	8-106 Emergency Inoculation Plan
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Thomas J. Mackel-Chief of Police	

8-106.1 Overview

In the event that the University is required to begin a mass inoculation of the campus community, this plan outlines the duties of all personnel, who will be involved. The plan will be implemented in the event of a medical emergency originating on campus (I.E.: meningitis outbreak) or from a medical emergency affecting the surrounding community (i.e.: bio-terrorist attack).

8-106.2 Command Structure

- A. The President of the University or designee is in overall command of the program. The President’s Advisory Council will be available for consultation as the situation develops.
- B. The operational commanders will be the Director of Health Services and the Chief of Police.
- C. The Director of Health Services (or designee) is responsible for all aspects of the operation related to obtaining and dispensing the vaccination.
- D. The Chief of Police (or designee) is responsible for providing transportation, security, and coordination of other services for the vaccination program.

8-106.3 Participants (GACP 5.17h)

- A. The following departments and organizations will be actively involved in the inoculation plan.
 - 1. Student Health Services
 - 2. University Police
 - 3. Office of Residence Life
 - 4. Facilities & Grounds
 - 5. Business and Finance Staff

6. University Communications
7. Food Service
8. Student Activities
9. Student Government Association
10. West Georgian
11. Printing and Publications
12. Foreign Languages
13. Learning Resources

8-106.4 Implementation

A. Phase One – Order to Implement

1. On Campus Diagnosis

In the event that Health Services comes in contact with a student or employee who has a disease which may require campus or community wide inoculation, the Director of Health Services will notify the following:

- a) Georgia Department of Public Health
- b) President of the University

If, after consultation with the Department of Public Health, it is determined that campus wide inoculation is appropriate, the President will order that the Emergency Inoculation Plan be implemented.

2. Off Campus Diagnosis

In the event that the surrounding community or the nation is affected by a disease, which requires inoculation, the Department of Public Health will notify the UWG Chief of Police and request the University implement the mass inoculation plan. The Director will notify the President who will order that the Emergency Inoculation Plan be implemented. Implementation of this plan takes priority over all campus activities except those exempted by the President.

3. Overview

The US Centers for Disease Control (CDC) has established protocols, which are to be followed in the event of a report of specific diseases. Prior to an inoculation order being given, the CDC and state health agencies will investigate the report and determine its accuracy. If the report is confirmed, the agencies will then determine the extent to which the population has been infected. Thresholds for various diseases have been established which are taken into consideration as part of the investigation. Once the information is analyzed, the CDC and the Georgia Public Health

will issue an inoculation order and issue the amount of vaccine necessary to cover the targeted population.

CDC does not recommend vaccination prior to an inoculation order due to the mortality rate associated with some vaccines. Though very small in number, some people who have taken certain vaccinations have experienced adverse reactions, resulting in severe injury or death. Until the threat to the general population exceeds the potential danger to individuals, the CDC will not order a mass inoculation. The CDC has the ability to provide vaccines to anywhere in the nation within 12 hours of the order being issued.

4. *Participation Required*

In the event that a mass inoculation of the campus community is ordered, all students, staff and faculty shall be required to submit to inoculation or be banned from campus until such time as the threat is eliminated. The Board of Regents Policy states:

408.01 IMMUNIZATION AGAINST DISEASE DURING AN OUTBREAK/EPIDEMIC

“During an epidemic or a threatened epidemic of any disease preventable by immunization on a campus of the University System, and when an emergency has been declared by appropriate health authorities of this state, the president of that institution is authorized, in conjunction with the Chancellor and appropriate health authorities, to promulgate rules and regulations specifying those diseases against which immunizations may be required.

Any individual who cannot show proof of immunity or adequate immunization and refuses to be immunized shall be excluded from any institution or facility of the University System until such time as he/she presents valid evidence that he/she is immunized against the disease or the epidemic or threat no longer constitutes a significant public health danger (BR Minutes, 1989-90, p. 406).”

