
Departmental Health Emergency Response Plan

Residential Life, Campus and Conference Services

Policy/Guideline

1.0 Purpose

- 1.1 The University Health Emergencies Planning Steering Committee (Committee) is responsible for developing a health emergencies plan that will be operationalized in the event the University faces a major health emergency such as an influenza pandemic. The Committee comprises representatives from key areas of the University and will prepare a health emergencies plan for the University with reference to the following goals:

- 1.1.1 To protect the health and well-being of all members of the University community.
- 1.1.2 To protect the academic mission of the University.
- 1.1.3 To protect the University's other long term interests.

Furthermore, as a basis to resolve ethical dilemmas as they are presented by planning and implementation, the Committee on behalf of the University will be guided by the following principles and values:

- 1.1.4 Inherent Dignity of All Persons. Planning and decision-making will be conducted so as fully to acknowledge this value.
- 1.1.5 Utilitarianism. Decisions will be made and actions taken with a view to achieving the greatest benefit for the greatest number of people (or where no available course of action produces net benefit, the least social disadvantage.) This flows from the value the University places on community - in the first instance the community of UNB, and where applicable, the larger community as a whole.
- 1.1.6 Least Restrictive and Proportionate Options. If in the process of decision-making, a number of optional courses of action are likely to achieve the same net benefit, actions will be taken based on the option which is least restrictive of individual liberties. Similarly, restriction placed on individual liberties in this context will not be justified unless the restriction is at least proportionate to the benefit gained.
- 1.1.7 Fairness in Process and Procedures. Planning, decision-making and priority setting must be conducted fairly in consultation with stakeholders, consistent with a degree of consultation appropriate to the particular decision. Fairness includes abiding by principles of distributive justice, ensuring that the benefits and burdens associated with actions taken are distributed in ways which are ethically justified. Fairness also includes a procedural element, with due process available to all, including those whose basic liberties may be restricted by decisions taken.

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- 1.1.8 Transparency. Decisions should be made in an open and accountable context, consistent with rights of privacy and other basic rights relevant to the decision. Decision-makers should be prepared to provide to stake-holders information on the process and basis of such decisions.
- 1.1.9 Need for Protection: Most at Risk and Least Advantaged. While there is a need to take steps to protect the community generally, there is a higher duty to protect those who incur risk for the benefit of the community as a whole as well as a duty to protect the most vulnerable populations within the community.

In the event of a pandemic or other major health emergency, the health emergencies plan will provide for the creation of a health emergency management team to provide leadership and management during the health emergency. The health emergency management team would be the primary oversight and decision making body for the University for the duration of the emergency. It will provide support for faculties and departments, and make all critical decisions, give policy direction and prepare and disseminate all communications related to the health emergency.

Taken together, the systems, structures and process outlined in the University's health emergencies plan will enable the University to be as ready and effective as possible in its response to a major health emergency such as an influenza pandemic. The health emergencies plan will also guide recovery following an event.

2.0 Applicability

- 2.1 Fredericton Campus

3.0 Definitions

- 3.1 Non-applicable

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4.0 Implementation

4.1 EMERGENCY RESPONSE PLANNING

A key part of the University's health emergency planning process is the development of faculty and departmental emergency response plans. All faculties and departments are being asked to complete a detailed planning questionnaire that identifies essential services and functions, including related personnel and backups, as well as inventory, equipment and other requirements that help to ensure that the University can continue to deliver these essential services in the event that a major health emergency forces closure of the University.

In this context, essential services and functions are those that are necessary to sustain the lives of humans and animals in our care, to maintain the physical plant and infrastructure, and to fulfill contractual obligations of the University during a period of closure.

Closure, in this context, will mean that all classes and public gatherings will be cancelled, and furthermore, faculty, researchers, and non-essential staff will not be given the option to remain on, or return to, campus for any reason, including running research labs. However, it is important to note that the University's health emergencies plan will deal with the factors that will lead to a decision to close the University and the authority and discretion of the health emergency management team in this regard. There may well be various stages between normal operations and full closure of the University depending on the circumstances at the moment.

The completed questionnaire will become the respective Departmental Health Emergency Response Plan and will form part of the University's overall health emergencies plan and should be reviewed not less than annually and more frequently should a faculty or department be reorganized or positions within the faculty or department be reassigned or discontinued.

