

Z9: CAPITAL PROJECTS

Draft May, 2007

**University of California, Berkeley
Influenza Pandemic Emergency Operations Plan
Additional Unit Information**

The UC Berkeley Influenza Pandemic Emergency Operations Plan (EOP) includes information describing the guiding principles for response to a pandemic event on campus, the authorities, critical functions, special considerations for campus-wide issues, the campus communications plan, triggers for taking action, activation and coordination, and general responsibilities of the nine individual Department Operations Centers. This document contains additional information to prepare each UC Berkeley DOC for a response to a pandemic influenza event:

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I. Executive Summary – CP DOC role in pandemic

Capital Projects manages the design, construction, modification, renovation, and restoration of campus buildings. When the campus Emergency Operations Plan is activated for a pandemic, the Capital Projects Departmental Operations Center (DOC) can engage outside contractors to renovate or expand existing space or create new space for medical purposes like isolation and quarantine. With outside engineers and vendors, CP can modify building mechanical systems, change interior partitions, and create spaces required for medical treatment. CP would work closely with other DOCs to change housing uses, expand space for emergency services and adapt the buildings for new uses. It can contract with vendors for temporary storage or portable buildings. The CP DOC also has a role in evaluating the safety of buildings for various uses.

Staff from the CP DOC will assume roles at multiple levels in the campus EOP hierarchy as follows:

- Advising the Chancellor’s Emergency Policy Group
- Serving in the Emergency Operations Center Operations Section
- Operating as a DOC
- Providing design and construction services to other DOCs
- Providing building inspection services to other DOCs

Under an activation of the EOP, Capital Projects is the lead unit for all major design and construction. CP staff has expertise coordinating design consultants and contractors under emergency conditions and for acquiring temporary buildings. CP staff can coordinate building safety inspections in light of changed usage.

II. UNIT RESPONSE CHECKLIST:

Actions described in the UC Berkeley EOP are based on phases that are related to both the World Health Organization periods and the CDC stages. This table describes general actions appropriate for preparedness at each of these phases and juxtaposes them with specific actions to be taken by this unit.

UNIT RESPONSE CHECKLIST

UC Berkeley Phase	GENERAL UNIT ACTIONS	SPECIFIC UNIT ACTIONS
<p>1 – Pre-Event Planning</p> <p><i>New virus in animals, no human cases Stage 0</i></p>	<ul style="list-style-type: none"> • Develop comprehensive unit plans • Develop and test unit communication plans • Conduct operations test during staff or safety meetings • Check the http://www.uhs.berkeley.edu/pandemicflu/ website regularly for updates and new information • Communicate developments with 	<ul style="list-style-type: none"> • Complete DOC annex on pandemics • Complete communications analysis • Update emergency contact information • Conduct regular testing of key communications methods for CP staff and other units • Document key procedures • Update the current list of architects, engineers and contractors to be used in a

	<p>staff/faculty/students</p> <ul style="list-style-type: none"> Refer general questions from staff/faculty/students to http://www.uhs.berkeley.edu/pandemicflu/. Encourage adoption of hygiene etiquette behavior Encourage personal preparedness plans for staff/faculty/students 	<p>campus emergency.</p> <ul style="list-style-type: none"> Train CP staff to use the people locator system during an emergency
2 – Animal Outbreak of Highly Pathogenic Avian Influenza in North America	<ul style="list-style-type: none"> Check the http://www.uhs.berkeley.edu/pandemicflu/ website regularly for updates and new information Communicate developments with staff/faculty/students Refer general questions from staff/faculty/students to http://www.uhs.berkeley.edu/pandemicflu/. Encourage adoption of hygiene etiquette behavior Encourage personal preparedness plans for staff/faculty/students 	<ul style="list-style-type: none"> Review current buildings and uses. Develop options for converting uses. ID and contract with A/E consultants for building and sanitary modifications. ID contractors for building modifications. Survey building mechanical air handling systems. Review quarantine options. Look into temporary trailers
3 – Confirmed Human to Human Outbreak Overseas <i>Evidence of Sustained Human-to-Human Transmission</i> 3	<ul style="list-style-type: none"> Check the http://www.uhs.berkeley.edu/pandemicflu/ website regularly for updates and new information Communicate developments with staff/faculty/students Refer general questions from staff/faculty/students to http://www.uhs.berkeley.edu/pandemicflu/ Encourage adoption of hygiene etiquette behavior Gather unit decision makers for preplanning; review list of critical and non-critical functions for unit Contact staff/faculty/students on travel – refer to website for additional travel information specific to UC Berkeley Begin monitoring daily absenteeism of staff/faculty/students 	<ul style="list-style-type: none"> Support CEPG Prepare to activate DOC plan Implement appropriate elements in communication plan Use People Locator tool for absenteeism monitoring
4 – Confirmed Human to Human Outbreak in North America	<ul style="list-style-type: none"> Check the http://www.uhs.berkeley.edu/pandemicflu/ website regularly for updates and new information Communicate developments with staff/faculty/students Refer general questions from staff/faculty/students to http://www.uhs.berkeley.edu/pandemicflu/ Encourage adoption of hygiene etiquette 	<ul style="list-style-type: none"> Staff EOC as directed Activate DOC as directed Implement appropriate parts of communication plan Work with other DOCs (UHS, RSSP) to provide necessary facilities Initiate use of People Locator tool

