



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

## PANDEMIC EMERGENCY RESPONSE PLAN

*(Updated July 2020)*

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# OVERVIEW

Pandemic preparedness and response became a priority for both the United States and World Health Organization following the outbreak of the [1997 H5N1 virus](#). This Pandemic Plan was originally created as a result of that outbreak and has been periodically revised, including in response to the current [COVID-19 pandemic](#).

Given the extraordinary demands that viruses place on public health, healthcare systems, and community health services, planning for pandemics allows Los Angeles Community College District (LACCD) to rapidly and effectively respond to such public health emergencies. Additionally, it enables the District to transition students, staff and faculty to remote learning environments and online telecommuting (Internet and telephony) for continuity of business services.

LACCD utilizes guidance from the [Federal Emergency Management Agency \(FEMA\)](#) to organize the structure of the [District's Emergency Operation Center \(EOC\)](#) utilizing the principle of the National Incident Management System. The EOC Director (the Chancellor or Deputy Chancellor) delineates tasks within each EOC section to ensure successful emergency response strategies and tactics during the declared pandemic emergency.

Key planning areas include:

- Communications
- Technology
- Sheriff (Law Enforcement)
- Health
- Operations

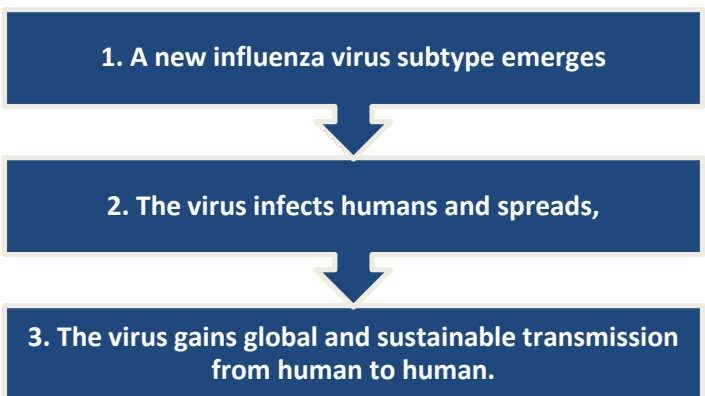
The District has also outlined mitigation protocols and response guidelines, with triggers and specific numeric markers to guide the action of the District and the nine colleges. Actionable steps to prepare students, faculty and staff and to guide the decision-making process throughout the entirety of the pandemic have been outlined in the latter portion of this document.

Components of the recovery plan have also been established to govern the District's return to regular operations, including academic instruction and business services.

## Purpose

The purpose of this pandemic plan is to guide emergency planners to respond effectively to the emergency of a pandemic for LACCD, the nine colleges and other District facilities. It provides guidance to prepare for, respond to, and recover from a pandemic.

A pandemic occurs when an antigenic shift takes place in the virus and three conditions are met ([CDC - Reference](#)):



*NOTE: The LACCD EOC is activated at the direction of the Chancellor upon declaration of an emergency. Such declarations are made at the federal, state and county level, followed by a companion declaration by the LACCD Board of Trustees.*

# PREPAREDNESS

## District Goals

The goals of the LACCD Pandemic Emergency Response Plan are to protect the health and safety of District faculty, staff and students; to minimize disruption to the District's academic operations and business services; to assist the nine college with core and critical functions, and to help minimize economic losses. The safety of the entire LACCD community is of primary importance.

The LACCD Pandemic Emergency Response Plan serves as part of the District's overall Emergency Response Plan and includes the following key elements:



Identify critical services and missions



Identify critical personnel and core skills



Identify a clear chain of command for decision making



Understand the effects on the pandemic on faculty, staff, students, parents, visitors and surrounding communities



Broad and inclusive communications – both internally and externally



Targeted emergency public info communications for the LACCD community



Implement appropriate and adequate pre-pandemic and emergency preparations



Provide a framework for training and simulated exercises



Appropriate response actions and recovery processes

The following information summarizes the key activities needed as part of pandemic pre-event planning:



## Communications (District Main Office and Colleges)

### **Internal**

- Communicate early and often
- Determine current staffing for messaging
- Establish message platforms for the current pandemic
- Determine flow of information with between the District and the colleges
- Determine the approval chain of messages
- Create types and templates of messages that will be sent (advisories, general information, specific topic messages, notifications)
- Determine frequency of communication
- Pre-record emergency phone messages if phone tree system being used
- Participate in federal, state and local internal briefings for agency communications professionals for situational awareness

### **External**

- Establish chief spokesperson (Chief Public Information Officer and Deputy PIO) who will be single point of contact to media and the public of District and College information
- Determine PIO chain of command with District and colleges for information flow and responses to news media outlets and the public
- Determine the approval chain for messages
- Determine the types and frequency of messages that will be sent
- Prepare message templates if needed for various types of content
- Participate in federal, state, local and press conferences, media briefings and other public information updates as the official LACCD spokesperson representative
- Develop a communications recovery plan



## Technology

- Collaborate with internal and external entities to ensure that the District and all colleges have the means to continue operating by sustaining information technology communication services within and external to District and the colleges
- Prepare in the event of a complete power outages and the recovery needed for all computing, Internet and telephony needs
- Check all emergency communication systems districtwide and emergency notification systems to ensure all are working properly
- Ensure that the infrastructure can support remote access for students, faculty and staff
- Check into software and any hardware licenses for remote learning and online business services and update contracts if needed
- Develop an IT recovery plan



## Sheriff (or Law Enforcement / Public Safety Agency)

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- Develop procedures for securing all District and college facilities; protecting stored supplies and restricting access to campus
- Establish ongoing communication with local first-responders, including police, fire and emergency response personnel in order to coordinate efforts for managing safety issues
- Establish protocols for evaluation and dispatch of all incoming high-priority (emergency) calls for service from the LACCD campus community during a pandemic
- Develop triage protocols, in conjunction with the Student Health Centers and/or the EOC Safety Officers, for responding to staff in distress either due to illness, the illness of others or requesting transport for medical care, including a system of tracking these transports
- Participate in training regarding influenza and/or pandemic emergencies
- Encourage all staff to receive vaccination against seasonal influenza
- Determine capabilities to be involved in student or personnel transport because other emergency transportation is not available:
- Acquire protective personal equipment for staff
- Train staff in use of personal protective equipment
- Equip cars with disinfectants, surgical masks for persons being transported, gloves, and hazard waste bags
- Develop a law/public safety recovery plan



