

SECTION 9.3



THE UNIVERSITY OF BIRMINGHAM

**INFLUENZA PANDEMIC
RESPONSE PLAN**

CONFIDENTIALITY & PRIVACY STATEMENT

NOTE: This document contains confidential and personal information that must only be used as described below.

ISSUE

The University of Birmingham Influenza Pandemic Response Plan (referred to below as the "Plan") is part of the Major Incident Management Plan and remains the sole property of the University of Birmingham. If this copy of the Plan is lost or found by any person, the University Security Office or the Emergency Planning Officer must be contacted immediately (see below).

You have been identified as a person who may need the information contained in the Plan to respond to a confirmed Influenza Pandemic affecting the University, the surrounding area or the United Kingdom.

RESTRICTIONS ON USE

The Plan contains sensitive information which is subject to the Data Protection and Freedom of Information Acts. This information must not be copied or shared with anyone else, or used for any other purpose other than those set out below.

Purposes for which personal information contained in the Plan may be used:

1. Contacting University employees in response to a confirmed Influenza Pandemic.
2. Contacting University employees to test Influenza Pandemic response procedures.

Circumstances in which the information contained in the Plan may be shared with others:

1. Sharing with an employee of an organisation listed below* ONLY during an Influenza Pandemic and ONLY if it is necessary to do so in order to respond effectively to that particular incident.
 - West Midlands Fire Service
 - West Midlands Ambulance Service (or its health care partners)
 - West Midlands Police

*The University of Birmingham is satisfied that the listed organisations have data protection procedures in place.

ADDITIONAL RESPONSIBILITIES

As an authorised holder of the Plan, you are responsible for:

- informing the Emergency Planning Officer of any changes to your personal contact details
- updating information contained within the Plan as requested by the Emergency Planning Officer on behalf of the Contingency Planning Action Group (CPAG).
- returning your copy of the Plan to the Emergency Planning Officer if you leave your current employment, change your job responsibilities, or are asked to return it
- using and storing the Plan in a manner that will prevent any unauthorised access to it or the accidental loss or destruction of it, or any part of it. This will normally mean keeping it in a secure place (e.g. locked filing cabinet) when not in actual use.

UNAUTHORISED USE

Unauthorised use could lead to unnecessary interference with, and distress to, other people in their private lives. Unauthorised use may be regarded as a disciplinary matter and, in the event of any contravention of the law, could lead to prosecution.

FOR FURTHER INFORMATION

University Security Office. Tel. 0121 414 3000.

The Emergency Planning Officer, Support Services. Tel. 0121 414 2620.

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1.0 INCIDENT NOTIFICATION AND RESPONSE ACTIVATION

1.1 ESTABLISHING THE RESPONSE

1.1.1 This section outlines how the University will respond to the notification of a confirmed Influenza Pandemic affecting the University, the surrounding West Midlands Area, or the United Kingdom.

1.2 DEFINITIONS

1.2.1 **University Emergency:** is an unplanned disruption to normal University operations, teaching and research practices that requires special plans and procedures to be implemented to minimise disruption and help maintain service delivery.

1.2.2 **Influenza Pandemic:** occurs every few decades and spreads rapidly to affect most countries and regions around the world. The symptoms of pandemic influenza are similar to those of ordinary influenza, but are usually more severe (source NHS *"Pandemic Flu, Important Information for you and your family"*, October 2005).

