

**Willamette Leadership Academy
Pandemic, Disaster and Business Continuity Plan and Policies**

Revision	3-12-22
Approve By	Board of Directors
Approved Date	Rev. 9-19-2019
Print Date	9-22-2019

Purpose

This PLAN is set into place as policy to provide the oversight, guidance and assurances needed for students, parent(s), staff, and community to address pandemic influenza, [pandemic\(s\) undefined](#), disaster(s) and to continue as much business as possible during these events and the recovery after.

WLA’s plan is written and follows the mandates of the United State Dept. Education, [Center for Disease Control](#), [Department of Health Services for all Providers of Education](#), [Adult Social and Human Services](#), [Oregon Health Authority](#), [Department or Oregon Health and Human Services](#), and [Oregon Dept. of Education](#). This Plan mirrors Oregon’s Department of Emergency Management Plan and is to be reviewed annually. This plan also addresses Business Continuity during any pandemic or disaster.

Objective

To establish clear parameters in times of pandemic outbreaks, disasters and to serve has a **Lead Agency** in times of emergencies, local disasters and to outline business continuity during these times.

Responsibility

Communications: Oregon Dept. of Education, Oregon Dept. of Health and Human Services, and Oregon Office of Emergency Management [as the first responding agencies with guidance and responsibility for action and accountability](#).

Target audience: Students, parents, staff, administration, Board of Directors and the public at-large in Lane County and the State of Oregon, as well as, vendors, collaborative partners, collaborative school districts and community leaders and members.

Definitions/Acronyms

***If you use an acronym, it will be defined here*

BCP	Business Continuity Plan
CDC	Center for Disease Control
DOI	Department of Interior
EMAP	Emergency Medical Assistance Plan
ODE	Oregon Department of Education
ODHHS	Oregon Department of Health and Human Services
OEM	Oregon Office of Emergency Management
OHA	Oregon Health Authority
Parent(s)	34 CRF 99.3 – Parent(s) means any individual or entity recognized by the State as having legal authority to act on behalf of a child.
PPC	Pandemic Planning Council
PSAP	Public Safety Answering Points
PYCO	Pioneer Youth Corp of Oregon
WHO	World Health Organization
WLA	Willamette Leadership Academy

1.0 GENERAL INFORMATION

This operational framework for pandemic influenza, [pandemics undefined](#) and disaster is supplementary to and aligns with the revised national framework for responding to an influenza pandemic and disaster, the Department of Interior (DOI) and OEM's framework and plan.

(www.doi.gov/emergency/pandemicflu, www.cdc.gov/flu & www.Oregon.gov)

WLA's intent is to protect and care for its students, families, staff and to help local authorities, educational systems, providers of social services and State [agencies plan for how they will manage and respond to the situation\(s\)](#). The plan will serve as a framework for pandemics and disaster but recognize and allow for the action needed during such crisis in public health and safety.

DOI's Pandemic Influenza Plan is one of a number of contingency plans available for the DOI during an emergency. [The Dept. of Education and Oregon Health Authority will be the primary source of guidance, mandates, recommendations and support during any pandemic](#). These plans with which the Department's pandemic influenza plan interfaces or works in parallel include:

- DOI COOP Plan
- Bureau Pandemic Influenza Plans
- National Response Plan

Additionally, the DOI Pandemic Influenza Plan works in conjunction with the Avian Influenza Migratory Bird Surveillance and Detection Program. The interaction between these and DOI's Pandemic Influenza Plan is situation dependent.

Oregon Pandemic Influenza Emergency Response Plan is to lessen the impact of an influenza pandemic on the residents of Oregon. [Oregon Dept. of Health Authority will become the lead agency for this and any plan to focus on elements unique to a pandemic](#). This plan refers to the appropriate section of Annex F: Health and Medical Services. Annex F can be found on the Health Alert Network (HAN) Web site (www.oregonhan.org) or can be requested by contacting the Public Health Emergency Preparedness Program (PHEP), 971-673-1308.

1.1. Cross reference Pandemic flu: A national framework for responding to an influenza pandemic and all emergency preparedness plans will be implemented. 'Most experts believe that it is not a question of whether there will be another severe influenza pandemic, but when.' (US Dept. of Public Health Services). A pandemic (worldwide epidemic) of influenza remains a very real threat. "We encourage businesses to think of all the hazards you might face.

