

RICHMOND

THE AMERICAN INTERNATIONAL

UNIVERSITY

IN LONDON

FLU PANDEMIC PLAN

PART 1 - OVERVIEW

- The University established a Flu Pandemic Committee (FPC) comprising a representative from each University department to draw up a Flu Pandemic Plan and to co-ordinate activities in the event of a flu pandemic. The plan is based on the Department for Education and Skills Planning for a human influenza pandemic - Guidance to Higher Education Institutions.

- The aim of the plan is to assist in the effective and safe management of the University community in the case of a flu pandemic which may have a significant impact on the University's ability to deliver academic and administrative services.

- The objective is to secure the safety of the University community as a whole during and following a flu pandemic, to limit the damage to the University's operations, and to maintain academic and administrative and pastoral services to students.

PART 2 - ROLES AND RESPONSIBILITIES

- The Vice President for Finance and Administration and the Director of Human Resources will be responsible for co-ordinating action in the event of a flu pandemic. They will work with the President and the President's Cabinet to determine the University's response and will act as principal liaison between the President's Cabinet and the FPC.

- The FPC, on behalf of the University, will adhere to Government guidelines and recommendations in the event of a flu pandemic. The Human Resources Department (HR) will be responsible for providing up-to-date information to the FPC.

- The Vice President for Finance and Administration and the Director of HR in consultation with the FPC will be responsible for activating the University's flu pandemic plan.

- The FPC will have overall responsibility for co-ordinating and reviewing the day-to-day operations.

- Each Department has devised an operating plan in the event of a flu pandemic. At least one person in each department has been designated to take charge of the Department's operations and will work closely with the FPC to maintain academic, administrative and pastoral services.

### PART 3 - COMMUNICATION

- The spokesperson for the University will be the President or his designated representative.

- The University website <http://www.richmond.ac.uk/extranet/home.aspx> will be the primary source of information and updates will be posted as necessary. The Admissions Department will have primary responsibility for managing this function.

- A list of frequently asked questions Questions and Answers for Parents and Students and Questions and Answers for Faculty and Staff will be posted on the University's website <http://www.richmond.ac.uk/extranet/home.aspx> and are also attached to this plan.

### PART 4 - INTERNAL CONTACT S

- Each Department has established processes and procedures for contacting faculty and staff contacts as part of their departmental flu pandemic operating plan.

- HR will be responsible for assisting departments to maintain cover by redeploying staff and faculty as necessary and by recruiting agency staff as required.

- HR will be responsible for maintaining up-to-date lists of faculty and staff contact numbers and these lists will also be kept off-site to facilitate contact in the event of an emergency.

## PART 5 - EXTERNAL CONTACTS

- Student Affairs will be responsible for maintaining contact with students and their families and will be guided in this by the President and her Cabinet.
- IT will be responsible for establishing contacts with providers of emergency cover to ensure maintenance of the University's IT systems.
- HR will be responsible for maintaining lists of external contacts, such as recruitment agencies and adjunct faculty, to provide temporary staffing as required.
- Property Services will be responsible for maintaining lists of external contacts to provide emergency services and maintenance cover as required.
- Scholarest will be responsible for maintaining catering services.
- HR will be responsible for contacting faculty and staff and their families as necessary.

## PART 6 - GENERAL INFORMATION

The FPC's responsibilities will include regular meetings during the period of a flu pandemic to review issues as they arise and monitor progress and will refer as necessary through the

VP for Finance and Administration and the Director of HR to the President's Cabinet. The FPC will consider issues such as:

- personnel matters - keeping students and staff informed during and out of hours
- fatalities and injuries - procedure for informing next of kin
- staff welfare and counselling
- informing/briefing local community/media
- Health & Safety at Work considerations
- liaison with Emergency Services
- legal/statutory/regulatory requirements, eg under COSHH, RIDDOR
- specialist services
- Website messages.

The FPC will seek advice from Government and related bodies and others as necessary in order to address the issues that arise and will be guided by the President and his Cabinet. The President's Cabinet will be responsible for decisions relating to costs and budgetary issues that arise in connection with a flu pandemic. Each Department will be required to submit budget requests in writing with justification for the proposed costs to the Cabinet for approval prior to incurring any costs.

#### PART 7 - PREMISES

It may be necessary on a temporary basis to relocate students to alternative accommodation and to reorganize classrooms and timetables. These issues will be the responsibility of the relevant departments and will have been addressed as part of individual departmental flu pandemic plans.

The following factors may need to be taken into consideration:

- relocation of students, staff and faculty which may include accommodation and transport
- classroom and meeting rooms
- catering facilities
- security
- IT and AV services
- disabled access
- parking
- mail

PART 8 - REVIEW

Following a flu pandemic, the FPC will meet to assess the effectiveness of the University's Flu Pandemic Plan:

- in securing the safety of the University community as a whole;
- in limiting the damage to the University's operations;
- in maintaining academic, administrative and pastoral services to students.

In light of this review, the FPC will adjust the Flu Pandemic Plan accordingly and will make recommendations to the President and his Cabinet for future action.

Flu Pandemic Committee

May 2009