B. Phase Two – Organization of the Inoculation Effort

1. *Activation of the Emergency Inoculation Plan*

The Director of Health Services will advise the President of the extent of the vaccination order. The President will order the activation of the Emergency Inoculation Plan and notify the personnel responsible for implementing the plan.

2. *Determining the scope of the Inoculation Response*

The scope of the inoculation order will determine the level of resources required to implement it.

Note: The University may be requested by the State to provide inoculation to the local community.

3. *Inoculation Site*

Health Services (HS) will be the inoculation center (IC) for the campus. This site possesses the medical facilities which may be needed in the event that a person has a negative reaction to the vaccine and must be resuscitated. In addition, due to the multiple rooms in the building, it can provide for the privacy needed in the event that a person must undress in order to receive the vaccine.

Registration will be conducted in the lobby of the TLC. If viewing a video on the inoculation is required, the large group lecture rooms will be utilized. Stanchions will be placed so as to guide the people between the registration tables and the vaccination site.

4. *Persons with Disabilities*

Person with disabilities will be moved to the head of the line if their disability warrants it. (See Student Development – Disability Coordinator – Pg 8). Once the paperwork is completed a volunteer will assist the disabled person to the IC. This will be done by moving their wheelchair to the site or providing cart transportation if they are partially ambulatory.

A list of University personnel and students capable of “Signing” for the hearing impaired will be created and maintained by the University Police. The persons on the list will be contacted and asked to work at the shelter or be on-call in the

event they are needed to assist a hearing impaired person with the inoculation process.

5. *Non-English Speaking Persons*

All reasonable effort will be made to provide interpreters for all non-English speaking persons. Foreign Languages instructors will be on call to assist with this as need. Student Development will coordinate with the International Students to obtain interpreters as needed.

6. *Site Preparation and Activation*

The following actions will be taken and then distribution of the vaccines may begin.

- a) University President – order establishment of the Inoculation Center (IC).
- b) Vice President for Academics & Academic Deans – determines if classes are to be delayed or cancelled during the vaccination period. Once a decision is made, the Director for University Communications will disseminate the information to the students through the various media sources.
- c) Health Services – the Director of Health Services will establish the logistics and parameters of the inoculation program.
 - 1) Location of the vaccine and procedures for obtaining it. (In the event it is a national inoculation order, the Georgia Public Health Office (Region 4) will notify the University to begin setting up an IC and will provide transportation of the vaccines to the campus.)
 - 2) If the vaccine needs to be kept refrigerated, it will be stored in the refrigerators in Health Services. If there is not sufficient storage capacity in Health Services, the Chief of Police will be notified to obtain additional capacity.
 - 3) Availability of staff capable of dispensing and giving the vaccinations. This number will be supplemented by retired staff, senior nursing students and Nursing Department Staff. Tanner Medical Center will provide an additional pharmacist(s) as needed.
 - 4) Administrative requirements to receive the vaccine. (i.e.: registration forms, liability waiver, etc. In the event of a national inoculation

program, the Department of Public Health will provide the forms along with the vaccines.)

- 5) Determine the number of vaccination points, which can be staffed by skilled nursing staff.
- 6) Set the number of hours that the staff can work before taking a break.
- 7) Set the hours the vaccinations will be provided. (In the event of a national inoculation program, Public Health will determine the hours of operation).
- 8) Provide the necessary training to those who will be giving the vaccinations and administering the necessary paperwork. (In the event of a national inoculation program, Public Health will provide the needed training).

Once the following have been determined, the Director will notify the Chief of Police for implementation.

d) University Police (UWG PD) – the Chief of Police will:

- 1) Establish and staff a Command Post (CP) within the TLC and at HS. The command post will serve as:
 - a. Central Communication Center
 - b. Central Supply – Equipment list (non-vaccine) can be found at Appendix.
 - c. Central Administration Office

Each CP will be manned during the time that the IC is in operation.

All persons working in the IC will check in and out at the CP. The CP will maintain a record of all personnel and hours worked in any job within the IC. Once the Center is closed all personnel records will be forwarded to the University Police Business Manager who will be responsible for determining the total personnel cost incurred by the University. Once the amount is determined, it will be made part of an overall expense report.

