

2.725 DISEASE OUTBREAKS & PANDEMICS

2.725.02 Assumptions

- A. Rigid rules cannot be established for dealing with every type of disease outbreak or pandemic.
 - 1. Planning for both types of events share some common aspects, but the university's and the agency's roles and responsibilities will be scaled and adjusted depending on the circumstances of the individual situation.
 - 2. These directives are written to address a highly contagious disease or a pandemic with high morbidity.
- B. Assume that agency employees and contract security staff may not be available to continue regular staffing levels.
- C. The university will provide:
 - 1. Protocol for suspected cases;
 - 2. Any available prophylaxis for university first responders and employees in essential and sustainable classifications; and
 - 3. Educational materials.
- D. The agency will ensure:
 - 1. Employee contact and notification information is up to date;
 - 2. All employees are aware of their essential, non-essential, sustainable position status;
 - 3. All appropriate agency employees have received appropriate ICS training;
 - 4. The EOC is in a state of operational readiness;
 - 5. Critical assets, facilities and their missions are designated; and
 - 6. That necessary MOUs with allied and supporting agencies are in place.

2.725.04 Disease Outbreak Plan – Phase 1: Before Maryland or Local Cases are Confirmed

- A. The university and the agency must plan to continue classes and other business activities while being aware of situational developments and guidance from external authorities such as the USM or local, state, and federal health authorities.
- B. Significant developments could result in cancellation of classes and temporary university closures.
- C. **Office of the Chief:**
 - 1. Ensure a consolidated staffing plan is established based on reduced employee availability; and
 - 2. Contact and notification information of all employees is tested.
- D. **Patrol Bureau:** Develop staffing plans that consider:
 - 1. Social distancing measures such as the increased use of telephone reporting; and
 - 2. Redeployment of personnel to assist staffing large-scale triage or treatment area.
- E. **Operations Support Bureau:** Conduct agency-wide familiarization training in Communications duties.
- F. **Admin. & Tech. Support Bureau:** Ensure:
 - 1. Logistical needs are coordinated for expendable supplies such as gloves, masks, and sanitizer; and
 - 2. Overview training is delivered on the targeted disease, self-protection, social distancing, work practice controls, and on applicable sections under **2.750 Incident Support Plans**;

2.725.06 Disease Outbreak Plan – Phase 2: Confirmed Maryland or Local Cases

- A. **Office of the Chief:** Ensure:
 - 1. Commanders review and activate staffing plans as necessary; and
 - 2. MOUs are activated as necessary.
- B. **Patrol Bureau:**
 - 1. Update and activate staffing and response plans as necessary.
 - 2. Protect critical assets and facilities.

C. Operations Support Bureau:

1. Update and activate staffing plan as necessary.
2. Maintain continuous Communications operations.

D. Admin. & Tech. Support Bureau:

1. Update and activate staffing plan as necessary.
2. Ensure supplies of critical expendable supplies are distributed and available as necessary.

2.725.08 Pandemic Plan – Phase 1: Before Efficient Human to Human Transmission

- A. The university and the agency must plan accordingly realizing that state and/or federal aid take days or weeks to arrive, if at all.
- B. **Office of the Chief:** Ensure a consolidated staffing plan is established based on 70% employee availability.
- C. **Patrol Bureau:** Develop staffing plans that consider:
1. Only response to emergency calls;
 2. Campus access point staffing;
 3. Security and staffing for mass care facilities; and
 4. Protecting critical assets and facilities.
- D. **Operations Support Bureau:**
1. Conduct agency-wide familiarization training in Communications duties; and
 2. Establish and maintain a secondary communications facility.
- E. **Admin. & Tech. Support Bureau:**
1. Coordinate for logistics needs in Level 3 condition such as:
 - a. First responder meals, lodging, and medical attention;
 - b. Vehicle fuel and maintenance;
 - c. Expendables such as gloves, masks, sanitizer, and traffic signs, cones, and barricades.
 2. Provide:
 - a. Overview training on the targeted disease;
 - b. Training in self-protection, social distancing, and work practice controls;
 - c. PPE training and mask fit testing; and
 - d. Re-familiarization training on applicable sections under **2.750 Incident Support Plans**.
 3. Work with the Office of Human Resources (OHR) to determine departmental policy for employees who:
 - a. Have been exposed to the disease;
 - b. Are suspected of being ill; or
 - c. Become ill on-duty.

2.725.10 Pandemic Plan – Phase 2: First U.S. Cases of Efficient Human to Human Transfer

- A. **Office of the Chief:** Ensure:
1. Contact and notification information of all employees is tested;
 2. Commanders review staffing plans with their units and subordinates;
 3. Campus-wide facility access lists are finalized;
 4. Protocols are developed for triaging patients without sending police personnel;
 5. The EOC is ready to be activated; and
 6. Any necessary MOUs are ready to be activated.
- B. **Patrol Bureau:**
1. Update staffing and response plans as necessary and review with all units and subordinates;
 2. Prepare to deploy traffic signs, cones, and barricades; and
 3. Ensure the agency's role in the campus-wide evacuation plan is ready to be implemented.
- C. **Operations Support Bureau:**
1. Update staffing plan as necessary and review with all units and subordinates; and

2. Ensure the secondary Communications facility is ready to be activated.

D. Admin. & Tech. Support Bureau:

1. Update staffing plan as necessary and review with all units and subordinates;
2. Develop plan that addresses departmental cleaning protocols and reducing the frequency of face-to-face contact;
3. Work with Environmental Health and Safety (EHS) to order and have on hand at least a four month supply of infection control supplies that may include:
 - a. N-95 masks;
 - b. Hand disinfectant;
 - c. Tissues;
 - d. Disposable gloves;
 - e. Trash bags for waste disposal; and
 - f. Disinfecting cleaning supplies and sprays;
4. Prepare to distribute infection control supplies;
5. Ensure agency employees and, depending on availability, their immediate families are provided any available prophylaxis medications; and
6. Finalize logistical plans for food, shelter, and fuel.

2.725.12 Pandemic Plan – Phase 3: First Mid-Atlantic or Maryland Cases of Efficient Human to Human Transfer – University Evacuated & Closed

A. Office of the Chief:

1. Activate the EOC and ICS when appropriate;
2. Activate the agency's **Continuity of Operations Plan** as needed;
3. Order bureaus to implement the consolidated staffing plan as needed; and
4. Activate MOUs as appropriate.

B. Patrol Bureau:

1. Implement the agency's role in the campus-wide evacuation, and facility security plans;
2. Implement any necessary components of the agency's role in the campus access plan. See **2.752 Closed Campus Access Plan**;
3. Respond only to critical or emergency calls for service, handling as many calls over the phone as possible;
4. Will not respond to routine sick calls, injuries or illnesses, referring them to other health officials as appropriate; and
5. Be prepared to respond to and protect medical treatment facilities, medications, and other critical resources.

C. Operations Support Bureau: Maintain continuous Communications operations.

D. Admin. & Tech. Support Bureau:

1. Coordinate the final delivery of training and familiarization to employees on the disease, prevention, treatment, etc.; and
2. Implement plans for providing food, shelter, fuel, and the distribution of infection control supplies.