

COMMUNICABLE DISEASE PREPAREDNESS COMMITTEE (CDPC)
MEETING MINUTES FOR MARCH 13, 2012 - DRAFT

Members and attendees present:

Bonnie Ambrose, Tammy Anthony, Nancy Baptiste, Benjamin Diven, Katrina Doolittle, JoAnne Dupre, Shelly Duran, Celso Enciso, Lorin Gobble, Jacki Griffin, Bud Jones, Michael O'Larey, Stephen Lopez

The quarterly meeting of the CDPC was called to order by Dr. Katrina Doolittle at 3:30 pm. The "Critical Facilities and Infrastructure" handout was distributed, as well as the proposed Charter for the NMSU CDPC.

I. Introductions - members and attendees each stated their name and unit or title.

II. Review and Approval of Meeting Minutes of September 13, 2011

Dr. Doolittle noted that the CDPC meeting for December 2011 was cancelled. The minutes of the September 13, 2011 CDPC meeting were reviewed by committee members. The motion was made and seconded to approve the minutes as presented. A vote was taken by voice and the motion passed unanimously to accept the minutes.

III. Old Business

1. Continuity of Operation Plans (CoOP)

- a. Updated CoOPs have been submitted by
 - i. Controller's Office
 - ii. Police Department
 - iii. Intercollegiate Athletics
 - iv. Myrna's Children's Village
 - v. Dona Ana County Head Start
 - vi. College of Education Dean's Office
 - vii. NMDA

NMDA has submitted an updated CoOP. ICT is working on a Disaster Recovery Plan which is more comprehensive than the CoOP, and will submit the CoOP in the next week or two. International Programs is expected to submit soon.

- b. Need updated CoOP's from
 - i. DACC Health & Public Service
 - ii. Health & Social Services
 - iii. ICT
 - iv. International and Border Programs
 - v. School of Nursing

vi. Dean of Students

Other units have not responded to inquiries. Dr. Doolittle said she will continue to request updated CoOPs. She urged attendees to contact others they might know who would be good representatives to the CDPC, such as personnel from DACC Public Health Program, EMS, NMSU Health and Social Services.

- c. Need submission from
 - i. Office of Research
 - ii. Provost Office

These administrative offices have indicated that they have defined lines of succession for continuity of operations, which is a critical element in the Emergency Operations Plan. Although there seems to be continued interest in emergency planning discussions, CoOPs have not been submitted.

Dr. Doolittle expressed appreciation for the efforts of those who have updated the CoOPs. Preparing the plans allows the units to have necessary information accessible in emergency situations, and can be especially useful after personnel changes.

2. Committee Charter

A CDPC Charter has been created and submitted in order to apply for inclusion in the NMSU Policy Manual as a university-wide committee. It is unclear if the CDPC will be adopted on its own or as a component of the Emergency Planning Committee. The Emergency Planning Committee is also in the process of developing a Charter, even though it has existed for many years and meets twice a month. The CDPC functions as a subset of the Emergency Planning Committee, since we deal with the preparation of long-term mitigation plans in advance of an emergency situation, to anticipate crises, prepare ways to lessen the risks and reduce the impacts on the university.

This update is provided to inform the members that the Charter is in the process of review for committee creation and approval by the President and Regents. Once it is adopted, the committee is responsible for submitting annual reports, which consist of the minutes and updates of any activity.

3. Foreign student travel protocol

The representative from International Travel and Border Programs was not present, so this item was not discussed. The Chair called for other comments from members. Mr. Lopez stated that travel warnings for Mexico are still in effect since violence levels have not declined, noting a recent incident in which passengers on a Carnival Cruise bus excursion were robbed. Restrictions for NMSU students traveling to Mexico have not been lifted. He asked whether student government or any other group will put out messages to encourage safe and responsible behavior for Spring Break. In the past,

NMSU Police issued these announcements, but for this year they had been advised that ASNMSU would take responsibility.