	behavior <ul style="list-style-type: none"> • Hold regular meetings with decision makers • Report to campus EOC: • Daily absenteeism reports of staff/faculty/students • At direction of EOC, prepare to activate plans to continue critical functions and implement alternate plans for non-critical functions 	
5 – Widespread Pandemic Overseas and North America <i>Sustained Transmission = Pandemic*</i>	<ul style="list-style-type: none"> ▪ Check the http://www.uhs.berkeley.edu/pandemicflu/ website regularly for updates and new information ▪ Communicate developments with staff/faculty/students ▪ Refer questions from staff/faculty/students to http://www.uhs.berkeley.edu/pandemicflu/ ▪ Encourage adoption of hygiene etiquette behavior ▪ Hold regular meetings with decision makers ▪ Report to campus EOC: Daily absenteeism reports of staff/faculty/students Status of critical functions Other information as directed by the EOC 	<ul style="list-style-type: none"> • Staff EOC as directed • Staff DOC as directed • Implement DOC response plan as needed • Work with other DOCs and the campus as a whole on employee issues • Use People Locator tool to monitor absenteeism
6 – Recovery	<ul style="list-style-type: none"> • Damage Assessment • Resumption of instruction, research, business activities • EOC moves into Recovery mode • Surveillance for subsequent waves of infection • Prepare to deactivate the EOC • Debriefing and After-Action Reports 	<ul style="list-style-type: none"> • Resume normal business activities • Prepare to staff down, or deactivate the DOC/EOC • Prepare debriefing and after-action reports as required

III. Critical Functions

The function of the CP DOC is to manage all university programs related to:

- A. Planning and design of facility modifications to support the needs of other DOCs and wider campus units
- B. Managing renovation or new construction by contractors and vendors
- C. Evaluation of buildings and utility systems for safety

Related policies/procedures that apply to these functions:

Use existing MOUs and design authorizations with architects and engineers.
 Find ways to shorten normal design/bid/construction cycle.
 More flexibility for available material selections
 Find ways to speed up normal campus safety inspection and approval process

Personnel in the following roles have been cross trained to provide leadership for the three critical functions identified as high priorities (identify the position,

not the individual's name). ****Target Capability: Each critical function will have a 3-deep redundancy.**

High Priority Critical Function:	Position/Job Classification:
Planning and design of facility modifications to support needs of other DOCs and wider campus units	<ol style="list-style-type: none"> 1. CP leadership 2. PM and PEP senior staff 3. Contracts leadership
Managing renovation or new construction by contractors and vendors	<ol style="list-style-type: none"> 1. CP senior staff 2. PM senior staff 3. PM staff
Evaluation of buildings and utility systems for safety	<ol style="list-style-type: none"> 1. CP leadership 2. Various CP groups 3. CP staff

IV. Unit Communications Plan

This DOC communicates with the following groups:

EOC; other DOCs including RSSP, UHS, PP-CS, EH&S, Public Affairs, IT; all CP staff; consultant architects and engineers; contractors; vendors; faculty, staff and students.

Modes of communication to be used:

1. EOC and DOCs—phones, e-mail, communications liaisons
2. CP staff—phone tree, mass voice mail, call center/phone bank, teleconferencing, mass e-mail, website, notice board, meeting, KALX, UCB AWS
3. Consultants—mass voice mail, teleconferencing, mass e-mail, mailing, mass faxes, meeting
4. Contractor/vendors—mass voice mail, teleconferencing, mailing, mass faxes, meeting
5. Faculty, staff, students—mass e-mail, website, notice board

Communications Liaisons:

Name	Office Address and Mail code	Function/Role	E-mail(s)	Office Phone #	Emergency #s	
					Home #	Cell #
Christine Shaff	1936 Univ. Ave, 2 nd floor, Berkeley, Ca 94704-7027	Communications Manager	cshaff@cp.berkeley.edu		At CP DOC	
Judy Chess	same	PM programs and policy	jchess@cp.berkeley.edu		At CP DOC	
Kerry O'Banion	A/E building MC 1380	PEP- planner	kobanion@cp.berkeley.edu		At CP DOC	

V. Safe Work Practices

Personnel will be encouraged to use social distancing techniques to minimize their potential exposure to, or transmission of an infectious disease. Staff is required to work shifts in the EOC and the DOC will be provided with necessary protective equipment or vaccinations to minimize contagion. Procedures for interfacing with outside organizations will need to be reviewed. Staff in the CP office will begin to work more with contractors through electronic media, to minimize group meetings. Contacts with other exterior organizations such as purchasing and contracting may also need to be made electronically.

VI. Logistics: equipment, supplies, vehicles, buildings

Capital Projects currently has staff in various buildings: 1936 University, A&E Building, 2000 Carleton St, and various job site trailers at construction projects. The current location for the DOC is 2000 Carleton St, Inspection Office. The backup location is 1936 University Ave, 2nd Floor.

Key Personnel—CP staff, consultants, contractors, vendors

Equipment—staff has personal cell phones; computers; assorted as-built maps of buildings, mechanical systems, and utilities; basic personal safety and health equipment (masks, gloves), transportation using several office cars and private staff autos.

Supplies to purchase—additional masks, gloves, sanitizers, additional copies of building and utility plans at the DOC, additional emergency equipment for personal health protection recommended by EH&S or the medical staff.

VII. Action Items

- 1) ID of buildings that might be used in medical emergency
- 2) Coordination with RSSP to plan for and create isolation/quarantine areas
- 3) Develop conceptual architectural plans for renovating existing space
- 4) Determine supply, usability, and acquisition of temporary trailers including relocation from construction sites
- 5) Update training for all CP staff on pandemic planning and CP roles
- 6) Cross train key staff for emergency planning response in the event that 40% of all staff are out of the office due to illness.
- 7) Encourage adoption of hygiene etiquette