



October 5, 2009

Dear Members of the Voorhees College Family and Collegiate Community:

Voorhees College, along with other colleges and universities across the country, is putting together contingency plans in the event that a pandemic influenza crisis occurs. A pandemic flu is highly infectious and widespread, resulting from a mutated influenza virus for which there is no current human immunity. Scientists believe that pandemic flu is likely to occur in the future and that a mutant form of avian flu could cause it. Planning efforts to address this situation are important, even if this scenario never happens.

Voorhees College is actively taking steps to prepare for the possibility of a flu pandemic. As we update our emergency preparedness plans, you will be receiving requests for information, as well as informational literature for your own planning. Please make every effort to respond to these requests and to read the informational literature and take appropriate preparedness steps for yourself and your family.

What is the difference between Seasonal Flu and novel H1N1Flu (Swine Flu)?

Seasonal influenza (or common flu) is a contagious respiratory illness caused by influenza viruses that can be transmitted person to person. Seasonal flu occurs every year and can cause mild to severe illness in people. Some people have a natural immunity but the best protection against seasonal flu is vaccination and hand washing.

Swine influenza (H1N1 or swine flu) is caused by influenza viruses that occur naturally among pigs. Swine flu viruses cause high levels of illness and low death rates in pigs. The novel H1N1 flu spreads the same way that regular seasonal flu viruses spread, mainly through the coughs and sneezes of people who are sick with the flu. It can also spread when a person touches an object or surface that harbors flu germs, then touches their eyes, nose, or mouth. Swine influenza viruses are not transmitted by food. You can not get swine influenza from eating pork or pork products.

Novel H1N1 flu (swine flu) first surfaced in April 2009. Since then, it has spread throughout the U.S. and around the world. Here in South Carolina, nearly every county has reported at least one case of the new strain of flu.

In the majority of reported cases, the severity of the illness has been mild. However, there have also been deaths from novel H1N1 flu in South Carolina, particularly among high risk groups.

Vaccines

Drug makers have now developed a vaccine for novel H1N1 flu. The first few shipments are expected in South Carolina in early to mid October. We will publish more information on when and where you can get the vaccine as details become available.

With early shipments of the new vaccine, we hope to reach those people who are most likely to get infected with this particular virus:

- Health care and emergency medical services personnel with direct patient contact;
- All children 6 months of age and older and all young adults up to 24 years of age;
- Pregnant women;
- Adults 25 through 64 years of age who have health conditions associated with higher risk of medical complications from flu; and
- People who live with or care for children younger than 6 months of age.

The novel H1N1 flu vaccines will be offered in two forms — as a live virus nasal-spray and as an injection. Some people should not take the nasal spray version. Talk to your healthcare provider about the type of vaccine you need.

Remember — the novel H1N1 vaccine will not protect you against seasonal flu, only novel H1N1 flu. You will need to get a separate seasonal flu vaccine. Seasonal flu vaccines are widely available in South Carolina.

What's the difference between a pandemic and a seasonal outbreak of flu?

A pandemic is caused by a new influenza A virus that most people have never been exposed to, so everyone at Voorhees College is susceptible. Pandemic strains also often cause more serious disease. Because of this, past flu pandemics have led to high levels of illness, death, social disruption and economic loss. Pandemic influenza is a global outbreak of disease that occurs when a new 'influenza A' virus appears or emerges in the human population, causes serious illness in people, and then spreads easily from person to person worldwide.

Influenza pandemics occurred in 1918, 1957 and 1968. The next influenza pandemic will occur when a new strain of influenza virus emerges that is easily transmitted from person to person. Seasonal outbreaks of flu are caused by strains of flu virus similar to those of past years. Some people may have built up immunity, and there is also a vaccine for each year's flu season.