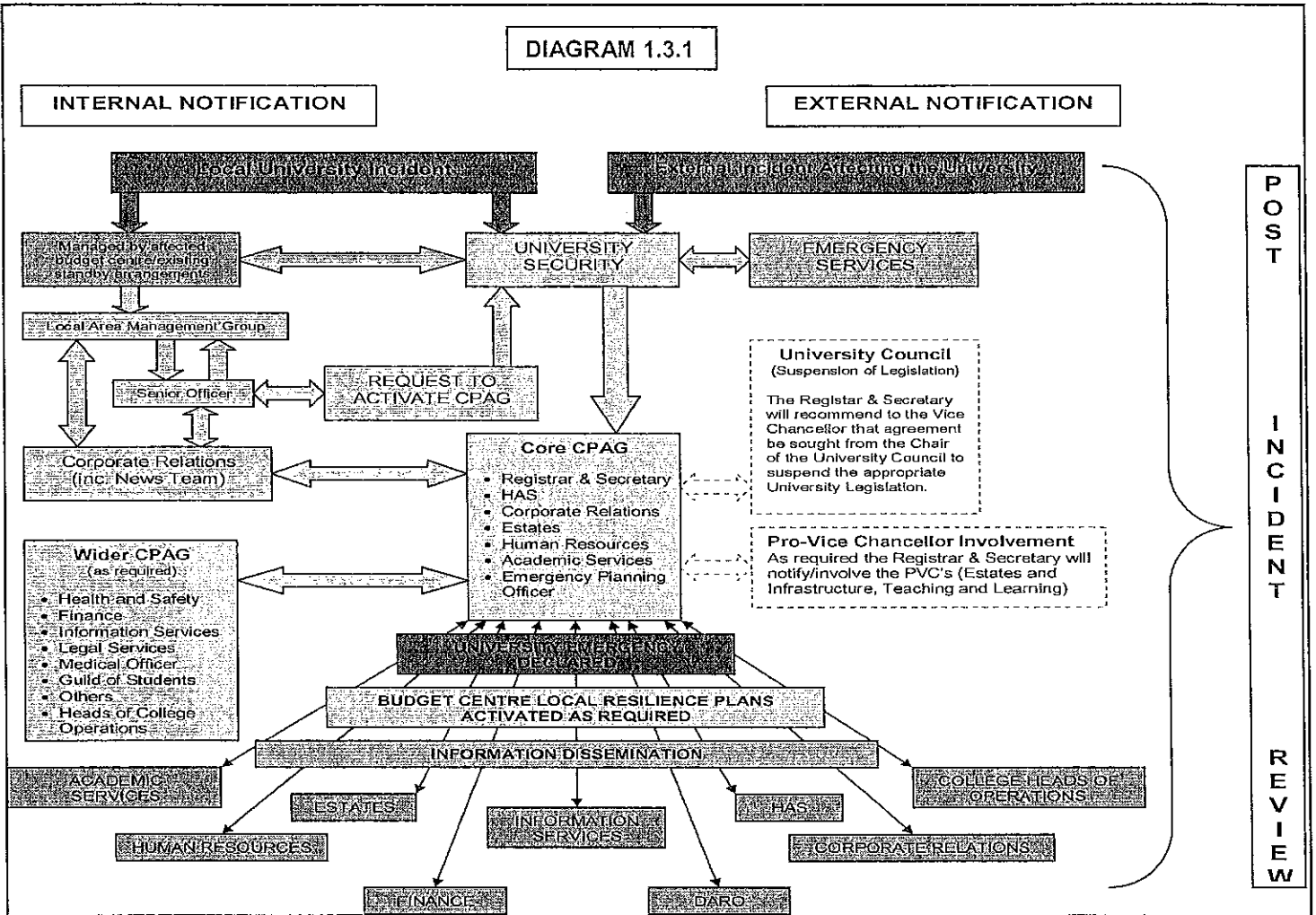
1.3 INCIDENT NOTIFICATION

1.3.1 Notification of an outbreak of influenza and/or confirmed influenza pandemic that will affect the University, the surrounding West Midlands area or the United Kingdom will be received via the 24 hour University Security Office who will respond to the call using the response criteria outlined below:

- a) Contact the Duty Security Manager to seek clarification on what actions to take.
- b) The Duty Security Manager will seek further advice from Senior Director (a member of CPAG), who will then consider whether CPAG should be activated.
- c) Based on the outcomes of the discussions with a member of CPAG, if decided the Duty Security Manager will instruct University Security Control to activate the University Influenza Pandemic Response Plan, (convene CPAG), see Notification and Activation Flow Chart (diagram 1.3.1) below.

1.3.2 Activation of the Influenza Pandemic Response Plan is achieved through the Registrar and Secretary, or deputy (see Contact Details Section 3.0).

NOTIFICATION AND ACTIVATION FLOW CHART



1.4 RESPONSE ACTIVATION

1.4.1 The CPAG Convenor will refer to Appendix A.1 (CPAG Activation Checklist) and decide:

- a) the level of response
- b) whether to convene CPAG and/or Local Area Management Groups
- c) where meetings will take place

1.4.2 Full detail of the roles and responsibilities of CPAG can be found within Section 5.4 of the University Major Incident Management Plan (MIMP).

1.5 STAND DOWN

- 1.5.1 **The convenor of CPAG will declare 'Stand Down'**. Upon declaration of stand down, CPAG members will inform all responding University of Birmingham staff and partner organisations of the decision to stand down. All responding University staff will be instructed to return any incident logs, forms and other records of actions taken to a nominated member of CPAG.