1.1.1 [Cross reference undefined pandemic: A national framework for responding and all emergency preparedness plans will be implemented according to Oregon Health Authority and the needs being needed to address the health crisis. A worldwide pandemic may call for severe measures.](#)

1.2. Oregon has windstorms, wildfires, forest fires, floods and winter storms and we will have a major earthquake here someday. The physical damage from a full-fault Cascadia Subduction Zone earthquake will occur west of the Cascades. However, every area of Oregon will be affected by the loss of virtually all fuel supplies and the unprecedented requirements for emergency response. Businesses need to be aware of the statewide impacts, and plan for how they will respond." Debbie Moller Oregon Office of Emergency Management. All government facilities including schools will be affected and will be used as needed during these times.

1.3. Health experts, including the World Health Organization (WHO), have warned that a pandemic is inevitable and have advised public services to begin emergency planning accordingly. The uncertainty surrounding timing and impact is one of the main challenges for planners and providers. An effective response needs to take account of this uncertainty and will require the cooperation of a wide range of organizations as well as the active support of the public. Experience suggests that a consistent and coordinated response will not only help to reduce the impact of such an outbreak but will also speed recovery. Willamette Leadership Academy (WLA) will lay out a simple plan that complies with recommendations made by the Pandemic Planning Council of Oregon, Oregon Office of Emergency Management and follow all public health advisories placed into action.

1.4. WLA has learned from the most recent pandemic and review of action taken during the pandemic to adhere and follow the guidance and direction provided by Oregon Health Authority which will work in collaboration with National Government Agencies, the Oregon Dept. of Education, Oregon's Dept. of Health, and Human Services to provide action in a holistic and timely manner to support students, families, and community. WLA has reviewed and adjusted its plan according to the 2020-2023 COVID pandemic.

1.5. Cybercrime and other human-caused problems are also dangerous to businesses. These crimes pose a significant disaster to all business and government agencies and a business continuity and backup plan is needed for vital academic records. Recently Cyber Crimes have become a major concern for educational institutions. WLA's plan has become outdated and needs to be addressed. The WLA Board will assign a task force of staff and key stakeholders to look at a policy that will address the quickly changing impact of Cyber Security for WLA.

1.6. It is essential that local authorities with educational and social services responsibilities including WLA place robust plans in place to ensure the continuity of business during the event of an outbreak of pandemic influenza, undefined pandemic, natural and unnatural disasters and immediate, clear, and accurate responses and guidance ne provided. Our plan is flexible and responsive, as the impact of the pandemic will vary depending on the group most affected. WLA will rely on recommended responses and service continuation in the best methods possible for addressing a high-risk group(s) such as schools and classrooms. For those organizations and agencies whose main services are provided through groups and social gathering certain responses and containment will be necessary. WLA would not bring students or staff into schools during a pandemic to reduce and stop the spread of influenza/disease upon the first announcement provided by Oregon Dept. of Health and Human Services.

1.6.1. There are two levels of Respond Alert: Moderate and Severe Scenarios:

1) Moderate -If disease is limited, identify the exposure source, protect the population at risk, and control further spread;

2) Severe – If the disease is widespread with a variety of spread rates.

1.7. People assessed as needing care services should not be left without sufficient levels of care and support. There should also be alternative education strategies in a continuation plan.

1.7.1. WLA will provide services via the telephone, internet, tele-communications and expand the use of the staff to serve the needs of students and their families and staff and their families in support and in conjunction with EMAP. A Phone Chain is in place to

serve on an hour's notice with expanded internet; however, it is understood that should such communication systems be affected and an alternative plan may be possibly put in place to address needs.

1.8. During a pandemic and/or disaster, it is likely that there will be additional demand from those not usually in need of care services for services and a greater demand on all services according to Oregon Office of Emergency Management and WLA will respond with all its available resources to serve the needs of those in our communities [through a variety of services. These services need to go undefined because they may vary from facility space to transportation and food outreach.](#)

2.0 PLANNING and RESPONSE

The 9-1-1 Program was established by the 1981 Oregon Legislature. Its primary mission is to ensure the seamless operation of the statewide 9-1-1 communications system ensuring uniform, prompt, and efficient access to public and private safety services for the citizens of, and visitors to, the State of Oregon. Oregon is home to forty-three 9-1-1 centers known as Public Safety Answering Points (PSAP) that cover all thirty-six Counties within the State.

