

August 6, 2009

Dear Staff Member:

The recent outbreak of the H1N1 influenza, formerly known as the swine flu, brings to mind our need to have preparations in place to help us maintain a safe and healthy campus environment at Carnegie Mellon University. While the H1N1 flu has been mostly a mild illness thus far, health organizations such as the Centers for Disease Control and Prevention and the World Health Organization believe it is possible for a stronger strain of the virus to return this fall.

Over the last several years many individuals and departments at the university have been engaged in comprehensive emergency planning to cover a variety of scenarios, including a public health crisis. Should a more serious outbreak of the flu occur on our campus, several precautionary measures may need to be implemented.

While we do not anticipate such a severe response, it is certainly possible that in the event of a widespread outbreak of illness, normal classroom, research and business activities may be curtailed or suspended. In very extreme circumstances, facilities may be forced to close and students may be evacuated from campus. We are hoping that this will not be the case, but we are reviewing procedures and protocols in the event these actions are necessary.

As a member of the Carnegie Mellon community, you play an important role in helping to sustain the campus during an emergency situation. For that reason, you will be needed and expected to report to work unless:

- You are physically unable to do your job due to illness, such as H1N1, or injury;
- You are using FMLA to care for family members who are suffering from a serious illness;
- You have been told not to report to work by a supervisor;
- Telecommuting arrangements have been approved in advance by your supervisor;
- State and/or local authorities have restricted travel/access to the campus and/or a quarantine has been established.

How should I prepare?

If you are a manager or supervisor, you should affirm your contingency plans in the event many staff become ill or cannot report to work for any of the above reasons.

In addition to having contingency plans for work, it's important to engage in personal emergency planning at home. We're providing the attached checklist to help you create an emergency plan for you and your family.

You also can access emergency planning tools online at <http://www.pandemicflu.gov> and <http://www.ready.gov>. Additional emergency planning information is available on the Environmental Health & Safety Web site at <http://ehs-alert.fms.bap.cmu.edu/EHSWebSite>.

If you have any questions about our emergency planning and your role, please contact the Human Resources Service Center at 412-268-4747, Environmental Health & Safety at 412-268-8182 or Student Health Services at 412-268-8220. Thank you for your attention and for helping to keep our campus community a healthy environment for everyone.

Sincerely,

Barbara Smith

Barbara Smith
Associate Vice President and Chief Human Resources Officer
Carnegie Mellon University

Attachment

Tips for Making a Family Emergency Plan

You and your family should be prepared for an emergency, including an influenza pandemic. You can start by making an emergency plan and sharing it with members of your family.

Staying in touch: Your family may not be together when an emergency strikes so discussing and deciding on a plan in advance is important.

- Make and update emergency phone lists and be sure every family member has the numbers.
- Decide how you will contact one another. Discuss several means of contacting each other as phone lines may be down or overloaded.
- Establish a place where you will meet.
- Ask about the emergency plans at places where your family members spend time like work, school and daycare centers.

Supplying your home:*

- Store a two- to four-week supply of water and food. This can be helpful if you cannot get to stores due to power outages or if stores are unable to maintain a supply of non-perishable foods.
- Periodically check your regular prescription drugs to ensure a continuous supply in your home.
- Have nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes and vitamins.
- Talk with family members and loved ones about how they would be cared for if they got sick and what special needs they might have (e.g. prescription medications, portable oxygen).

Staying healthy:

- Wash your hands frequently with soap and water, and model the correct behavior for children.
- Cover coughs and sneezes with tissues or your sleeve and model that behavior for your children.
- Get an annual flu shot.

***Examples of food and non-perishables**

- Ready-to-eat canned meats, fish, fruits, vegetables, beans and soups
- Protein or fruit bars
- Dry cereal or granola
- Peanut butter or nuts
- Dried fruit
- Crackers
- Canned juices
- Bottled water
- Canned or jarred baby food and formula
- Pet food

***Examples of medical, health & emergency supplies**

- Prescribed medical supplies such as glucose and blood-pressure monitoring equipment
- Soap and water, or alcohol-based (60-95%) hand wash gels
- Medicine for fever, i.e. acetaminophen/ibuprofen
- Thermometer
- Anti-diarrheal medication
- Vitamins
- Fluids with electrolytes
- Cleansing agent/soap/bleach
- Flashlight
- Batteries
- Battery-operated portable radio
- Manual can opener
- Garbage bags
- Tissues, toilet paper, disposable diapers