

# Princeton Plasma Physics Laboratory

## Pandemic Plan

### Revision 1

**July 2009**

Reviewed: \_\_\_\_\_  
Head, Human Resources

Reviewed: \_\_\_\_\_  
Head, Site Protection Division

Reviewed: \_\_\_\_\_  
Head, Best Practices and Outreach

Reviewed: \_\_\_\_\_  
Director, Occupational Medicine

Approved: \_\_\_\_\_  
Laboratory Director



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TIFF (LZW) decompressor  
are needed to see this picture.



# **Princeton Plasma Physics Laboratory**

## *Pandemic Response Plan*

### **Purpose**

The Pandemic Response Plan is established to mitigate impacts on PPPL's employees and the Laboratory activities prior to and in response to a pandemic event which may affect PPPL's employees, employee families, and visitors. The Pandemic Response Plan also addresses the DOE strategy for protecting the health of employees, the performance of mission essential functions, supporting the federal response and communicating with stakeholders.

### **The Pandemic Management Team (PDM)**

The Pandemic Management Team (PDM) is responsible for the development, management, administration, and implementation of PPPL's Pandemic Response Plan. The PDM has the authority and responsibility to implement the plan, commit resources, and ensure the safety and health of the Laboratory's employees in response to a pandemic event which impacts the United States and the communities where PPPL employees work and reside.

#### *Members of the Pandemic Management Team*

- Head, Human Resources
- Head, Site Protection Division
- Head, Best Practices and Outreach
- Director, Occupational Medicine

### **Critical Emergency Response Team (CERT)**

The CERT is a team of PPPL employees selected by the PDM based on their skills and experiences who have been trained to implement the requirements of the Pandemic Response Plan as directed by the PDM. The PDM can add additional members based on the actual situation and measures required to mitigate the consequences.

#### *Members of the Critical Emergency Response Team*

- Deputy Director for Operations
- Associate Director, Engineering and Infrastructure
- Head, ES&H
- Head, Business Operations and CFO
- Head, Information Technology and CIO
- Head, Facilities
- Head, Accounting
- Information Officer
- Building Maintenance Supervisor
- DOE Representative (invited)

### **Meetings**

For all meetings, teleconference capabilities will be available to allow for full participation in the discussion by members whose schedules do not permit their presence, and to minimize risks to participants as the MEDCON level rises.

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### **Pandemic Definition**

A **pandemic** is succinctly defined as a global epidemic. An epidemic is the term applied when an infectious disease spreads broadly and rapidly through a given population. A pandemic may start when three conditions have been met:

- A disease emerges which is new to the human population.
- The disease causes serious illness in the human population.
- The disease spreads rapidly and is sustainable through the population.

### **Health Protection Plan**

Based on the guidance of the World Health Organization and the National Strategy for Pandemic Influenza, PPPL's Pandemic Response Plan is based on disease surveillance, early notification, education, containment and isolation of the spread of disease for employees and visitors.

PPPL's response actions are keyed to six DOE MEDCON Action Levels (Appendix A). To achieve protection to the greatest possible extent the MEDCON Levels take into consideration medical response actions, and organizational response actions as the risk and threat increases. Implementation of MEDCON Levels is based on recommendations of Federal, State and Local authorities.

*The six (6) DOE MEDCON LEVELS are:*

- Zero (0) - Normal Condition - no unusual infectious disease threats known to be imminent.
- One (1) - Initial Concern - increase in incidence of infectious disease threat within the world, with potential impact on DOE.
- Two (2) - Disease Outbreak - diseases outside the continental United States, directly impacting humans.
- Three (3) - U. S. Outbreak - single or cluster outbreak anywhere within the continental United States and border regions.
- Four (4) - State, Local - disease cluster confirmed or suspected within local state/region.
- Five (5) - Local/PPPL - outbreak at PPPL or nearby (University) community.
- Six (6) - Widespread - widespread pandemic throughout the United States.

### **Performance of Essential Functions**

In support of its DOE Mission, PPPL shall take the appropriate actions to meet its mission essential functions. In response to a pandemic, an orderly transition from normal operations to essential functions and essential personnel will be initiated. The Pandemic Response Plan may include working from home, relocating employees to disease free facilities, limited site activities, establishing critical personnel assignments, and even limiting Laboratory operations or shutting the Laboratory for an established quarantine period.