## Health

- Engage District and College staff in pandemic planning and provide exercises and drills to rehearse the plan and revise as necessary
- Provide regular updates for staff regarding avian and pandemic influenza recommendations for treatment protocols, appropriate infection control procedures, and the status of antiviral and vaccine development
- Encourage all staff to receive vaccination against seasonal influenza
- Provide N95 respiratory protection as required and provide training on proper use of personal protective equipment
- Work with Human Resources in the possible utilization and training of a volunteer workforce
- Compile a list of supplies that would be needed, such as respiratory protection equipment, gloves, gowns, protective eyewear, medications (antibiotics), disinfectants, and IV fluids.
- Maintain a stock supply of necessary medications and equipment; inventory and rotate supplies as appropriate.
- Establish a plan for continuation of cleaning services and waste removal services including triggers to increase the frequency of the scheduling of these services
- Work with Student Health Centers to utilize all available resources to meet the outpatient health care needs of students as appropriate during an influenza pandemic; emphasis will initially be on the education of students, staff and faculty about self-care measures.
- In the event of a mild pandemic and the college does not close, students who are experiencing flu-like symptoms may be triaged to the community evaluation center as designated by the Los Angeles County Public Health Department in order to better mitigate the spread of the virus on campus
- Vaccination and dispensing support – Student Health Centers should be prepared to participate in state and county level response activities related to vaccine and antiviral medication distribution
- Develop a health recovery plan

### ***In addition, the colleges' Student Health Centers should have the following:***



Maintain a data base of students with disabilities or special needs that could use additional assistance.



Develop a plan for setting up an infirmary and/or expanded clinical space.



Maintain active contact with community resources in advance so that they understand the needs of the student population and Student Health Center personnel understand the local pandemic operating protocols.



Communicating relevant information to colleges, the District and the Los Angeles County Department of Public Health as required.



## Operations

- Operations each have separate criteria for planning, broken down as follows:
  - Academics
  - Student Services
  - Business Operations
  - Facilities
  - Food Service

### ACADEMICS



- Developing policies/guidelines to address academic concerns of students or professors who are absent from classes due to illness or quarantine, in the event that academic operations continue

- Determine completion of or truncation of classes should the college close down operations on campus

- Determine alternative dates for completing coursework; possible implementation of a special term if suspension of classes occurs early in the term.

- Develop a recovery plan

### STUDENT SERVICES



- Work with Student Health Center to manage and track the Emergency Status Data Base

- Facilitating contact with parents and/or emergency contacts as necessary

- Communicate with students and/or parents of students about relevant general or personal information regarding the pandemic situation or the individual students as is relevant and appropriate (FERPA in place)

- Develop a recovery plan



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## BUSINESS OPERATIONS



- Estimate the potential financial ramifications of a pandemic
- Identify emergency funding to cover purchases and business continuation
- Develop procedures for rapid procurement and payment of supplies, equipment, and services
- Develop a plan for ensuring continuation of payroll and accounting operations considering possible high employee absenteeism and/or facility and college closures
- Analyze financial costs to the institution should a shut-down occur and the costs for re-emergence as a healthy and secure operation
- Develop a recovery plan

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## FACILITIES



- Maintenance & Operations team of managers and supervisors will implement plans and provide backup for multiple operations during a pandemic influenza event, depending of the needs of the campus
- The Critical Building List – separated into three levels responding to building closures:
  - **Level 1** buildings are public gathering types that would be closed first
  - **Level 2** buildings are classroom and administrative buildings that would be closed if classes are suspended
  - **Level 3** buildings are critical buildings that need to remain open with services for utilities, maintenance and custodial. These buildings are typically buildings used for critical services such as Sheriff, health care delivery, and technology.
- The closure of each building requires approval from the Office of the President:
  - **Critical Services** – Identify what type of critical services (building controls, service requirements, staff) would be necessary to keep Level 3 buildings open and functional during a campus closure
  - **Critical Supplies List** – Identify supplies, quantities and associated costs necessary for the Facilities staff to operate at a Level 3 for 6-12 weeks. The majority of the items are personal protection equipment and custodial supplies as well as food and water for the Facilities staff.
  - **Critical Staff** – Critical staff is identified by the Director of the Facilities. These include staff members that are trained in the maintenance of critical equipment and operations
- Develop a recovery plan

