

PANDEMIC FLU PLANNING GUIDE
Coral Gables Campus

LEVEL 1

No viruses circulating among animals have been reported to cause infections in humans. (Low Risk of Human Cases)

1. Emergency Coordinator convenes the Assessment Team and Essential Support Functions groups for pre-planning for a possible event. Assessment Team develops a draft plan and responsibilities of team members during each phase of plan. See Appendix 1 for Assessment team and Essential Support Functions.
2. Review and update plan and Team responsibilities.
3. Disaster Preparation and Recovery Plans for each individual unit should be updated to include for pandemic influenza, including plans for maintaining laboratories, particularly those using research animals.

LEVEL 2

Animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans, and is therefore considered a potential pandemic threat; but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks. (None or very limited human to human transmission)

Emergency Coordinator convenes the Assessment Team and Essential Support Functions groups to ensure implementation of Level 2 plans.

Assessment Team:

1. Coordinate plan with County/Public agencies.
2. Monitor information from relative agencies website for guidance.
 - a. Centers for Disease Control and Prevention (<http://www.cdc.gov/>)
 - b. World Health Organization (<http://www.who.int/en/>)
 - c. Miami-Dade Health Department (<http://www.dadehealth.org/>)
 - d. Florida Department of Health (<http://www.doh.state.fl.us/>)
3. Review information and work with University Communication for appropriate reporting to University Community.
 - a. Update website (www.miami.edu/h1n1flu)
 - b. E-Veritas
 - c. Ibis News
4. Provide education and training regarding Pandemic Flu; basic infection control practices (hand hygiene, cough etiquette, etc.)

- a. Students
 - i. On-campus
 - ii. Off-campus
 - b. Healthcare workers
 - c. Contract employees, vendors
 - d. All university employees
 - e. Visitors
 - f. Customers
5. Ensure compliance with infection control procedures in healthcare facilities.
 6. Identify areas where infected individuals can be quarantined.
 7. All University Essential Support Functions (ESF) as identified in Phase 1
 - a. Monitor Situation
 - b. Review department unit plans and update essential personnel lists in the event of staff absenteeism rate which may reach 40% for 8 to 12 weeks.
 - c. Communicate to all staff the importance of a personal family plan to cover childcare/pet care/fuel/transportation, etc.
 - d. Remind employees about emergency plans and appropriate training information
 - e. Review policies for employee and student absences unique to pandemic influenza (e.g., non-punitive, liberal leave) including dependent care
 - f. Develop means to monitor the whereabouts of students, faculty and staff during a pandemic
 - g. Identify existing and projected critical skills shortages as well as supplies and equipment
 - h. Cross train “single source” employees to obtain operational redundancy

LEVEL 3

Verified human-to-human transmission of an animal or human-animal influenza virus able to cause “community-level outbreaks.” The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. (Evidence of increased human to human transmission)

Emergency Coordinator convenes the **Incident Commanders**, Assessment Team and Essential Support Functions groups to determine risk to the University and insure implementation of Level 3 plans.

1. Incident Commanders/Emergency Coordinator

- a. Communicate with Miami-Dade County Health Department regarding planning and surveillance
- b. Communicate and benchmark with other universities
- c. Alert Crisis Decision Team (CDT) see Appendix 2 for CDT members
- d. Establish communication with VP, Deans, University Communications and Police/Security
- e. Reviews and update planning guide

2. Crisis Decision Team

- a. Receive information from Emergency Coordinator/Incident Commander
- b. Review information and work with Media Relations for appropriate reporting to University community
- c. Identify points of distribution and recipients of respirators and surgical masks on the respective campuses
 - i. Health Care workers
 - ii. Police/security personnel
 - iii. Emergency Responders
 - iv. Housekeeping and Food Service personnel
 - v. Residence Halls Staff

3. President's Office (Advisory Group Coordinators)

- a. Monitor and report final decisions
- b. Based on US State department recommendations, University recommends campus community on the advisability of travel to affected countries
- c. Brief on upcoming University events

4. University Police/Security

- a. Report any flu-like incidents to Health Center
- b. Review Flu educational module (CBL)
- c. Maintain contact with peer agencies on Emergency Operations Center (EOC) activation
- d. Develop plan to secure and protect selected areas declared off-limits
- e. Disseminate information to the University community thru the Emergency Notification Network (ENN)
- f. Make sure essential personnel receive fit test & training on respiratory protection – “Respiratory Protection” CBL on ULearn
- g. Ensure adequate supply of protective equipment has been stockpiled
- h. Distribute respiratory protection to all essential personnel
- i. Review Protocols for Vanguard Security's role
- j. Establish vaccine policy for “first responders.”

5. Media Relations/University Communications

- a. Draft internal and external bulletins and announcements
- b. Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information
- c. Advise employees and students where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
- d. Disseminate information about the college/university's pandemic preparedness and response plan. This should include the potential impact of a pandemic on student housing closure, and the contingency plans for students who depend on student housing and campus food service, including how student safety will be maintained for those who remain in student housing.
- e. Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, coughing /sneezing etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission)
- f. Medical/health specialist has been identified to help with the development of accurate and timely messages and helps interpret its relevance to the University community

- g. An official University wide influenza pandemic website has been created
- h. Communication plan addresses all University constituents at all levels to keep them informed of the progress and impact to the University
- i. Record message in University hotlines (e.g. "The University is monitoring the situation....")

