



ANNEX M

MASS VACCINATION/HEALTH PLAN

I. PURPOSE

This annex is part of a cooperative agreement with the Weld County Department of Public Health and Environment in relation to a biological epidemic or imminent threat of epidemic from a communicable disease. As part of Homeland Security planning of potential mass destruction events, a number of sites were identified where mass vaccination of the Weld County citizens could be accomplished. UNC was identified as one of nine sites.

II. SITUATION

In the event of an epidemic or imminent threat of epidemic of small pox and/or other disease, the Federal Office of Homeland Security may initiate the plans for the mass vaccination of the population. The goal is to accomplish this in 3-5 days to stop or prevent an epidemic. Weld County Department of Health and Environment is responsible for the coordination of this emergency. UNC was chosen as a site because of its existing emergency plan, organization, personnel and facilities. Although the Health Department has overall incident command, UNC will have command and control of the UNC site. Resources will be stretched to the limit as this will be a countywide emergency and we cannot count on support beyond those we have or we develop.

III. ASSUMPTIONS

- A. Federal Department of Homeland Security will issue a Threat Level Red Condition.
- B. The President and/or Executive Director for Emergency Management will close all or part of the University and direct those resources to this emergency.

- C. Butler-Hancock Sports Pavilion will be activated as the mass vaccination site.
- D. The Emergency Response Committee will be activated and be directed to respond to the Command Center as initiated by the Executive Director.
- E. The Weld County Health Department will provide a current Operational Plan, all medical supplies, vaccine, forms and information video as provided in their plan.

IV. PROCEDURE

A. Incident Command

Countywide mass inoculation effort will be under command and control of the Weld County Department of Public Health and Environment. Site command will follow the UNC Emergency Response Plan, Part I. The Vice President for Administration as the Executive Director for Emergency Management will have authority for this emergency response at the UNC site. The Emergency Response Committee as detailed in the UNC Emergency Response Plan will assist him/her.

B. Communication

To prevent confusion and miscommunication of information, all information concerning this emergency will be controlled and released by the Weld County Department of Public Health. Per the UNC Emergency Response Plan, the Public Information Director will coordinate all information from the site to the Health Department under direction of the Executive Director. The Health Department and Executive Director will approve any release of information from the site.

C. Support Agencies

Since this will be a countywide emergency, UNC will have to rely as much as possible on internal support. UNC Emergency Plan details those Departments and responsibilities. In addition, for this emergency the Vice President for Administration has dedicated the medical staff at the UNC Student Health Center and the Dean of the College of Natural and Health Sciences has dedicated the nursing faculty to this emergency response. In the area of security, Army ROTC has committed to assisting. These resources are

dependent on the University being in session. During academic breaks, resources will be more difficult to assemble.

V. RESPONSIBILITIES

A. Security

The Operations Unit shall be responsible for traffic and crowd control and security at the site. They will organize and coordinate police officers and volunteers to address this need.

B. Access, Parking, and Transportation

The Operations Unit will coordinate with Parking Services and Facilities Management for the use of parking lots, traffic direction and transportation needs.

C. Facility Layout, Organization, Flow

The Emergency Response Committee will use section **VI. Operation** as a foundation for the set-up of the Butler-Hancock Sports Pavilion site. The Committee may make changes that conditions warrant that will improve the response or that are required to provide the services.

D. Facility Support

The Logistics Chief will contact UNC Athletics, Academic Scheduling and Conference Services to cancel scheduled and future events in Butler-Hancock Pavilion during the planned clinic operations. The Logistics Chief will utilize those areas of custodial, plumbing trades, electrical trades, motor pool and others as they deem needed to support the effort at the site.

E. Media Relations

The UNC Public Information Director will prepare and make all public information releases after appropriate authorizations.

F. Auxiliary Support

The Logistics Chief will coordinate Student Health Center medical staff assistance and UNC Counseling Center staff assistance at the site. As the response develops, the Shelter & Food Units may have to provide food and beverages to the site workers and arrange lodging as needed.

G. Finances

The Finance and Administration Chief will insure that a system to purchase needed supplies is instituted, record all expenses associated with the response, and apply for all available Federal/State/Local grant or reimbursement funds.

VI. OPERATION

A. Traffic Control and Parking

1. 14th Avenue in front of Butler-Hancock Sports Pavilion will be barricaded to improve pedestrian safety.
2. Police Officers, Parking personnel and/or volunteers will direct traffic into L and M lots. Overflow will be directed to D lot and J lot as needed.
3. Patrol of the lots will be instituted to prevent illegal parking and blocking of traffic access.
4. If needed, access to the parking lots will be cut off once the lots are full and vehicles will be admitted as vehicles leave to alleviate traffic congestion.
5. Shuttle service is beyond the scope or ability of the UNC Plan. Any shuttle service will be coordinated and operated by the Health Department. The Executive Director and Emergency Response Committee in an effort to free up parking and facilitate rotation of workers may institute a shuttle for site workers.

B. Butler-Hancock Site

1. Station One

Vaccine/prophylaxis recipients (clients) will receive an orientation in the form of a video presentation and/or written and verbal information about the vaccine/prophylaxis and the potential risks and side effects of the treatment.

2. Station Two

Clients will complete the related consent forms and fill out informational materials at tables and chairs isolated by dividers from Station One. Clients will take their completed forms to the registration tables at this station. Here staff will be on hand to answer questions and review the completed forms to ensure they are correctly filled out. If indicated by information provided, medical assessment may be required and the client will be referred to medical personnel in a separate location (see medical assessment or “sick area” in the clinic layout - Figure 3).

3. Station Three

Vaccine or prophylaxis will be administered and the time of treatment noted on the client forms.

4. Station Four

Attendants will observe clients for signs of negative reactions for a minimum of 30 minutes (attendants will refer to the time clients received vaccine/prophylaxis noted on their forms). Following the 30 minute observation period, clients with no adverse signs will be directed or escorted to Station Five.

5. Station Five

Attendants will collect completed forms, check that the time between treatment and exit is at least 30 minutes, and direct recipients to the clinic exit.

C. Staffing

1. State planning calls for the inoculation sites to be operational for five days, open sixteen hours each day.
2. The Executive Director and Emergency Response Committee may assign shifts.
3. Staff will be rotated for rest breaks and meals. Housing & Residence Life and UNC Dining Services will support this effort with costs recorded to apply for reimbursement after the emergency is over. There is no provision to house or feed persons coming for inoculation.

4. Site staff will be allowed to go home when not on duty at the site. No arrangement for housing of site workers is anticipated.

D. Coordination

1. Once the number of people coming for inoculation has dropped, the Health Department will be consulted to shut down the UNC site. Any stragglers will be directed to sites that remain open for that purpose.
2. All time-sheets, bills, expenses and all other costs associated with the emergency will be directed to the Finance and Administration Chief. That office will prepare a report for the Executive Director and apply for any Federal reimbursement programs.
3. The Executive Director will make recommendations to the President as to the University returning to normal operations.