### **Plan Maintenance**

The PDM will review the plan on a two-year cycle or more often as conditions warrant and update as needed. The membership on both the PDM and CERT are based on organizational titles, and a need for a change in the membership will be reviewed as part of the review. PPPL supervisors will be made aware of the requirements of this plan on an annual basis.

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### APPENDIX A

#### MEDCON LEVEL 0 *NORMAL CONDITION*

Responsibility	Action
<b>PDM</b>	<ul style="list-style-type: none"> <li>- Document Laboratory Pandemic Response Plan.</li> <li>- Maintain listing of Critical Emergency Response Team (CERT).</li> <li>- Maintain ongoing communications with the University.</li> <li>- Review plan and associated components for readiness, annually.</li> <li>- Brief PPPL Council on Pandemic Plan, annually.</li> </ul>
<b>Medical Officer</b>	<ul style="list-style-type: none"> <li>- Monitor world health trends.</li> <li>- Maintain guidelines for infectious controls.</li> <li>- Determine the need and maintain personnel protective equipment.</li> <li>- Maintain listing of employees considered high risk.</li> </ul>
<b>Information Services</b>	<ul style="list-style-type: none"> <li>- Review Communications Plan, Appendix B, annually.</li> </ul>

#### MEDCON LEVEL 1 *INITIAL CONCERN*

Responsibility	Action
<b>PDM</b>	<ul style="list-style-type: none"> <li>- Meet to discuss potential impact on PPPL based on world events and DOE information, when recommended by the Medical Officer.</li> <li>- Review Appendix C and determine if any actions are necessary.</li> <li>- Initiate agreed to actions with approval of Directorate.</li> </ul>
<b>Medical Officer</b>	<ul style="list-style-type: none"> <li>- Monitor potential threats to PPPL.</li> <li>- Make recommendations to PDM to minimize risk (e.g. immunization).</li> <li>- Evaluate risk of personnel travel, and recommend actions to PDM.</li> </ul>
<b>Information Services</b>	<ul style="list-style-type: none"> <li>- Disseminate information to employees based upon recommendations of the PDM.</li> </ul>

#### MEDCON LEVEL 2 *DISEASE OUTBREAK OUTSIDE THE UNITED STATES IMPACTING HUMANS*

Responsibility	Action
<b>PDM</b>	<ul style="list-style-type: none"> <li>- Meet to discuss potential impact on PPPL based on world events and DOE information, when recommended by the Medical Officer.</li> <li>- Review Appendix C and determine if any actions are necessary.</li> <li>- Initiate agreed to actions with approval of Directorate.</li> </ul>
<b>Medical Officer</b>	<ul style="list-style-type: none"> <li>- Monitor potential threats to PPPL. Notifies PDM of any changes to conditions.</li> <li>- Determine availability and need for personnel protective equipment (e.g. masks, gloves, etc.).</li> <li>- Make recommendations to minimize risk (e.g. immunization, etc.).</li> <li>- Purchase of vaccines and medications, as necessary.</li> <li>- Evaluate risk of personnel travel, and recommend actions to PDM.</li> <li>- Initiate health surveillance in accordance with CDC and Homeland Security Council Guidelines, if appropriate.</li> </ul>
<b>Information Services</b>	<ul style="list-style-type: none"> <li>- Disseminate information to employees based upon recommendations of the PDM.</li> </ul>
<b>PPPL Council</b>	<ul style="list-style-type: none"> <li>- Implement approved PDM recommendations and initiatives.</li> </ul>