1.6 RECOVERY OPERATIONS

- 1.6.1 The response to an emergency directly affecting the University or the immediate surrounding area may continue for an indefinite period of time.
- 1.6.2 As soon as is practicable after the response phase is over, the convenor of the CPAG will identify suitable members of both the Core and Wider CPAG to oversee the recovery process and the liaise with external agencies as required.

2.0 CONTINGENCY PLANNING ACTION GROUP (CPAG)

2.1 CPAG CALL-OUT PROCEDURES

- 2.1.1 CPAG members are not "on-call", however members should endeavour to make themselves available in the event or threat of an outbreak of Influenza Pandemic.
- 2.1.2 In the event or threat of an outbreak of Influenza Pandemic, the University Security Section Personnel will contact the convenor of CPAG (or the Deputy), or in their absence, any other CPAG member will be contacted.
- 2.1.3 On the basis of the available information, using the action lists detailed in Appendix A.1; the convenor of CPAG will decide whether or not to invoke CPAG, whether to co-opt members from Wider CPAG to assist with the response and where meetings will take place.

2.2 CPAG INCIDENT MANAGEMENT

- 2.2.1 Once convened, Appendix B.1 (Influenza Pandemic Alerting Criteria) and Appendix C.1 – C.3 (Critical Service Assessment) will be used to enable CPAG to perform three principal functions:
 - a) To protect the University's reputation
 - b) To provide strategic management of the major incident
 - c) To maintain continuity of business
- 2.2.2 The principal functions of CPAG will be achieved by:
 - a) Ensuring that Local Resilience Plans are activated to maintain normal delivery of University operations, teaching and research practices.
 - b) Identifying, as required, additional resources to support Budget Centre responses, where existing resources are insufficient to cope with the scale or duration of the major incident.
 - c) Ensuring that sufficient capacity exists to sustain CPAG over a 24 hour shift pattern.
 - d) Establishing, as required, longer term business continuity arrangements for the recovery phase after the Influenza Pandemic has subsided.

3.0 CONTINGENCY PLANNING ACTION GROUP CONTACT DETAILS

3.1 CORE CPAG (Deputies for all CPAG Members are listed in Appendix D.1)

Name	Role	Contact Work	Contact Other 1	Contact Other 2
Lee Sanders	Convenor Registrar and Secretary	0121 414 3975	[REDACTED]	[REDACTED]
Sue McLaren	Acting Director of HAS	0121 414 6228	[REDACTED]	[REDACTED]
Tracey Lancaster	Director of Corporate Relations	0121 414 3886	[REDACTED]	[REDACTED]
Ian Barker	Director of Estates	0121 414 5950	[REDACTED]	[REDACTED]
Heather Paver	Director of Human Resources	0121 414 6477	[REDACTED]	[REDACTED]
Brendan Casey	Director of Academic Services	0121 414 3808	[REDACTED]	[REDACTED]
Steve Webb	Emergency Planning Officer	0121 414 2620	[REDACTED]	[REDACTED]
Prof. Adrian Randall	Pro-Vice Chancellor	0121 414 5940	[REDACTED]	[REDACTED]
Prof. John Heath	Pro-Vice Chancellor	0121 414 5939	[REDACTED]	[REDACTED]

3.1 WIDER CPAG

Name	Role	Contact Work	Contact Other 1	Contact Other 2
David Harrison	Director of Health and Safety	0121 414 5250	[REDACTED]	[REDACTED]
Richard Shortland	Deputy to the Director of Finance	0121 414 6109	[REDACTED]	[REDACTED]
Sean Duffy	Director of Information Services	0121 414 5857	[REDACTED]	[REDACTED]
Carolyn Pike	Director of Legal Services	0121 414 3195	[REDACTED]	[REDACTED]
Vijay Raichura	University Medical Officer **Initial advice will be provided by telephone**	0121 687 [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
Charlotte Jarvis	Head of Operations, College of Arts & Law	0121 414 9007	[REDACTED]	[REDACTED]
Marcella Keher	Head of Operations, College of Engineering & Physical Sciences	0121 414 4176	[REDACTED]	[REDACTED]
Gideon White	Head of Operations, College of Life and Environmental Sciences	0121 414 3615	[REDACTED]	[REDACTED]
Peter Meredith [REDACTED]	Head of Operations, College of Medical and Dental Sciences	0121 414 4047	[REDACTED]	[REDACTED]
Charlotte Wellington	Head of Operations, College of Social Sciences	0121 414 8956	[REDACTED]	[REDACTED]