6. Student Health Center

- a. Quarantined Review Pandemic Flu Policy and training materials with staff.
- b. Identify and provide additional information to essential employees.
- c. Expand hours, as needed.
- d. Kept in isolation update information on website and automated attendant as-appropriate.
- e. Identify vendors who can provide additional supplies in case of shortages/concerns
- f. Maintain appropriate stock of supplies and medicines area
- g. Prepare for social isolation/estimates
- h. Assist Student Affairs, Human Resources and Faculty Affairs in communicating with students, faculty and staff.
- i. Work with University administrators to develop plan on on-campus housing, assessment of students, health status, social isolation and other concerns.
- j. Communicate to. Develop plan to expand clinical operations and identify triage area.
- k. Arrange for mass distribution of medications and supplies as needed.
- l. Assist other departments (food service, janitorial and physical plant) with training and education on infection prevention.
- m. Coordinate specimen handling and results notification with local health departments, State lab and CDC.
- n. Maintain communication with local health department and hospital consortium
- o. Maintain communication with the Crisis Communication Team at the Miller School of Medicine.
- p. Develop plan to screen or evaluate students who have returned from affected areas for evidence of possible infection.

7. Student Affairs

- a. Assure Resident Coordinators and Assistants have received training on Pandemic Flu
- b. Identify student planning to travel abroad with Office of Study Abroad. OSA will reach out to those universities.
- c. Identify all students studying abroad in affected area
- d. Identify Students who have returned from an affected area
- e. Develop plan for communicating and assisting students studying abroad and may be restricted from returning to the US
- f. Verify that plans have been developed for inquiries from families regarding student foreign travel.
- g. Identify upcoming University events and plan accordingly
- h. Formulate plan to address needs/support for students living in fraternity houses, religious houses and off campus.
- i. Identify isolation areas with Facilities Administration and Incident Commander and Emergency Coordinator (See Appendix 6).
- j. Develop/Distribute flyer on "How to Protect Yourself" to all student & high traffic areas.

- k. Summer camps need plan for health care awareness (not provided by UM).
- l. Flyers to be provided to camp organizers and review of procedures
- m. Sanitizers will be provided as requested.
- n. Review of school camp procedures
- o. Add advisory info to “camp” page

8. Human Resources/Faculty Affairs

1. Employee Related Guidelines

- a. Identify any faculty and staff travelers entering to or returning from affected areas those working or teaching abroad
 - i. Contact University Human Resources liaisons to ascertain this information
 - ii. Human Resources, along with Faculty Affairs, will combine Human Resources liaison reports into on master file that will be distributed to the Crisis Management Team
- b. Review disaster Pay, Sick, Vacation and Administrative Leave policies, as appropriate disaster pay policy
- c. If appropriate, create Computer Based Learning Modules (CBLs(CBL) as necessary to educate employees in managing through crisis
- d. Communicate University position regarding use of various paid-leave policies that impact for faculty and staff directly impacted by pandemic illness or who may become ill on campus. Develop Return to Work guidelines for sick employees and potentially affected employees returning from/to work
- e. Communicate University’s position regarding affected employees, potentially affected employees and pay guidelines to various non-University constituents, i.e. Contractors and Canterbury Daycare plans
- f. Establish flexible/ alternate work schedule or telecommuting opportunities schedule for employees unable to come in to work due to school closures

2. Operational Related Guidelines

- a. Identify and notify employees designated as essential for the specific crisis. These duties may not be consistent with normal responsibilities.
- b. If necessary, identify alternate work space for HR operations, i.e. health insurance assistance, coordinate Payroll processing, manual pay check distribution, necessary payroll data input.

9. Auxiliary Services (Dining) and Residence Halls

- a. Develop plans to assure the ongoing provision of food service in the event of contractor reduction in work force
- b. Appropriate amount of prepackaged utensils have been stockpiled
- c. Identify potential rooms and/or buildings to be used for alternative/isolation housing
- d. Notify current occupants that if their space is needed they will have to move
- e. Ensure emergency response menu is planned for various degrees of need
- f. Stockpile additional food and water
- g. Ensure food delivery process is planned and delivery supplies are on hand
- h. Develop dining plan if Supply Chain is broken
- i. Obtain dietary needs for isolated students from Incident Commander if needed
- j. Review Chartwells Pandemic Crisis Plan

- k. Managers identify Chartwells associates with flu like symptoms.
- l. Review with Chartwells Associates return to work policy
- m. Deploy hand sanitizers at all high traffic areas including residence halls, food establishments, BUC, H-100, University Center, etc. (See appendix 3 for locations)
- n. Verify convenience stores are stocked with hand sanitizer lotion "Purell" for sale.
- o. Include hand sanitizers in catered events
- p. Identify meal delivery needs and method for isolated students

10. Facilities Administration

- a. To avoid cross contamination Identify building ventilation systems that have immediate shutdown capability of outside air.
- b. Identify building best suited to serve as triage treatment centers based upon criteria given by crisis decision team (CDT)
- c. Identify alternative/isolation campus living areas in conjunction with Office of Student Affairs and Incident Commander and Emergency Coordinator for affected students.
- d. Verify that plans have been developed to assure the ongoing provision of essential services in the event of a reduction on work force
- e. Verify that appropriate type and amount of germicidal and disinfectant supplies (as specified by CDT) have been stockpiled.
- f. Verify that there is a system in place to transport supplies and personnel to satellite locations. [UGL can handle the supplies; if a large number of personnel is needing transportation, we should rely on the shuttle buses.
- g. Review UGL/UNICCO Business Continuity Plan and Pandemic Janitorial Cleaning Practices and Procedures. (UGL has well defined plan in H1N1 folder).
- h. Review UGL/UNICCO return to work policy
- i. Deploy hand sanitizers at all high traffic areas including residence halls, food establishments, BUC, H-100, University Center, etc. (See Appendix 3)
- j. Review University calendars for quick deployment of hand sanitizers with UGL plan.
- k. Develop procedure to refill hand sanitizers and soap dispensers

11. Environmental Health & Safety

- a. Monitor situation Provide respiratory protection training and receives updates from Miami Dade County Health Department
- b. Fit Testing, if applicable, to appropriate UM personnel.
- c. Assure contract with hazardous materials vendor for professional cleanup of contaminated areas is in place.
- d. In collaboration with Human Resources/Faculty Affairs develop a tool to screen faculty and staff returning from affected areas for evidence of transmission.

