

Name: Saint Mary's University Pandemic Policy and Plan
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15 Roles and Responsibilities

151 Executive Management Group (EMG)

The Executive Management Group will be responsible for the policy, strategy and priorities of this Plan. The Executive Management Group provides guidance and support to the Emergency Management Team and the Emergency Operations Center (EOC), including setting priorities and direction for campus preparation, response and recovery activities. The EMG is comprised of the following members:

- x President
- x Vice President, Finance and Administration
- x Vice President, Academic and Research

Any member of the EMG can activate the EMG and/or the Emergency Management Team during a pandemic. The EMG assesses the situation based on information from the Emergency Management Team. The President or delegate is empowered to declare a University Emergency and cancel classes or suspend all or parts of the university operations on a complete or phased basis when:

- a) Absenteeism of faculty, staff, and students severely affects the ability of the University to stay open.
- b) The University operations critical services cannot be provided.
- c) External government agencies such as the NS Department of Health and Wellness provide the University with an order to close or reduce operations.
- d) It is in the best interest of the University to ensure social distancing by minimizing public meetings and sporting events.
- e)

activated by the chair of the team. Housed in a designated Emergency Operations Centre (EOC), the primary functions of the EMT are:

- x to seek policy decisions and direction from the Executive Management Group, as required;
- x to receive, prioritize, route and disseminate information;
- x to provide recommendations on the cancellation of classes or the closure of part or all of the university operations
- x to provide resources needed by the University community;
- x to coordinate and provide support to field activities;
- x to coordinate support for emergency responders; and
- x

154 **Emergency Management Working Group**

The Emergency Working Group will facilitate drafting the Emergency Management Plan.

Team Member	Team Member
Senior Director, Facilities Management (Chair)	Manager, University Security
Associate Registrar, Systems and Records	Communications Manager
Human Resources Officer , OH&S and Wellness	Manager, Maintenance and Operations
Senior Director, ITSS	Project Analyst, Financial Services
Assistant Director, Student Services	Director of Housing and Conference Services

155 **Vice President, Finance and Administration**

The Vice President, Finance and Administration has operational responsibility of emergency management at Saint Mary University to:

- x Chair the Emergency Management Team
- x Determine the membership of the Emergency Management Working Group
- x Create, implement, review, and maintain the Emergency Management Policy and Plan
- x Define the departmental procedures requirements
- x Report to the President
- x Provide a recommendation to the President from the Emergency Management Team to cancel classes or close all or parts of the university operations.
- x Determine the need to contact outside agencies

156 **President**

The President has responsibility to:

- x Cancel classes or close all or parts of the university operations, upon recommendation of the Emergency Management Team.
- x

157 Departments

Departments are responsible to develop and maintain local procedures to augment the University procedures. The departmental procedures form an integral part of the University procedures.

- x The duration of each pandemic influenza wave is likely to be six to eight weeks.
- x In a pandemic situation, potential exists for all to be infected, including the emergency response organization and senior University decision-makers
- x A potential for between three and thirty-five related deaths of Saint Mary's community members based on mortality rates of one in 522 to one in 2870. Saint Mary's mortality rate could be higher if the University is one of the "clusters" hit hardest.
- x The University has specific vulnerable populations that may be at higher

164 Response

- x Measures to prevent exposure as long as possible should be planned for the University's emergency management and response personnel. In order to prevent all response personnel from becoming sick at the same time, exposure should be minimized for as long as possible through the use of personal protective equipment (PPE). This will allow key responders and decision-makers to remain operative until a percentage of sick personnel have survived the ordeal, built immunity, and are able to return to assist in response efforts.
- x Some of the University community who may not be prepared and this will result in the University facing greater taxation of its resources to respond to the pandemic. Preparedness education for the pandemic will need to be at the grassroots level, with responsibility residing with the individual (student, employee) and family. Individuals must be responsible for their own preparedness. This applies to food, fluids, shelter, care and medication, for employees and students who are physically reliant on medications
- x Students in residence, essential service employees, and members of the

- x In a severe pandemic situation, processes and actions in Saint Mary's Pandemic Plan may be taken out of Saint Mary's University direct control by outside Agencies, such as the Nova Scotia Department of Health and Wellness.
- x The University should not rely on upper levels of government to provide policy direction before or during a pandemic nor should it assume that assistance will be provided during a pandemic, given the wide-scale demands and limitation of resources. The University should plan to make its own decisions on policy and guidelines (e.g., closure or scale-back criteria) and should form relationships formed through collaborative planning and personal/professional networks that might provide assistance during an emergency outbreak.
- x Some employees will be unable to make themselves available to work because of their priority of personal safety, their need to care for family members or others, and a fear of contracting the disease. Employees faced with conflicting obligations between home and the workplace will gravitate to the care and safety of immediate family members. The University needs to encourage employees to address issues of childcare, family communications and transportation prior to the emergence of a pandemic.
- x University neighbors or students living off campus may seek support or assistance from the University during a time of crisis and, as a guideline, the University should respond "as resources are available".
- x The University should not rely on the provincial health care system to provide arrangements for caring for sick students in residence (who are unable to go home). The pandemic will create surge demand at hospitals and extend to their limits all physicians, nurses and public health workers.
- x

22 Pandemic Structure and Staffing

Saint Mary's University has adopted the Incident Management System (IMS) in principle for command, control and coordination of incident response. IMS is widely accepted by response agencies across North America and is the standard organizational structure and management system used to align both private sector and government response organizations. Saint Mary's University IMS includes four basic components: administration, operations, logistics, and finance operating out of a dedicated Emergency Operations Centre (EOC). The basic functions are directed by the Emergency Management Team (EMT), which is fully detailed in the Saint Mary's University Emergency Management Policy and Plan.

The following is a brief description of the roles and responsibilities of the University Incident Management System (IMS) organizational structure, Emergency Operations Centre functional groups, and the affiliated staffing positions.

23 Emergency-Duties

23.1 Emergency Management Team-Emergency Duties

The Emergency Management Team will meet in the Emergency Operations

- x Keep the public informed of significant developments occurring during the pandemic, as frequently as reasonable.
- x Establish communication requirements and methods.
- x Arrange for media facilities.
- x

Senior Director, Student Services

- x Facilitate alternate arrangements for University residents:
 - o Food and drinks
 - o Lodging
 - o Clothing
 - o Registration and inquiry services
 - o Counselling

x

	Mild Outbreak	Severe Outbreak
	Residence Pandemic Flu Response Protocol	Residence Pandemic Flu Response Protocol
	17. Implement strategy for food service delivery.	17. Implement strategy for food service delivery.
Aramark Pandemic Preparedness-Phase 1	Aramark Pandemic Preparedness-Phase 2	Aramark Pandemic Preparedness Phase 2
18. Develop system(s) for monitoring attendance of (a) students, at scheduled classes and examinations; (b) of faculty, at scheduled classes and examinations; (c) of non-academic staff in their workplaces and for collating this information for plan implementation and institutional decision-making purposes.	18. Initiate attendance monitoring for students, faculty and staff to identify local outbreak patterns.	18. Continue to track attendance of students, faculty and staff and report daily to the Emergency Management Team.
Business Continuity Plan -	Business Continuity Plan -	Business Continuity Plan -

19. Develop strategy and procedures for communicating with, reaching and supporting Saint Mary's University students who are studying abroad in Pandemic infected areas as well as faculty and staff who may be in these international locations.

19. Implement a plan for students studying abroad in affected areas and contact faculty members in affected international locations.

19. Enact plan for the return of students studying abroad in affected areas and contact f,6 389.76 381.96 T.48 re

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