3.3 OTHER CONTACTS

Name	Role	Contact Work	Contact Other 1	Contact Other 2
Prof. David Eastwood	Vice Chancellor & Principal	0121 414 4536	[REDACTED]	[REDACTED]
Prof. Michael Sheppard	Vice Principal	0121 414 4538	[REDACTED]	[REDACTED]

4.0 INCIDENT CONTROL SUITES

4.1 SETUP AND ACTIVATION

4.1.1 On the decision to activate the Influenza Pandemic Response Plan, as required, the Convener of the CPAG (the Registrar and Secretary) will request that Incident Command and Control Suites be established.

4.1.2 The locations of the Suites are:

Purpose	Campus	Description/Location
CPAG	Edgbaston	[REDACTED]
CPAG	Edgbaston	[REDACTED]
Call Centre Operation	Edgbaston	[REDACTED]
Call Centre Operation and IT Access	Edgbaston	[REDACTED]
CPAG	Selly Oak	[REDACTED]
Call Centre Operation and IT Access (Backup)	Selly Oak	[REDACTED]

The telephones for the Call Centres are stored at the following locations:

- [REDACTED]
- [REDACTED]

4.1.3 Upon the decision to setup the Command and Control Suites with telephone facilities, the telephone equipment must be retrieved from the nearest location (see above) by members of the University Security Office.

4.1.4 The complete set up procedures for the Command and Control Suites are detailed in Section 7.0 of the University Major Incident Management Plan (MIMP).

Appendix A.1: CPAG Activation Checklist

The following checklist is designed to assist the convenor of the CPAG with making decisions on the appropriate steps to take after receiving notification of a threat or outbreak of Influenza or an Influenza Pandemic.

The list does not provide definitive guidance and should only be used as an aide memoir in conjunction with Appendix B.1 and C.1 of this plan

Description	Informer	Action	Notes
Monitoring of local, national and international Influenza activity; Specific attention paid to emergence of new strains	WHO; HPA; RCGP (Midlands) Influenza Monitoring Unit	UMO to monitor and liaise with HPA as necessary	International students returning from areas where new strains emerging may need specific advice about travel to and from the UK
Action for a local outbreak in the University or Birmingham and surrounding areas	University Medical Officer, Health Protection Agency	Convene CPAG and consider activating relevant aspects of Influenza Pandemic Response Plan	Refers to staff or students
University of Birmingham staff and or students involved/affected	University Medical Officer, Health Protection Agency, Local doctor	Convene CPAG and consider activating relevant aspects of Influenza Pandemic Response Plan	Consider appropriate messages to staff and students
Neighbouring Universities involved/affected	Host University. Health Protection Agency	Discuss with Director of Academic Services, Director of Corporate Relations (Communications)	Includes, Aston, UCE, Wolverhampton, Coventry, Warwick

Key:

WHO = World Health Organisation
 RCGP = Royal College of General Practitioners
 UMO = University Medical Officer
 HPA = Health Protection Agency

Department of Health UK Alert Descriptions

ALERT LEVEL	UK DESCRIPTION
0	Normal seasonal influenza activity in the world
1	New Virus cases only outside the UK
2	New virus isolated in the UK
3	Outbreak(s) and/or Epidemics in UK
4	Wide spread national activity, pandemic established