Flu pandemics are different from many of the threats for which public health and the health care system are currently planning:

- The pandemic will last much longer than most other emergency events and may include waves of flu activity separated by months (in 20th century pandemics, a second wave of flu activity occurred three to 12 months after the first wave).
- The numbers of health care workers and first responders available to work can be expected to be reduced as they will be at high risk through exposure in the community and in health care settings, and some may have to miss work to care for ill family members.
- Resources in many locations could be limited because of how widespread a flu pandemic would be.
- Ten things you need to know about pandemic influenza

Will the seasonal flu shot protect me against pandemic influenza?

No, it won't protect you against pandemic influenza. But flu shots can help you to stay healthy. Get a flu shot to help protect yourself from seasonal flu. Make sure that your family immunizations are up-to-date.

What should you be doing? Protect yourself against the spread of the flu and other germs and viruses:

- Cover your nose and mouth with a tissue when coughing or sneezing, or cough into your elbow.
- Wash hands thoroughly and often.
- Avoid touching eyes, nose or mouth.
- Stay home when you are sick.
- Visit www.cdc.gov/germstopper/ for more information.
- Prepare yourself and your family with planning tools - [Individual and Family Pandemic Planning](#).

If you have any questions or require additional information, please contact me at (803) 780-1269 or e-mail: pcarter@voorhees.edu.

Sincerely,

F. Perna Carter

F. Perna Carter, Ph.D.

Vice President for Student Affairs



Pandemic Planning Efforts

Currently there is worldwide attention to the possibility of a pandemic. Planning is ongoing at the federal, state and local public health level. Voorhees College is following the recommendations and guidelines for colleges and universities provided by the U.S. Department of Health and Human Services and the Centers for Disease Control. These include planning and coordination, continuity of student learning and operations, infection control policies and procedures and communications planning.

It is assumed that the academic environment of campus classrooms could not be maintained in the face of this epidemic without putting students, staff and others at risk of infection and possibly worse. Social distancing, minimizing public assemblies along with proper cough/sneeze etiquette, increased hand washing and other actions, are recommended by the National Health Plan, in order to slow, the spread of the virus.

Voorhees College's plan is consistent with the Guidelines for College and Universities found within the National Strategy for Pandemic Influenza. We are developing a plan to address the possibility of the most severe health situation that could affect the campus community—that of a highly infectious and fatal virus.

Key departments are creating pandemic plans to address specific responses for their areas of responsibility. They include, but are not limited to, Academic Affairs, Communications, Physical Plant, Campus Security, Human Resources, Student Affairs, and Housing and Residential Life.

Should a worldwide epidemic occur, the College will have to address the safety and needs of its students and the college community. The purpose of this policy is to provide a framework and a checklist of responses for those areas identified as being most critical in effectively addressing a crisis of this nature.

As evidenced by the recommendations of the World Health Organization, the U.S. Department of Health and Human Services and the State of South Carolina's Department of Health and Environmental Control (DHEC) a worldwide outbreak of a severe influenza pandemic is inevitable. Recent studies predict a 40% mortality rate, with the highest mortality in younger healthy populations. A moderate pandemic could result in more than 800,000 hospitalizations and 200,000 deaths. A severe pandemic could result in 10 times as many hospitalizations and deaths.

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flu. In the majority of reported cases, the severity of the illness has been mild. However, there have also been deaths from novel H1N1 flu in South Carolina, particularly among high risk groups.

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Monitoring Outbreaks

DHEC is monitoring:

- Local outbreaks or clusters of novel H1N1 flu;
- Hospitalizations due to novel H1N1 flu;
- Deaths due to novel H1N1 flu; and
- Changes in the severity of the virus.

Each week DHEC updates their novel H1N1 and seasonal flu [surveillance information](#) with the previous week's confirmed flu cases.

Campus offices are expected to assume various roles, in an effort to provide a coordinated response to an emergency. The President can declare a state of College emergency, when he deems it necessary, to place into immediate effect emergency procedures and/or to *close all or part of the College*. The major concerns at this time most likely will be the effective evacuation and securing of the College infrastructure. This would include everyone, with the exception of the most essential personnel, and involve the closing of all academic buildings, residents' halls and activation of the business continuity plan. Academic issues including classes and on-line courses will be addressed by the Executive Vice President/Academic Dean or his designee. The President, Executive Vice President/Academic Dean, or designees shall declare an end to the state of emergency when appropriate.