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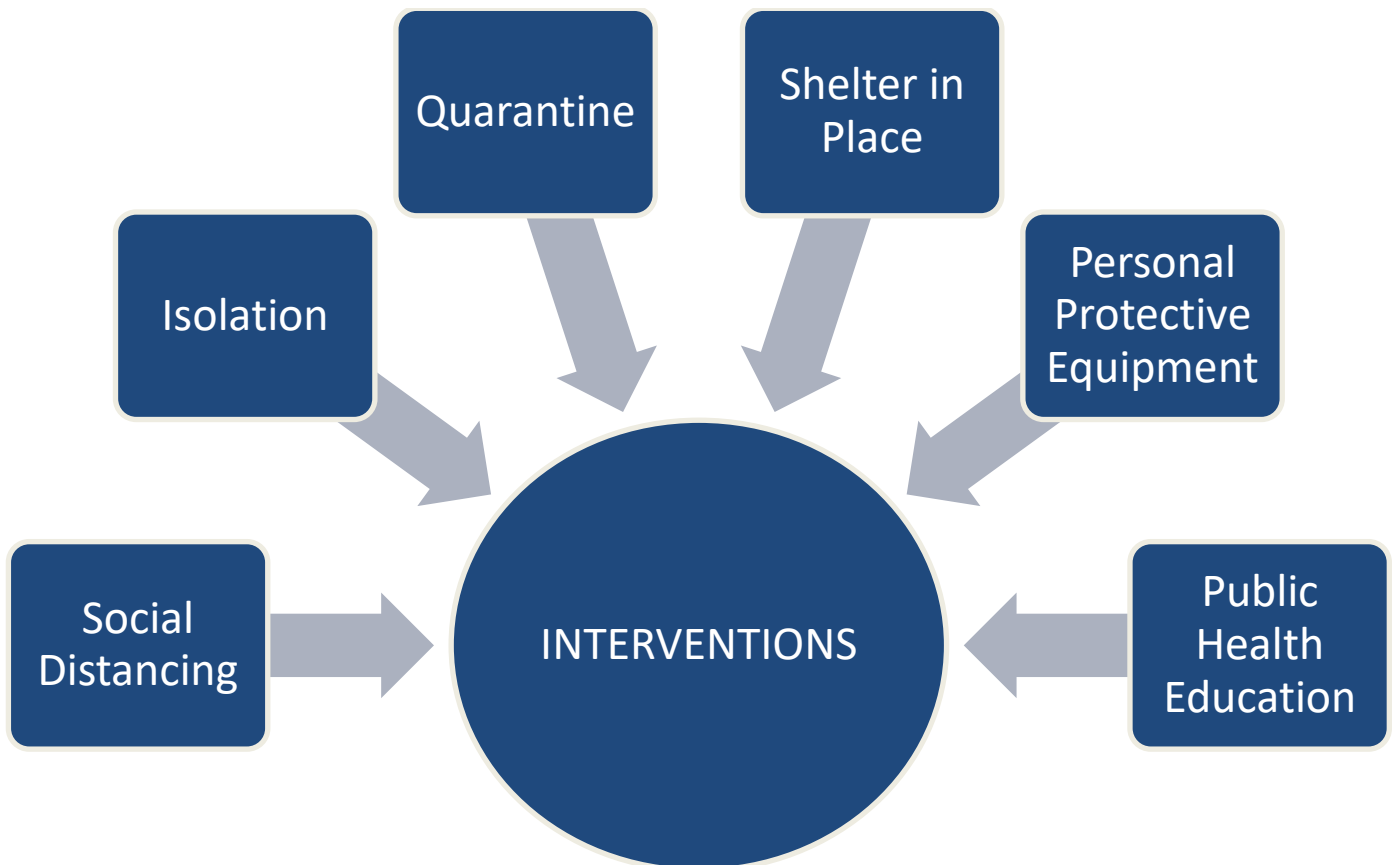
## FOOD SERVICE



- Compile a list of non-perishable foodstuffs and drinks, including water that can be stockpiled and stored and personal protective equipment. NOTE:
    - *Quantities can be estimated by determining the percentage of students who may not be able to go home and will be dependent on campus food services for food for a 6 to 12-week period.*
    - *Include the possible need to provide food for health care staff, housing staff, facilities staff, or other key personnel who may need to be provided with shelter-in-place.*
  - Developing a procedure for delivery of foodstuffs to residential areas and quarantined or ill students. Methods of delivery should maximize social distancing.
  - Training staff in the protocol for hygienic food preparation, clean up and the use of personal protective equipment
  - Develop a recovery plan
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# MITIGATION

## Interventions – NPIs (Non-Pharmaceutical Interventions)



*\*These interventions are defined and outlined below*

### **SOCIAL DISTANCING**

Most effective when instituted early in the pandemic and before infection takes hold in a community; the window for taking action may be limited to a few days in today's highly mobile society.

- Discourage close social contact between individuals; 6 feet between yourself and others; avoid contact, such as handshakes and hugging
- Cancel classes, sporting events, worship services, and other social events

### **QUARANTINE**

Separation and restriction of movement of those who are not ill but believed to have been exposed. The duration of quarantine will be dependent on the length of the incubation period and period of contagion prior to onset of symptoms. Both the incubation period and period of viral

shedding are difficult to know prior to the actual emergence of the pandemic virus. Quarantine requirements may change based on new information or if a different strain of flu is of concern. Planning for quarantine must take into account some of the same factors as isolation.

## **ISOLATION**

Separating individuals with illness from the general population and restricting their movement within the general population until they are no longer contagious

- Not applicable to LACCD unless the District provided student housing.
- The most serious cases of influenza will involve catastrophic pulmonary complications which, under normal circumstances outside of a pandemic, would necessitate the use of a ventilator. The need for ventilators could be enormous and the law enforcement presence at the hospitals will afford protection for the patients that are being treated and the care providers.

## **SHELTER IN PLACE**

Efforts taken to protect a healthy population from infection by isolating the community from the outside world. Restricting entry of outsiders into the community and restricting reentry of those community members who choose to leave during the period of time when there is a Shelter in Place action implemented.

- Usually lasts a minimum of 8-12 weeks.
- Includes reduction of the workforce present on campus
- Only the personnel needed for critical services will be physically present on the college campus

## **PERSONAL PROTECTION EQUIPMENT (PPE)**

PPE ensures that individuals do not come into contact with the virus, and includes:

- Gloves, masks, possibly gowns, and protective eyewear
- Frequent cleaning of potentially contaminated surfaces and objects, such as doorknobs, telephones, keyboards, faucet handles

