

**MINUTES OF THE
COMMUNICABLE DISEASE PREPAREDNESS COMMITTEE (CDPC)
JUNE 14, 2016 MEETING – ACADEMIC RESEARCH C, ROOM 110 – 3:00 PM**

ATTENDEES

Randey Bamford, Minerva Baumann, Johnny Carrillo, Matthew Crouse, Tom Dean, Connie Deblieck, Katrina Doolittle, JoAnne Dupre, Stephen Lopez, Lori McKee, David Schoep, Ermelinda Quintela, Michelle Gavin (for Luis Vazquez), Jake Nevarez (for Ophelia Watkins)

CALL TO ORDER at 3:01 p.m. by CDPC Co-Chair Katrina Doolittle.

- I. INTRODUCTIONS:** new Housing Director, new Employee Council representative
- II. MINUTES** of December 8, 2015 were reviewed. Chair Doolittle gave brief comments on the content. In the attendees list, the spelling was corrected for two names, Dr. Voelz and Mr. Carrillo. Minutes of December 8, 2015 were approved.
- III. OLD BUSINESS** - Continuity of Operation Plans (CoOP)
 - a. Updated CoOP submitted**
 - i. Fire Department: 4/6/16
 - ii. Intercollegiate Athletics: sent draft on 6/4/2015, pending authorization signature
 - iii. Housing: sent draft, pending authorization signature
 - b. Need updated CoOP**
 - i. DACC Health & Public Service: Dean Scribner confirmed that Chris Bare is the CDPC representative and the Dean is discussing CoOP with DACC administration for all DACC.
 - ii. Student Services: Dr. Montoya is working on the coordination of these areas
 - iii. Myrna's Children's Village: for emergency planning, this unit is not essential to university operations; however, as a unit that supports the community, it is beneficial to maintain contacts for communication.
 - iv. NMDA: Tom Dean, Co-Director, provided a report of the Southwest Border Food Protection and Emergency Preparedness Center (formerly Southwest Border Food Safety & Defense Center), a joint center with NM Department of Agriculture (NMDA) and Cooperative Extension Service. NMDA is the Emergency System function 11 coordinator for the state, to handle all agricultural aspects of emergencies that occur in New Mexico. Cooperative Extension Services has designated "essential positions" in the emergency plan for each county; these positions are listed in the statewide plan as the support personnel who work during emergencies by coordinating with state Emergency

Operations Centers. As NMSU employees, this is a key element to ensure that these positions are described as “essential” in NMSU-HRS job descriptions.

- v. Animal Care Facilities: coordinated by IACUC
 - 1. Knox Hall Fisheries: has an automated alert system in place through NMSU Police dispatch center
 - 2. Biology: new department head, Dr. Nishiguchi
 - 3. Veterinary Entomology Research Lab
 - 4. Animal Care Facility
 - 5. Animal & Range Sciences: has had changes in department administration

IV. NEW BUSINESS

1. Report on Community-Wide POD Drill for April 2016 (L. McKee)

The full scale exercise in April was designed to test NMSU’s capability to conduct a medical Point of Dispensing (POD) as a drive-through event. Set-up began at 7:00 AM and the drive-through was opened at 8:00 AM. Many volunteers were present from DACC Nursing, NMSU Nursing and Public Health, NMSU Campus Health Center professionals, Police, Fire, Medical Directors, and others. University Communications and media students were present, and interviewed POD directors and event participants. Two other large events, the Color Dash 5k and The Big Event, were occurring in nearby locations, which presented some real-world challenges and opportunities. Chancellor Carruthers toured the exercise as he was in the area for the other events.

The mobile command unit worked very well. The large scale of the exercise identified the need for more copiers and reliable power. Some outcomes that were noted in the after-action report involved slow internet service, which was relieved by NMSU Police’s ability to supplement the equipment functions using fax, cell phones, and laptops. Cameras were used successfully for visual monitoring of the POD site, and radios were available for backup communication. Social media was monitored for possible conflicting information and reactions. Drill organizers injected unusual scenarios, such as participants with special health needs that needed to be diverted to the medical director for triage, in order to test the ability of personnel to make accommodations.

One objective of the drill was to expand the closed-POD (for NMSU only) into an open-POD (serving the local community). The after-action report describes the effectiveness of area-wide planning by the NM Department of Health and Memorial Medical Center. Over the course of 4 days, NMSU-CDPC members used the drill to send media messages and practice notifications to the NMSU Central Administration Response Team (CART). The drill demonstrated that NMSU has a robust system of communications for this type of situation. The report lists small improvements in staging (i.e., check-in/check-out station, visibility of markings on pavement and directional signs, visibility of role identifiers/vest markings, non-

participants entering the site) that provide useful knowledge for future events. In the statewide evaluation of this major drill, our outcome was positive, “two thumbs up”.