Our plan includes suspension of academic programs and closure of our campus for some number of weeks or months until the rate of transmission of the virus subsides. While the suspension of all classes and the closing of all residence halls will be potentially very disruptive for students, faculty and staff, the Pandemic Influenza Plan must make provisions to protect members of the campus community.

During an influenza pandemic, the aim will be to encourage people to carry on as normal, as far as possible, if they are well, while taking additional precautions to protect themselves from infection and to lessen the risk of spread to others.

The main objectives of the response to an influenza pandemic will be to:

- Limit illness and death arising from exposure and infection.
- Provide information on treatment and care for those who become ill.
- Minimize disruption to essential services.
- Maintain educational continuity as far as possible.
- Reduce as far as possible disruption to classes/college functions.

As the College implements social distancing measures and requires many students to vacate from residences, the College will need to maintain basic systems and functions to support continued health care operations, minimal student housing, and other essential services and business activities.

When classes are postponed or canceled, most campus academic, administrative, and support operations may be substantially reduced or discontinued. Nominal facilities and utilities support will be supplied to many non-critical buildings, and routine, normal daily housekeeping and non-critical maintenance activities will be curtailed until the re-opening of campus operations has been announced.

The following steps will be taken when a Pandemic/outbreak occurs in accordance with DHEC which follows the World Health Organization criteria:

Tracking a pandemic is truly a global effort. As the leading international agency for health, the World Health Organization (WHO) designates the global pandemic phase as outlined below. Each phase represents a distinct feature of a pandemic's evolution, providing a basic guide for the preparedness, response and recovery activities that must occur. It is important to note that a pandemic may not follow these discrete predictions, and that each outbreak is unique. It is also important to recognize the cyclical nature of pandemics, as past pandemics are characterized by recurring waves. With those considerations, the following outline provides a helpful guide to the lifespan of a pandemic.

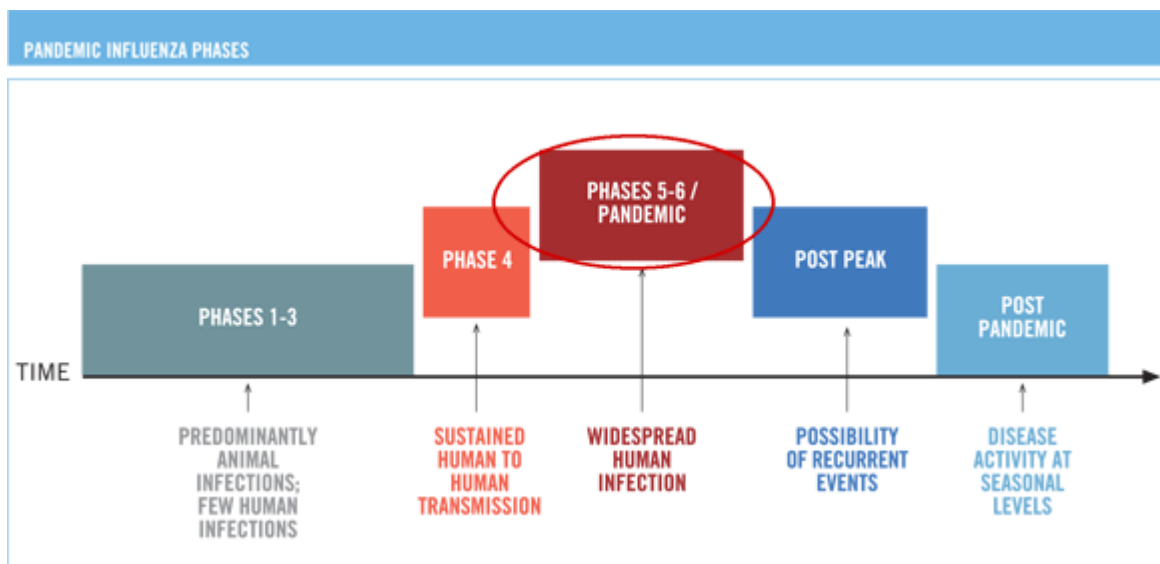


Figure credit: World Health Organization

The operational priorities of each pandemic phase in relation to the four traditional phases of emergency management:

1. *Preparedness* - Interpandemic (WHO Phases 1 and 2)
2. *Response* - Pandemic Alert (WHO Phases 3, 4 and 5)
Pandemic (WHO Phase 6)
3. *Recovery* - Pandemic is over and Interpandemic (WHO Post-Peak & Post-Pandemic Periods)

4. Mitigation - Interpandemic (primarily) (WHO Phases 1 and 2)

The criteria or events that will trigger Voorhees College moving to a Pandemic Response Plan include:

- *The World Health Organization declaration of Phase 6 in the pandemic period, reflecting an increased and sustained transmission in the general U.S. population;*
- *Confirmation of a high rate of infectivity, morbidity (rate of infection) and/or mortality (death rate);*
- *Rate/speed of disease spreading;*
- *Local public health recommendation to curtail/cancel public activities in county or state;*
- *Falling class attendance and students leaving campus;*
- *Rising employee absenteeism;*
- *Other regional schools and school systems closing; and*
- *Transportation systems closing or curtailing interstate travel and cases in the local.*

Voorhees College's Pandemic Response Plan:

- **Step 1:** *When there are verified cases in Asia and North America with one or more other triggering events – Social distancing measures will be adopted; steps will be taken to eliminate large gatherings, including the cancellation of classes and all other scheduled activities. The administrative staff will begin to implement emergency response procedures. Administrative departments, student service units and all academic programs will begin preparation for shutting down the campus in the event of increased outbreak.*
- **Step 2:** *Within 1-5 days of declaring Phase 6 and depending on national and local conditions –all residences will close; thereafter, as soon as practical, most administrative offices and academic buildings will close. Dining operations will be reduced to support only an emergency infirmary. All administrative and academic support units will be shut down until the campus reopens.*
- **Step 3:** *As soon as practical following Step 2 – Campus closed. An emergency condition has been declared by DHEC and the campus has been evacuated. All facilities have closed except skeletal services for the infirmary, and temporary emergency shelter housing for students with extreme hardships, and essential campus operations. Access to campus has been sealed off for vehicles and pedestrians (except for essential employees for tasks related to securing and maintaining the campus and its facilities), and closure is sustained. All service contracts and construction projects will be suspended.*

Specific of what will the College do in the event of a pandemic and the declaration of Phase 6 condition:

Should an outbreak occur, the College will begin to activate its emergency response plan. The following actions will occur:

- Collaborate with Human Resources and Student Affairs for in-state, out-of-state, and international faculty and students return home safely before local, regional, national and international travel restrictions begin.
- Maintain, within reason, a reduced level of pertinent campus operations through remote or online interaction.
- Collaborate with Human Resources to ensure wages and other payments are distributed through direct deposit or other electronic means.
- Collaborate with Information Technology and Communications Departments to ensure communication contingencies are in place should phone or internet access become overloaded as a result of increased activity.

Once the pandemic has been controlled, the College will begin a recovery process in the following manner:

Once the pandemic is under control – Campus poised to reopen. Once the danger of the pandemic has passed, the campus will reopen for business. Re-opening procedures and timetable will be communicated via e-mail, web, and media. Student return policy and procedures will be announced via e-mail and Web. As services return to normal, accommodations for concerns that arose as part of the period of closure will be addressed.