## **PUBLIC HEALTH EDUCATION**

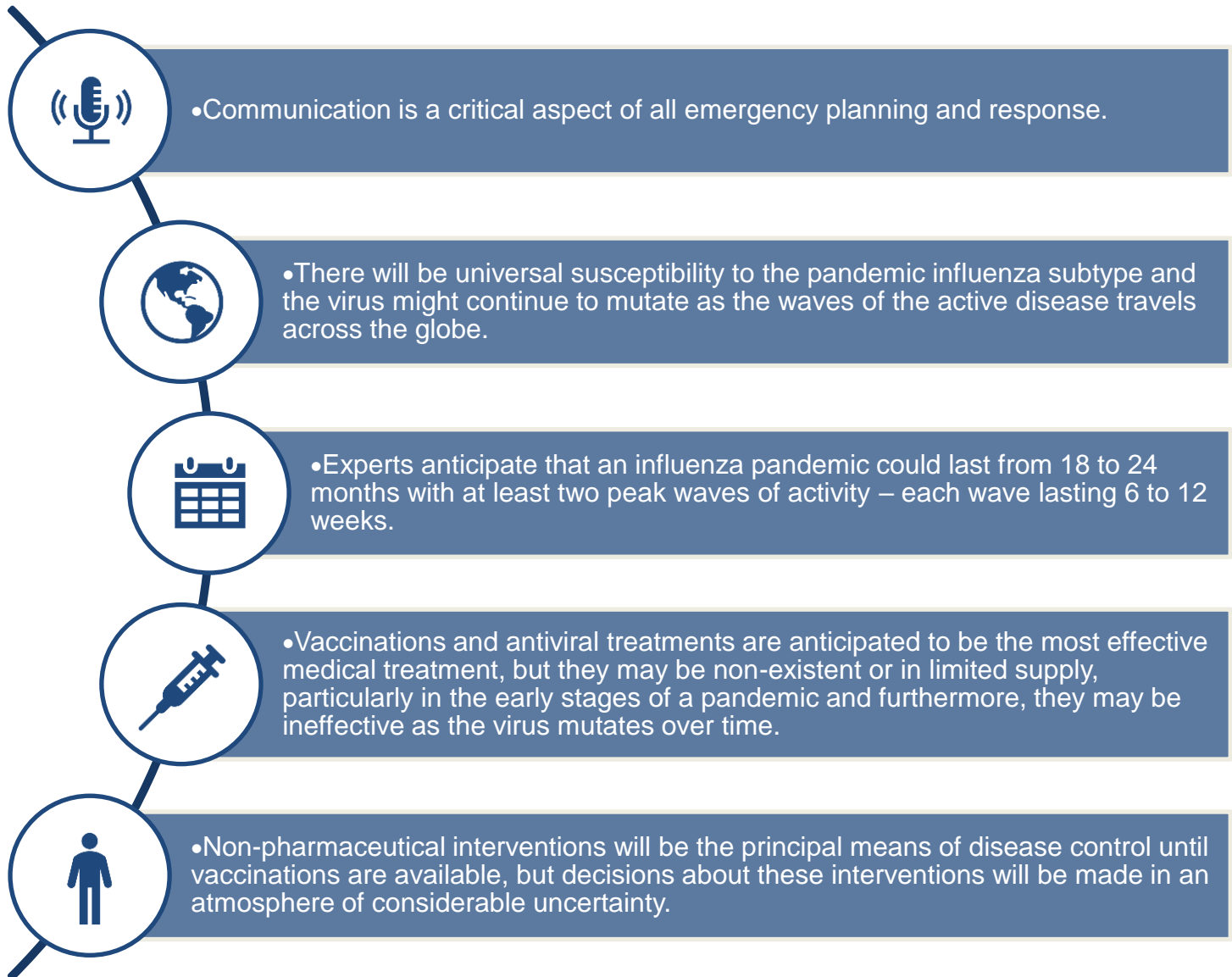
Communicate accurate, clear information is critical to decreasing panic and despair:

- Messages should be consistent with those being issued by other public health authorities, drafted in advance, to meet the needs/concerns of various campus audiences, including students, staff and members of the surrounding community
- All available means of communicating with the campus public must be assessed and tested to determine the capacity for managing the surge. If a vaccine and/or antivirals become available, it is unlikely there will be sufficient quantities to cover the entire population.
  - Prepare for students and staff to be tested
  - Prioritize the list

# TRIGGERS TO MOVING PLANS TO ACTIONS

## Overview

The course of the pandemic influenza will be governed by factors that cannot be known in advance. The first human cases will likely occur in other countries outside of the US and will be detected by the global surveillance network and guidelines for local responses will be dictated by national and international scientific and emergency management organizations.



## Business Planning Assumptions

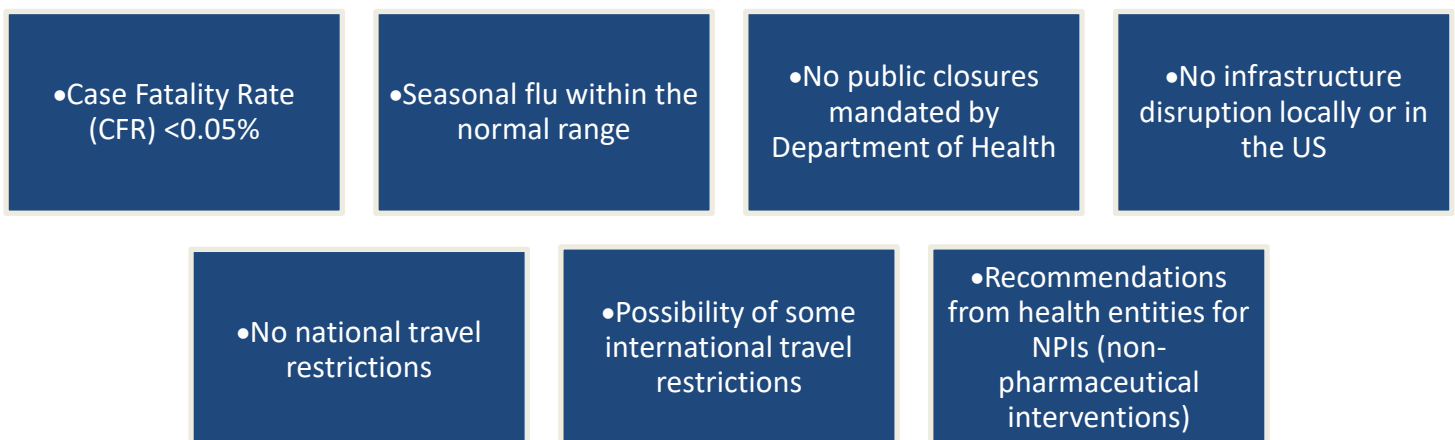
The Pandemic Emergency Response Plan begins with posing and answering questions to determine the critical functions and critical personnel of the District's Main Office, (the Educational Services Center) and each college, as well as the critical operational systems. This analysis leads to an impact analysis of shortfalls in necessary resources and personnel for planning purposes. Business assumptions are:

1. If the pandemic is severe, the economic impact is likely to be significant, though predictions are subject to a high degree of uncertainty.
2. Once the pandemic has run its course, economic activity should recover relatively quickly, although a severe pandemic will have a more disruptive effect.
3. A pandemic will put substantial pressure on the fiscal balance, due to increased spending on health, public safety, social welfare and subsidies to businesses and lost revenues.
4. Operational risks (high absenteeism rates) constitute the greatest challenge to the global financial system. A pandemic could result in significant absenteeism over a period lasting several weeks to months.
5. Absenteeism could become so widespread that staffing for the most critical operations may become inadequate, and succession plans may no longer provide for continuity.
6. It may also result in major disruptions to transportation, electricity production and telecommunications and may severely stretch basic services, including police, fire and emergency services.

## Severity Levels

Using "severity levels" of a pandemic will assist with planning and scenarios.

Pre-level - when a pandemic is threatened but not causing any significant infrastructure disruptions on to the LACCD. No actions need to be taken at this level other than continued surveillance by the EOC and community-wide communication about the pandemic threat. Criteria for pre-level is:



*NOTE: In a severe pandemic, there would probably be rapid progression between levels, with duration of Level 1 or 2 lasting only hours to several days. It is also possible that the next influenza pandemic might be mild, similar to the 1968 pandemic, rather than of the severity of the 1918 and 2020 pandemic. The EOC stills need to be prepared to respond, but the actions taken might be limited.*

# LACCD EOC RESPONSE GUIDELINES – INFECTIOUS DISEASE

LACCD Level Triggers	Actions
<p><b>Pre-Level:</b>            CDC Level = 0            CFR &lt;0.5%            Seasonal flu            No mandated DOPH closures            No infrastructure disruption            No travel restrictions            Possible recommendations for PPE</p>	<p>Launch EOC and ICC            Business and classes as usual            Continued surveillance            Possible communications to community            Assess need to possible alter assemblies            Prepare for possible movement to Level 1</p>
<p><b>Level 1:</b>            CFR 0.5% to 1.0%            Illness rate of 10% to 25%            Rate of absenteeism 10% to 30%            Increasing restrictions on travel            Recommendations from CDC and DOPH to use PPE            Possible public closures mandated by DOPH            Possible infrastructure disruption            Possible public panic and elective absenteeism (without illness)</p>	<p>Create regular meetings for expanded EOC and ICC            Active collaborations with health entities            Possible temporary alteration of academic schedule            Limits to public gatherings; buildings may be closed            Active campaign to promote the use of PPE, especially in class and gathering spaces            Vigilant surveillance of possible need to move into Level 2            Widespread communication to community (internal and external)</p>
<p><b>Level 2:</b>            DOPH Level 6            CFR 1.0% to 2.0%            Illness Rate &gt;25%            Absenteeism &gt;30%            Severe travel restrictions            Increasing public closures            Increasing infrastructure disruption            Possible public panic</p>	<p>Expand EOC as necessary            Planning for possible evacuation of students            Planning for scaling back operations in all departments            Caring for ill on-campus students            Limits to public assemblies            Ensure critical positions for essential functions are filled            Widespread communication to community (internal and external)</p>
<p><b>Level 3:</b>            Severe pandemic declared by CDC and DOPH            Widespread illness and absenteeism            CFR &gt;2%            Widespread public closures            Widespread travel restrictions            Complete infrastructure breakdown</p>	<p>EOC in full operation            Campus closed for undetermined amount of time            Campus only maintaining critical services only critical personnel on campus.            All actions at this level are dependent on available of non-ill personnel and current recommendations from health entities            Widespread communication to community (internal and external)</p>

# RESPONSE

## Prepare in Advance

1. **Cross-training:** Identify key employees; create redundant teams for all critical staff or faculty functions.
2. **Stockpiling:** Identify and maintain stockpiles of key supplies and determine how to distribute supplies.
3. **Telecommuting:** Develop staffing plans to identify work that must be done onsite and work that can be offsite.
4. **Backup systems:** Develop backup systems in case of failures.
5. **Communication trees:** Develop multiple methods of communicating about work-related roles and expectations with employees (email, website, telephone).

## Preparing for Campus Closure

The decision to curtail most major activities, or to completely close is a difficult decision. This decision can only be made by the LACCD Chancellor. Typically, the Chancellor would make this decision after consultation with health officials, and local, state and federal officials.

## Workplaces Classified at Lower Exposure Risk (caution) for Pandemic Influenza:

### What to do to protect employees

If your workplace does not require employees to have frequent contact with the general public, basic personal hygiene practices and social distancing can help protect employees at work. Follow the general hygiene and social distancing practices previously recommended for all workplaces (See list below Page 12).

Try the following:

- Communicate to employees what options may be available to them for working from home.
- Communicate the office leave policies, policies for getting paid, transportation issues, and day care concerns.
- Make sure that your employees know where supplies for hand hygiene are located.
- Monitor public health communications about pandemic flu recommendations and ensure that your employees also have access to that information.
- Work with your employees to designate a person(s), website, bulletin board or other means of communicating important pandemic flu information.