Chief Lopez provided additional comments. The work done by Co-Chair McKee leading up to the drill was outstanding. A large amount of preparation was done by the staff of Campus Health Center to organize supplies and incentivize volunteers for the event. This was the first time a drive-through POD has ever been conducted. This NMSU exercise provides a blueprint for national plans, and the team will present findings at the state emergency manager’s conference in a few months. A lot of useful information was learned; for example, signage scale for visibility in a parking lot needs to be a lot larger than was anticipated. The flow rate of cars through the area was 5 minutes 20 seconds from sign-in to leaving the parking lot with medication packets. The exercise was scaled to serve 16 cars simultaneously, with room to grow. At that rate, the activity could have served the entire population of Dona Ana County within 24 hours. This drill provided measurements that were not previously available. Also identified were small but important details like the need to provide map/directions to out-of-town resource personnel. Now that we have kits of supplies, we can use the resources for campus events and future training drills.

Members commented that good communication the day before was critical to success, and the report findings were minimal. The after-action report itself was directed to Memorial Medical Center since they held a POD exercise the previous day for hospital staff. There is no follow-up needed from NMSU to the state for our emergency plans. We can use the findings to improve our internal pandemic POD planning. Signage is an important item that can be written into our plan. We can use the digital sign at the Pan Am Center through coordination with Special Events, and we can also request dynamic message boards from the state Department of Transportation.

2. **FEMA Emergency Management Institute Higher Education Program & National Training Liaison Presents Webinar Series - Session III, “Tools for Creating Campus Resilience”, webinar** on December 16, 2015: no report.
3. **Report on Multi-Hazard Emergency Planning for Schools (DHS G-364), February 24-25, 2016** (S. Lopez): Several CDPC members attended this two-day event, held in the EH&S training room. While the information was not new or surprising, it was worthwhile for NMSU personnel to talk about and strengthen the planning items we have in place. We are already doing a lot of this work, especially in the areas of fire, emergency services, and public education. The training allowed an opportunity for connections with personnel from other schools in the area, as well as an introduction to the NMSU All Hazards Emergency Operations Manual. The event was geared toward those who did not have plans in place, and we were able to share many of our best practices that have been submitted in our state plan.

4. Upcoming: MGT-404, Sports and Special Events Incident Management training at NMSU, August 2016 is in the organizing stages. A flyer will be sent out soon by Janet Witte, once the location is finalized in Corbett Center or in the Pan Am Barbara Hubbard meeting room. This is a standardized course, being hosted on campus so that it will be available for a large number of attendees from NMSU, especially those involved in athletics and other special events. It is useful for those who are not involved in Public Safety on a daily basis, to highlight the importance of details such as Fire Service access lanes and crowd management. Several CDPC members have connections with staff in Athletics and Special Events, and will push to promote this training to personnel in those units. The training is open to the public, all CDPC members and their departments, and local high schools and community attendees. Registration is accessed through the website, preparingnewmexico.org, in the list of workshops, and the training is free. This workshop will likely contain new information that has been developed recently in response to terrorist attacks at public events.

5. Campus Health Center Zika virus update (L. McKee)

NM DOH has given two large trainings recently to educate professionals on the threat from the Zika virus, transmitted by mosquitoes. The Zika virus was first identified in 1947, but has recently become epidemic in Brazil and will be a concern during the Olympic games in Rio. As of April 27, there were 426 travel cases of Zika in the U.S., and as of April 29, Texas had 31 confirmed cases and New Mexico had one. The two mosquito species that carry Zika virus are found in both NM and TX.

One strong recommendation for reducing the spread of mosquitoes is the elimination of standing water. NMSU FS Grounds will need to monitor the campus to manage pooling of water after storms. CDPC co- chair offered to assist Housing with educational campaigns and activities such as distributing flyers of information.

DOH flyers are geared toward men and sexual transmission of Zika virus, which is useful information for travelers and international students. Asymptomatic individuals can spread the virus even if symptoms have not appeared. CDC recommends that travelers from high-risk areas wait six months for symptoms to appear, and that women that are infected with the virus should wait eight weeks before planning a pregnancy and should be tested for the presence of the virus. A urine test is available that can detect the virus. Campus Health Center can provide this information to students.

Mosquito bite prevention strategies have not changed; use insect repellents containing the chemical DEET, and wear long-sleeves and clothing that covers the skin. The *Aedes* mosquitos are aggressive day-time biters; unlike other mosquito species that bite when it is dark outside, these mosquitos bite throughout the heat of the day. The Campus Health Center website features Zika information and links to the CDC website. Campus Health provides information to travelers going to high-risk areas, to tell them how to self-monitor when they return.