University of Birmingham Considerations

INFORM	ALERT LEVEL 0	Considerations: CPAG Ensure response procedures are in place Ensure essential equipment is stockpiled	Actions from CPAG for: Corporate Services and Academic Colleges Ensure response procedures are in place Ensure essential equipment is stockpiled
PREPARE	ALERT LEVEL 1	<p>Considerations: CPAG Clarify mode of transmission. If any staff /students have been in an infected area, they should be instructed not to come to work/lecturers for five or more days (period of infectivity to be determined at time of emergence of new strain). Draft appropriate statements for distribution to reassure staff and students. Brief switchboard on the situation Implement enhanced cleaning of residences, lecture theatres and other mass gathering areas</p>	<p>Actions from CPAG for: Corporate Services and Academic Colleges Ensure plans and critical service assessments reflect the requirements of the academic college or service area. If any staff /students have been in infected area, they should be instructed not to come to work/lecturers for five days (period of infectivity to be determined at time of emergence of new strain). Reassure staff and students through CPAG guidance. Actioned by Hospitality and Accommodation Services</p>
MITIGATE	ALERT LEVEL 2	<p>Considerations: CPAG Review Local Resilience Plans for all areas across the University. (Critical Service Assessments (CSA's) enforced). Use C.S.A's to identify skill transfer areas to support critical service areas (if required) Inform students and staff to stay away if unwell with influenza like symptoms. Reissue guidance on signs and symptoms to all staff and students. Distribute anti-bacterial hand wash throughout the University, including toilet areas. Undertake enhanced cleaning schedules in all areas, including transport. Inform Trade Union and Guild of Students representatives of the current situation and implement flexible HR working practices</p>	<p>Actions from CPAG for: Corporate Services and Academic Colleges Use C.S.A's in Local Resilience Plans to identify priority areas to maintain. Disseminate signs and symptoms guidance to all staff and students. Upon receipt of CPAG guidance, inform staff and students to stay away if unwell. Disseminate through Local Area Management Groups and Corporate Relations (Communications) Directorate Actioned by Hospitality and Accommodation Services Actioned by Hospitality and Accommodation Services Notify all HR representatives of this decision</p>

CONTINUED

	ALERT LEVEL 3	RESPOND
	<p>Considerations: CPAG Should non-essential mass gatherings be postponed. (e.g. should University functions take place such as sports or social gatherings?) Recognise the need that staff may need to care for loved ones and therefore will not be at work. Activate help lines to provide information to staff and students. To manage potential staff shortages, as required activate Local Resilience Plans across the across the University. (C.S.A's enforced).</p>	<p>Actions from CPAG for: Corporate Services and Academic Colleges Identify which non-essential meetings/gatherings can be postponed. Notify CPAG of events/functions that will be cancelled. Help lines activated and staffed in line with CPAG requirements Use C.S.A's in Local Resilience Plans to identify priority areas to maintain operations.</p>
<p>RECOVERY</p>	<p>Considerations: CPAG Stop all group teaching sessions and where appropriate suspend research projects. Corporate Services should maintain services through their Local Resilience Plans. Where appropriate, staff should be instructed to work from home. Local Resilience Plans implemented in all areas across the University. (C.S.A's enforced). No group transport provided (unless for emergency purposes) Close non-essential mass gathering areas If necessary, close non-essential (green) services to increase staffing capacity for front line operations. To maintain continuity, if possible implement part closure or minimal working for front line services across the University. Personal Protective Equipment issued to staff/volunteers in direct contact with sick students. Focus on the care on international students. Essential staff/projects must be maintained. Minimal service operation at the University (security, lighting, I.T) Academic Services to consider the impacts on teaching programs and identify a potential restart date</p>	<p>Actions from CPAG for: Corporate Services and Academic Colleges Students instructed not to attend University. Staff should attend work as normal. Local Area Management Groups should report staff shortages (sickness or compassionate leave) to CPAG. Local Area Management Groups should report to CPAG any concerns over the safe operation of buildings and their service areas that reside within them. Implement secure access to buildings wherever possible. Use C.S.A's in Local Resilience Plans to identify priority areas to maintain. Actioned by Support Services, part of HAS. Based on assessment of C.S.A's detailed within the Influenza Pandemic Response Plan Based on assessment of C.S.A's detailed within the Influenza Pandemic Response Plan Through liaison with CPAG, if possible implement part closure or minimal working (Corporate Services Only). Close sports facilities. Co-ordinated through Hospitality and Accommodation Services At risk students identified (international), and welfare needs identified. Essential staff (and deputies) and projects identified Implemented through Local Area Management Groups When appropriate, students informed by Academic Services about the restart date.</p>

Appendix C.1: Critical Service Assessment

Critical Service Assessment:

The Critical Service Assessment (C.S.A) has been devised by the University Emergency Planning Officer and developed through consultation with Local Resilience Co-ordinators across the University to assist (Local Area Management Groups for Corporate Services and Academic Colleges) with the prioritisation of critical services in the event of an Influenza Pandemic and to also compliment the University Risk Management Process. The critical services listed on the C.S.A have a low, medium or high impact rating against them using the following assessment criteria:

Impact Assessment Criteria

Level	Impact Description
H = HIGH IMPACT	<p>(Effects noticeable between 1 – 48 hours after disruption)</p> <p>Death or life threatening Serious service failure impacts on Academic Schools and Service areas which impact will be felt across more than one division Negative national publicity or widespread adverse local publicity Financial impact not manageable within existing funds and requiring Vice Chancellors Management Group approval for virement or additional funds i.e. [REDACTED] Failure to provide operational support to long term research projects Failure to provide advisory support to sensitive University matters involving partner institutions or University personnel</p>
M = MEDIUM IMPACT	<p>(Effects noticeable between 2 and 7 days after disruption)</p> <p>Extensive, permanent/long term injury or long term sick Service failure impacts on property and/or staff/student groups Negative local publicity but not widespread Expected impact, but manageable within Divisional contingency plans Financial impact manageable within existing Division budgets but requiring Divisional approval for virement or additional funds i.e. between [REDACTED]</p>
L = LOW IMPACT	<p>(Effects noticeable one week and onwards after disruption)</p> <p>Short term sick absence, first aid or medical treatment required Some risk to normal service but manageable within contingency arrangements Little if any scope for impact on Academic Schools, Service areas and staff/student groups Negative customer complaints Possible impact, but manageable locally by Head of Service/School Possible financial impact manageable within service budget i.e. [REDACTED]</p>

C.S.A Management:

C.S.A's are integrated in to Local Resilience Plans and will be used upon the request of CPAG to assist with maintaining service provision.

Based on the priority rating on the C.S.A's, Local Area Management Groups for Corporate Services and Academic Colleges will maintain their respective services using the resources directly available to them. As required, they will report the progress of this to CPAG.

In the event that Corporate Services and/or Academic Colleges can no longer find the capacity to maintain service areas, CPAG must be informed immediately. CPAG will assess the situation and as required transfer appropriate resources from across the University to maintain the services in need of assistance.

Appendix C.2: Critical Service Assessment – Scope of Low Priority Areas (Corporate Services)

Area	Low Priority Areas	Description
Academic Office	[REDACTED]	Transcript Functions, Support for Students, Student Communications, Staff Development, Talks to Schools
Barber Institute	[REDACTED]	Collections Management
BMSU	[REDACTED]	N/A
Curator	[REDACTED]	Tours, Teaching and Meetings, Museum Management Database
Development Office (Alumni)	[REDACTED]	N/A
Estate Management	[REDACTED]	External Contractors
Finance Office	[REDACTED]	Procurement, Internal Audit, Accounting
Guild of Students	[REDACTED]	Finance, Administration, Building Team Functions
Hospitality & Accommodation Services	[REDACTED]	Postal, Ground & Gardens, Botanic Gardens, Conference Office, Sports Centre, Day Nurseries, Retail Services
Information Services	[REDACTED]	Central Printing, Internal Library Processes
Legal Office	[REDACTED]	N/A
Corporate Relations	[REDACTED]	VIP Visits
Research and Enterprise Services	[REDACTED]	Business and Industry Input, support to admin staff and support to general facilities, some research areas,
Human Resources	[REDACTED]	Technical Services

Note: HAS Low Priority Areas will be redeployed within HAS Service Areas.

Appendix C.3: Critical Service Assessment – Scope of Low Priority Areas (Academic Schools)

Area	Low Priority Areas	Description
Biosciences MAIN	[REDACTED]	Most areas except specialist staff
Business School	[REDACTED]	Open Days and Travel
Centre for Life Long Learning	[REDACTED]	N/A
Chemistry	[REDACTED]	Research, Learning and Teaching Practices
Computer Sciences	[REDACTED]	Open Days
Dentistry	[REDACTED]	Covered by hospital plans
Education	[REDACTED]	Open Days
Engineering	[REDACTED]	Open Days, Teaching/research practices based on CPAG instruction
Geography	[REDACTED]	Open Days, admissions, year and module tutors, learning and teaching management
Health Sciences	[REDACTED]	Open Days
Historical Studies	[REDACTED]	Archaeology, Short Trips, Open Days
Humanities	[REDACTED]	Learning and Teaching Management, Year Tutors, Joint Honours Tutors, Open Days, Research, Examinations Officer, Admissions, Academic Program Management
Law	[REDACTED]	Learning and Teaching Management, Year Tutors, Joint Honours Tutors, Open Days, External Activities
Mathematics	[REDACTED]	External Activities, European Placements
Medicine	[REDACTED]	Open Days
Physics and Astronomy	[REDACTED]	Open Days
Psychology	[REDACTED]	Open Days
Public Policy	[REDACTED]	Open Days
Social Sciences	[REDACTED]	Open Days
Sports and Exercise Sciences	[REDACTED]	Open Days