## Steps Every Employer Can Take to Reduce the Risk of Exposure to Pandemic Influenza in Their Workplace

The best strategy to reduce the risk of becoming infected with influenza during a pandemic is to avoid crowded settings and other situations that increase the risk of exposure to someone who may be infected. If it is absolutely necessary to be in a crowded setting, the time spent in a crowd should be as short as possible. Some basic hygiene (see [www.cdc.gov/flu/protect/stopgerms.htm](http://www.cdc.gov/flu/protect/stopgerms.htm)) and social distancing precautions that can be implemented in every workplace include the following:

1. Encourage sick employees to stay at home.
2. Encourage your employees to wash their hands frequently with soap and water or with hand sanitizer if there is no soap or water available. Also, encourage your employees to avoid touching their noses, mouths, and eyes.
3. Encourage your employees to cover their coughs and sneezes with a tissue, or to cough and sneeze into their upper sleeves if tissues are not available. All employees should wash their hands or use a hand sanitizer after they cough, sneeze or blow their noses.
4. Employees should avoid close contact with their coworkers and customers (maintain a separation of at least 6 feet). They should avoid shaking hands and always wash their hands after contact with others. Even if employees wear gloves, they should wash their hands upon removal of the gloves in case their hand(s) became contaminated during the removal process.
5. Provide customers and the public with tissues and trash receptacles, and with a place to wash or disinfect their hands.
6. Keep work surfaces, telephones, computer equipment and other frequently touched surfaces and office equipment clean. Be sure that any cleaner used is safe and will not harm your employees or your office equipment. Use only disinfectants registered by the U.S. Environmental Protection Agency (EPA), and follow all directions and safety precautions indicated on the label.
7. Discourage your employees from using other employees' phones, desks, offices or other work tools and equipment.
8. Minimize situations where groups of people are crowded together, such as in a meeting. Use e-mail, phones and text messages to communicate with each other. When meetings are necessary, avoid close contact by keeping a separation of at least 6 feet, where possible, and assure that there is proper ventilation in the meeting room.
9. Reducing or eliminating unnecessary social interactions can be very effective in controlling the spread of infectious diseases. Reconsider all situations that permit or require employees, customers, and visitors (including family members) to enter the workplace. Workplaces which permit family visitors on site should consider restricting/eliminating that option during an influenza pandemic. Work sites with on-site day care should consider in advance whether these facilities will remain open or will be closed, and the impact of such decisions on employees and the business.
10. Promote healthy lifestyles, including good nutrition, exercise, and smoking cessation. A person's overall health impacts their body's immune system and can affect their ability to fight off, or recover from, an infectious disease.

Source: [https://www.osha.gov/Publications/influenza\\_pandemic.html](https://www.osha.gov/Publications/influenza_pandemic.html)

The following tables and step outline the basic framework for responses to an emerging and full pandemic situation

Pre-Pandemic/Level 1–Educational Services Center, Colleges & District Facilities

Department Objectives	Activities
Take risk reduction steps	<b>Personal Hygiene</b>
	<p>Cover your nose and mouth with a face covering when you cough or sneeze.                      Wash your hands often with soap and water. If you are not near water, use an alcohol-based (60-95%) hand cleaner.                      Avoid close contact with people who are sick.                      Do not to touch your eyes, nose, or mouth.                      Frequently clean shared items such as keyboards, telephones, doorknobs</p>
	<b>Vaccination</b>
	<p>Routine vaccination against seasonal influenza is recommended                      (New strains of flu, such as in a pandemic will take anywhere from 6 to 8 months to develop)</p>
	<b>Social Distancing</b>
	<p>Increasing the distance between individuals and large groups will reduce the risk of disease transmission.                      Cancel events                      Avoid close contact with co-workers and students (6 ft. or more)                      Avoid shaking hands (and always wash hands after contact with others)</p>
	<b>Personal Protective Equipment</b>
	<p>Persons with respiratory infection symptoms use a disposable surgical mask                      For critical personal at risk of contact with contagious people need masks, gloves, goggles and hand sanitizer                      See below for a list of specific steps employers can take to reduce risk of exposure to pandemic influenza:  <a href="http://www.osha.gov/Publications/influenza_pandemic.html">www.osha.gov/Publications/influenza_pandemic.html</a></p>
	<b>Additional Needs</b>
	<p>Inventory of all supplies and equipment identified as essential to ongoing business functions                      Contracts with suppliers should be reviewed and revised to include contingency plans in event of a severe emergency                      Supplies of personal protective equipment, such as gloves and masks provided by Facilities</p>
	<p>Training exercises ensure that faculty, staff and students are aware of the plan, how it is activated and how it is managed                      Additional training scheduled with identified critical and core personnel and their backups</p>
	<p>Post signs at entrances notifying people with coughs to put on masks and use designated entries and waiting areas</p>
	<p>Increase custodial services to all areas</p>

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**

**Level 1 (First) – College Campuses and District Facilities**

Department Objectives	Activities
Services and Staffing of those sites	Analyze the continuation of research projects and the maintenance of research equipment or live research animals
	Restrict campus access as needed
	Augment procedures for safe food handling, preparation and clean up; inform vendors about the status of the college and try to secure extra non-perishable food; begin preparing for the possible closure of some dining facilities/kitchens and movement towards meal delivery
	Communicate emergency and sick leave policies to staff; communicate to employees any expectations about work duties: e.g., which employees should report to work, where to report, self-monitoring for influenza-like symptoms
	Facilitate and expedite emergency supply orders; prepare to implement manual processes for all financial operations in the event that mainframe systems become unavailable.
	Begin preparations for the possible canceling of events

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**

**Level 2 (Intermediate) – District Main Office (Educational Services Center)**

Department Objectives	Activities
<b>Services and Staffing of those sites</b>	<b>EOC DRIVEN TASKS</b>
	Maintain close and frequent communication with LACCD's EOC
	Continue coordination of the pandemic response.
	Maintain contact with LACCD ICC Communications about the status of activities on campus and steps being taken by the College.
	Maintain the technology infrastructure and emergency status data base.
	Support the Communications Office.
	<b>ESC DEPARTMENT LED TASKS</b>
	All department heads will consider the following responses, in addition to the information being disseminated by the Communications Office:
	Follow directives from the ICC about closures and suspension of non-critical activities.
	Keep staff and faculty informed of the current status of the pandemic and college response.
	Communicate emergency and sick leave policies to staff and faculty.
	Communicate to employees any expectations about work duties: e.g., which employees should report to work, where to report, self-monitoring for influenza-like symptoms.
	Monitor staff absence rates (both for influenza-like illness and any other reasons) and communicate this to the EMP. Encourage staff and faculty to use the Emergency Status Data Base.
	Communicate protocols for hand hygiene, cough etiquette and other personal infection control and refer people to the LACCD Comprehensive Pandemic