The Business Manager for UWG PD is responsible for keeping track of all other expenses incurred during the time the IC is in operation. Once the operation is completed, the Business Manager will compile an expense report. This report with supporting documentation will be

forwarded to the Carroll County EMA Director for possible Federal reimbursement.

- 2) Based on the instructions provided by the Director of Health Services, UWG PD will arrange for continuous transport of vaccine to campus. In the event of a national inoculation order, Carroll County Emergency Management will provide the actual transport of the vaccine to campus. If additional refrigeration is needed, the Director will arrange for one or more units to be brought to IC. List of usable refrigerators can be found in Appendix D of this plan.
- 3) Coordinate the installation of tables and chairs for the use by those providing the vaccine and record keeping. The layout for the registration tables in the TLC can be found in Appendix G.
- 4) Establish a room for use by Student Development for counseling purposes if needed.
- 5) Direct traffic into and out of parking lots, provide signage and shuttle service (if necessary) from outlying parking lots to the registration site. The Traffic Plan is outlined in Appendix E of this plan.
- 6) Request CPD utilize their reverse 911 systems and call all homes in the area of the campus and advise them the roads are closed except for those coming to campus to obtain the inoculation. Ask that all persons avoid the campus until further notice.
- 7) Establish easily followed pathways using stanchions, signage and personnel to guide those seeking vaccination through the process and then out of the building.
- 8) Establish and maintain security at all doors. One set of doors will be established for entry and a remote set for egress. All other doors will be secured and if necessary, an officer placed at each door. Each officer will have their personal riot gear available and all crowd control weapons will be made ready for rapid deployment. If Public Safety is unable to cover all positions, the Director will make a request to the Carroll County Sheriff for additional personnel.
- 9) Obtain administrative personnel to handle registration of those who are seeking inoculation.
- 10) Establish a break room for use by on-duty personnel. Depending on the duration of the inoculation program, sleeping cots may be set up in a separate area for staff use.

- 11) In the event that the weather is extremely hot, Food Service will provide ice water to those who are requesting vaccination. UWG PD will provide a tent between the TLC and HS from which water can be distributed.
- 12) Arrange for the printing of all documents needed to carry out the program (if any). *Printing and Publication* will be responsible for all necessary printing, which may be required during the inoculation process.
- 13) Provide security for the TLC and HS each day when the site is closed. No one will be allowed into the facility except those with administrative responsibility for the sites. Access control and alarm systems will be utilized as well as police officers. If possible, private security may be utilized on a contract basis.

e) Facilities and Grounds – the Director of Facilities and Grounds will:

- 1) Provide the necessary furniture and other equipment as requested by the Police Department.
- 2) Provide personnel to UWG PD if needed to work traffic or other duties as needed.
- 3) Maintain adequate staff on campus while the IC is in operation to deal with mechanical emergencies if they arise.
- 4) Maintain the cleanliness of the IC, TLC and surrounding grounds. Restrooms are to be cleaned and paper products re-supplied as necessary. Adequate custodial personnel are to be maintained on campus as long as the IC is in operation.
- 5) Test emergency generator at Health Services to ensure it is operational.

f) University Communications – the Director of University Communications will:

- 1) The Carroll County Fire Chief has been designated as the Public Information Officer (PIO) for the inoculation plan. The University Director of University Communications will coordinate with the PIO to obtain information about the inoculation effort.
- 2) Keep the campus and local community informed about the inoculation program including location, hours and dates of operation. A notice will be released asking people to avoid the campus unless they are coming for their inoculation. The Director will utilize the campus newspaper

(West Georgian), e-mail, television station, radio station and the local media. A representative will be posted in the CP or be available by phone if needed.