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### MEDCON LEVEL 3

### *SINGLE OR CLUSTER OUTBREAK WITHIN THE UNITED STATES*

<b>Responsibility</b>	<b>Action</b>
<b>PDM</b>	<ul style="list-style-type: none"> <li>- Meet to discuss potential impact on PPPL based on world events and DOE information, when recommended by the Medical Officer.</li> <li>- During the meeting, review Appendix C and determine if any actions are necessary.</li> <li>- Initiate agreed to actions with approval of Directorate.</li> </ul>
<b>Medical Officer</b>	<ul style="list-style-type: none"> <li>- Monitor potential threats to PPPL. Notifies PDM of any changes to conditions.</li> <li>- Determine availability and need for personnel protective equipment (e.g. masks, gloves, etc.).</li> <li>- Make recommendations to minimize risk (e.g. work at home, immunization, etc.).</li> <li>- Purchase of vaccines and medications, as necessary.</li> <li>- Evaluate risk of personnel travel, and recommends actions to PDM.</li> <li>- Consider early medical treatment for “at high risk” employees.</li> <li>- Initiate health surveillance in accordance with CDC and Homeland Security Council Guidelines, if appropriate.</li> </ul>
<b>Information Services</b>	<ul style="list-style-type: none"> <li>- Distribute pandemic information to those at high risk based upon the actions the PDM has recommended.</li> <li>- Update WEB Site with current information or link to University Web site as applicable.</li> </ul>
<b>PPPL Council</b>	<ul style="list-style-type: none"> <li>- Implement approved PDM recommendations and initiatives.</li> </ul>

### MEDCON LEVEL 4

### *SINGLE OR CLUSTER OUTBREAK WITHIN LOCAL REGION*

*(Mercer/Middlesex Counties)*

<b>Responsibility</b>	<b>ACTION</b>
<b>PDM</b>	<ul style="list-style-type: none"> <li>- Meet to discuss potential impact on PPPL based on world events and DOE information, when recommended by the Medical Officer.</li> <li>- During the meeting, review Appendix C and determine if any actions are necessary.</li> <li>- Initiate agreed to actions with approval of Directorate.</li> </ul>
<b>Medical Officer</b>	<ul style="list-style-type: none"> <li>- Monitor potential threats to PPPL. Notifies PDM of any changes to conditions.</li> <li>- Determine availability and need for personnel protective equipment (e.g. masks, gloves, etc.).</li> <li>- Make recommendations to minimize risk (e.g. work at home, immunization, etc.).</li> <li>- Purchase of vaccines and medications, as necessary.</li> <li>- Implement distribution of prophylactics medication, as appropriate.</li> <li>- Evaluate risk of personnel travel, and recommend actions to PDM.</li> <li>- Consider early medical treatment for “at high risk” employees.</li> <li>- Initiate health surveillance in accordance with CDC and Homeland Security Council Guidelines, if appropriate.</li> <li>- Consult with local medical facilities and medical authorities.</li> <li>- Provide current information to the Information Services.</li> </ul>
<b>Information Services</b>	<ul style="list-style-type: none"> <li>- Distribute pandemic information to Laboratory based upon PDM recommendations.</li> <li>- Update WEB Site with current information or link to University Web site as applicable.</li> </ul>
<b>PPPL Council</b>	<ul style="list-style-type: none"> <li>- Implement approved PDM recommendations and initiatives.</li> </ul>

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### **MEDCON LEVEL 5    *OUTBREAK AT PPPL OR IN THE UNIVERSITY COMMUNITY*** *(Plainsboro/Princeton)*

<b>Responsibility</b>	<b>Action</b>
<b>PDM</b>	<ul style="list-style-type: none"> <li>- Meet to discuss potential impact on PPPL based on world events and DOE information, when recommended by the Medical Officer.</li> <li>- During the meeting, review Appendix C and determine if any actions are necessary.</li> <li>- Initiate agreed to actions with approval of Directorate.</li> <li>- Direct departments to initiate contingency plans for limiting operations or closing Laboratory</li> <li>- Activate EOC after reviewing Appendix C. Minimum staffing of EOC is specified in Appendix D.</li> <li>- Recommend returning to limited or full Laboratory operations, when appropriate.</li> </ul>
<b>Medical Officer</b>	<ul style="list-style-type: none"> <li>- Evaluate local and global situations.</li> <li>- Monitor current CDC and Homeland Security information.</li> <li>- Consult with local medical facilities and medical authorities.</li> <li>- Keep PDM updated on current situations.</li> <li>- Manage employee potential health issues.</li> <li>- Provide updated information to the Information Services.</li> <li>- Make recommendation to the PDM on closing Departments and/or the Laboratory.</li> <li>- Provide vaccines and medications, if available and if appropriate.</li> <li>- Make recommendations on use of personal protective equipment (PPE).</li> <li>- Continue to consider future medical impacts of returning to full operations of the Laboratory.</li> </ul>
<b>PPPL Council</b>	<ul style="list-style-type: none"> <li>- Implement approved PDM recommendations and initiatives.</li> </ul>
<b>Information Services</b>	<ul style="list-style-type: none"> <li>- Intensify employee pandemic information.</li> <li>- Update WEB Site with current information or link to University Web site as applicable.</li> </ul>
<b>Site Protection Division</b>	<ul style="list-style-type: none"> <li>- Notify all employees of limited operations or Laboratory closure via PTENS and web page.</li> <li>- Notify all employees of reopening of Laboratory via PTENS and web page.</li> </ul>

