

**MINUTES OF THE
COMMUNICABLE DISEASE PREPAREDNESS COMMITTEE (CDPC)**

March 11, 2014 – ACADEMIC RESEARCH C, ROOM 110

Attendees: Kathy Agnew, Minerva Baumann, Johnny Carrillo, Connie DeBlied, Ben Diven, Tim Dobson, Katrina Doolittle, Monica Dunivan, JoAnne Dupre, Michael Jasek, Sonja Koukel, Mike O’Larey, Lori McKee.

I. Call to Order

The March 11, 2014 meeting of the Communicable Diseases Preparedness Committee (CDPC) was called to order at 3:05 p.m. by Dr. Katrina Doolittle. Attendees introduced themselves by stating their names and university roles.

II. Review of Minutes

The minutes of the December 10, 2013 CDPC meeting were reviewed. Dr. Doolittle noted that the attendee list needs corrected, and she will adjust it according to the sign-in sheet. A motion was made and seconded and a vote was held to accept the remainder of the minutes as distributed. The motion carried unanimously.

III. Old Business

1. Continuity of Operation Plans (CoOP)

Southwest Border Food Safety and Defense Center sent a detailed CoOP, which will be refreshed with a date of the last review. Campus Health has updated the CoOP. Fire Department sent a CoOP, which still needs a signature from the VP in order to designate the essential positions through Human Resources.

Ms. Agnew described the process to add language to job descriptions to designate the essential duties attached to that position. Care should be taken because the language is attached to the position, so a department must remove the language in the job description if the new hire will not have those duties.

2. Exercise Review Action Plan

The action plan was included in the email to CDPC members, as a reminder checklist of what items have been completed. One item completed in December was the Incident Command System training by the Police department for first and second line of succession employees. Dr. Doolittle will follow up with the police to schedule the next date for ICS training.

CDPC steering committee members met with Department of Health representatives to discuss actions for Campus Health to take in the event of a communicable disease situation. DOH wants to be informed as soon as cases are suspected, in order to conduct follow-up activities and provide guidance to university officials. DOH investigates cases of notifiable diseases from the hospital and clinics, and would notify Campus Health if a case traces back to a student. Public Health would coordinate and facilitate the follow-up actions. Dr. Diven and Ms. McKee attended a training for point of distribution (POD) set up, and will share information with the Police Chief and others about preparations and resources such as signs that are needed. State assistance and resources are available to us if we will set up as a hybrid

POD, available to the community as well as NMSU. Co-Chair McKee described the POD set-up. The Activity Center is a better site than PanAm. Parking limitations can be eased by running a shuttle from other lots. The POD can be modified in various ways for different disease situations or bioterrorism events. The essential functions defined in the CoOP are important, and can help identify people who are credentialed/licensed to assist during an event.

Co-Chair McKee is working on development of educational materials for the web and social media, focusing on vaccinations. The first orientation is at the end of April, and flyers will be ready to remind students to check their vaccination records for varicella (chicken pox) and meningitis. Vaccines are covered under the wellness component of the Affordable Care Act, so students will be prompted to get vaccinated. Vaccines for children are covered up to age 19, so some new students are eligible and may be given the meningitis vaccination for free.

Public Health representatives are interested in having a tabletop on communicable disease. Vaccination clinics, such as those conducted for flu shots, are considered a POD so Campus Health already has experience using this model. The POD training exercise identified the need for support people, such as runners, to gather supplies like tape, clipboards, trashcans. Co-Chair McKee recommends planning the tabletop for after the CoOP essential personnel process is established to allow new people to participate.

More details about the DOH discussions, and contact information, is available in the handout that was distributed to CDPC members in the email.

IV. New Business

Review of All-Hazards Emergency Action Plan

The Communicable Disease checklist is an appendix in the Plan, and was distributed to CDPC members by email. The Emergency Planning Committee previously commented that the checklist is long. CDPC members need to review the sections and provide comments if revisions are needed. The document was written for influenza. Revisions are due by the end of the month; however, members commented that they will need the timeline extended to mid-April.

CDPC Member reviewed the checklist to decide how well it fits the range of situations that occur at universities.. It is divided into levels 1, 2, and 3.

Level 1 is intense planning and preparation for a probable event.

Level 2 is the implementing of mitigation strategies if the event is happening.

Level 3 is active engagement.

The Steering Committee for communicable disease is Lori McKee, Dr. Diven, Dr. Webb (needs removed), the Biosafety Officer, Darrell Smith (corrected in new document), Steve Lopez, and Minerva Baumann (added).

The item, “recommend medical officer to CART” was discussed. Dr. Diven is the designated medical director in the CART resources; however, during the tabletop exercise, it was seen that Dr. Diven was busy directing the medical activities at Campus Health and would not be available to communicate much with CART. A more likely scenario is that one of the Co-Chairs would be interacting with the upper administration.

All other items in Level 1 are to be kept in the document.

Level 2 items are meant to be developed as the situation changes. These items are appropriate.

The Level 2 communication was discussed. Ms. Baumann informed the attendees of an upcoming presentation for the Communications group by Larry Hinkers of Virginia Tech about Response and Recovery after an event. The attendance is limited. This should be very beneficial to learn from Mr. Hinkers about crisis events and communication tools through this presentation and other meetings with him. An in-service training would be useful for CDPC members who may be called on as spokespeople during a crisis (i.e., the Medical Director, Dean of Students, VP of Student Affairs). UComm does media training, and can provide tips and resources during an event. It is important to engage in periodic training and preparedness exercises.

CDPC members can review the Level 3 items for their area of responsibility and send comments. Dr. Doolittle will send a reminder of the deadline for comments.

The contacts need to be updated. The Co-Chairs will send notices to the contacts listed or the current person in those positions to ask for responses or changes.

Next meeting is scheduled for June 10, 2014 at 3 p.m.

Items that should be completed by the next meeting are:

- Revisions for CDRP
- CoOP Plans updated with signatures; this defines the essential employee position needed by HR as justification to add the language to the job description. This is the responsibility of the CDPC members to communicate to their departments and obtain the authorization signature. For example, if the Nursing department has faculty or staff who can assist with a POD or other medical situation, they should be identified on the CoOP to be called as resources. If the employee in a position is not able to fill that role, then the “essential” designation needs to be removed from the CoOP plan, with the signature of the authorizing official, and a new position identified in the CoOP.

The meeting was adjourned at 4:56 p.m.