- 3) Provide updates on a regular basis to the community as long as the IC is in operation.

g) Risk Management (RM) – the Director of Risk Management will:

- 1) Maintain periodic checks of the parking and shuttle operation, registration and inoculation center, to insure all are being operated in a safe manner.
- 2) At the inoculation center, RM will ensure that all syringes and other bio-hazardous materials are collected in a proper manner and disposed of according to national standards. RM will arrange for transport of the waste on a daily basis and maintain a record of when and how the material was disposed of.
- 3) RM will also maintain records of all costs associated with the disposal of the materials. The invoices will be provided to the UWG PD Business Manager for possible reimbursement.

h.) Food Service (FS) – the Director of Food Service will:

Depending on the nature of the threat, it may be necessary to run the inoculation program for long periods. Staff may not be available to leave campus for normal meals and breaks. In that event, Food Service will be provided for the staff working the IC. The Director of Food Services will do the following:

- 1) Establish food service at the IC and TLC. This will include breaks and main meals for the staff assigned to the inoculation program. Since the opportunity for breaks and meals will be sporadic, the menu should be limited to cold sandwiches, fruit and raw vegetables. Heavy, hot meals will be avoided due to the difficulty of maintaining food quality and the effect heavy meals have on a workers physiology.
- 2) In the event that the weather is extremely hot, Food Service will provide ice water to those who are requesting vaccination. UWG PD will provide a tent between the TLC and HS from which water can be distributed.

3) Maintain the cleanliness of the meal area.

i.) Printing and Publication (P&P) – the Director of Printing and Publication will:

- 1) Printing and Publication will be responsible for the rapid printing of all documents needed for the inoculation program. P&P will give priority to all requests for additional printing related to the inoculation program.
- 2) If the campus is closed, the Director will maintain sufficient staff to provide printing services as needed.
- 3) The Director will also maintain records of all costs associated with the disposal of the materials. The invoices will be provided to the UWG PD Business Manager for possible reimbursement.

j.) Learning Resources (LR) – the Director of Learning Resources will:

- 1) If the inoculation protocol includes a video, Learning Resources will be notified to set up rooms 1301, 1303 and 1305 in the TLC.
- 2) Learning Resources will duplicate the video if multiple copies are not available. At the request of the Carroll County EMA Director, additional copies will be made for County use as well.

k.) Student Activities (SA) – the Director of Student Activities will:

Student Activities will arrange for student volunteers to assist with the inoculation process. The volunteers will be coordinated through Student Activities at the direction of UWG PD. All volunteers will check in and out at the Command Center.

l.) Residence Life (RL) – the Director will:

- 1) Residence Life will provide staff as needed to assist with the inoculation process. UWG PD will contact RL as needed to provide staff to handle the various functions.
- 2) Following the inoculation, RL staff will monitor the students living in the halls and report any adverse reactions to Student Health.

m.) Student Development (SD) – the Director of Student Development will:

- 1) Student Development (SD) will have a counselor available to assist with any mental health issues that may arise during the process. The counselor must either be on site during the process or provide a 10-

minute response time. A room, off from the registration site will be reserved for use by the counselor.

- 2) Student Development will coordinate with the International Students to ensure they receive the inoculation. In the event an international visitor comes to the campus and we are unable to communicate with that person, SD will attempt to locate a student that speaks that person's language.
- 3) Student Development will provide a Disability Coordinator to work with all students with disabilities to ensure they receive the inoculation. They will also work with any employee or non-University member who comes to campus to receive the inoculation.

D. Phase Three – Closure and Debriefing

Once the operation has ended, the following will take place.

1. The IC and TLC will be returned to its original condition. All tables, chairs and other materials used in the IC will be sanitized and then removed by Facilities and Grounds.
2. Custodial will thoroughly clean the facilities.
3. All unused vaccinations and forms will be returned to Public Health by CCSO.
4. All vaccination records will be given to the Department of Public Health. Copies will be made and retained on the campus.
5. Used syringes will be disposed of per normal SH procedures.(GACP 5.17n)
6. The Chief of Police will organize a debriefing of all departments involved in the operation. This will occur within 48 hours after the closure of the IC. Comments will be reviewed and this plan updated. A comprehensive report will be completed following the debriefing and

8-106.5 Traffic Operation Plan (GACP 5.17k)

A. Overview

The process for a person to receive an inoculation will begin at the TLC. This is where the required forms will be filled out and a film describing the vaccine and its effects will be shown. (**Note:** The type of threat posed will determine the actual requirements of the inoculation plan. Many vaccines can be administered in pill form, which will make the process much easier to implement. However, some vaccines

must be given as an injection, which will take more time to distribute. Due to the potential side effects of some vaccines, an information film must be shown to all persons requesting the vaccine.)