12. Risk Management

- a. Monitor situation
- b. Work with insurance company to repatriate students and employees if needed
- c. Develop procedure for Worker Compensation cases for employees infected at work
- d. Identify steps that must be taken to protect insurance coverage
- e. Document for FEMA

13. IT/Telecommunications

- a. Develop plan to disseminate information to the University community thru the Emergency Notification Network (ENN)
- b. Support Remote Access, VPN and other IT resources available for work faculty and staff homes
- c. Develop plan for work at home faculty and staff are connected to University PBX
- d. Arrange for emergency communication lines to be established at isolated areas

14. Purchasing

- a. Purchase respirator, surgical masks, gowns, eye protection and gloves based on the guidance provided by CDC
- b. Verify that adequate supplies of hand sanitizers are available (and refills)
- c. Order medical supplies as required
- d. Assists in the sourcing of any related good and service

15. Pharmacy

- a. Order pharmaceuticals (vaccines, Tamiflu, Relenza)

16. Parking

- a. Communicate/Review Protocols for evacuating students. Communicate with the shuttle services contractor
- b. Make sure essential personnel (Shuttle drivers) receive fit test & training on respiratory protection – Respiratory Protection CBL on ULearn

17. Intercollegiate Athletics

- a. Identify staging the NCAA and ACC loading/unloading locations on campus for student evacuation
- b. Ensure adequate fuel levels for shuttles are on hand
- c. Communicate with Student Health Center and Team Physicians
- d. Communicate with Miami-Dade County Health Department
- e. Communicate with visiting teams and also host institutions for away competitions
- f. Continue standard sanitation protocol

LEVEL 4

Confirmed case(s) on campus, if Campus is closed

1. Emergency Coordinator/Incident Commander

1. Advise President & Executive management on response options
2. Activate Emergency Operations Centers (EOC) at both campuses/Emergency Hot lines:
 - i. 305-284-5151 (Coral Gables)
 - ii. 305-243-6079 (MSOM)
 - iii. 305-421-4888 (RSMAS)
 - iv. 1-800-227-0354 (Outside of Florida)
3. Distribute Emergency Advisory Committee (EAC) and Crisis Decision Team (CDT) contact information
4. Update Emergency Advisory Committee (EAC)

5. Ensure that each Essential Support Function is covered
 6. Recommend temporary closure of building(s) and suspension of student and academic activities to President and Advisory Group Coordinators
 7. Approves Plan to isolate students with guidance from County Health Department
 8. Notify Residence Halls and Dining on number of potential students which may require isolation.
 9. Suspend all project work and work and focus on keeping thing operational
 10. Schedule frequency of status and update meetings
- 2. President's Office (Advisory Group Coordinators)**
- a. Provide oversight for student, staff, and faculty family notifications if appropriate
 - b. Authorize temporary suspension of classes or closure
 - c. Consider restricting movement on and off campus for special events, activities and athletic events
- 3. University Police/Security**
- a. Secure buildings and ensure signage is posted by appropriate personnel
 - b. Assist Health Center, Hospitals & Clinics with crowd control and security
 - c. Chief of Police to inform police personnel of isolation areas
 - d. Plans have been made to secure and protect the campus from encroachment from neighbors and other non-campus populations seeking services and refuge in the event of panic by seeking assistance from the Region 7 Task Force.
 - e. Maintain contact with Region 7 Task Force Agencies
- 4. University Communications/Media Relations**
- a. Establish a Media Relations Center: coordinate press releases, and manage news teams, interviews, updates web page, etc.
 - b. Staffs Emergency Operation Center (EOC)/Emergency Hotline
 - c. Write and record bulletins and updates on the University's Emergency Information Hotline.
 - d. Anticipate and plan communications to address the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.
 - e. Disseminate information about the college/university's pandemic preparedness and response plan. This should include the potential impact of a pandemic on student housing closure, and the contingency plans for students who depend on student housing and campus food service, including how student safety will be maintained for those who remain in student housing
- 5. Student Health Center**
- a. Continue in-service training to staff on pandemic flu.8-910089100
 - b. Initiate prophylactic treatment on employees who will have direct contact with infected patients as recommended by CDC guidelines.
 - c. Isolated exam rooms
 - d. Post sign on entry door notifying patients with influenza-like-illness whom have traveled to (or have been visited by persons from) affected countries to notify the Student Health Service staff by calling (305) 284-9100.
 - e. Identify isolation room/triage area.
 - f. Confirm that respiratory protection equipment is in place and operational.
 - g. Follow State and County protocol for patient testing and front line workers
 - h. Be prepared to provide prophylactic treatment to health care workers, as needed.

- i. Conduct fit testing and respiratory protection training for all essential employees unless waived by OSHA.
- j. Prepare triage infirmary area if needed
- k. Work with Telecomm and Disaster Hot-Line staff to establish phone triage lines or update automated attendant as needed.
- l. Communicate expanded hours of operation
- m. Implement P&P's on transporting students to off-campus facility.
- n. Identify, Isolate, monitor and communicate with suspected and confirmed cases.
- o. Identify and communicate with contacts of suspected and confirmed cases.
- p. Initiate prophylaxis of contacts based on CDC recommendations. Offer to communicate with parents of suspected and confirmed cases.