Areas of Institutional Response

If a case of novel H1N1 virus (Swine Flu) is identified and a pandemic crisis has been called for the town of Denmark, the country of Bamberg, or the State of South Carolina, the Voorhees College Pandemic Emergency Response Team (PERT) will be activated. The PERT consists of:

1. President (Chair)
2. Executive Assistant to the President
3. Executive Vice President/Academic Dean
4. Vice President for Student Affairs
5. Vice President for Institutional Advancement
6. Vice President for Fiscal and Administrative Affairs
7. Chief of Campus Security
8. Director of Physical Plant
9. Director of Housing and Residence Life
10. Chief Technology Officer
11. Director of Communications
12. Director of Human Resources
13. Campus Nurse/Health Services
14. ABL, Food Services Manager
15. Student Government Association President

Concept of Operation

When a situation on the main campus or off-campus sites occurs that endangers the lives of the students or staff, the Campus PERT will be required to respond. If such should occur and the severity of the situation dictates a State of Emergency, then and only then shall it be proclaimed. The President holds that authorization. The Chief of Campus Security will act as the “Emergency Response Team Coordinator”(ERTC). He will implement this plan. The location of the ERTC may or may not be stationary. However, he/she will designate a location for a Command Post/Staging Area. All resources (equipment, personnel, etc.) will be assembled here.

Note: Only the personnel who have been assigned special responsibilities identified by this plan are to assemble here.

The Chief, after communicating with the President, will notify these resources.

Communications/Information Technology—Communication will be maintained via the use of the web, e-mail, telephone, and the media, depending upon the continued availability of each of these options. Coordination of this area of response will be handled by Director of Communications and the Chief Technology Officer. Communication will be needed for various audiences at different stages of the pandemic.

Specific plans for communication are outlined in the Crisis Communications Plan

- ◆□Web— An Emergency Preparedness website, linked to the College's front page, will be developed and used for broadcast information of a general nature, including general campus status information, and specific H1N1 Flu information. As needed, the College webpage will include links to other useful information. Updating can be done either on or off campus as conditions dictate.
- ◆□E-mail—Existing mechanisms are in place for authorizing and sending mass e-mail to the campus community. As the situation develops, e-mail services for general use will be supported with essential staff and will include all faculty, staff, and student accounts as well as listserv services.
- ◆□Telephone—College land line telephones will be supported with essential staff and will include all current telephone lines. These telephones can be used to disseminate critical information to the campus via recorded voice mail messages. Cell phones may also be used for direct communication with critical employees as needed, depending upon continued service by such service providers.
- ◆□Media—Critical messages may also be disseminated by Communications staff via newspaper advertising, commercial and public radio broadcast messages.

Academic Programs—Continuity of instruction and research will be coordinated by the Executive Vice President/ Academic Dean. These efforts will be directed by the Executive Vice President/ Academic Dean. If and when the College closes for an extended time period due to the novel H1N1 Flu, consideration will be given to the timing and duration of the closure. The goal, if at all possible, would be to recuperate the fall or spring academic semester. Alternate forms of instruction and contact (e.g., WebCT, Blackboard, electronic assignments, conference calls, etc.) will be pursued where feasible. During the closure period, access to the campus will be severely restricted for safety reasons and due to the absence of fully operational support systems.

Health Services—The Nurse/Director of Health Services, in conjunction with county and state health authorities, is responsible for coordinating all health care during a disease outbreak. The campus nurse, will provide leadership to those efforts. As needed, Residential Facilities will provide beds for an infirmary. The part-time consultants who provide counseling services to the campus, in conjunction with state mental health authorities following Red Cross approved disaster preparedness training, will suspend traditional counseling/psychotherapy and institute crisis intervention procedures (psychological first-aid) for campus victims of emotional trauma or post traumatic stress.

Housing and Residential Life—Student housing will be maintained as long as classes are in session. Once classes are canceled, steps will be taken to close all College-owned residences. Temporary emergency shelter will be provided for a limited number of students who have difficulty leaving the campus (e.g., international students from countries impacted by the pandemic). The Director of Housing and Residential Life will coordinate. As long as residence halls are open, food service functions will be maintained, although modified. Dining Services will provide food service for staff and students in an infirmary facility. The Director of Fiscal and Administrative Services and the Director of ABL Dining Services, will coordinate.

