

**San Francisco State University Police
Pandemic Influenza Plan**

PURPOSE

The purpose of this plan is to prepare the police department for the possibility of a Pandemic Influenza outbreak directly affecting the San Francisco State University Police and/or its employees.

OBJECTIVES

- A. Maintain a safe and healthy work environment for department personnel.
- B. Maintain adequate staffing levels to enable the department to answer and respond to emergency calls for service.
- C. Maintain adequate staffing to respond to pandemic flu related activities such as assisting with evacuation, supporting isolation and/or quarantine orders, staffing/securing temporary morgue, and shelter or medicine distribution centers.

PRE-EMERGENCY ACTIONS

- A. Provide department personnel with educational information and materials on the Pandemic Influenza.
 - 1. Pandemic fundamentals (i.e., mode of transportation, signs and symptoms of the influenza, etc.).
 - 2. Personal and family protection (i.e., hand hygiene, coughing/sneezing etiquette, caring for sick family members, etc.).
 - a. "Pandemic Influenza Planning: A guide for Individuals and Families" – U.S. Department of Health and Family Services, January 2006.
 - 3. Dealing with fear and anxiety, rumors, and misinformation.
- B. "Essential Personnel" identified:
 - 1. Command Staff
 - 2. Senior Sergeants/Sergeants
 - 3. Corporals/Officers
 - 4. Investigators
 - 5. Police dispatchers/Supervisor
 - 6. Community Service Specialists
 - 7. Parking Control Officers

8. Administrative/Fiscal Staff
9. Other Staff and Student workers as directed by the Chief of Police

C. Establish influenza-related procedures for the workplace to assist in:

1. Minimizing influenza spread at the worksite (i.e., promoting respiratory hygiene and cough etiquette, cleaning workstations, and prompt exclusion of people with influenza symptoms).
2. Handling employees who have been exposed to pandemic influenza, are suspect of being ill, or become ill at the workplace (i.e., infection control response, immediate mandatory sick leave, returning to work, etc.).
3. Restricting travel to affected areas, evacuating employees from affected areas when an outbreak begins, and procedures for employees returning from affected areas.
4. Handling departmental waste disposal and housekeeping protocols.

D. Obtain and allocate resources

1. Provide sufficient and accessible infection control supplies (i.e., hand-hygiene products, tissues and receptacles for their disposal) in all work locations.
2. Develop guidelines to modify the frequency and type of face-to-face contact (i.e., hand-shaking, meetings, shared workstations, etc.) between employees and between employees and the public.
3. Encourage and track employee annual influenza vaccinations.

E. Train Emergency Responders

1. Minimizing exposure risk.
2. Dealing with infected residents, co-workers, and city staff.

INCIDENT MANAGEMENT

A. Emergency Mobilization

In the event that on-duty personnel are not sufficient to handle an influenza related emergency and an emergency mobilization of department personnel is required, the on-duty Watch Commander or Shift Supervisor shall notify the Command staff and may initiate a call back of necessary off duty personnel to handle that emergency. The on-duty Watch Commander or Shift Supervisor shall inform department personnel of primary and alternate staging locations; routes to take and where to park privately owned vehicles; and any other information deemed important by the incident commander. If there is no telephone service available, essential personnel are to contact the

department upon learning of the incident from other sources (i.e., media). To determine if they are needed to respond.

B. Duty Assignments

On duty personnel will be assigned to augment the on duty shift or to other duties as needed. Persons called back to duty will turn in overtime requests for each time period the overtime worked immediately before going off duty. Watch Commanders/Shift Supervisors will work to minimize overtime worked by Department personnel at all times.

C. Alternate Call Response

Dispatch will continue to follow established procedures regarding the evaluation and dispatch of all in-coming calls for service. Should there be a staffing shortage or the department is inundated with Emergency Calls for service that are of a non-emergency nature and do not require the immediate presence of a police officer shall be designated for call back response (alternative reporting system). Typical calls that would fall in this category include but are not limited to:

1. Private property vehicle collisions with no injuries.
2. Animal control calls unless there is an indication of sickness (i.e., rabies), abuse, or animal bite.
3. All not in progress calls unless they involve sexual assault, injuries or there is a potential for property loss or destruction.
4. Public assists (lockouts, escorts) unless public safety is jeopardized.

D. Personal Protective Equipment

1. The department has the following personal protective equipment (PPE) available for its police officers:
 - a. Vinyl gloves.
 - b. Eye protection.
 - c. Mouth shield.
2. The equipment shall be worn at locations and activities as described by the Incident Commander.