6. Student Affairs

- a. Identify student and attendees at events where confirmed patients have attended
- b. Residential staff assists Health Center
- c. Assist with relocation of students for isolation
- d. Staff Emergency Operation Center (EOC)/Emergency Hotline EOC (includes staff from the MSOM)
- e. Arrange for counseling services, including other means than face to face

7. Human Resources

- a. Identify and Monitor faculty and staff travelers entering affected areas
- b. Identify and Monitor faculty and staff working/teaching abroad
- c. Identify faculty and staff who have returned from affected areas
- d. Implement Call-back/Disaster Pay policy
- e. Disseminate instructions to Faculty and Staff and their families for reporting positive for swine flu to Incident Commander
- f. Disseminate Return to Work policy
- g. Implement and communicate flexible or alternate work schedule for employees whose dependants in K-12 schools have closed due to an outbreak.

8. Auxiliary Services (Dining) and Residence Halls

- a. Activate plan from Level 3 to isolated students in conjunction with the guidance from County Health Department and UM Student Health Center
- b. Identify/Implement Identify meal delivery needs and method for isolated students
- c. Single service utensil and paper goods implemented
 - a. Limited Convenience (heat and serve) menus implemented
 - b. Meal Periods adjusted accordingly
- d. Take Out/Packaged meals prepared for isolated students
- e. In the event of complete supply chain disruption, MRE distribution to isolated students

9. Facilities Management Administration Management

- a. Develop stand by procedures for HVAC system shut off as directed by Incident Commander, if necessary. [We will verify that the automatic shutdown process is in place and is capable of immediate shutdown of all centrally controlled buildings]. We have this list prepared with immediate shut down capability in conjunction with CDC (See Appendix 5).
- b. Install or place hand wash stations as per deployment plan for high traffic areas and event

- c. Increase high traffic area surface cleaning efforts as directed
- d. Coordinate revised work schedules and employee with outside contract service providers UGL, trades and contractors

10. Environmental Health & Safety

- a. Assist with notification with incident commanders
- b. Assist Health Care Centers
- c. Assist with distribution of appropriate respirators to health care workers and front line personnel.
- d. Arranges for additional medical waste pickups
- e. Receives updates from Miami Dade County Health Department

11. Risk Management

- a. Monitor situation
- b. FEMA Claim
- c. Track Workers Compensation cases
- d. Communicate with insurance carriers on evolving campus issues

12. IT / Telecommunications

- a. Activate emergency communication lines (voice & data) to be established at isolation areas
- b. Activate Recover Web Site
- c. Publish messages from Media Relations/University Communications on Web home page

13. Parking & Transportation

- a. Clear designated Parking lot for possible medical staging area
- b. Discontinue operation of on campus shuttle service?

14. Finance

- a. The potential financial impact of a pandemic has been estimated.
- b. The institution has identified funds for business continuation in the event of a pandemic
- c. A system is in place to maintain payroll and accounts payable in the event a substantial number of employees are absent
- d. A system is in place to maintain the purchasing of goods and services in the event a substantial number of employees are absent.
- e. A system is in place to ensure appropriate funds transfer to meet financial and regulatory obligations of the institution

15. CERT-'Canes Emergency Response Team

- a. Remain available for further instructions
- b. Include CERT leadership in calls? Discussions?

16. Intercollegiate Athletics

- a. Communicate University's decision with all necessary parties
- b. Communicate decisions on any events, team travel, and visiting teams

- c. Communicate with the NCAA and ACC
- d. Communicate with Student Health Center and Team Physicians
- e. Communicate with Miami-Dade County Health Department
- f. Communicate with visiting teams and also host institutions for away competitions
- g. Continue standard sanitation protocol

RECOVERY LEVEL

Once the pandemic is under control - Campus poised to re-open

1. Communicate conditions in which employees may return to work
2. Establish timeline for restoration of essential services
3. Mediate quarantine areas
 - a. Check of HVAC systems
4. Classes resume
5. Assess actual risk/insurance claim issues

General Comments:

List of Appendices:

1. University Decision Groups
2. Crisis Decision Team (CDT)
3. Emergency Advisory Committee (EAC)
4. Coral Gables Campus Sanitizer Locations
5. Facilities List – HVAC Auto Shut-down
6. Social Isolation Locations
7. Calendar of Events – May 2009