Fiscal and Administrative Services—Policies and procedures related to staff functions will be coordinated by the Office of Human Resources. The Director of Human Resources, will coordinate. The Director of Physical Plant services will oversee facilities management issues and facility maintenance. The Business Office

is responsible for providing financial services. This includes processing and issuing employee pay checks, paying bills, and ensuring funds can be procured for any necessary outside vendors.

Transportation and Controlled Access—Campus police and the Transportation Coordinator will coordinate the College's efforts to move any people during disease outbreaks. The Chief of Police and the Transportation Coordinator will coordinate.

Main Areas of Focus in Planning

Continuity:

- Planning so that the College can continue delivering essential services during a pandemic, taking into account the key planning assumption that medical and social countermeasures against pandemic influenza (antiviral drugs, vaccines, social distance, hygiene and common sense) should not be overlooked during the first wave of a pandemic.
- Communicating with students, faculty, staff, and public to ensure everyone knows what social and hygienic precautions should be taken.

Staff absence from work

- The level of staff absence from work during a pandemic will depend significantly on the nature of the pandemic virus when it emerges. The planning assumptions set out below are based on current knowledge, analysis of past pandemics, published evidence and scientific modeling. Given the inevitable uncertainties, a range of figures is given in some areas. Voorhees College should ensure that its continuity plans have the flexibility to accommodate these ranges.
- During a pandemic, staff will be absent from work if:
 - Staff is ill with the flu. Numbers in this category will depend on the established clinical attack rate. If the attack rate is 25%, a quarter of staff in total maybe sick and absent from work for the whole course of the pandemic. If a pandemic occurs over one wave, this level of cumulative absence could be experienced by employers over a period of around 3-4 months. But there may well be more than one wave, with absence from work being spread across those waves.
 - Staff need to care for children or other family members who are ill with the flu.
 - Staff needs to care for (well) children because of local school closures on a regional basis during a pandemic. Regardless of whether or not the Government advises schools to close, it is likely that some schools will in any case have to close because of shortages of staff, or because parents are not willing to send their children to school.
 - Staff has non-flu medical problems.
 - Staff decides to absent themselves for other reasons.

In order to derive estimates for the total number of staff likely to be absent from work at the peak of a pandemic, employers should add data appropriate to their circumstances on:

- The average number of staff ‘normally’ absent from work.
- The proportion of staff that will be advised to work from home.

Why does the college need to prepare for it?

Communities need to prepare for a pandemic because if a human-to-human transmission is identified, it has the potential to spread very quickly. An outbreak of this strain of the flu could significantly interrupt normal college functions for a period of two to four weeks or up to several months, and may require closure of on-campus housing and college operations. The college community is taking aggressive steps now to prepare for the potential of such a pandemic in the best interest of minimizing the risk of exposure among faculty, staff and students.

What can you do to avoid exposure?

Avoid being around others who are at risk for exposure. As a pandemic emerges, do not kiss, hug, shake hands or come in close contact with others, particularly in large gatherings. Wash your hands frequently with soap and water, especially if you suspect that you may have been exposed. Check your temperature regularly for several days after you suspect possible exposure and, should your temperature rise, see a physician immediately.

Community Mitigation Strategies

Implementing community and campus disease mitigation strategies to decrease the spread of influenza may reduce the number of people infected early in the course of the outbreak, before vaccines are available for prevention. Community mitigation refers to the possible actions that communities and federal, state and local governments will take to slow the spread of disease. Which strategies are used will be dependent on the epidemiology of the disease, the conditions within the communities impacted, resources available and recommendations from DHEC and other federal and international authorities (CDC, WHO).

Community mitigation strategies that should be used include effective risk communication, promotion of social distancing, enhanced disease surveillance and epidemiology, clear infection control guidance for health care providers, appropriate dispensing of prophylactic medication, and effective vaccination campaigns.

