

## Champlain College

### Pandemic Flu Preparedness Planning Assumptions

Champlain College operates under the following assumptions with regard to Pandemic Flu Preparedness once it is confirmed that the first reported United States case of person-to-person transmission of the virus has occurred.

1. Champlain College will immediately enforce closure of the campus and within (6) six hours of Pandemic flu confirmation, the required steps will be completed:
  - Students will evacuate the campus in a rapid but orderly manner to their pre-designated locations.
  - Personnel from the offices of Physical Plant, Residential Life, and Campus Public Safety will monitor and assist students with an orderly, rapid evacuation of the campus for the duration of the (6) six hour period following the official announcement of closure.
  - The campus may be closed for several months, or possibly one or two semesters.
  - All Student Life Associates, Resident Assistants and others living in campus residences will also need to vacate the campus. Live-in professionals (Head Residents) may be allowed to remain in the residence halls.
  - Other **essential personnel** designated by the President of Champlain College from Administrative, IT Support, Campus Public Safety and the Physical Plant will be allowed to remain and/or continue work on campus.
  - All other campus personnel shall evacuate the campus by the end of the evacuation day.
  
2. Champlain College requires all residential students and residential staff, develop and record a personal plan for sustained campus closure. The plan will include:
  - a. A personal evacuation plan from current students, new students and residential staff each year at matriculation.
  - b. The name and address information of a secondary location for each residential student and residential staff.
  - c. A student's means of travel to the locations.
  - d. Willingness to transport (and possibly house) other Champlain students during the evacuation.
  - e. Students failing to submit an evacuation plan will not be permitted to register for classes in the second semester after matriculation until a plan is entered.
  - f. Champlain College will share the initial plan with families of students. Students will update their families on their plans.
  - g. Data from student plans may be used by Champlain College for evacuation planning purposes
  - h. An additional website and/or other resources may be created to assist in guiding students in creating an effective evacuation plan.
  - i. Champlain may support student initiatives in organizing shared transportation.

3. Students are responsible for the validity and execution of their plans.
  - a. Champlain College is not responsible for the validity or execution of any student's individual plan.
  - b. Failure of a student to execute a personal evacuation plan will not entitle the student to receive shelter or services from the College after the College is closed. If a personal evacuation plan fails, the student is responsible for quickly developing an alternate plan.
  - c. Students, not the College, are responsible for communicating with their families during an evacuation. Students will use their own or a friend's cellular telephone for communication during an emergency.
  - d. The College may not have ready access to student evacuation plans, and it cannot assume responsibility for communicating information about students' plans or locations during an evacuation.
4. The College will utilize the Campus Emergency Alert System to communicate school closure to the Champlain Community. The system may include any or all of the following forms of media:
  - a. MIR3 Emergency Alert System
  - b. Announcements on the College website(s)
  - c. Use of an emergency text-alert messaging system
  - d. Student "my.mail" accounts
  - e. A dedicated campus telephone line
  - f. Effective use of the local media
  - g. The usage of fellow students, regional alumni and local citizens in temporarily housing students in need.
5. We anticipate that 20-40% of all workers will be unable to perform duties due to death, illness or family demands during the period of closure.
6. The College infrastructure and facilities will remain intact so long as the human resources necessary for service are available. The College will implement a Physical Grounds / Campus Public Safety Continuity Plan, in the event of a long-term closure that will enable the campus to be physically secure 365/24/7.
7. The College will implement an 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 continue to honor the usual and customary system of reimbursement of fees paid for courses dropped as outlined in the Student Handbook.
9. The College will attempt to continue meeting payroll and providing benefits to employees although the severity of a crisis could limit the capacity to do this.
- 10.** The College will reopen and normal classroom schedules will resume as soon as it is declared medically safe to do so by governmental authorities taking into account the time in the academic year schedule when a pandemic occurs.