APPENDIX 1

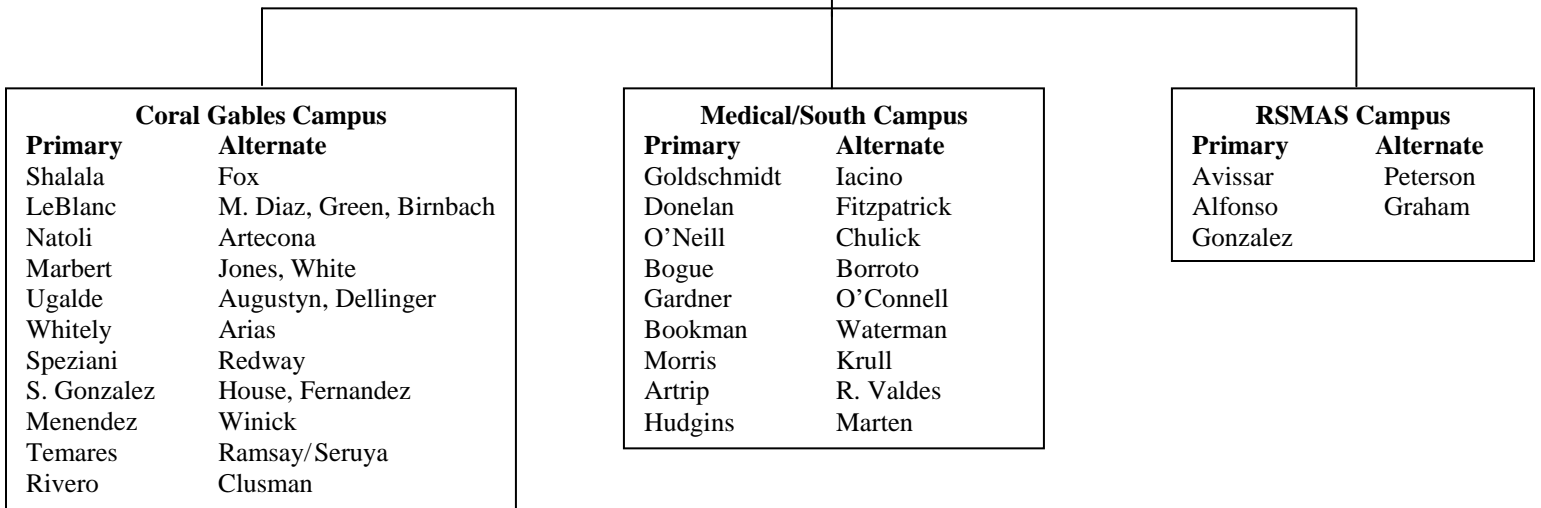
University Decision Groups

- 1. Emergency Coordinator:**
 - a. Vice President of Facilities and Real Estate
 - i. Larry Marbert
- 2. Incident Commanders:**
 - a. Dr. Rafael Campo (Medical Campus)
 - b. Dr. Howard Anapol (Coral Gables)
- 3. Assessment Team:**
 - a. University Emergency Coordinator
 - b. Environmental Health and Safety (EHS)
 - i. Ken Capezzuto
 - ii. Humberto Speziani
 - c. Incident Commanders
 - d. Vice President for Student Affairs
 - i. Dr. Patricia A. Whitely
 - e. Vice President for University Communications
 - i. Jacqueline Menendez
- 4. Essential Support Functions Group (ESF):**
 - a. President's Office (Advisory Group Coordinator):
 - i. Joe Natoli
 - ii. Pascal Goldschmidt
 - iii. Tom Leblanc
 - b. Media Relations:
 - i. Jacqueline Menendez
 - ii. Christine Morris
 - c. Students Affairs:
 - i. Patricia A. Whitely
 - ii. Gilbert Arias
 - d. University Security:
 - i. Tony Artrip
 - ii. David Rivero
 - e. Facilities Administration:
 - i. Roger Barotto
 - ii. Mike White
 - iii. Ray Alfonso
 - iv. Rolando Rivera
 - v. Clemente Amezaga
 - f. Finance
 - i. Alan Matthews
 - g. Auxiliary Services:
 - i. Mel Tenen
 - h. Residence Halls
 - i. James Smart
 - i. Risk Management:
 - ii. Andrea Orange
 - j. Parking:
 - iii. Richard Sobaram
 - k. Information Technology
 - iv. Brad Rohrer
 - v. Tim Ramsey
 - l. Human Resources
 - vi. Debbie Wedderburn
 - vii. Paul Hudgins
 - m. CERT-'Canes Emergency Response Team
 - viii. Allison Ring
 - n. Miami Dade County Health Department (MDCHD)
 - o. Office of Epidemiology
 - p. Purchasing:
 - ix. Bill McKay
 - x. Susan Montes
 - q. Pharmacy
 - xi. Olga Hutnick
 - xii. UMH

APPENDIX 2

CRISIS DECISION TEAMS (CDT)

University-Wide	
Primary	Alternate
President (Shalala)	Fox
Provost (LeBlanc)	M. Diaz, Green, Birnbach
Senior Vice Pres (Natoli)	Artecona
Senior VP, Univ Advancement (S. Gonzalez)	House
VP, Real Estate & Facilities (Marbert)	R. Jones, M. White
VP & General Counsel (Ugalde)	Augustyn, Dellinger
VP, Inf Technology (Temares)	George
VP, University Communications (Menendez)	Winick
VP, Student Affairs (Whitely)	Arias
VP, Enrollments (Orehovec)	Ingold
VP, Government Affairs (Fernandez)	Del Valle
AVP, Business Services (Speziani)	Redway
AVP, Telecomm (Ramsay)	Seruya
AVP, Human Resources (Wedderburn)	Elgarresta
Athletics (Hocutt)	Stanley, Hernandez
Dean, Medical School (Goldschmidt)	Iacino, Donelan
Dean, Rosenstiel School (Avisar)	Peterson
Dean, Arts & Sciences (Halleran)	Mallery
Dean, Business School (Kahn)	Robinson
Dean, Law School (Verkuil)	Coker, Matas
Dean, Nursing (Peragallo)	McCain, Alvarez
AVP, Medical Communications (Morris)	Krull
RSMAS Communications (B. Gonzalez)	
UM Police (Rivero)	Clusman
Webmaster , Communications, Ellenberg	Yunk
Webmaster (Information Tech), Molina	Boatner



