

DCCCD Local Health Emergency Strategic Response

Level definition

1. Confirmed cases and/or escalation of health cases.
2. Suspected case(s) on College or suspected/confirmed cases in local community.
3. Confirmed case(s) on College or temporary closure of District locations.

*** Organizational structure, titles, and terms for the response is set-up using the Incident Command System (ICS) and National Incident Management System (NIMS)**

Organizational Elements	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)
*Planning Section (Emergency Management)	<ol style="list-style-type: none"> 1. Communicate with Dallas County Health & Human Services (DCHHS) regarding planning and surveillance. 2. Contact and advise Incident Commanders and appropriate departments. 3. Confirm that essential personnel (to be defined) have appropriate training specific to the health emergency & that available Personal Protective Equipment (PPE) is assigned to personnel as needed. 4. Update Districts Emergency Operations Plan (EOP) and Business Continuity Program(s) with College Safety Committees as situation evolves. 5. Communicate and benchmark other college health services. 	Activate Planning Section under the District's Emergency Operation Plan (EOP) and the Incident Command System (ICS).	<ol style="list-style-type: none"> 1. Continue to operate under the District's Emergency Operations Plan (EOP) and ICS. 2. Essential personnel receive PPE based on available supplies as needed.
*Area Incident Commander & *Incident Commanders (Chancellor & College Presidents or designees)	<ol style="list-style-type: none"> 1. Monitor situation and update appropriate personnel. 2. Establish communication with District locations through Incident Commanders. 3. Issue communication(s) to District location(s) community regarding status of health emergency, self-protection and District response. (Examples: e-mail, website, and phone system.) 	<ol style="list-style-type: none"> 1. Activate District Emergency Operations Plan 2. Notify Dallas County Health & Human Services (DCHHS) as required. 3. Contact and advise appropriate personnel 4. Ongoing communications with college community regarding signs/symptoms, protocol for referral of suspected cases. Status of District functions 	<ol style="list-style-type: none"> 1. Continue to operate under EOP and ICS. 2. Implement temporary closure of building(s), quarantine activities and suspension of student and academic activities based on communications with DCHHS. 3. Ensure that each District Workgroup function is addressed.
*Operations Section (District Police Department)	<ol style="list-style-type: none"> 1. District police will update the training of police officers and support staff on health emergency as needed. 2. Alert Health Center if police encounter individual(s) with symptoms related to health emergency. 3. Ensure that personnel have appropriate training specific to the health emergency & that available PPE is assigned to personnel. 	Activate Operations Section under the District's Emergency Operation Plan (EOP) and the Incident Command System (ICS).	<ol style="list-style-type: none"> 1. Continue to operate under EOP and ICS. 2. Secure buildings & post signage if buildings and/or location(s) is closed 3. Assist Health Center 4. Essential personnel receive PPE based on available supplies as needed.