4.2 DEPARTMENTAL HEALTH EMERGENCY RESPONSE QUESTIONNAIRE

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Campus Location (please use full names of Fredericton, Saint John, Moncton, Bathurst): Fredericton
Name of Faculty or Department (if Faculty or Department has several sub-units with different response plans, prepare a separate questionnaire for each section): RLCCS: Residential Life & Conference Services
Primary Contact for this Plan (name and position of person with primary responsibility for implementing the response plan): James Brown, Executive Director, RLCCS
Alternate Contact for this Plan (name and position of designated back-up): Angela Garnett, Director, Residential Life
Identify key department reference information such as who maintains and has copies of faculty, staff, and student lists, who has departmental passwords, who can record department phone message, etc.: Angela Garnett, Director, Residential Life
Describe the plan for monitoring staff during the emergency: As per our detailed Pandemic Plan at http://www.unbf.ca/housing/reslife/handbook/Pandemic%20Planning.pdf, the monitoring of services in an emergency is shared among Director, Residential Life (administration), the Coordinator, Residential Life, and the Residence Operations Coordinator (cleaning), with the Executive Director as a reversion for any such supervisory/monitoring function.
Describe any departmental or University policies that must be modified or adopted to accommodate the delivery of the essential services during a major health emergency: The Food Service contract with Sodexo would be suspended, as regards students in residence with board-style food service ceasing on the closing of the University, to be resumed when residences open in the Recovery period. During the Pandemic, procedures need to be developed to provide food to those still in residence or on campus on an emergency basis.

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The following matrix is designed to capture a list of the essential services of your department and how those services will continue to be provided should the University be closed on account of a health emergency. As the duration of closure might impact the extent to which a service might be deferred, you are asked to categorize the essential services under a number of duration of closure scenarios. As well, faculties or departments may have different operational requirements during the academic term than during the summer session, and if so, please complete the matrix on both bases. **Please return the completed forms to Pandemic@unb.ca by July 31, 2009. Should you have questions, please contact Shirley Cleave (Fredericton) at scleave@unb.ca or Kirk Steeves (Saint John) at ksteeves@unbsj.ca.**

Academic Term									
Briefly describe your essential services under the following closure scenarios (please assign a descriptive label to each service)	List the personnel (position and name of incumbent) that perform the essential service (primary and designated alternates)	Who is the service provided to?	Describe any relationships with other services	Describe any expected change (increase or decrease) in the scope of the essential service during a health emergency	Describe possible staff reallocations if required	Describe outside contractual arrangements for delivery of the essential service	Describe essential inventory requirements, equipment needs or other resources necessary to deliver the essential service	Could this service be provided from the staff member's home?	Outline a training plan as needed to ensure required resources are available in the event of an emergency
Services : for 2 weeks, 2 months or more than 2 months of University closure									
Food Services	1. Sodexo General Manager: Martin Bayliss 2. Sodexo Manager: Tim Thornton 3. Sodexo District Manager: Anne McFetridge	1. Residence Students 3 meals x 7 days per week 2. Any essential or other staff working on campus 1-3 meals per day	Dependent upon food provider Sysco for food and delivery and unionized Sodexo employees for preparation & presentation	1. Decrease in quantity of food/ number of diners 2. Change in site of presentation, including delivery to front door of "Sequestration" House and delivery food presentation to "Well" House	Sodexo to reallocate staff as necessary	Food Service Contract (2003-13) has no explicit provision to substitute food service in Closure period for food service in Recovery period—but Sodexo will agree; also no provision for quarantine delivery	Masks and gloves: type to be determined	No	Sodexo employee training in use of masks and gloves and self-protection during Pandemic/Health Emergency specific situations