APPENDIX 3

EMERGENCY ADVISORY COMMITTEE as of 5-18-09

Disaster Team Leader: Larry Marbert

Alternate: Humberto Speziani

Primary

Architecture, Elizabeth Plater-Zyberk
Arts and Sciences, Michael Halleran
Athletics, Kirby Hocutt
Business Administration, Barbara Kahn
Business & Finance, Joe Natoli
Business Services, Humberto Speziani
Communication, Sam Grogg
Continuing Studies, Paul Orehovec
Dining Services, Mel Tenen
Education, Isaac Prilleltensky
Engineering, James M. Tien
Enrollments, Paul Orehovec
Facilities (CG), Mike White
Facilities (Med), Ron Bogue
Facilities (RSMAS), Ramon Alfonso
Faculty Senate, Richard Williamson
General Counsel, Aileen Ugalde
Government Affairs, Rudy Fernandez
Graduate School, Terri Scandura
Human Resources, Debbie Wedderburn
Information Technology, Lew Temares
Law, Paul Verkuil
Library, Bill Walker
Lowe Art, Brian Dursum
Materials Management, Wayne Block
Medical Information Technology, Brad Rohrer
Medical School, Pascal Goldschmidt
Music, Shelton Berg
Nursing, Nilda Peragallo
Parking, Richard Sobaram
Police (CG), David Rivero
President, Donna Shalala
Provost, Thomas LeBlanc
Public Safety (Medical), Tony Artrip
Real Estate, Larry Marbert
Residence Halls, Jim Smart
Risk Management, Andrea Orange
RSMAS, Roni Avissar
Student Affairs, Pat Whitely
Student Government, Lionel Moise
Student Health Service, Howard Anapol
Student Life, Richard Walker
Telecommunications, Tim Ramsay
Treasurer, Diane Cook
University Advancement, Sergio Gonzalez
University Communications (CG), Jackie Menendez
University Communications (Med), Christine Morris
University Communications (RSMAS), Barbara Gonzalez
Webmaster (Communications), Todd Ellenberg
Webmaster (Information Tech), Jorge Molina
Wellness Center, Norm Parsons

Alternate

Denis Hector
Charly Mallery
Ira Stanley, Tony Hernandez
Mark Robinson
Sarah Artecona
Sandra Redway
Paul Driscoll
Marcy Ullom, Carol Lazzeri
Lee Rapport, Ana Alvarez
Walter Secada
Shihab Asfour, Candido Hernandez
Scott Ingold
Greg Gibson, James Sprinkle
Roger Borroto
Malcolm Graham
Sherrill Hayes, Victoria Mitrani
Cindy Augustyn, Leslie Dellinger Aceituno
J. C. Del Valle
Sandra Abraham, Maria Torres
Cristina Elgarresta
Jack George
Donna Coker, Raquel Matas
Yolanda Cooper
Kara Schneiderman
Jim Birdsong
Frank Rodriguez
Richard Iacino, William Donelan
Nicholas DeCarbo
Gail McCain, Marina Alvarez

Rusty Clusman
Rebecca Fox
Mark Diaz, Bill Green, David Birnbach
Ramon Valdes
Rich Jones
Bob DuBord, Jon Baldessari
Robin Rees
Larry Peterson
Gilbert Arias

Jacqueline Ledon
Dan Westbrook
Stewart Seruya
Al Matthews, Aida Diaz-Piedra
Ann House, Rhonda VanderWyden
Margot Winick
Jeanne Krull

Robert Yunk
Lindsay Boatner
Al Rose

APPENDIX 4

Coral Gables Campus Sanitizer Locations

Date	Unit ID#	Unit Location	Qty Delivered	Print Name Person Accepting Unit (s)	Signature Person Accepting Unit (s)
Residential					
		Mahoney Building	4	Mark Morgan	
		Pearson Building	4	Mark Morgan	
		Eaton Building	4	Mark Morgan	
		Hecht Building	4	Mark Morgan	
		Stanford Building	4	Mark Morgan	
		University Village-Main Off	3	Mark Morgan	
			23	TOTAL	
Academics					
5/1/2009		Richter Library	4		
5/5/2009	14	Starbucks	1	J.Cobbs	
5/5/2009	9	Faculty Club	1	Victor Choder	
5/5/2009	19	Sabarros	1	Joey Sanchez	
5/5/2009	15	Oasis	1	Joey Sanchez	
5/5/2009	1	Subway	1	Dina Ramos	
5/5/2009	22	Rathskeller	1	Jose Garcia	
5/5/2009	7	Law-Library	1	Dina Ramos	
5/5/2009	13	Law-Student Lounge	1	Dina Ramos	
5/5/2009	10	Food Ct	1	Joey Sanchez	
5/5/2009	11	Food Ct	1	Joey Sanchez	
5/5/2009	25	Food Ct	1	Joey Sanchez	
5/5/2009	16	University Center	1		
5/5/2009	18	Music Library	1	Nancy Zovac	
5/5/2009	17	Low Art Museum	1	Elizabeth Deltaan	
5/5/2009	12	Book Store	1	Ed Moehle	
5/5/2009	8	Customer Service-Physical Plt	1	Jessica Lausen	
5/5/2009	23	Ashe Building-Cashier	1		
5/6/2009	3	Toppel	1		
5/6/2009	5	Toppel	1		
5/7/2009	2	Credit Union	1		
5/7/2009	4	RSMAS	1		
5/8/2009	6	Baseball Stadium(Weekend Only)	1	Ira Stanley	
5/8/2009	20	Baseball Stadium(Weekend Only)	1	Ira Stanley	
5/8/2009	21	Baseball Stadium(Weekend Only)	1	Ira Stanley	
5/8/2009	24	Baseball Stadium(Weekend Only)	1	Ira Stanley	
5/8/2009	Mine	Baseball Stadium(Weekend Only)	1	Ira Stanley	
			25	TOTAL DISTRIBUTED as of 5/7/09	
			0	Left to Distribute	
			25	TOTAL	