*Operations Section (District Facilities and Campus Facilities)	<ol style="list-style-type: none"> 1. Facilities will update the training of personnel on health emergency as needed. 2. Review building ventilation systems (if needed). 3. Establish facility decontamination procedures for contract cleaning staff as needed. 	<p>Activate Operations Section under the District's Emergency Operation Plan (EOP) and the Incident Command System (ICS).</p>	<ol style="list-style-type: none"> 1. Continue to operate under EOP and ICS. 2. Stand by to shut down buildings and reduce utilities as directed by Incident Commander. 3. Begin decontamination procedures of facilities as needed. 4. Essential personnel receive PPE based on available supplies as needed.
*Logistics Section (Purchasing)	<ol style="list-style-type: none"> 1. Verify contract with essential vendors as needed. (Examples: Cleaning supplies, Personal Protection Equipment (PPE), hazardous material company for biohazard waste disposal.) 	<ol style="list-style-type: none"> 1. Activate Logistics Section under the District's Emergency Operation Plan (EOP) and the Incident Command System (ICS). 2. Arrange for any additional vendor services needed by District 	<p>Continue to operate under EOP and ICS.</p>
*Safety Officer (Using ICS Definition)	<ol style="list-style-type: none"> 1. Assess PPE plan and resources. 2. Provide additional training and available resources to personnel as needed 	<p>Same as Level 1</p>	<ol style="list-style-type: none"> 1. Continue to operate under EOP and ICS. 2. Assist Health Care Center as needed. 3. Distribute PPE to essential personnel based on available supplies as needed.
*Area Commander (Chancellor's Office / Board Relations)	<ol style="list-style-type: none"> 1. Receive information from College Incident Commanders 2. Have Planning Section and/or Safety Officer update essential personnel training on health emergency as needed. 3. Advise Board on restricting movement on and off colleges for activities/athletic events as needed. 4. Advise Board on restricting travel needs of staff off colleges into areas of the health emergency, as needed. 5. If applicable: based on U. S. State Department and DCHHS recommendations, address District restricting travel to areas with a health emergency. 6. Prepare a policy for closing down all or parts of the District, as needed. 	<ol style="list-style-type: none"> 1. Advise Board on District response and options. 2. Evaluate information on institutional effects of the incident and set response priorities as appropriate. 	<ol style="list-style-type: none"> 1. Authorize temporary suspension or closure of classes. 2. Receive PPE based on available supplies as needed. 3. Implement temporary closure of building(s), quarantine activities and suspension of student and academic activities based on communications with DCHHS.

<p>*Public Information Officer (PIO) (District Governmental Affairs & Media Relations)</p>	<ol style="list-style-type: none"> 1. ALL information released through PIO 2. Draft internal and external bulletins and announcements for Incident Commander's review. (using DCHHS information as sole source) 3. Have Planning Section coordinate update personnel(s) knowledge/ training on health emergency as needed. 	<ol style="list-style-type: none"> 1. Activate under the District's Emergency Operation Plan (EOP) and the Incident Command System (ICS). 2. ALL information released through PIO 3. Request from locations that students, faculty, staff and their families report all health emergency cases to the location Incident Commander. 	<ol style="list-style-type: none"> 1. Continue to operate under EOP and ICS. 2. ALL Information released through PIO 3. Organize communication methods: (Example: websites and/or phone banks can refer person to emergency services, take messages, support rumor control) 4. Receive PPE based on available supplies.
<p>*Logistics (Purchasing / Auxiliary Business Services)</p>	<ol style="list-style-type: none"> 1. Communicate to auxiliary vendors the requirements (based on DCHHS recommendation and/or requirements and District needs) to operate on college campus during the health emergency. Possible examples: disposable plastic tableware, special food preparation procedures, etc. 	<ol style="list-style-type: none"> 1. Activate Logistics Section under the District's Emergency Operation Plan (EOP) and the Incident Command System (ICS). 2. Communicate to auxiliary vendors (and enforce) the requirements (based on DCHHS recommendations, requirements and District needs) for operating on college campus during a health emergency. Possible examples: disposable plastic tableware, special food preparation procedures, etc. 	<ol style="list-style-type: none"> 1. Continue to operate under EOP and ICS. 2. Receive PPE based on available supplies as needed.
<p>*Logistics (Communication)</p>	<p>Not applicable</p>	<ol style="list-style-type: none"> 1. Activate Logistics Section under the District's Emergency Operation Plan (EOP) and the Incident Management System (ICS). 2. Verify that backup personnel or contractors are cross-trained. 	<ol style="list-style-type: none"> 1. Continue to operate under EOP and ICS. 2. Arrange for emergency telephone lines to be established at EOC if needed. 3. Initiate telecommunications emergency response, if needed. 4. Receive PPE based on available supplies as needed.
<p>*Operations Section [Health Center(s)]</p>	<ol style="list-style-type: none"> 1. If advised by DCHHS - Post entry door bulletins (<u>in coordination with Public Information Officer</u>) notifying individuals with symptoms related to the health emergency or who have traveled to (or have been visited by persons from) effected areas, to call Health Center. 2. Health Center will ensure that personnel have appropriate training specific to the health emergency & that available PPE is assigned to Health Center personnel. 3. Review and follow county and state protocols. 4. Monitor college population and Health Center workers. 	<ol style="list-style-type: none"> 1. Activate Operations Section under the District's Emergency Operation Plan (EOP) and the Incident Command System (ICS). 2. Follow DCHHS guidelines when resources are available. 3. Isolate suspected cases when possible while awaiting patient's transportation to his/her primary medical provider, hospital, or DCHHS alternate. 4. Identify contacts of suspected case when possible. 5. Communicate with parents and/or family (as current law or executive order allows) of suspected cases and explain procedure. 6. Health Center will work with location Incident Commander and the safety officer to assist in providing updated information (using DCHHS information as sole source) as the health emergency progresses. 	<ol style="list-style-type: none"> 1. Continue to operate under EOP and ICS. <p>If college(s) is still open:</p> <ol style="list-style-type: none"> 2. Follow Dallas County Health & Human Services (DCHHS) protocols. 3. Essential personnel receive PPE based on available supplies.