E. Isolation and/or Quarantine Orders

1. Definitions:
 - a. **Isolation** – the separation of an individual or individuals infected with influenza from non-affected individuals.
 - b. **Quarantine** – the separation of an individual or individuals exposed to influenza from non-infected and non-exposed individuals.

2. Enforcing Isolation and/or Quarantine Orders.
 - a. Officers may use reasonable and appropriate force to ensure compliance with valid isolation and/or quarantine orders to protect the public interest as provided for by statute.
 - b. In all circumstances, the department's policies and statutory restrictions shall be adhered to. Situations related to quarantine and isolation orders are stressful, and frightening, and require a patient and compassionate response.
 - c. The Incident Commander has the authority to establish rules of engagement based upon the situation at hand based on established department policy and statute.

F. Evacuation

Follow established procedures. Coordinate with Building Emergency Coordinators.

G. Building Security

1. Security of building declared off-limits
 - a. Short term
 - i. Post signs indicating building is off-limits.
 - ii. Lock and secure if possible.
 - iii. Assign security if necessary.
 - iv. Close patrol.
 - b. Long term
 - i. Post signs indicating building is off-limits.
 - ii. Change locks on exterior doors (Facilities Operations responsibility).
 - iii. Assign security if necessary.
 - iv. Close patrol.
2. General security of University buildings and facilities.
 - a. Short term
 - i. Clear building/facilities.
 - ii. Post signs indicating building is closed.
 - iii. Lock and secure.
 - iv. Random patrol.
 - b. Long term
 - i. Clear building.
 - ii. Post signs indicating building is closed.
 - iii. Change locks on exterior doors.
 - iv. Random patrol.

H. Fatalities

1. Established protocols and agreements with the City and County of San Francisco will be adhered to unless emergency circumstances prevent it.
2. The Captain of Investigations or his/her designee will be liaison with the San Francisco Medical Examiners Office.
3. The Investigations unit will take charge of all death cases and will secure the victim(s) and the scene. Evidence and property will be cataloged, photographed, seized or stored as needed. No release of information or access to the scene to the media will be authorized until cleared the Chief of Police.
4. In the event a temporary morgue is activated on the SFSU Campus, the Operations Commander or his/her designee will assign patrol personnel to provide 24 hour security coverage of the facility until all remains are transferred to the custody of the Medical Examiners office and the facility is shut down.

I. Contamination of Police Facilities/equipment

In the event that any part of the police facility or equipment is contaminated, the effected area will be sealed and an immediate clean up requested from custodial personnel. Contaminated equipment will be cleaned and sterilized before being returned to service. Equipment and uniforms that cannot be cleaned and returned to service will be inventoried and disposed of in a manner approved for the handling of Biohazards. Inventories will be retained and will be attached to reports or other documentation surrounding the incident.

J. Protection of the Facility from Contamination

The facility should be protected from contamination from citizens, suspects and employees who are symptomatic or have been exposed to the influenza and who present a risk of being contagious.

1. Communications

When necessary, the Department Command Vehicle may be utilized as an alternate dispatch center.

2. Interview/Interrogations/detention

When necessary, the use of the police facility for suspect/victim/witness interviews/interrogations or detentions will be

discontinued and the Department DUI trailer will be activated and put into use for those functions.

3. Non essential services/activities

Services such as Live Scan, recruitment, testing/hiring or other non essential services will be discontinued until the risk of contagion has passed or diminished.

K. Sick/injured Employees

1. Any Department employee who becomes sick or injured and that illness or injury can be attributed to or is suspected to be related to an on duty activity will be provided with the appropriate Workers Compensation forms and information and all regular procedures for on duty injuries will be followed.
2. Any employee who is sick or injured as a result of a non duty exposure will utilize the appropriate leave credits.
3. Injured or Ill employees will be relieved of duty and sent home or to isolation/quarantine, which ever is appropriate, to minimize further exposure to other employees.

L. Documentation

1. Upon declaration of campus emergency, administrative and fiscal personnel will track and gather all documentation related to expenditures during the emergency period. This documentation may include but is not limited to:

Overtime

Emergency purchases of equipment

Emergency lodging and subsistence costs

Damage/loss of department equipment

Use of "Consumable" items.

M. Outside Agency Assistance/Mutual Aid

Should additional personnel be required to meet staffing obligations, all mutual aid protocols and agreements will be followed. The CSU Critical Response Unit may also be requested to augment the patrol force, CRU call out procedures are outlined in the General Orders and the CSU CRU Manual.

N. Expenditures

All emergency expenditures must be approved by the Chief of Police or his/her designee.

