



Health Hazards: H1N1 Response Procedures Checklist

College/site complete thru Step 1 - fax to Risk Mgmt: 480.731.8890 – both sites then complete concurrently.

Date: _____

College: _____

Initial Situation Summary:

Self-Reported on: _____

Confirmed by: _____

Employee

Other-Reported on: _____

Suspected by: _____

Student

Time	Procedure	Completed By	Document Follow-up Actions
	1. All cases of H1N1, known and strongly suspected, are reported to VP Bus. Svcs., Divisional VC or administrator on duty – who begins check-list form.		
NOTE:	EMAIL / FAX FORM TO RISK MGR: 480-731-8890. College/DO must connect to District MEMS team – FERPA and HIPAA restrictions apply.		
	2. VP Bus. Svc. informs President and calls Risk Manager (480-731-8879). (@ DO VC calls Risk Manager) Pres/VC informs Chancellor's office if urgent.		
	3. Risk Manager logs response check-list, assesses situation, and provides initial guidance. A. business as usual B. Risk Manager informs/convenes MEMS team.		
	4. MEMS team convenes – determines next steps. Additional ad-hoc members may be added to team. HR may be notified as appropriate.		
	5. VP informs college PIO. College PIO contacts District MEMS PIO. (480-518-7072)		
	6. VP/VC informs college DPS. College DPS informs District DPS. (623-826-7784)		
	7. MEMS team evaluates need to contact MCHD.		
	8. College and MEMS team evaluate need for health risk control measures.		
	9. District MEMS Team monitors and communicates as appropriate.		
	10. College/DO continue to report and communicate additional activity and circumstances.		

Health Hazards General Guidelines:

1. Flexibility and ongoing dialogue will be imperative when dealing with any health hazard due to the dynamic nature of each situation. In many cases, answers to questions can only be answered by the specific facts that are available at the time of the event. However, process and guidelines provide a framework for response.
2. Existing policies will be applied and augmented as necessary to specific demands.
3. Employees and students will be made aware of preventive measures, good health behaviors, and reporting procedures in coordination with Wellness teams. (for H1N1 - flu symptoms and incident specific updates) All Wellness messages specific to health hazards will be coordinated through District MEMS team which serves as contact to Maricopa Co. Health Dept.
4. If someone is ill, Maricopa County and CDC health officials urge those with [symptoms](#) to stay home until healthy.
5. The District MEMS Team is in regular contact with Maricopa County Health Officials and will provide timely information to colleges/District.
6. All cases – suspected and confirmed – are reported to the Vice President of Admin. Services (@ DO the Divisional VC) who follows Health Hazards/H1N1 Response Procedures checklist.
7. College/site closures due to H1N1 or other health hazards may be made:
 - A. If a college president/District Chancellor deems an immediate threat is present
 - B. If the Maricopa County Health Department recommends a partial or full closure
 - C. If the Maricopa Community Colleges Governing Board declares a health emergency.Note: The Board may convene and declare an emergency if circumstances justify such action with or without a college/site closure.
8. Mass notification systems, including e-mail messages, text messages, phone trees, web notices, etc. are *not* utilized in a health hazard situation unless a college closure is recommended and acted upon. Mass message deployment is coordinated through District MEMS PIO.
9. College must remain mindful of FERPA AND HIPAA laws and how they protect personal information.
10. College PIO works directly with MEMS PIO in coordinating and disseminating appropriate communication.
11. Colleges and District Divisions must be prepared to activate Emergency Operations Plans (EOP) and Business Continuity Plans (BCP).
12. All sites are responsible for reviewing procedures and coordinating efforts with high schools and other college sites as appropriate to protect employees and students.

The District MEMS website will provide information about warnings, closures, etc. and will serve as an important central information point for the District: www.maricopa.edu/mems Prevention and good health habits information will be cross-posted on Wellness websites.