

Champlain College
A Pandemic Flu Preparedness Plan
The First 24 Hours

1. Champlain College receives confirmation that the first reported United States case of person-to-person transmission of the pandemic (avian) flu virus has occurred.
2. The College will put into action the Campus Emergency Alert System to communicate campus closure to the Champlain Community. The system may include any or all of the following forms of notification:
 - a. Announcements on the College website(s)
 - b. Use of an emergency text-alert messaging system
 - c. A formal e-mail message from the President announcing closure sent to all students, faculty and staff personnel
 - d. A dedicated campus telephone line for information
 - e. Effective use of the local media including a formal press release
3. Whether confirmation of a pandemic flu occurs during normal business or after normal business hours, on a Holiday or on a weekend, a group of **essential personnel** consisting of employees from the Campus Public Safety Team, the Office of Student Life (to include Head Residents and Resident Assistants) and Physical Plant Staff will respond to the college grounds to assist in closure of the campus.
 - a. The **essential personnel** will assist other staff, to include Head Residents, Resident Assistants and students with evacuating all campus dormitories.
 - b. The goal is to successfully evacuate all buildings within (6) six hours of Pandemic flu confirmation.
4. All **essential personnel** will remind all staff and students to do the following:
 - Students will evacuate the campus within (6) six hours in a rapid but orderly manner to their pre-designated locations.
 - ***There are no exceptions granted to any campus affiliate to remain on college grounds past the 6 hour deadline unless expressly approved by the President of the College.***
 - The campus may be closed for several months, or possibly one or two semesters.

- All Student Life Associates, Head Residents, Resident Assistants and others living in campus residences will also need to vacate the campus.
 - Only **essential personnel** designated by the President of Champlain College from Administrative, IT Support and Campus Public Safety will be allowed to work on campus.
 - The Campus Public Safety Team will assist personnel with evacuation to the best of their abilities but will not be responsible for students who have failed to plan.
5. Once the six hour time period for evacuation has lapsed, all buildings will be inspected by **essential personnel**. A timely, systematic approach of inspecting each building will be done to ensure all people are gone. The Director of the Physical Plant or his designee will temporarily suspend user I.D. card access to campus buildings until further notice. The Campus Public Safety Team will keep and maintain a log of each building's closure including the date/time confirmation of closure was confirmed.
 6. The College infrastructure and facilities will remain intact so long as the human resources necessary for service are available. The College will activate the Physical Grounds / Campus Public Safety Continuity Plan.
 7. The College will activate the Educational Continuity Plan that, in the event of a long-term closure, will enable students to continue their education through online WebCT instruction. Registered students will be expected to attend all of their classes online during a brief or extended period of campus closure.
 8. The College will reopen as soon as it is declared medically safe to do so taking into account the time in the academic year schedule when pandemic occurs.