APPENDIX 5

HVAC Auto Shut-Off Report

INET Control	INET Control	VISTA	Johnson Controls
Link 1 button	Link 6 button	Art Annex	Memorial Building
Allen Hall	Law Building A	Centrex	
Ashe Building	Law Building B	Chemistry Annex	
LIRC	Law Building C	Cox Science	
Memorial	Law Building D/G	Ferre	
School of Communications	Law Building E	Filmore Band Hall	
Hecht Athletic	Law Building F	Jenkins	
Sports Basketball		Law Library	
Hall of Fame	Link 7 button	Mahoney	
Sports Tennis Stadium Office	Parking Garage (Future)	McArthur Engineering	
Tennis Building	Ponce Office	Merrick Building	
McArthur Engineering		Oscar Dooley (Memorial Bldg) Phase 1	
Engineering Annex	Link 8 button	Richter Library (No A/C just temp & humidity monitor)	
Physics	Gusman Hall	School of Architecture	
Chemistry	Ring Theatre	School of Communication	
Student Health	Weeks	School of Music	
Architecture	Volpe	School of Nursing	
Cox Science	Foster	Stanford Commons	
	Broby Hall		
Link 2 button	Filmore		
Alumni House	Green		
Army ROTC	Music Library		
Cuban /American Studies	Handleman		
Faculty Club			
Orovitz	Link 9 button		
Facilities Administration	University Center		
Ponce Building			
Public Affairs	Link 10 Dining Areas		
Rainbow Buildings	Rathskeller		
Red Road Nursing	730 Dining		
Theater of Arts	960/968 Dining		
Writing Center			
1541 Brescia			
Baseball			
Link 3 button			
Richter Library			
Ungar Building			
Link 4 button			
Wellness			
Walsh / Rosborough			
Pentland / McDonald			

Link 5 button
Business School
Stubblefield
Jenkins
Exec. Education Wing
Sociology
Judaic Studies
Pearson Hall
Mahoney/Pearson
Lowe Art
Ferre Building
Merrick Building
Behavioral Medicine

DRAFT

APPENDIX 6

Social Isolation Locations

1. Health Center staff calls RC on Duty (305-588-2395)
2. RC on Duty picks up keys to available apartment from Eaton Residential College
3. RC on Duty meets student at Health Center and walks him/her to the available apartment
4. RC on Duty notifies Mel Tenen via email and cell phone: (305-815-4833) -- Mel will notify Chartwells and begin the delivery of meals to that apartment.
5. RC on Duty will coordinate the delivery of the student's belongings with RHO central office.
6. The RC on Duty will notify Dr. Whitely and Dean Ricardo Hall.

The available apartments in the apartment area are as follows:

Bldg 22

- Apt. F – 2 bedrooms
- Apt. L – 2 bedrooms
- Apt. Q – 2 bedrooms
- Apt. T – 2 bedrooms

Bldg 23

- Apt. T – 2 bedrooms
- Apt. Z – 2 bedrooms

Bldg 36

- Apt. C – 2 bedrooms

Bldg 41

- Apt. J – 3 bedrooms
- Apt. M – 3 bedrooms

Bldg 43

- Apt. C – 3 bedrooms
- Apt. J – 3 bedrooms
- Apt. M – 3 bedrooms

APPENDIX 7

University of Miami Calendar of Events May 2009

Monday, May 4

7:00 – 8:00 pm: Pearson Study Breaks

Pearson Residential College classrooms and Master apartment
100-200 attendees, faculty families, staff and students
Ashley Lemmons, 305-284-4211, aalemmons@miami.edu

8:00 pm: Hecht Study Break

Hecht Residential College
300-600 attendees, students, staff, resident faculty and families
Leyla Al-Mansoori, 305-284-6761, leyla@miami.edu

Tuesday, May 5

Noon-1:30 pm: 43rd Annual Jack Kelsey Awards Luncheon

Multi B of the Wellness Center
100 attendees, students and professional staff
Rhonda DuBord, 305-284-6523, rrdubord@miami.edu

8:00 p.m. – 12 midnight: Late Night Breakfast

Faculty Club, Mahoney/Pearson and Hecht Stanford cafeterias

Wednesday, May 6

7:00 – 8:00 pm: Pearson Study Breaks

Pearson Residential College classrooms and Master apartment
100-200 attendees, faculty families, staff and students
Ashley Lemmons, 305-284-4211, aalemmons@miami.edu

9:00 pm: Hecht Study Break

Hecht Residential College
300-600 attendees, students, staff, resident faculty and families
Leyla Al-Mansoori, 305-284-6761, leyla@miami.edu

Thursday, May 7

7:00 – 8:00 pm: Pearson Study Breaks

Pearson Residential College classrooms and Master apartment
100-200 attendees, faculty families, staff and students
Ashley Lemmons, 305-284-4211, aalemmons@miami.edu

8:00 pm: Mahoney Study Breaks

Mahoney Residential College lobby and classrooms
200 attendees, faculty families, staff and students
Artie Jamison, 305-284-4144, ajamison@miami.edu

8:00 pm: Kings of Leon

BankUnited Center

9:00 pm: Hecht Study Break

Hecht Residential College
300-600 attendees, students, staff, resident faculty and families
Leyla Al-Mansoori, 305-284-6761, leyla@miami.edu

Friday, May 8th

10:00 am and 1:00 pm: NCAA Women's Tennis Tournament

Schiff Tennis Center
5 college teams, 250 attendees, student, faculty, staff, and fans
Connie Nickel, 305-284-2651, cnickel@miami.edu

Noon – 1:00 pm: Outstanding Student Luncheon

Dean Berg's House
13 attendees, students and faculty
Manny Santana, 305-284-6915, msantana@miami.edu

3:00 – 9:00 pm: Canes Film Festival

Cosford Cinema

4:30 – 6:30 pm: Ivan Davis Retirement Party

Clarke Recital Hall Lobby
50 attendees, Frost faculty and staff
Manny Santana, 305-284-6915, msantana@miami.edu