The actual inoculation will be given at Student Health. People will be directed to the lots surrounding the TLC as well as the outlying lots where shuttle buses will be utilized to transport them to and from the site. Once they have received the vaccine they will exit the rear of Student Health and either walk back to their cars or ride a shuttle. We do not want anyone attempting to bypass the TLC so some parking areas will be restricted.

B. Implementing the Traffic Plan

1. *Block off Front Campus Drive at Maple and at University Drive.* Only those who work on Front Campus will be allowed in. (Personnel required: 2 Volunteers, posted at each end of Front Campus Drive.)
2. *Block off University Drive at Parker Drive – Direct all traffic down Aycock Drive.*
3. Create a shuttle pick up site for returning those receiving the vaccine to their cars. (Personnel required: 1 PCO & 1 volunteer.)
4. Block off Roberts Drive South and Roberts Drive North. (Personnel required: 1 volunteer at each site)
5. Block off West Georgia Drive (WGD) at HPE Drive. A pedestrian walkway will be created using “Police Line” tape and barricades leading up WGD and into the TLC. An opening will be provided so that the shuttle buses may pass through and progress up WGD towards Maple Street.
 - a. Traffic will be directed through Lot 14 to Brumbelow.
 - b. The shuttles serving the west side lots will drop off their passengers at this site. The passengers will then follow the path into the TLC.
 - c. Lots 5 and 6 will be designated as staff, volunteer and handicap parking. This area will be considered a secured site. No one is allowed to park in this area except as noted previously. The gates will be raised and access to the lot monitored by the personnel assigned to the location.
 - d. (Personnel required: 2 PCO & 1 volunteer at WGD & Drive to TCPA / 1 PCO and 1 Volunteer in the Lot acting as security and assisting the disabled)

6. *Block WGD at the 3-Way – west side.* (Area to be monitored by personnel assigned previously on #4.)
7. East Side Crowd Contingency Plan – if the number of people grows too large on the east side of the TLC that they extend beyond the end of the sidewalk at Lot 5, the following actions will be taken.
 - a. WGD will be closed at the exit from Bowdon Hall.
 - b. WGD will be closed at South Street and Foster Street. All traffic from the east side of campus will be routed up South Street.
 - c. The west-bound lane of South Street will be blocked at Foggy Bottom. A DO NOT Enter sign will be placed at the barricade.
 - d. Foster Street will be blocked at the west exit from Foggy Bottom. All traffic from Foster Street will be directed through Foggy Bottom and out at South Street. All traffic must turn east on South Street.
Note: The parking spaces on the north side of Foggy Bottom must be cleared to allow for 2-WAY traffic. *If the owners cannot be found quickly, the vehicles will be towed to another lot at University expense.*
 - e. Brumbelow will be blocked at the North entrance to Lot 14. All traffic will be directed through Lot 14. This includes people coming for the inoculation and those wishing to access Maple Street.
 - f. The Southeast exit from Lot 14 will be blocked. Those wishing to egress the lot and travel north will exit out at the North exit.
 - g. **Personnel required:** 1 PCO and 3 volunteers. These individuals will ensure the barricades are not moved, assist with traffic flow, and move the barricades on WGD at South and Foster for emergency vehicle egress.
8. West Side Crowd Contingency Plan – if the number of people grows too large on the west side of the TLC that they extend beyond the pedestrian walkway created in section 4, the following actions will be taken.
 - a. East bound traffic on WGD will be blocked off at Public Safety. Traffic will be routed through the Band Field lot.
 - b. All East Bound traffic will be directed back to the west entrance and off campus. Signs will be created stating that the road is closed until further notice and to use other city streets to access the north side of Carrollton.