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**

## Level 2 (Intermediate) – Colleges and Other District Facilities

Department Objectives	Activities
Services and Staffing of those sites	<b>ICC DIRECTOR DRIVEN TASKS</b>
	Maintain the college's Incident Command Center (ICC). The ICC will transition from a physical center to a remotely operated center (via phone contacts, email or other communication modes).
	Maintain close and frequent communication with LACCD's EOC
	Maintain the college's Incident Command Center (ICC). The ICC will transition from a physical center to a remotely operated center (via phone contacts, email or other communication modes).
	Maintain close and frequent communication with LACCD's EOC
	Maintain the college's Incident Command Center (ICC). The ICC will transition from a physical center to a remotely operated center (via phone contacts, email or other communication modes).

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**

## Level 2 (Intermediate) - Colleges

Department Objectives	Activities
Services and Staffing of those sites	<b>ICC-EOC DRIVEN TASKS</b>
	Continue coordination of the pandemic response.

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**

**Level 2 (Intermediate) - Colleges**

Department Objectives	Activities
Services and Staffing of those sites	<b>COMMUNICATION DRIVEN TASKS</b>
	Maintain contact with LACCD EOC Communications about the status of activities on campus and steps being taken by the College.

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**

**Level 2 (Intermediate) - Colleges**

Department Objectives	Activities
Services and Staffing of those sites	<b>INFO TECH DRIVEN TASKS</b>
	Maintain the technology infrastructure and emergency status data base.
	Support the Communications Office.

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**

## Level 2 (Intermediate) - Colleges

Department Objectives	Activities
Services and Staffing of those sites	<b>COLLEGE DEPARTMENT LED TASKS</b>
	All department heads will consider the following responses, in addition to the information being disseminated by the Communications Office:
	Follow directives from the ICC about closures and suspension of non-critical activities.
	Keep staff and faculty informed of the current status of the pandemic and college response.
	Communicate emergency and sick leave policies to staff and faculty.
	Communicate to employees any expectations about work duties: e.g., which employees should report to work, where to report, self-monitoring for influenza-like symptoms.
	Monitor staff absence rates (both for influenza-like illness and any other reasons) and communicate this to the EMP. Encourage staff and faculty to use the Emergency Status Data Base.
	Communicate protocols for hand hygiene, cough etiquette and other personal infection control and refer people to the LACCD Comprehensive Pandemic

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**

## Level 2 (Intermediate) - Colleges

Department Objectives	Activities
Services and Staffing of those sites	<b>STUDENT SERVICES LED TASKS</b>
	Working with the ICC, the Health Center and Food Services to provide services to students
	Address student and family issues pertaining to all aspects of student activities.

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**

## Level 2 (Intermediate) - Colleges

Department Objectives	Activities
Services and Staffing of those sites	<b>STUDENT HEALTH CENTER LED TASKS</b>
	Maintaining contact with county and state health departments and relay appropriate information to the ICC.
	Discontinuing routine care. Patients will be triaged for evaluation and treatment of influenza-like illness to other health care facilities.
	Clearly communicating limits of care/services and appropriate access to Health Service through the website, signage, and other designated methods of communication.
	Using personal protective equipment for healthcare workers.
	Monitoring healthcare staff at least daily for signs of infection.
	Maintaining contact with county and state health departments and relay appropriate information to the ICC.
	Discontinuing routine care. Patients will be triaged for evaluation and treatment of influenza-like illness to other health care facilities.

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**

## Level 2 (Intermediate) - Colleges

Department Objectives	Activities
Services and Staffing of those sites	<b>FOOD SERVICES LED TASKS</b>
	Suspending dine-in services; limit services to carry-out or delivery meals.
	Working with Sheriff to secure all dining and kitchen facilities.
	Inventory food that will expire over a period of 30/90/120/180 days
	Providing staff with Personal Protective Equipment.
	Maintaining strict food handling protocol.

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**



**Level 2 (Intermediate) - Colleges**

Department Objectives	Activities
Services and Staffing of those sites	<b>MAINTENANCE &amp; OPERATIONS LED TASKS</b>
	Continue critical services and custodial care in open buildings.
	Working with Sheriff to close/protect and secure all buildings.
	Providing personal protective equipment to critical personnel.
	Implementing appropriate infection control measures, particularly in student care areas and vehicles.
	Distribute Personal Protective Equipment (PPE) to staff on campus.

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**

**Level 2 (Intermediate) - Colleges**

Department Objectives	Activities
Services and Staffing of those sites	<b>VICE PRESIDENT ACADEMIC AFFAIRS DRIVEN TASKS</b>
	Plan to redirect courses to online and Distance Education

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**

**Level 2 (Intermediate) - Colleges**

Department Objectives	Activities
Services and Staffing of those sites	<b>CAMPUS SHERIFF DRIVEN TASKS</b>
	Using personal protective equipment for all staff.
	Secure the campus as directed by the ICC.

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**

**Level 2 (Intermediate) - Colleges**

Department Objectives	Activities
Services and Staffing of those sites	<b>BUSINESS OFFICE LED TASKS</b>
	Implementing emergency payroll processing.
	Continuing notification to vendors about suspended services and payments of outstanding bills.
	Continuing the funding and procurements for emergency supplies and services.