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Coordination: Residence House Level For "Well" Students Remaining	1. House Dons: Various 2. Coordinator Residence Life: Karina Wong Chong 3. Director, Residence Life: Angela Garnett	Those residence students unable to travel home: i.e. transportation not functioning or home not safe, but not ill, expose or sequestered	1. Food Service 2. Coordination: Residence System Level 3. Cleaning 4. Residence administration	1. Decrease in number of students 2. Change in focus from co-curricular program delivery to health/survival	Depending on numbers of residents remaining and numbers of Dons remaining, well students would be moved to particular House/s. Well Dons remaining would also move from sequestered Houses	Dons employment is based on a letter of appointment which does not specifically require them to remain in residence during a Pandemic / Health Emergency	Masks and gloves: type to be determined	No	Don training in use of masks and gloves and self- protection during Pandemic/Health Emergency specific situations
Coordination Residence System Level for Ill/Exposed Students/Others	1. House Dons: Various 2. Coordinator Residence Life: Karina Wong Chong 3. Director, Residence Life: Angela Garnett	Residence students or others/staff remaining on campus contagious or exposed and/or too ill to travel	1. Food Service 2. Coordination: House Level 3. Cleaning 4. Residence Administration	1. Decrease in number of students 2. Changed focus to service delivery under sequestration	Depending on numbers of residents remaining and numbers of Dons remaining, well students would be moved to particular House/s. Ill Dons remaining would also move to sequestered Houses	1. Dons –see above 2. Coordinator and Director are APT UNB employees on whose obligations to attend at work under Health Emergency conditions, we would need HR advice.	Masks and gloves: type to be determined	No	Coordinator Director training in use of masks and gloves and self- protection during Pandemic/Health Emergency specific situations
Residence Administration: (Re) Assignment of Rooms; (Re) Issue of Keys Etc.	1. Residence Reception: Peggy Finnegan 2. Residence Budget Assistant: Corinne McFarlane 3. ResLife Admin Asst.: Becky Bidlake	Students or others remaining on campus needing to be housed or moved due to sequestration etc.	1. Food Service 2. Coordination: Residence System Level 3. Cleaning	1. Decrease in number of students 2. Changed focus to service delivery under sequestration	Proceed through "depth chart" in Personnel	These are UNBEA SALAC employees on whose obligations to attend at work under Health Emergency conditions versus work refusal for safety we would need HR advice.	Masks and gloves: type to be determined	No	UNBEA employee training in use of masks and gloves and self- protection during Pandemic/Health Emergency specific situations

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Residence Cleaning & Basic Maintenance	1. Residence Operations Coordinator: Debbie Armstrong and Residence Cleaners (17) 2. Residence Operation Coordinator: Frank Magee and Residence Cleaners (17)	1. Those residence students unable to travel home: i.e. transportation not functioning or home not safe, but not ill, exposed or sequestered and 2. Residence students or others/staff remaining on campus contagious or exposed	1. Food Service 2. Coordination: Residence System Level 3. Residence administration	1. Decrease in number of students and number of rooms/building to be cleaned 2. Changed focus to service delivery under Health Emergency and sequestration conditions	Depending on numbers remaining cleaners would be re-assigned to particular House/s.	These are UNBEA GLT employees on whose obligations to attend at work under Health Emergency conditions versus work refusal for safety we would need HR advice.	Masks and gloves: type to be determined	No	UNBEA employee training in use of masks and gloves and self-protection during Pandemic/Health Emergency specific situations
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Summer Session (if different from Academic Term)									
Briefly describe your essential services under the following closure scenarios (please assign a descriptive label to each service)	List the personnel (position and name of incumbent) that perform the essential service (primary and designated alternates)	Who is the service is provided to?	Describe any relationships with other services	Describe any expected change (increase or decrease) in the scope of the essential service during a health emergency	Describe possible staff reallocations if required	Describe outside contractual arrangements for delivery of the essential service	Describe essential inventory requirements, equipment needs or other resources necessary to deliver the essential service	Could this service be provided from the staff member's home?	Outline a training plan as needed to ensure required resources are available in the event of an emergency
Services : for 2 weeks, 2 months or more than 2 months of University closure									
Conference Coordination Services: Communication of Closure	1. Misty McLaughlin: Conference Coordinator 2. Margot Young: Acting Director	Summer conference guests for conferences/meetings/camps upcoming during shutdown and current guests informed of cancellation	1. Food Service 2. Cleaning 3. Residence administration	Conference Services would cease—after a transition period during which any conference guest unable to travel etc. would be temporarily accommodated	N.A.	N.A.	N.A.	Yes	N.A.
Conference Services : Temporary Accommodation	1. Temporary Food Service Delivery: Sodexo (See Above) 2. Temporary Cleaning: Debbie Armstrong, Residence Operations Coordinator	Current conference guest unable to travel	1. Food Service 2. Cleaning 3. Residence administration	We would conduct the coordination above in such a way as to ensure the number of temporary conference guests was very small	N.A.	Food Service Contract (2003-13) has no explicit provision to deliver to residence rooms, but Sodexo will agree	Masks and gloves: type to be determined	No	

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5.0 Interpretation and Questions

5.1 Any questions on this policy may be directed to Residential Life, Campus & Conference Services.