The program continually coordinates, administers, and manages:

- the network necessary to deliver 9-1-1 calls from the public to the correct PSAP
- the equipment needed in a PSAP to process and answer and process the 9-1-1 calls
- the distribution of the state 9-1-1 Emergency Communications tax revenue
- information and resources provided to the local 9-1-1 jurisdictions
- information regarding technological advancements impacting the emergency communications system.

2.1. 911 will be the prime emergency and crisis response system utilized for a response.

2.2. Strong leadership, efficient internal organization, coordination, effective communication and clear lines of accountability will be key to meeting the unique challenges faced by WLA, partnering educational, social care and health care services in preparing for and responding to a pandemic or disaster. This will not only affect managers at all levels; frontline staff will be faced with dilemmas and problems daily. Leadership will be needed at all levels in all organizations.

2.3. People will be making decisions and, in many cases, will have very little time for deliberation or consultation, so this plan has been prepared for in advance, discussed, shared with the Boards of Directors, Wellness Committee and Crisis Response Teams and submitted to collaborating school districts, ODE, ODHHS and OEM in accordance with the US Dept. of Health Services request.

2.4. This Pandemic/Disaster Plan follows: The ethical framework for policy and planning and outlines how this should affect their behavior and actions in the event of a pandemic/disaster. Local planning needs to recognize this and introduce measures that will support students, parents, staff, and people using their services.

2.5. There is a need for staff to record their thinking and decisions as they happen, or as soon afterwards when a crisis, pandemic or disaster happens. It will be important to keep an on-going phone and computer log of all contact made during the period of crisis/pandemic/disaster. [WLA should do its best to capture data, observations, staff and community feedback, and operation feedback during the pandemic period. This will service all agencies to modify, adjust and learn for future tragedies.](#)

2.6. WLA will begin a campaign well in advance of any possible pandemic in the interest of public health to educate all students, families, staff and administration on the spread of Communicable Disease and will do so annually, especially as flu season on-sets. [WLA was in the process of a program campaign for](#)

cadets and their families regarding disaster. Home Safety Plans, Disaster Kits, etc. had been discussed and presented and professional and staff collaboration was being constructed. WLA should capture this to develop a Survival Elective that encompasses personal, pandemic, disaster into its MODEL. This method will reduce the triggering, trauma, and fear among the population it serves and will have a uniformed and continually relevant educational approach that is easily heightened in times of possible pandemic onset.

2.7. WLA understands that “business as usual” cannot and should not take place during a pandemic. *Vendors, Consultants, Contractors, and Contracts will be affected.*

2.8. WLA will offer the use of all campuses and administration offices as Care Stations should the need arise. WLA has campuses which may serve in times of local flooding, as and other natural disasters as shelters and Care Stations since the campuses have bathrooms, large facilities and multi-rooms to perform vital services during the disaster.

2.9. WLA will work with local agencies to get medical services and needs, as well as medications to people as needed and appropriate.

2.10. Should the pandemic or disaster projection go beyond two months, notification to students, parents, families in the community, staff and their families will follow ODHHS guidelines and the OEM. Schools will remain closed for educational purposes (although academics will continue as stated in 1.6.1.). Schools are open and serving as Care Centers.

2.11. The telephone, computer and physical outreach will be set in place to the degree possible and allowable. Upon the communication by OEM and ODHHS the crisis has passed and clearance by OEM and ODHHS the danger has passed WLA administration will immediately begin the restoration of educational services.

3.0 RESTORATION

WLA has tried to keep its Pandemic and Disaster Plan simple and straightforward. The WLA is willing to meet the demands placed upon it during the times of pandemic and disaster and will ensure to take every step to halt the spread of the influenza but maintain support and services for students, staff and their families, as well as, the community.

3.1. Restoration of services will happen using a Restoration Plan which will be communicated through all forms of communication available to students, parents, staff, and the community about the resumption of business and the level of services and in what anticipated timeframe. *Restorative Practices will adhere to the guidance provided by OHA, ODE, and OEM. WLA’s Board of Director will have authority over the restorative practices as defined by ODE.*

3.2. The Executive Director and/or Corp Commander will perform an inventory, a physical inspection, a fiscal and a resource assessment in order to formulate a restoration plan. Services will be restored and communicated based on the assessment of business and the capabilities to perform and increase services until all have been restored to levels prior to the crisis.