We will monitor cases in Dona Ana County throughout the summer, to inform the campus community, intermural activities, football, and soccer teams. An excellent graphic was produced by one of the Biology labs, and researchers worked with University Communications to create a website of information (mosquitotips.nmsu.edu). Campus Health and UComm can use these links to work with Housing and Grounds. During orientation week, information can be distributed at the RecFest outside activities.

6. Loss Prevention and Loss Control update (K. Doolittle)

NMSU was audited in April by the state Risk Management department. One recommendation concerns a finding that will be revisited in next year's audit: the Loss Prevention and Control Committee needs to distribute information about work-related injuries and other reports to a wider audience of NMSU personnel. As part of that effort, Chair Doolittle presented the Property and Casualty Loss Report data tables and trends. Over the last five years, the report shows primarily losses of property. In 2013 and 2014, NMSU was impacted by two fires in Jett Hall which were large events of property loss. The trends for General Liability (non-employee) injury claims were shown. Civil rights claims were significant, here and across the state, which is why we have implemented civil rights training for all employees. Auto liability and auto damage costs were also recorded on the graphs. As a state-insured entity, our insurance rates are calculated based on the five-year trends.

In the FY2015 report, it appeared that the property claims section was smaller and the general liability claims increased. CDPC members pointed out that the pie-chart graphic did not match the numbers in the data tables. Due to problems with the graphs, the discussion of the report ended.

To meet the state recommendations, the Loss Prevention and Control Committee will prepare data reports twice per year: the fiscal year report in July, and the half-year report in January. The two remaining quarterly reports will be "snippet data", for example, Worker's Comp claims, to allow supervisors to evaluate the changes regularly throughout the year.

The Worker's Comp reports are a separate set of data from the Property and Casualty reports, and require a secondary review by a senior administrator. As all NMSU departments are experiencing reductions in staffing levels, this will be a new challenge to ensure two levels of integrity review are conducted.

Discussion was held on the worker's comp data submission. The state's computer software can separate the data by campus, but this will take more work at our level. The work-related injury claims are submitted on a form that lists the campus and department, and this information should be captured. In the future, collecting incident report data by community college or campus location will be needed.

Most of the findings from the Property and Casualty Reports so far show that the highest percentage of claims involve property damages: floods, steam, and water. Auto claims went up dramatically with hail damage from last year and this year to date.

7. Membership update: As discussed earlier, CDPC includes representatives from DACC Health and Public Services, Campus Housing and Dining, and Employee Council.

Report to the Chancellor: the Office of the President sent notices to Chairs of university boards and committees that annual reports are due. The report is an electronic format this year, requesting information on dates of meetings. Also, new this year is a request for a listing of major accomplishments. The CDPC Co-Chairs will summarize key items from the past year, including the full-scale exercise in April. The reports will be available publicly on the President's website, which is also new this year.

Items from Members:

Housing: Addition discussion was held on planning campaigns to distribute information about mosquito control/Zika virus prevention. Campus Health personnel will meet with Housing administrators next week and will include resources to assist the new director. One of the functions of this committee is to form connections among campus departments and units, to develop and share informational resources, and distribute information about disease prevention. Housing has a large reach, with spread-out apartments and large grassy areas for many outdoor activities. Campus Health Center "blasts" are an effective method for communication, rather than printed materials, to quickly and easily reach a lot of people electronically with web links. Another idea to get information to residents are refrigerators magnets with emergency contact numbers (Campus Health, Poison Control, Public Safety, pet information). As a side note, the Zika virus does not affect dogs and other pets; it only spreads in primates.

Cooperative Extension Service: NMSU employees have been involved in three major events in the past year. 1) River spill in San Juan County at the end of last year. The Agricultural Agent was part of the state Emergency Operations Committee (EOC) team and coordinated the field watering for agriculture in that part of the state. 2) Winter storm, Goliath, that hit the east side of the state. NMDA and Extension were involved with the state EOC for road clearing, dairy cattle mortality and disposal issues, and transportation to keep dairies functioning, minimize animal disease, and reduce potential economic losses. 3) Equine Herpes Virus (EHV-1) outbreak at Sunland Park last year; NMDA helped the Livestock Board in inventories and quarantines to prevent spread of the disease. The Cooperative Extension Agents have had a lot of emergency activity, not just drills. Wildfires are another big issue for agriculture, when ranchers need to move cattle away from affected grazing areas. Extension offices all over the state are an important public service aspect of NMSU.

NEXT MEETING: September 13, 2016

ADJOURN at 4:04 PM