Appendix D.1: CPAG DEPUTIES

CPAG

Name	Role	Contact Work	Contact Other 1	Contact Other 2
[REDACTED]	Deputy to the Registrar and Secretary	0121 414 [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	1 st Deputy to the Director of HAS	0121 414 [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	2nd Deputy to the Director of HAS	0121 414 [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Head of News and Deputy to the Director of Corporate Relations	0121 414 [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Deputy to the Director of Estates	0121 414 [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Deputy to the Director of Human Resources	0121 414 [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Deputy to the Director of Academic Services	0121 414 [REDACTED]	[REDACTED]	[REDACTED]

Wider CPAG

Name	Role	Contact Work	Contact Other 1	Contact Other 2
[REDACTED]	Deputy to the Director of IT Services	0121 414 [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Deputy to the Director of Health and Safety	0121 414 [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Deputy to the Director of Legal Services	0121 414 [REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Deputy to the University Medical Officer **Initial advice will be provided by telephone**	0121 687 [REDACTED] (option 3)	[REDACTED]	[REDACTED]
[REDACTED]	Deputy to the University Medical Officer **Initial advice will be provided by telephone**	0121 687 [REDACTED] (option 3)	[REDACTED]	[REDACTED]

Appendix E.1: Influenza (Flu) Pandemic

Fact Sheet (Adapted from "PRODIGY Knowledge" (www.prodigy.nhs.uk/home))

What are the symptoms of flu or a flu-like illness?

- Typical symptoms include: high temperature (fever), sweats, muscle aches, a dry cough, sore throat, sneezing, and headache. You may also feel sick. The illness caused by the influenza virus tends to be worse than illnesses caused by other viruses which cause a 'flu-like' illness. Even if you are young and fit, flu can make you ill enough to need to go to bed.

What is a flu pandemic and will one happen in the near future?

- A flu pandemic is an outbreak of influenza (flu) that occurs when a new strain of influenza A virus emerges that can affect humans, can cause serious illness, and spreads easily from person to person throughout the world to affect many people.
- A flu pandemic is different to the usual outbreak or epidemic of flu that occurs most years. The usual yearly outbreak of flu is caused by a 'human' strain of flu virus that already exists. Many people are immunised each autumn against the strain known to be spreading towards the UK that coming winter.
- A flu pandemic is more likely to occur than an outbreak of bird flu

What is the difference between bird flu and 'human flu'?

- The term 'bird flu' usually means an illness in birds caused by strains of the influenza A virus that are mainly found in birds. These strains do not usually infect humans.
- The flu that humans commonly get is normally caused by other strains of the influenza A virus. Each year there is usually an outbreak of flu caused by a 'human flu' strain. A 'human flu' strain of virus can cause an unpleasant illness, but it is not usually life-threatening in people who are normally well. However, each year a number of people die from human flu. It is usually elderly people or people who are already unwell who are most likely to die from a 'human flu' strain.

Appendix E.2: Bird Flu (Avian Influenza)

Fact Sheet (Adapted from "PRODIGY Knowledge" (www.prodigy.nhs.uk/home))

What is bird flu ('avian influenza')?

- Bird flu is a disease of birds caused by various strains of the influenza A virus. All species of birds can be infected with bird flu viruses. Wild birds that migrate such as wild ducks and geese can carry the viruses but are often immune to these viruses and do not become ill. However, poultry birds such as chickens and turkeys become ill when they are infected. Bird flu viruses are easily spread from bird to bird, mainly via contaminated droppings and saliva.
- The virus causing alarm at present is the H5N1 strain of the influenza A virus. This strain of virus has caused outbreaks of severe bird flu in several countries in recent years.

How does bird flu affect humans?

- The H5N1 strain of the bird flu virus has caused outbreaks of illness in poultry flocks throughout the world from time to time over the last 40 years or so. It was not thought to be a threat to humans as bird flu viruses generally do not affect humans.
- However, in 1997 an outbreak of bird flu in Hong Kong with the H5N1 strain infected 18 people, and six died of the infection. This is of great concern because it showed that the H5N1 strain had mutated in some way to be able to infect humans as well as birds. It caused a very serious illness. These human cases were in people who had been in close contact with infected birds and had caught the illness directly from the birds. The infected people did not pass on the infection to other people.
- There is great concern that the H5N1 strain may mutate and develop into a strain that has the ability to pass easily from human to human. This may never happen, but if it does (as many scientists fear), what we would then have is a virus that:
 - can cause a very serious form of flu that has a high death rate, AND
 - can pass easily from human to human and may cause a serious flu pandemic

What are the symptoms of bird flu?