Appendix A

University of West Georgia

Emergency Inoculation Plan

Officer / Volunteer Location

Position	Officers Assigned	Supervisor
1) TLC Lobby	2	
2) TLC Front	1	
3) TLC Rover	1	
4) TLC to SH	3	
5) SH	3	
6) Relief	2	
7) Site Supervisor	1	

Appendix B

University of West Georgia

Emergency Inoculation Plan

Command Post Equipment Check off List

Item	Number Required:	
1. Radio – 800 portable	1	_____
2. Southern Linc Radio	1	_____
3. 154.000 portable (For use as base)	1	_____
4. 154.000 radios (Distribution to Volunteers)	All	_____
5. Personal Radios & extra batteries	All	_____
6. Chargers and extra batteries	All	_____
7. Personnel Recording Forms	5 sheets	_____
8. Light Sticks *	500 (12 hr)	_____
9. Computer and web connection.	1	_____
10. Gloves (Nitrile) *	6 boxes	_____
11. Paper dispatch logs	1 pad	_____
12. Ink Pens	3 boxes	_____
13. Message Pads	5 pads	_____
14. Post-It Notes	10 pads	_____
15. Generators **	All	_____
15. Portable lighting systems ***	All	_____

* Gloves and light sticks will be stored at both Command Centers.

** All portable generators are to be fueled, tested, and placed at the TLC in the event they are needed.

*** All portable lighting systems are to be tested, repaired and placed at the TLC in the event they are needed

In order to ensure the University receives the maximum reimbursement if funding is available, the following rules apply.

- Any equipment, which is needed, is to be rented rather than purchased.
- United Rental is the vendor of choice due to existing contracts between Carroll County and United Rental. Prior to renting any item, this is to be verified through the Carroll County EMA Director.
- The Carroll County EMA Director should approve all significant purchases. Failure to do so may result in the University not being reimbursed.

Appendix C

University of West Georgia
Emergency Inoculation Plan

Page ____ of ____

Date: _____

Emergency Personnel Roster (Print Additional Copies as needed)

All personnel who work in the IC must sign in and out. The Dispatcher will initial each check-in/check out.

Name:	Dept/Agency	Time in – Time Out	Signature	Witness Initials
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____

Appendix D

University of West Georgia Emergency Inoculation Plan

Refrigerator Inventory

Refrigerators are located in each residence hall and the apartments in the halls. Residence Life should be notified to see which apartments are not in use. The refrigerator in those apartments will be taken first.

Location	# Present	Where
1. Public Safety North	1	Break room
2. Residence Life Office	1	Break room
3. Tyus Hall	2	1 Apartment / 1common
4. Strozier Hall	2	1 Apartment / 1common
5. Strozier Annex	2	1 Apartment / 1common
6. University Suites	2	Community Building
7. Watson Hall	4	3 Apartments / 1 common
8. Gunn Hall	2	1 Apartment / 1common
9. Boykin Hall	2	1 Apartment / 1common
10. Downs Hall	2	1 Apartment / 1common
11. Bowdon Hall	2	1 Apartment / 1common







Appendix F

University of West Georgia

Emergency Inoculation Plan

Directional Signage

All directional signage will be on white Cora form board with blue or red letters. The signs will be placed on real estate style stands or barricades and placed at strategic sites around campus.