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**

### Level 3 (Peak) – Educational Services Center

Department Objectives	Activities
	<b>EOC DRIVEN TASKS</b>
	Maintaining the LACCD Emergency Operations Center (EOC) for continued coordination of pandemic response. The EOC will function as a remotely operated center.
	Maintaining close and frequent communication with ICC and all other emergency response or appropriate government entities.
	Direct the Sheriff to close all access to Educational Services Center and campuses except those essential personnel essential personnel list and work blocks should be sent to the Sheriff's office.
	The Educational Services Center will transition to online for all activities.
	Maintaining the LACCD Emergency Operations Center (EOC) for continued coordination of pandemic response. The EOC will function as a remotely operated center.

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

**STATUS:**

### Level 3 (Peak) – Colleges

Department Objectives	Activities
	<b>ICC DIRECTOR DRIVEN TASKS</b>
	Maintaining the college's Incident Command Center (ICC) for continued coordination of pandemic response. The ICC will function as a remotely operated center.
	Maintaining close and frequent communication with LACCD EOC and all other emergency response or appropriate government entities.
	Direct the Sheriff to close all access to campus except those essential personnel essential personnel list and work blocks should be sent to the Sheriff's office.
	The college will transition to online campus management for all activities.
	Maintaining the college's Incident Command Center (ICC) for continued coordination of pandemic response. The ICC will function as a remotely operated center.

**PERSON RESPONSIBLE:**

**RESOURCES NEEDED:**

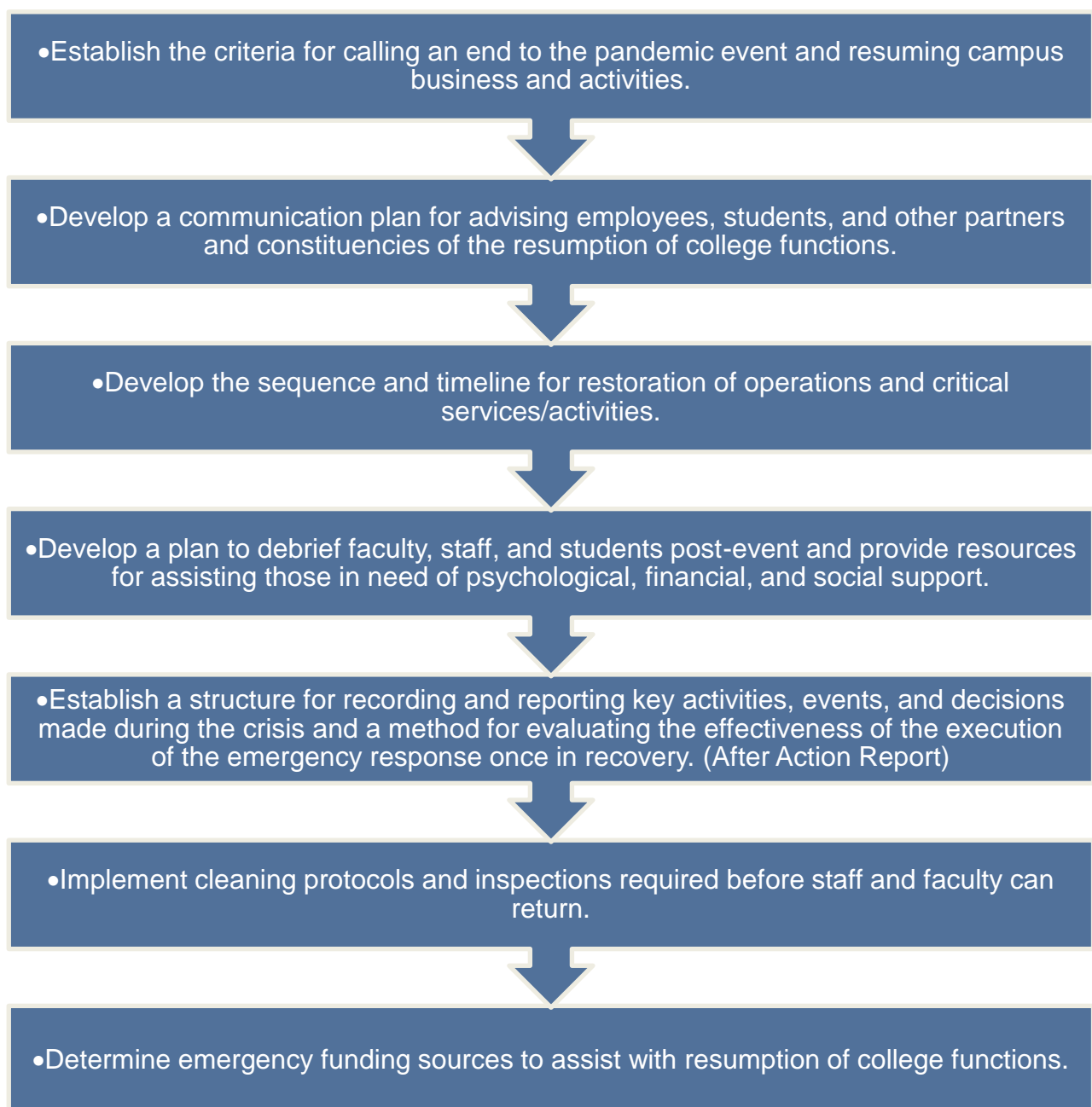
**STATUS:**

# RECOVERY

## Overview

Recovery planning actually begins as part of the long-range planning response during an actual emergency so that it can be carried out as soon as possible throughout the response phase of an emergency/disaster. With a pandemic, recovery efforts may be thwarted by an unknown duration of the actual event, an resurgence of the pandemic and other unknown factors such as the number of faculty, staff and students affected.

Components of the recovery plan are:



## **Establishing Criteria and Processes for Business Resumption**

Based on information as developed by the Emergency Operations Center (EOC) and ongoing reviews of the international/national/state/local situation, the EOC will designate a partial, incremental or total return to normal operations. Any such decisions would be communicated to and coordinated with each ICC.

## **Analysis and After Actions Reports**

Once a complete return to operations is accomplished, the EOC, with the ICC liaisons, will convene a debriefing, to discuss the response, recovery and any changes necessary to this plan