- Symptoms that occur in people who develop bird flu with the H5N1 strain are similar at first to other types of flu. That is, fever, cough, sore throat, muscle aches, and sometimes diarrhea. However, the symptoms typically become quickly worse over a few days to include severe breathing problems and severe pneumonia which may result in death.

What is the treatment for bird flu?

- Antiviral drugs may help. Antiviral drugs do not kill viruses, but work by stopping the virus from multiplying. Therefore, they are not a cure, but can protect against serious illness or death if you were to catch bird flu.

Appendix E.2: Bird Flu (Avian Influenza) CONTINUED

Fact Sheet (Adapted from "PRODIGY Knowledge" (www.prodigy.nhs.uk/home))

Is there a vaccine against bird flu?

- Clinical trials are underway to test a vaccine that has been made against the H5N1 strain of influenza A virus. However, if a virus emerges to produce a flu pandemic, it will be a mutation from the H5N1 strain. So, it will be a slightly different strain. Whether the vaccine against the H5N1 strain will be effective against this potential new virus is not clear. It may be partially effective, which may help to lessen the effect and severity of the disease.
- If a new virus does emerge, then as soon as it is identified scientists will try to develop a specific vaccine as soon as possible. However, it can take several months to develop a new vaccine and this may be too late to protect many people if a pandemic sweeps across the world.

APPENDIX F.1: UNIVERSITY CATERING SERVICES

This section outlines how the University will provide catering facilities for staff responding to an influenza pandemic and for students who remain at the University during a pandemic, due to illness or the inability to return to their place of normal residency.

SETUP AND ACTIVATION

Once the University has activated the Influenza Pandemic Response Plan and Level 3 on the Alert Criteria has been reached (see Appendix B.1), the Director of University Catering will:

- Ensure that existing food and drink resources around the University Campus will be collected and delivered to the [REDACTED] for preparation.
- Ensure facilities at [REDACTED] are prepared to create a rest facility for responding staff to obtain food and drink.
- Prepare facilities at [REDACTED] to enable remaining students to obtain food and drink.

COORDINATION

This process will be coordinated through the HAS Control Room, [REDACTED]. [REDACTED] The HAS Control Room will liaise with the Contingency Planning Action Group via the Director of Hospitality and Accommodation (or nominated deputy).

APPENDIX G.1: PERSONAL PROTECTIVE EQUIPMENT


The University has stockpiled a supply of personal protective equipment (PPE) to assist with the response to an Influenza Pandemic.

PPE will be issued to staff who are in direct contact with "sick students" whilst they provide basic welfare services (food and water) to them.

A supply of basic hygiene masks are also available for "sick students" to wear, whilst University staff, provide basic welfare services.

SETUP AND ACTIVATION

Once the University has activated the Influenza Pandemic Response Plan and Level 3 on the Alert Criteria has been reached (see Appendix B.1) and "sick students" are being identified, CPAG will issue PPE on a needs basis to staff and students.

The PPE is located in the 

APPENDIX H.1: ESTATES

The University has stockpiled essential supplies that could be used regularly around the University Estate. It is recognised that in the event of an Influenza Pandemic, such supplies will become vital to the continued operation of the University.

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

SETUP AND ACTIVATION

Once the University has activated the Influenza Pandemic Response Plan [REDACTED]
[REDACTED] contact:

- [REDACTED]
- [REDACTED]

APPENDIX I.1: CAMPUS CLEANING

The University has a well established cleaning regime. It is recognised that in the event of an Influenza Pandemic, the daily cleaning regime will have to be adapted to meet the requirements of the Alert Criteria (Appendix B.1).

To assist with meeting the requirements of the Alert Criteria, the University has stockpiled Antibacterial hand rinse to be situated around the campus.

SETUP AND ACTIVATION

Once the University has activated the Influenza Pandemic Response Plan, CPAG will inform the General Manager of Student Accommodation and Campus Cleaning of the Alert Criteria.

Campus Cleaning Services will respond accordingly.