3.3 Vaccination and reopening will follow the State and Federal guidelines and the following vaccination plan as required by Federal and State laws for protection of children and adults [and as directed by the WLA Board of Directors](#).

Board Directive

Educational institutions are potential high-risk areas for transmission of vaccine-preventable diseases. While immunization is an important health requirement for students/cadets, it is equally important for staff in these settings and other WLA and SPS District buildings to be protected against vaccine-preventable diseases. This policy is adopted in conformance with the Oregon Health Authority (health department) Health Regulations. The Board delegates to the WLA Administration the responsibility for developing a plan for immunization and vaccination of staff in a return to work and administering the policy for employee immunizations.

Administrative Policy

Purpose

Oregon law provides the health departments, in the event of a case or an outbreak of a vaccine-preventable disease among students, staff, or community, with the authority to exclude from school and the workplace all susceptible persons, including students and employees, to prevent the spread of a communicable disease and to protect the public's health. This policy is adopted to facilitate the timely identification of employees who must be excluded and to outline the details of their employment status during the period of exclusion.

[WLA's Board of Directors will provide Board directives based on mandates and recommendations provided at the national, state, and local level and follow Public Health Law.](#)

Record of Immunization

All employees are encouraged to maintain a record of immunization or immunity against the diseases as stated in ODE/TSPC regulations. In the event of an outbreak, SPS District nurses will act as a liaison between the health department, school administration and impacted [students](#) who will be required to provide their record of immunization.

[WLA will provide directive to PSKV for employees with no record on file, or whose record does not indicate immunization against the disease identified in an outbreak, may be excluded from the school or workplace until authorized by the local health department to return.](#)

[WLA will provide the oversight and guidance needed and within their authority as directed by ODE, OHA, and OEM.](#)

Vaccinations

PSKV and TSPC will provide policy notification to employees during the new hire onboarding process and each year during the pre-school in-service. In accordance with the recommendation of the Oregon Health Authority, all employees are required to be vaccinated against the following:

Measles, Mumps, Rubella (MMR) – Employees born in or after 1957 must provide documentation of two (2) doses of the MMR administered at least one month apart, or proof of immunity.

Tetanus, Diphtheria, Pertussis (Tdap) – Employees must provide documentation of one (1) dose of the Tdap.

Varicella (Chicken Pox) – Employees must provide documentation of receiving two (2) doses of Varicella vaccine at least four (4) weeks apart or a physician diagnosis or personal recall of Varicella disease or proof of immunity.

Influenza vaccine is highly encouraged annually and may be required during any pandemic. Any pandemic vaccination that is needed for reopening will be required. [4-22-21 Revised for the COVID pandemic that vaccinations will be highly encouraged and recommended but NOT mandatory but any unvaccinated employee or student MUST wear a mask.](#)

Exemptions

Except as otherwise provided, employees may claim an exemption to an immunization for 1) medical; 2) religious; or 3) personal reason(s) as allowed by Oregon Health Authority and documented prior to a pandemic outbreak. **Each exemption claimed must be accompanied by the appropriate authorized health department exemption form.**

Exclusion

When the local health department verifies that a case or an outbreak of a disease listed and identified at a school or other location, WLA and the health department has the authority to exclude individuals from the workplace it determines pose a risk to the public health. Administrators should cooperate with health department personnel, PSKV, and SPS District nurses to request records of immunization. If the health department determines that an employee must be excluded, the health department official, WLA, PSKV, or SPS District's nurse shall notify the school/building administrator and the Administrator of Human Resources. WLA will act according to the following provisions:

- Communication with the county public health department.

In the event an employee is excluded, school/building administrators shall communicate with health department officials regarding such issues as schedules, activities, and other information to mitigate the exclusion from unnecessarily disrupting school/building operation.

Excluded with a personal, medical or religious exemption form.

An employee who is excluded because the employee submitted a properly authorized exemption form shall be allowed to use his/her available leave as allowed by policy during the time of exclusion.

If a substitute teacher is needed, WLA will cover the cost of the substitute during the time of exclusion.

Responsibility

Communications: Oregon Dept. of Education, Oregon Dept. of Health and Human Services, and Oregon Office of Emergency Management.

4.0 BUSINESS CONTINUITY PLAN (BCP)

This plan documents process, recovery tasks, strategies, personnel and other resources that could be used by the Management Team, separately or in conjunction with other continuity plans, to respond to any short or long term business interruption due to crisis, disaster or pandemic.