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### **WIDESPREAD PANDEMIC THROUGHOUT THE UNITED STATES**

#### **MEDCON LEVEL 6**

<b>Responsibility</b>	<b>Action</b>
<b>PDM</b> (Note: meetings will be conducted by phone to minimize risks to participants)	<ul style="list-style-type: none"> <li>- Meet to discuss potential impact on PPPL based on world events and DOE information, when recommended by the Medical Officer.</li> <li>- During the meeting, review Appendix C and determine if any actions are necessary.</li> <li>- Initiate agreed to actions with approval of Directorate.</li> <li>- Direct departments to close Laboratory</li> <li>- Activate EOC after reviewing Appendix C. Minimum staffing of EOC is specified in Appendix D.</li> <li>- Recommend returning to limited or full Laboratory operations, when appropriate.</li> </ul>
<b>Medical Officer</b>	<ul style="list-style-type: none"> <li>- Evaluate local and global situations.</li> <li>- Monitor current CDC and Homeland Security information.</li> <li>- Consult with local medical facilities and medical authorities.</li> <li>- Keep PDM updated on current situations.</li> <li>- Manage employee potential health issues.</li> <li>- Provide updated information to the Information Services.</li> <li>- Make recommendation to the PDM on closing Laboratory.</li> <li>- Provide vaccines and medications, if available and if appropriate.</li> <li>- Make recommendations on use of personal protective equipment (PPE).</li> <li>- Continue to consider future medical impacts of returning to full operations of the Laboratory.</li> </ul>
<b>PPPL Council</b>	<ul style="list-style-type: none"> <li>- Implement approved PDM recommendations and initiatives.</li> </ul>
<b>Information Services</b>	<ul style="list-style-type: none"> <li>- Intensify employee pandemic information.</li> <li>- Update WEB Site with current information or link to University Web site as applicable.</li> </ul>
<b>Site Protection Division</b>	<ul style="list-style-type: none"> <li>- Notify all employees of Laboratory closure via PTENS and web page.</li> <li>- Notify all employees of reopening of Laboratory via PTENS and web page.</li> </ul>

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### **Appendix B**

#### **Pandemic Communications Plan**

PPPL has in place a multi-faceted Pandemic Communications Plan to inform employees under circumstances that correspond to the World Health Organization Pandemic alert phases. Various communications vehicles are employed for this lab-wide education program depending on the alert level described below.

#### **Responsibilities**

The PPPL Pandemic Management Team (PDM) has the primary responsibility for the PPPL Pandemic Communications Plan. The Director of Occupational Medicine will determine which materials are to be made accessible to employees, including information from the WHO and CDC, and other authoritative sources. The Director of Occupational Medicine will work with other members of the PDM to determine measures that the Laboratory will place into effect during the various alert periods. Information Services will be engaged in the discussion and development of communications information for the staff.