4. TB screening update by Dr. Diven, Campus Health Center

TB screenings are given at the start of each semester. Approximately 170-200 foreign students are screened each year. Those with a positive skin test (PPD) and abnormal chest x-ray are referred to the TB Coordinator at NM DOH for follow-up based on current Public Health guidelines for treatment. One student has been referred recently, but has not responded for follow-up care. Campus Health personnel are in the process of determining disciplinary actions, such as disenrollment, for anyone that represents a public health threat. Lori McKee may prepare a letter for the student, warning that the student could be deported since disenrollment violates the terms of the F-1 visa. In most cases, the process is smooth when students are referred to Public Health. Although this is not a new process, Campus Health has formalized the referrals to allow Public Health to manage the treatment and medication recommendations. Public Health does not take enforcement actions for noncompliance, so the combined approach of NMSU notification to the student of the need for DOH follow-up care is beneficial.

IV. New Business

1. Influenza at NMSU update by Dr. Diven, Campus Health Center

Some “suspicious” illness has been seen, but no positive influenza cases have been detected by testing yet. Campus Health has the capacity to test about 35 students, so if a positive is out there they expect to see it. The Fire Department also responds to illness calls, and advise people to go to Campus Health when they see flu-like symptoms or something that might be contagious. An example was symptoms of fever seen in a group of students about a month ago. Other members commented on signs of respiratory illness, coughs and bronchitis over the past month, resulting in increased employee absenteeism and a full waiting room at the Campus Health Center. No serious contagious illnesses have been noted so far, so it seems that “social distancing” strategies are sufficient.

2. Update on medical preparedness planning by Mr. Lopez, NMSU Police

In order to cover the campus community for a major disease outbreak, Lori McKee at the Campus Health Center is working with Department of Health officials, and NMSU Police is assisting with planning and security measures, to designate NMSU as a “closed pod” point of distribution for packaged medications sent by the CDC in the event of a contagious disease or emergency situation involving bacterial or viral agents. The goal is to provide medications for the entire campus community, including all students, employees, and family members of employees, within 24 hours. Currently, the campus is well-prepared to organize this distribution, with the ability to identify an approximate number of people for medication requests, and to process the medication packets to be given out during an outbreak event. The plans should be finalized through DOH within the next month or two. The focus is on pharmaceutical packages for prophylaxis against

bacterial or viral illness, such as agents of concern for bioterrorism on the Department of Homeland Security list. The medications will be received as needed, not stockpiled, and not as injections that require special storage or medical monitoring after administration. NMSU has the capability to serve thousands of people through existing facilities like the concession stands. We have good information messaging systems and can send out notifications via electronic messaging calls, texts, social media, the university web site and video display screens around campus. NMSU may be the most-well prepared entity for this kind of distribution system in southern New Mexico. The paperwork is in progress for this preparation system and should be finalized with DOH within the next month.

3. [Hazard Mitigation Planning](#) by Dr. Doolittle

NMSU is participating with Dona Ana County on a county-wide mitigation plan. The Dona Ana County Mitigation Plan that has been in place for the past five years is being revised and updated to present to the state for review and submission to FEMA. Once approved by FEMA, the county will be eligible to receive grants funding to assist with mitigation projects that have been identified in the planning process as action items. Our focus is advance planning to decrease the risk and impact of natural hazards, specifically the six Priority Risks (dam failure, drought, severe cold, floods, severe wind, and wildfire) that were identified by the Emergency Planning Committee.

The county's current plan is available as a link on the website of the City of Las Cruces. The CDPC members are being informed about the development of the new plan in order to provide an opportunity for public comment. The minutes of this meeting will reflect that the CDPC members have discussed the mitigation plans and have given input to represent the interests of the NMSU community.