This document is designed to serve as a guide for WLA in keeping essential services up and running during a crisis &/or disaster.

4.1. The BCP establishes procedures to recover the business following an event. The plan supports the following objectives:

4.1.1. Maximize the effectiveness of operations following an event through an established plan that consists of the following phases:

- Notification/Activation phase to detect and assess damage and to activate the plan.
- Recovery phase to restore operations and suspend and repurpose department staff.

- Reconstitution phase to restore capabilities to normal operations.
- Identify the activities, resources, and procedures needed to carry out operations during prolonged interruptions to normal operations.
- Assign responsibilities to designated personnel and provide guidance for recovering individual department operations during prolonged periods of interruption.
- Coordinate with external state and local entities such as county health and human services, law enforcement, etc. Ensure coordination with external points of contact and vendors following an event.
- Ensure pandemic plans are adjusted in accordance with Oregon Health Authority, the CDC and WHO directives.

4.2. Helpful Websites

- World Health Organization (WHO) <http://www.who.int/en>
- Centers for Disease Control and Prevention (CDCP) <http://www.cdc.gov>
- National Institute for Standards and Technology (NIST) 800-34 Contingency Planning Guide for Information Technology Systems <http://www.nist.gov/FEMA> ...The Emergency Response document lists resources available from the National Clearinghouse for Educational Facilities (NCEF). The resources include the information and tools that schools should prepare in order to respond to an emergency. Emergency Response Information for School Facilities

Additional resources are available at the NCEF Web site: www.ncef.org

5.0 Roles and Responsibilities

5.1 Roles: The BCP establishes a TEAM assigned to manage the in recovery. **Members of the Wellness Committee will serve as: Pandemic Operations Plan Committee. The Wellness Committee will include personnel who are also responsible for the daily operations and maintenance of systems and each of the areas mentioned below should be assigned to one lead and one support.**

1. Administration and Human Resources
2. Physical Security & Facilities
3. Finance
4. Health Plan Operations and Medical Management
5. Students and Families
6. Business Management and Communications
7. General Counsel
8. Compliance
9. Information Technology

5.2. Responsibilities

The TEAM must have names and as described above have the following responsibilities: 1) Commitment to employees. 2) Continuity of care and services for our students and their families, 3) Maintaining operating viability. (see Grid Tables outlining responsibilities by person as required page 7)

Team	Team Leader	Alternate
Executive Management	Kathryn Nunes and Roberta L. Howard	Chairpersons for the Boards of Directors
Incident Management	Kathryn Nunes	Roberta L. Howard

Incident Commander · Site – Campus · Site– Administration	Kathryn Nunes Katherine Klontz Sheryl Moss	Roberta Howard Tyson Migliaccio Melanie Green
Recovery Coordinator	Kathryn Nunes	Katherine Klontz
· Utilization Management · Student Services · IT Services	Melanie Green Melanie Green Computer Vendor	Sheryl Moss Katherine Klontz Tyson Migliaccio

Local Support & Responsibilities Grid

Local Support Functions	Primary Contact	Alternate Contact
· Facilities Management	James Brainard	Jonathan Rogers
· Finance	Sheryl Moss	Roberta L. Howard
· Human Resources/Personnel	PSKV	Kathryn Nunes
· Legal/Regulatory	ODE regulatory	Company Legal

· Mail/Receiving and Shipping	Jaime Sebold	Faith Wolfe
· Travel/Transportation Services	Jeff Johnson	Kathryn Nunes
· Food Services	SPS	Kathryn Nunes
· Voice Communications	Kathryn Nunes	Jaime Sebold
· Data Communications	Kathryn Nunes	Katherine Klontz
· Helpdesk	Faith Wolfe	Computer Vendor
· Business Continuity	Roberta L. Howard	Sheryl Moss
Corporate Support Functions		
· Public Relations & Corporate Communications	Kathryn Nunes Board President	SPS PR Person Roberta Howard
· Insurance Support & Risk Management	SAIF Insurance	PACE Insurance

5.3. Incident Checklist: In order to perform in times of crisis, pandemic or disaster a checklist is needed to assess present capabilities and the ability to restore services as WLA’s capabilities increase and are returned to prior abilities. The following “Checklist” will be utilized by all Wellness Committee Members and Crisis Response Teams and serves as formal documentation.