5:00 pm: Theater Arts - Auditions for Smokey Joe's Cafe

Jerry Herman Ring Theatre
Students, faculty, Theatre Arts

6:00 pm: EOY Employee Event

Rathskeller

100 attendees, staff

Everett Price, 305-284-4198, eprice@miami.edu

8:00 pm: Mahoney Study Breaks

Mahoney Residential College lobby and classrooms

200 attendees, faculty families, staff and students

Artie Jamison, 305-284-4144, ajamison@miami.edu

8:00 pm: Theater Arts - Speed the Plow

Hecht Studio Theatre

40 attendees, students, parents, faculty Dept of Theatre

Saturday, May 9

1:00 – 10:00 pm: Canes Film Festival

Cosford Cinema

2:00 pm: Theater Arts - Speed the Plow

Hecht Studio Theatre

40 attendees, students, parents, faculty Dept of Theatre

2:00 pm: NCAA Women's Tennis Tournament

Schiff Tennis Center

5 college teams, 250 attendees, student, faculty, staff, and fans

Connie Nickel, 305-284-2651, cnickel@miami.edu

8:00 pm: Mahoney Study Breaks

Mahoney Residential College lobby and classrooms

200 attendees, faculty families, staff and students

Artie Jamison, 305-284-4144, ajamison@miami.edu

8:00 pm: Theater Arts - Speed the Plow

Hecht Studio Theatre

40 people each performance, students, parents, faculty Dept of Theatre

Sunday, May 10

2:00 pm: Theater Arts - Speed the Plow

Hecht Studio Theatre

40 attendees, students, parents, faculty Dept of Theatre

6:00 – 7:00 pm: SOC Awards Ceremony

Cosford Cinema
200 attendees

8:00 – 9:30 pm: Canes Film Festival

Cosford Cinema

8:00 pm: Mahoney Study Breaks

Mahoney Residential College lobby and classrooms
200 attendees, faculty families, staff and students
Artie Jamison, 305-284-4144, ajamison@miami.edu

9:00 pm: Hecht Study Break

Hecht Residential College
300-600 attendees, students, staff, resident faculty and families
Leyla Al-Mansoori, 305-284-6761, leyla@miami.edu

Monday, May 11

4:30 pm: Pat Whitely Event

Rathskeller
40 attendees
Everett Price, 305-284-4198, eprice@miami.edu

7:00 pm: Theater Arts - Clyde Voce Recital

Clarke Recital Hall
65 attendees, students, parents, faculty FSOM

7:00 – 8:00 pm: Pearson Study Breaks

Pearson Residential College classrooms and Master apartment
100-200 attendees, faculty families, staff and students
Ashley Lemmons, 305-284-4211, aalemmons@miami.edu

8:00 pm: Mahoney Study Breaks

Mahoney Residential College lobby and classrooms
200 attendees, faculty families, staff and students
Artie Jamison, 305-284-4144, ajamison@miami.edu

8:30 pm: Sean Gorski and Phil De La Cal - "Complete Works of William Shakespeare Abridged"

Hecht Studio Theatre
40 attendees, students, parents, faculty Dept of Theatre

9:00 pm: Hecht Study Break

Hecht Residential College

300-600 attendees, students, staff, resident faculty and families

Leyla Al-Mansoori, 305-284-6761, leyla@miami.edu

Tuesday, May 12:

8:00 pm: Sean Gorski and Phil De La Cal - "Complete Works of William Shakespeare Abridged"

Hecht Studio Theatre

40 attendees, students, parents, faculty Dept of Theatre

8:00 pm: Mahoney Study Breaks

Mahoney Residential College lobby and classrooms

200 attendees, faculty families, staff and students

Artie Jamison, 305-284-4144, ajamison@miami.edu

9:00 pm: Hecht Study Break

Hecht Residential College

300-600 attendees, students, staff, resident faculty and families

Leyla Al-Mansoori, 305-284-6761, leyla@miami.edu

Wednesday, May 13

Noon – 1:00 pm: Weeks Scholarship Recipients Luncheon

Frost School of Music

15 attendees

Manny Santana, 305-284-6915, msantana@miami.edu

5:00 pm: Daniel Remer Recital

Clarke Recital Hall

65 attendees, students, parents, faculty FSOM

8:00 pm: Becca Kotte Recital

Hecht Studio Theatre

40 attendees, students, parents, faculty Dept of Theatre

Thursday, May 14

11:00 am: Honors Convocation

BankUnited Center

1500 people, students, faculty, parents

John Barker, 305-284-3356, jbarker@miami.edu

3:30 pm: Molly Robinson Recital

Hecht Studio Theatre

40 attendees, students, parents, faculty Dept of Theatre

5:00 pm: Private Party Rental

Rathskeller

50 attendees

Everett Price 305-284-4198 eprice@miami.edu

4:00 pm: Graduate Commencement

BankUnited Center

5000 attendees, students, faculty, staff, parents

7:30 pm: Theater Graduation

Ring Theatre

300 attendees, students, parents, faculty Dept of Theatre

Friday, May 15

8:30 am: Commencement

BankUnited Center

5500 attendees, students, faculty, staff, parents

12:30 pm: Commencement

BankUnited Center

5500 attendees, students, faculty, staff, parents

2:30 – 4:30 pm: Frost School of Music Commencement Reception

Music Quad Courtyard

300 attendees, students, faculty, parents

Manny Santana, 305-284-6915, msantana@miami.edu

5:00 pm: Commencement

BankUnited Center

5500 attendees, students, faculty, staff, parents

7:00 pm: Film

Cosford Cinema

Saturday, May 16

1:00 – midnight: Films

Cosford Cinema

5:00 pm: Commencement

BankUnited Center

3000 attendees, students, faculty, staff, parents

Sunday, May 17

1:00 – 10:00 pm: Films

Cosford Cinema

2:00 pm: Commencement

BankUnited Center

4500 attendees, students, faculty, staff, parents

Saturday, May 23rd

7:00 pm: Charity Basketball Game

BankUnited Center

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