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| **Exercise Situation Manual** | |
| **Campus/Department:** |  |
| **Exercise Type:** | Tabletop- |
| **Scenario:** | Pandemic/Influenza |
| **Date of Exercise:** |  |
| **Time of Exercise:** |  |
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**Purpose:**

The purpose of this exercise is to provide participants with an opportunity to evaluate current response concepts, plans, and capabilities in the event of an influenza outbreak campus/department. The epidemic could cause a significant reduction in your workforce as the illness spreads and may require activation of the university’s emergency plans or continuity of operations plans. The exercise will focus on campus/department command and control coordination, critical decision making, notifications, and procedures necessary to continue providing essential services with a significant reduction to their workforce.

**Scope:**

This exercise emphasizes the role of campus/department leadership in response to a widespread temporary reduction of manpower caused by a large scale outbreak of influenza in your region. The total reduction in the workforce will initially not be known and the duration of the event will be for an unknown period of time, requiring an activation of COOP processes.

**Objectives:**

1. Review the plans of the campus/departments for preparing for possible health emergencies.
2. Evaluate the activation process of emergency/COOP plans.
3. Assess the communication to staff, students, customers, and the general campus community.
4. Assess the prescribed Chain of Command and Line of Succession protocols.
5. Identify the critical/essential functions of the affected campus/departments.
6. Review the reconstitution process.

**Participants:**

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| **Players** | **Facilitator(s)** | **Evaluators and Observers** |
| Names and positions | Names and titles | Names and titles |

**Exercise Guidelines:**

* This manual can and should be modified to reflect your specific organization and situation.
* Not all of the questions listed need to be used. Chose only the questions that best suit your needs.
* Phase 1a is focused primarily on health agency concerns but can be addressed by all campus departments.
* This is an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, can be expected.
* Decisions are not policy setting and may not reflect final positions on a given issue. This is an opportunity to discuss and present multiple options and problem solving solutions.
* Encourage everyone to participate.

**Assumptions (the following apply during the exercise):**

* The scenario is plausible and participants will use the events as presented.
* There are no trick questions.
* All participants receive information at the same time, all injects are given to all participants, and the information should be used immediately as decisions may change.

**Phase 1a** (for health agencies only)**:**

It is \_(date)\_. For the past month, reports from Asia are indicating an atypical outbreak of a severe respiratory illness that had not been identified. Initial results have confirmed that this illness is a new form of influenza. The World Health Organization (WHO) has alerted other countries to watch for a possible new strain of influenza. Additional outbreaks in different countries prompt the WHO to declare this new flu as a Pandemic Alert level 5. At this point in time, there are no known cases of the illness in the U.S. however the US Food and Drug Administration and CDC begin work on producing a vaccine. The CDC updates state and local health departments on the situation and advises them to step up surveillance efforts.

* What plans and procedures (if any) would your department/campus be implementing at this time?
* What other agencies would you be coordinating with from this information?
* Who is responsible for activating, maintaining, and reporting surveillance efforts?
* What actions should be taken to engage partners in stepped-up surveillance efforts?
* How will the local public health agency coordinate surveillance and reporting with partners?
* What expectations do healthcare providers have for public health agencies?
* What is the role of hospitals and laboratories during stepped up surveillance efforts?

**Phase 1:**

It is \_\_\_(date + 2 weeks)\_\_\_\_\_\_ . The CDC has reported that there are localized outbreaks of influenza confirmed in \_\_\_(your area)\_\_\_\_. Division heads and managers are reporting roughly 10 % of your employees (faculty and staff) are reporting ill and another 20% will be caring for sick family members and not coming to work this day. The head of your department has been out sick since \_\_\_\_(date)\_\_\_.

* How do you expect to be informed of this development?
* Who is in charge and what steps (if any) need to be taken when aware of this situation?
* What type of response structure will you have in addressing this problem?
* What is the notification process to implement the decisions to staff and students and what is the message?
* What actions or organizations do you feel you would need to respond to this outbreak?
* How would public health staff confirm whether patients were sick with the pandemic flu strain?
* What infection–control strategies might be useful/necessary at this point? How would they be enforced?
* What operations have to be continually maintained and running with no interruption and what is the minimal amount of people needed to accomplish these tasks? Who/How would those positions be determined?
* Who/How would those positions be determined. How will you keep abreast of the situation?

**Phase 2:**

It is now \_\_\_\_(date + 4 weeks)\_\_\_\_\_. WHO has confirmed a global Influenza pandemic. The outbreak spreads throughout the region with some counties citing early estimates of around 20% falling ill and a possible 3% fatality rate. Hospitals and outpatient clinics have reached capacity. Expected absenteeism at your campus/department is around 40% for both students and employees who are either sick or caring for a sick person. Medical and health professionals are becoming short staffed and protective equipment (gloves, masks) are starting to be in limited supplies. From the executive group, now the \_\_\_(selected list of department heads)\_\_\_\_\_\_\_\_\_ are also out of the office with the flu.

* Does this new information affect decisions made up to this point? Do any additional plans or procedures need to be implemented?
* Does your notification process to staff, students, customers, and the general campus population need to be continued and/or revised? What is the message?
* What services may be affected? Are they completely lost, or just reduced?
* What is your plan in relation to classes? Office functions? Extracurricular Activities, Facilities?

**Phase 3:**

It is \_\_\_\_(date + 1.5 month)\_\_\_\_\_\_. The CDC has developed a vaccine and it has been distributed through the region. Staff and student absenteeism is expected to be around 10% for next two weeks and then back to normal rates as the outbreak subsides. The Deparment head and \_\_\_(other staff as determined)\_ have returned to work.

* What are your decisions/actions based on this new information?
* Are there any new or supplemental plans or procedures needed now?
* What services must be continued during this time?
* How will all department personnel be provided with information updates during the next two weeks?
* What issues need to be addressed as students and staff return to work?
* What actions can you take to minimize the chance of future outbreaks?