APPENDIX B-1 First Person On Site Checklist / Incident Commander's Checklist

NOTE: This checklist is to be used by the first person that assumes initial control of the situation. That person is called the Incident Commander (IC) until the designated IC per the IRT arrives and is up to speed.

Immediate Response

Go to scene if appropriate and safe to do so.

Initial Assessment

Assess facts as known.

___ Continuing danger? Take action to protect anyone in danger. Assess situation and initiate further evacuation if necessary.

___ Emergency Response Services (Police, Fire, Medical, Hazardous Materials, ATF, FBI)

___ Has 9-1-1 been called?

___ Have Floor Wardens been activated? Have they responded? Do they have any information to report on personnel or building status?

Communication

Assess what has been done and what hasn't. Determine where help is needed.

___ Who needs to be notified?

___ Has Senior Management been notified? Other key personnel?

___ Have key business unit managers been notified? Have they activated their department phone trees?

___ Do I need assistance with communication? If so, who do I need help from and what do I need them to do.

o Develop messages and updates

o Deliver/coordinate delivery

o Deal with the press

___ Will the Emergency Hotline be activated for this incident? Has it been done?

Who is handling the recording and updates?

___ Has the Board been notified? If so, who has done the notification? Who will provide the updates?

Building and Systems Assessment

Conduct the initial damage assessment – (Facilities and Building Management).

___ What is the status of utilities (water, electricity, gas)?

___ What is the status of the phone system?

___ What is the status of the IT system?

___ Is the building habitable now? Short-term outage? Longer-term outage?

___ Do key vendors need to be contacted immediately (general contractor(s), other vendors)?

___ Does the damage require a restoration vendor (water, fire, or smoke damage)?

Security / Facility Control

___ Does the incident area need to be secured?

___ Does the Foundation need to hire its own security?

o If so, how many security staff do we need? Where?

o If so, what entrances and exits need to be secured?

___ Who can be put in place until additional security arrives?

___ Can staff enter the area to begin clean-up or are authorities still in control of the area?

Escalation

___ How could this situation escalate in severity?

___ What preparation is needed in case it does escalate? Are any controls needed?

___ Does the Foundation need any assistance from the Board, the City or other nonprofits? If so, who does it need help from and what help is needed?

Family / Employee Concerns

___ Do families of victims need to be notified? Who will do the notification? When and how will it be done?

___ Is there a need for professional crisis intervention, group debriefings, etc?

o If so, notify Employee Assistance Program (EAP) Provider.

(Name Number)

___ Do Foundation personnel need any other support? Do their families?

___ What are the main concerns of staff and employees? How are rumors being addressed and managed?

___ Is the Emergency Hotline number updated at least every four hours?

APPENDIX B-2 Incident Commander (IC) Checklist

Read completely through checklist before taking action

Declare disaster to activate plan and Hot Site.

1. Respond immediately and review situation.
2. Review the appropriate level of activation based on the situation as known. Determine the probable length of business interruption.
3. Determine the Level of business impact, (i.e., High, Medium or Low Level)
4. Obtain the most current briefing from whatever sources are available.
5. Activate plan at the appropriate level.
6. Activate the computer "Hot Site" if necessary.
7. Activate emergency grant making if necessary.

Manage the overall emergency response.

1. Ensure that the Emergency Operations Center (EOC) is properly set up and is ready for operations.
2. Hold action plan meeting within the first hour of activating:
 - o Determine the initial objectives (to focus the EOC and the recovery effort).
 - o Define the operational period (how long till the next briefing and review of the objectives).
 - o Review staff levels to resolve any major shortfalls.
 - o Establish strategic objectives.
 - o Estimate duration of the incident.
3. Determine priorities for response, allocation of resources, and procurement.
4. Review the potential of this event to become a sustained operation (extending over 24+ hours)? If so, ramp up logistical support immediately; ensure sufficient staffing for the next 36+ hours (spread staff out).
5. Brief Board on status.
6. Ensure that activity logs are being kept that include who, what, where, when, and how (including costs) for all actions taken and/or requested.

Establish appropriate staffing for the recovery and monitor effectiveness.

1. Mobilize appropriate personnel for the initial activation.
2. Assign all the recovery checklists to <someone>.

First Person On-Site Who Is In Charge Checklist

Incident Commander (IC) Checklist

Finance Checklist

Administration Checklist

IT and Telecommunications Checklist

Human Resources Checklist

Public Relations & Communications Checklist

Program Checklist

3. Pace yourself and monitor stress levels in the EOC and the team members.

Exercise overall responsibility for coordination between Emergency Operations Center (EOC) and program managers in the field.

