsibilities will be prioritized and assigned by shift to ensure adequate coverage .
 - b. Facility Teams, Heat Plant, Grounds, and Motor Pool will perform recurring maintenance and work requests as they are reported through Physical Plant Customer Service
 - c. Supply will support both Physical Plant and general campus requirements
 - d. Review staff augmentation plan and revise accordingly.

d(1). Level 4: Pandemic Flu at The Citadel [Minimum/Moderate level]

1. Consider initiation of 24-hour operation [3-8 hr shifts]; If staffing is severely impacted, only emergency work directly associated with Level 4 response will be performed.
 - a. maintain current maintenance and work order response routine as practical or until further notice.
 - b. Advise employees who develop flu-like symptoms to call-in and stay home and isolate themselves until they have been without symptoms (fever and either cough or sore throat) for at least 24 hours, and seek medical attention (personal physician) if symptoms worsen.
2. If a Cadet room has been exposed/infected, thorough cleaning will be performed prior to reoccupancy.
3. Prepare for facility and service adjustment or shutdown as directed.
4. Continue to support PSAF as needed.
5. Construction Management Office will coordinate with contractors and prepare work sites for possible campus closure or suspension of project activities.
6. Coordinate with Procurement to initiate additional service contracts as needed.

d(2). Level 5: Pandemic Flu at The Citadel [High level]

1. Return to regular operating schedule (if practical)
 - a. Implement coverage plan for after-hours issues and facility or service shutdown order.
 - b. Maintain current cleaning and maintenance response routine until no longer possible or until further notice.
 - c. Any staff member with potential flu will stay home and isolate themselves until they have been without symptoms (fever and either cough or sore throat) for at least 24 hours, and seek medical attention (personal physician) if symptoms worsen.
2. Support Public Safety as requested.
3. Construction Management Office will coordinate with contractors and prepare work sites for possible campus closure or suspension of project activities.
4. Clean, disinfect, and restore medical/barracks facilities and support sites prior to shutdown order.
5. Prepare campus facilities for possible suspension or shutdown.
6. Suspend service contracts and contractor support accordingly.

e. Level 6: Recovery

1. Return to normal business hours and response schedule when possible.
2. Coordinate with HR to implement recall of employees.
3. Continue using augmented staffing as needed to achieve the college's planned timeline for facility reopening and services restart.

**Facilities not cleaned and disinfected prior to shutdown will receive priority status and will not be scheduled for occupancy as part of the reopening plan until such work is complete.*

4. Bring campus facilities and services online in accordance with recovery plan and timeline.
5. Restock and resupply. Prepare for potential 2nd and 3rd waves of Influenza