<p>*Operations Section (District Educational Affairs & College(s) Student Services)</p>	<ol style="list-style-type: none"> 1. Ensure that personnel have appropriate training specific to the health emergency by partnering with health centers and Safety Officer. 2. When applicable, District Educational Affairs will monitor student travelers entering from effected regions and assist with communication to international students and their families. 3. <i>District Educational Affairs will formulate and rehearse plan(s) to address the continuation of the educational process and whether temporary suspension of operations will be necessary if District locations are required to close and/or attendance dramatically drops due to fears regarding the health emergency.</i> 4. <i>Contact the Texas Higher Education Coordinating Board to determine if District plan(s) meet state, federal, and SACS requirements.</i> 5. Identify academic personnel available for support work. 	<ol style="list-style-type: none"> 1. Activate Operations Section under the District's Emergency Operation Plan (EOP) and the Incident Command System (ICS). 2. Assist in Identify personnel available ICS support work. 3. Establish protocol, train, and identify personnel for communicating with families in the event of serious illness or death of a student. 4. Identify students affected by health emergency. 5. <i>Implement plan(s) for educational process.</i> 	<ol style="list-style-type: none"> 1. Continue to operate under EOP and ICS. 2. <i>Implement plan(s) for educational process.</i> 3. If requested, identify student events where confirmed patients have attended. 4. Receive PPE based on available supplies as needed.
<p>*Finance/ Administration (Human Resources)</p>	<ol style="list-style-type: none"> 1. Work with Health Centers to monitor faculty & staff travelers entering from effected areas. 2. Review and/or update policies for absences unique to a health emergency. 3. Review and/or update policies for flex-work as needed. 4. Make recommendations regarding payroll if there are extend absenteeism due to health emergency or location(s) are required to be closed. 	<ol style="list-style-type: none"> 1. Activate Finance/Administration Section under the District's Emergency Operations (EOP) and the Incident Command System (ICS). 2. Assist in Identify personnel available for ICS support work. 	<ol style="list-style-type: none"> 1. Continue to operate under EOP and ICS. 2. Implement established policies for the health emergency. 3. Activate closure policy, if directed 4. Receive PPE based on available supplies as needed.
<p>*Finance/ Administration (Business Affairs)</p>	<ol style="list-style-type: none"> 1. Development of plans to address financial issues created by the health emergency. 2. Make recommendations regarding financial issues to the Chancellor/Board. Example: will personnel continue to be paid if college is closed? 	<ol style="list-style-type: none"> 1. Activate Finance/Administration Section under the District's Emergency Operations (EOP) and the Incident Command System (ICS). 2. Implement plan(s) addressing financial issues created by the health emergency. 	<ol style="list-style-type: none"> 1. Continue to operate under EOP and ICS. 2. Implement plans addressing financial issues created by the health emergency. 3. Receive PPE based on available supplies as needed.