5.4. Wellness Committee will serve as the Pandemic/Disaster and Crisis Committee. This Committee will meet on a monthly basis and implement this plan. A great deal of planning and resources will be available to this committee including but not limited to:

- Resource Kit – 1) Information sheets for all stakeholders; 2) OSHA Trainings On-Line; 3) Introductory Videos; 4) Practice drills and scenarios; 5) Trainings and Workshops, etc.

6.0 PHONE RECOVERY

- 6.1. Request the Help Desk to reroute phones to appropriate person(s)
- 6.2. Coordinate the phone, internet and fax route configuration with Help Desk
- 6.3. Acquire the adequate number of lines from vendors during the implementation of PLAN
- 6.4. Ensure at least 4 lines are available (can include two cell phones) with transfer capabilities
- 6.5. Set up phones with the following routing configuration

Recovery Phone Routing Table

Source	Team Routing	Recovery Phone Routing Numbers
Main	Administration/ Compliance Main Fax Services Management Line Provider Relations Fax QI Fax	

- 6.6. Set up the Main phone with a message directing callers to call alternate phone numbers based on the caller’s needs:
 - 6.6.1 Determine if it is necessary to acquire answering machine(s) to answer after-hours calls to state the emergency number; and
 - 6.6.2 Ensure message includes the emergency phone contact information for after-hours calls; and
- 6.7 Using the above Recovery Phone Routing Table, identify the routing numbers for each group.

7.0 FACILITIES MANAGEMENT and SUPPORT

If evacuation of the building is required, evacuate the building following the established evacuation procedures.

7.1. Building Facilities Management:

- 7.1.1. Notify building management group of the event;
- 7.1.2. Coordinate access to the building with building management group;
- 7.1.3. Acquire safety equipment necessary to enter the building (e.g., hard hat, flashlights, foul weather gear, etc.); and
- 7.1.4. Acquire camera(s) (still and video) and tape recorder to document damage.

7.2. Inventory equipment and determine what is salvageable.

7.3. Assist in finding new facilities:

- 7.3.1. Coordinate building management group in acquiring alternate space.

7.4. Order replacement equipment:

- 7.4.1. Request the Procurement Coordinator at Corporate to contact vendors of leased equipment and notify them of the status of the equipment; and
- 7.4.2. Coordinate with the Help Desk on the replacement of equipment.

8.0 FACILITIES SUPPLIES

Use this inventory control sheet for each facility during assessment and restoration.

ITEM	QUANTITY
1. This Inventory List on Top	
2. Flip Charts	
3. Pencils & Sharpener	
4. Pens	
5. Markers (dry erase and permanent)	
6. Pads of Paper	
7. Ream(s) of Paper	
8. Clip Boards	
9. Flashlights with Batteries (check expiration date)	
10. Extra Batteries (check expiration date)	

11.	Floor Plan	
12.	Business Continuity Forms	
	Critical File and Work in Process Assessment Form	
	Critical Equipment Status Assessment Form	
	Incident Objectives and Strategies Form	
	Incident Status Summary Report	
13.	Copy of every team's Business Continuity Plan	
14.	Tape (to hang Flip Chart, etc.)	
15.	Rubber Bands	
16.	Paper Clips	
17.	Stapler & staples	
18.	Phone message book w/carbon	
19.	Copy of all business continuity plans	
20.	Disposable camera w/flash (check expiration date) for insurance documentation	
21.	Quad box extension cord 25'	
22.	Patch cord for phone, 25' with patch	
23.	Assortment of sizes of plastic bags for media	
24.	Scissors	

25.	Adhesive Labels (waterproof)	
26.	Colored Adhesive Name Tags for Identification	
27.	Employee Assistance Pamphlet	
28.	Basic Tool Kit for PCs	

Excluded with no immunization/immunity record or exemption form.

An employee who is excluded because the employee has been unable to provide a record of immunization/immunity or has not submitted a properly authorized exemption form shall be allowed to use his/her available leave until a vaccination or proof of vaccination or exemption need is provided. If this extends beyond any leave period, according to labor law this will be viewed as a voluntary quit. If no Vacation or Personal Leave is available, the employee will be placed on unpaid administrative leave during the time of exclusion for a period not to exceed 20 days.