Social Distancing Strategies

Social distancing strategies are non-pharmaceutical measures intended to reduce the spread of disease from person-to-person by discouraging or avoiding contact with other people as much as possible. Voorhees College will consult with DHEC and other state and local government officials regarding the appropriate timing for implementation of social distancing measures. Some strategies to achieve this may include but not limited to:

- isolation and quarantine measures;
- minimizing contact with others by using stairs instead of crowded elevators ;
- canceling non-essential face to-face meetings and using teleconferencing, e-mails, and faxes instead;
- offering alternate work options, such as working from home and/or staggered work schedules;
- offering alternate class schedules, such as web-based, Blackboard, etc.;

- staying (six feet) away from others when a meeting is necessary;
- avoiding shaking hands, hugging, or kissing people;
- bringing lunch and eating at your desk or away from others;
- closing of residence halls;
- canceling or reducing the number of classes, public activities and social gatherings;
- closure of schools and organizations' non-essential activities/services; or
- Non-pharmaceutical interventions (NPIs) if implemented timely and appropriately will likely reduce influenza transmission the severity of the pandemic and minimize the impact on the College's campus community. To have the greatest effect, VOORHEES COLLEGE will implement NPIs as guided by CDC, WHO, and/or DHEC in the early stages of the pandemic. The NPIs described in the CDC's *Community Strategy for Pandemic Influenza Mitigation* (available at <http://www.flu.gov/plan/community/commitigation.html>) will be implemented by VOORHEES COLLEGE based on the pandemic phase and the severity index of the virus.

All such community-based strategies will be used in combination with individual infection control measures, such as personal hygiene and cough etiquette.

- **Voluntary Isolation (or mandated by DHEC):** Consider isolation of ill students, faculty and staff at home or within the residence halls (combine with use of antiviral treatment as available and indicated).
- **Voluntary Quarantine (or mandated by DHEC):** Consider quarantine of exposed students, faculty and staff at home or within residence halls and those living with a suspect or confirmed case (consider combining with antiviral treatment and prophylaxis if effective, feasible, and quantities are sufficient).
- **Advisory of Risk Reduction and Personal Hygiene:** Educate campus community on the strategies to reduce the spread of disease and the need to remain aware of changing conditions of the pandemic not only on campus but locally, regionally and nationally. Continue pandemic planning and mobilization of response efforts.
- **School Social Distancing:** Consider reducing and/or discouraging on and off campus social contacts and community mixing.
- **Workplace/Community Social Distancing:** Consider decreasing the number of social contacts among employees and students (e.g., encourage teleconferences, alternatives to face-to-face meetings)
- **Workplace/Community Social Distancing:** Consider increasing the distance between persons (e.g., reduce density in public transit, classrooms, meetings and workplaces)
- **Workplace/Community Social Distancing:** Consider modifying work place schedules and practices (e.g., telecommute, staggered shifts, work from home and alternate sites)
- **Workplace/Community Social Distancing:** Consider modifying, postponing or canceling selected public gatherings to promote greater social distancing as the pandemic increases (e.g., indoor and/or outdoor stadium and coliseum events, theatre performances, graduation ceremonies).
- **School Social Distancing:** Consider alternative means for delivering instruction, dismissing or postponing classes and or College-based activities, and closing (or consolidation) of residence halls and child care programs.
- **School/Workplace Social Distancing-** Consider closing the College except for essential personnel and services.

Although postponing or canceling classes, closing of residence halls and/or closing the College will be extremely disruptive for students wishing to attain degrees in a timely manner, and the College's ability to maintain its mission, the Pandemic Influenza Plan contains this scenario as a means to help protect all members of the campus community.

If classes are postponed or canceled, steps will be initiated to disperse all undergraduates and close College-owned residences for undergraduates. Temporary shelter will be provided for a limited number of students who have difficulty leaving the campus (e.g., international students from countries severely impacted by the pandemic and those in isolation or quarantine).

Make Your Emergency Plan Now

Your ability to stay healthy and to respond effectively will depend in part on your advance planning. If a pandemic occurs, the College may have to evacuate for some period of time. To make sure you are ready to respond, think through your personal emergency plan and address the following considerations:

Students

If you live near campus and have to travel some distance to your permanent residence, what are your primary travel plans? Do you have a contingency?