A handout was provided to give details about two issues identified by the Emergency Planning Committee for the new plan:

- a. Critical Facilities and Infrastructure: estimated replacement costs
- b. Priority risk index for hazards (dam failure, drought, severe cold, floods, severe wind, wildfire), and NMSU data on events that occurred between 2006-2011

Information on the handouts was compiled from various sources, such as insurance replacement costs and records of hazard events, in order to prepare a priority list of NMSU buildings and infrastructure that would impair the functions of the university if lost. The area will be mapped by GIS as a part of this mitigation planning and vulnerability analysis. The estimated replacement cost for buildings was calculated by dollars per square foot based on information from Facilities and Services. Examples of critical infrastructure on the list are core business systems (ICT networks, telephone nodes), water supply (storage tanks, wells), utilities (electrical feeds and transformer stations), shelter buildings (Pan Am, Corbett, AC, Rentfrow, Garcia Hall for students), medical support (Campus Health, Fire, and Police); HazMat (hazardous waste storage and specialized research facilities), and one library. Attendees were asked to comment on any missing critical facilities; one response was given, that central heating and cooling

should be added. A question was asked about prioritization of items on the list. To date, no priority order has been established for the facilities and infrastructure. The hazards have been ranked in a Critical Priority List Index (CPRI) by probability, severity, warning time and duration. The highest risk was identified as severe wind, followed by flooding. The list of recorded NMSU hazard events was taken from the property damage quarterly reports that are filed with the state shows that more than two thirds of the damage between 2006 and 2011 was caused by high wind.

Members noted that the figures for property damage are only an estimate of the insurance adjustment, and do not give a complete picture of costs that were disallowed on the insurance reimbursement (e.g., landscaping replacement costs and salary and overtime losses). The estimated salary loss for the shutdown during the severe cold in February 2011 was 2.7 million. This estimate has been submitted and more may be added, since some costs, such as plant replacement, have not been finalized. The answer to the previous question about priorities is yes, the list of events will be used to establish an order for the list of facilities and infrastructure. This process will be assisted by the group that is meeting to coordinate the campus map formatting, which will add features like flooding areas and be integrated with the state and county maps.

Mr. Stephen Lopez explained the “unified mapping” system that is in progress to show layers of infrastructure. Here at NMSU, the Police Department had hired a person to map, the architect’s office creates maps every time a new building is erected, and other maps are also in use. Now is the time to integrate these maps into a format that can be used by any of the various campus entities and will be easy to update as changes are made, such as parking, utility lines, and new construction. Once the decision is made about who will manage “The Big Map”, individuals will be able to request a layer showing their needs and have it sent to them in a useable format such as pdf. Name changes to buildings and streets and lack of addresses cause significant problems for emergency services and affect response times. A suggestion was made to create a layer showing MSCs for campus buildings along with address to assist mail services like FedEx. The incontinuity of the maps has been identified as a state liability, so the unified mapping system is an appropriate part of mitigation planning.

Once the Hazard Mitigation Plan is completed and adopted by the university, action should be taken to implement it by references and links in other documents, such as the All Hazards Emergency Operations Plan, the Parking and Transportation Plan, the University Master Plan, and the survey of the utility tunnel system. CDPC members were requested to identify and provide input about other university wide mechanisms to incorporate the planning items discussed today. In looking back at the previous five-year mitigation plan to determine what action items were completed and the effectiveness of the planning, participants recognized the importance of the process, more than just a written “Plan”. The integration of the knowledge by people who are part of other planning and decisions is what makes the greatest impacts.

4. Animal & Range Sciences Department request for emergency preparedness seminar

Dr. Doolittle and Mr. Lopez will present a seminar to ARS faculty, staff, and students on Friday, March 16. Topics of the seminar will include information by Dr. Doolittle about responding to incidents of zoonotic disease, and by Mr. Lopez about emergency situations such as violence.

5. Items from members: None

Next meeting – September 11 at 3pm

The CDPC meeting was adjourned at 4:20 pm.

Respectfully submitted by JoAnne Dupre on 3/13/2012