- 1) Inoculation Center 
- 2) Inoculation Center 
- 3) Inoculation Center 
- 4) Inoculation Center Parking 
- 5) Inoculation Center Parking 
- 6) Inoculation Center parking  double sided
- 7) Shuttle to Inoculation Center
- 8) Shuttle to Parking Areas
- 9) **WARNING – ACCESS TO CAMPUS IS RESTRICTED UNTIL FURTHER NOTICE.**

UWG Police Department

10) Access to Maple Street →

11) Access to Maple Street ←

12) ROAD CLOSED
UWG Police Department

13) Additional Inoculation Parking ←

14) EXIT ←

15) FOSTER STREET CLOSED
ALL TRAFFIC TURN RIGHT



16) FOSTER STREET CLOSED
ALL TRAFFIC TURN LEFT

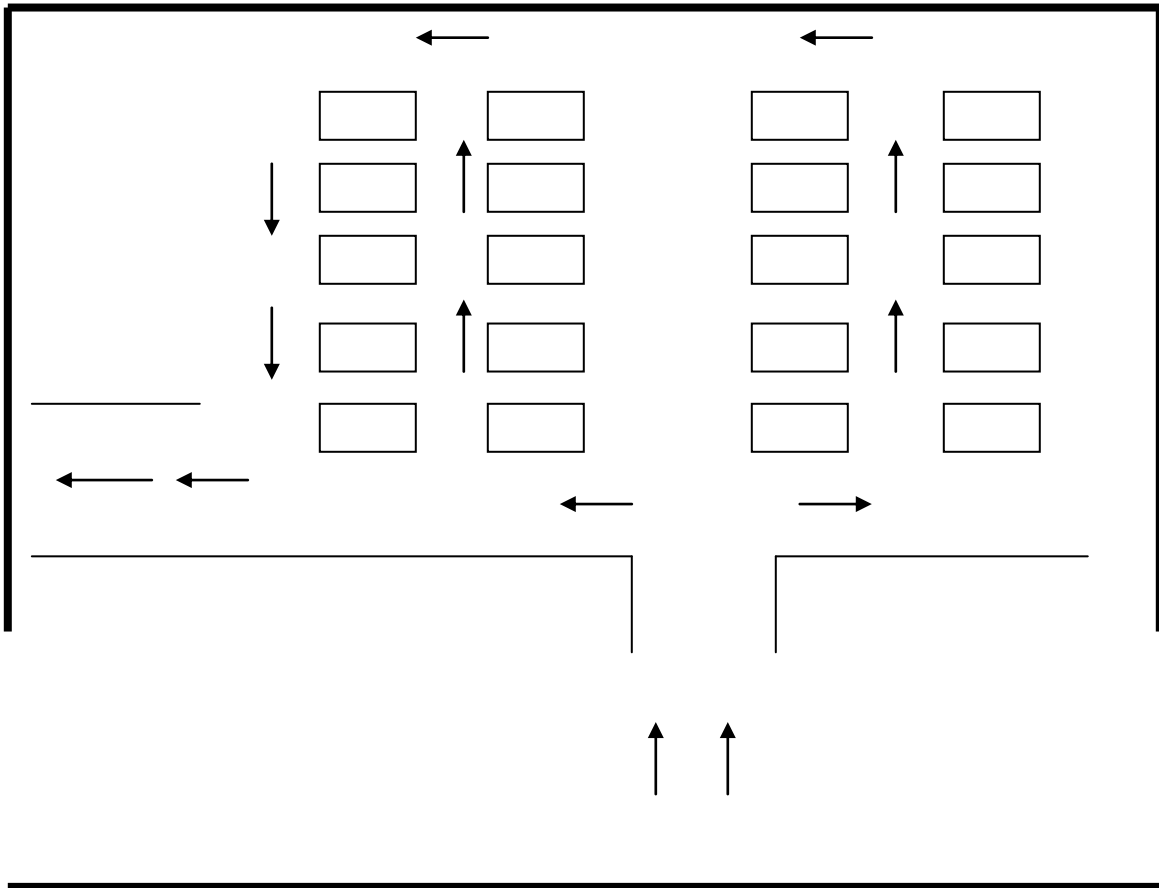


17) CAMPUS CLOSED
USE CUNNINGHAM ST.

18) CAMPUS CLOSED
USE CUNNINGHAM ST.

Appendix G

University of West Georgia
Emergency Inoculation Plan
Inoculation Registration Flow



Technology Enhanced Learning Center
Registration Flow

Number of Tables – 20

Number of Chairs – 40