If you plan to travel by air, do you have your travel agency or airline reservation information handy? Have you familiarized yourself with plans by college departments, including Coordinator of Campus Transportation, to arrange pick-up sites for shuttles to take you to public transportation destinations? If you plan to drive, do you have at least one alternate route? If you will be picked up, do you have contact information ready? If you cannot get home, is there a friend or relative who lives nearby who would agree to let you stay during a campus closure (for what could be an extended stay)? If you live in off-campus housing, check with your manager or landlord for what the evacuation procedures might be.

If you commute and an evacuation is ordered, do you have at least one alternative commuter route?

Familiarize yourself with local resources for traffic updates and road conditions.

Be Prepared: Steps You Can Take Now

Students and Faculty:

Academic Considerations

What should students and faculty prepare to have at home, in the event that the campus is closed, but academic activities continue remotely, through email or other communications?

- Books ;
- Laptop and portable technology devices;
- Syllabi for your classes, including faculty and student contact information;
- Individual course plans in the event of a campus evacuation; and
- Email access and on-line learning options.

Faculty and Staff — Employee Considerations

What should staff prepare to have at home, in the event that the campus is closed, but continue certain business activities remotely, through email or other communications?

- Emergency contact information for your supervisor and colleagues with whom you will need to communicate, including email and mobile phone.
- For managers and supervisors, department closing checklist plans; a list of essential employees and contacts; and Voorhees College website bookmarks on your home computer for staff directory and College home page, as appropriate.
- If appropriate, Internet access to email and college home page, through your home computer.

For Everyone — Other Important Considerations

Direct deposit.

- In the event of a campus closure, any earnings you are scheduled to receive will only be issued electronically. Checks cannot be issued until the College reopens.
- If you do not have a bank checking account, create one.
- To arrange for direct deposit of your paycheck to your bank account, contact the Office Human Resources to complete the direct

Will the College be able to reach you once you have evacuated?

The College may need to rely on phone and internet communications to remain in touch with you during a pandemic. Please make sure your contact information is up to date (both email and phone).

Do you have a personal emergency kit?

As a result of social distancing, evacuation, closures, and travel restrictions, it is a good idea to anticipate what personal items you will need to take and keep with you in the event of a pandemic.

- Food and water: Preparation experts recommend at least a two-week supply of non-perishable items, so that you do not need to go to the store very often.
- Medications: Fill prescriptions and have over-the-counter items in supply.
- Health and hygiene items: tissues, toilet paper, anti-bacterial (waterless) gel, soap, disinfecting cleaning solution, trash bags. Practical items: flashlight, portable radio with batteries, manual can opener. Contact information: Have phone and email contact information for loved ones, as well as a previously identified third-party contact, in the event that you cannot reach a relative directly.

Sources of Guidance

The following website should be accessed in the event of a pandemic:

- US government's website on pandemic policies and procedures -- <http://www.pandemicflu.gov>
- South Carolina Department of Health and Environment Control's website - -
<http://www.dhec.sc.gov/flu/swine-flu.htm>
- [Ten things you need to know about pandemic influenza](#)
- Visit www.cdc.gov/germstopper/ for more information.
- Prepare yourself and your family with planning tools - [Individual and Family Pandemic Planning](#).

General Information

- [H1N1 Flu \(Swine Flu\): Frequently Asked Questions \(pdf\)](#)
- [Guidance for Day and Residential Camps](#)
- [DHEC Guidance on Environmental Disinfection for Influenza A H1N1 \(swine\) \(pdf\)](#)
- [H1N1 Flu \(Swine Flu\) \(CDC\)](#)
- [Influenza A\(H1N1\) Frequently Asked Questions \(World Health Organization\)](#)
- [Influenza A\(H1N1\) \(World Health Organization\)](#)
- [H1N1 Flu \(Swine Flu\) Press Updates \(CDC\)](#)
- [S.C. Influenza Plan \(pdf\)](#)
- [Flu Myths](#)

If you have questions not answered by these publications and/or links, please contact DHEC'S Division of Acute Disease Epidemiology (DADE) at (803) 898-0861 and ask for the consultant on call.