#### **Normal Operations**

During periods of normal operations, PPPL management provides employees with general information from various governmental health agencies. This material will regard the nature of pandemics and sanitary habits that employees should follow to minimize the transmission of communicable diseases. This information includes sanitary practices supported by PPPL management toward this goal. The dissemination of this information occurs through links posted from the PPPL intranet (<http://www-local.pppl.gov/>) to informative articles published by the federal and state governments, as well as information originating from PPPL management. Initially PPPL employees will be informed regarding the availability of this intranet information by means of a general article in the *PPPL Hotline* about the Laboratory's Pandemic Response Plan. In this article, the staff also will be made aware of the DOE's intranet home page, *EH Portal*, if it is accessible to contract staff. Additional articles regarding Laboratory pandemic policies and procedures will be published in *Hotline*, as the need arises, to educate staff on Laboratory efforts and/or additions or changes in the PPPL Pandemic Response Plan. Princeton University also provides a website with additional information regarding its response to a pandemic event.

#### **Pandemic Alert Period**

Using intranet links and *PPPL News Alerts*, PPPL employees will have access to information published by the World Health Organization (WHO) and authoritative agencies of the U.S. Government such as the Center for Disease Control (CDC) on specific threats such as the avian flu. By the same means, PPPL employees will be kept apprised of actions being taken by PPPL management to minimize infection and transmission of specific virus of concern.

#### **Pandemic Period**

During actual outbreaks of various extents, it is expected that federal, state and local governments will use the news media to communicate a wealth of information on personal protective measures.

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Under severe conditions, governments may also dictate that businesses close for specific periods. In any event, PPPL staff will need to know the status of Laboratory operations, i.e., whether or not to report to work. PPPL management will make use of its existing Laboratory Status posting on the PPPL public web site (<http://labstatus.pppl.gov/status.aspx>) and its telephone notification (PTENs) to advise employees of the Laboratory's operational status, including information for essential employees who will be required to report for duty. Staff asked to work will be advised of operational and personnel protective measures in effect at the Laboratory to minimize the transmission of the virus. All of this information will also be disseminated via e-mail messages to all staff and by postings on PPPL's public web site (<http://www.pppl.gov/>) to reach employees at home. In the event that the above measures are not available, PPPL management will invoke the telephone trees for each department.

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## Pandemic Response Plan

### Appendix C

Medcon Level	Actions to be taken																			
	Infectious control actions	vaccine for identified personnel	Social Distancing	Restrict travel to affected area	restrict non-essential travel	Emergency Operations Center	Prohibit "high risk" personnel from Laboratory	voluntary quarantine actions	mandatory quarantine actions	issue appropriate personal protective equipment	Minimize large public meetings and conferences	visitor restrictions	surface cleaning and sanitation actions	Limit activities or Close Laboratory	Council Briefing	Communications with Staff	Meeting with CERT	Place CERT on Standby Status	Evaluate HVAC Systems	Aggressive Personal Sanitary Practices (e.g., Purrell)
0 <i>Normal Operations</i>																				
1 <i>Initial Concern</i>															C	C				
2 <i>Disease Outbreak Outside the United States Impacting Humans</i>		C		C	C		C								C	C				
3 <i>Single or Cluster Outbreak Within the United States</i>		C		C	C		C			C					C	C	C	C		
4 <i>Single or Cluster Outbreak Within the Local Region (Mercer/ Middlesex Counties)</i>	C	C	C	C	M	C	C	C	C	C	C	C	C	C	I	I	C	C	C	C
5 <i>Outbreak at PPPL or in the University Community (Plainsboro/ Princeton)</i>	M	M	M	M	M	M	M	C	M	M	M	M	M	M	I	I	M	I	M	M
6 <i>Widespread Pandemic Throughout the United States</i>	M	M	I	I	I	M	M		M	M	I	I	I	M	I	I	M	I	M	M

C = consider implementing action

M = implement based upon direction of University, health department (local, state), DOE , or Medical Director at PPPL

I = implement upon declaration of medcon level

No action required

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### Appendix D

#### Activation of the Emergency Operations

The Emergency Operations Center (EOC) will typically be activated during Medcon Levels 5 and 6 with the closure of the Laboratory and a quarantine (voluntary or involuntary). In that case, the Laboratory would be closed for some 5+ days with only limited personnel onsite.

Personnel on site for the EOC would typically include:

Incident Commander (Need 2 - rotate on 12 hour shifts)

Site Protection Division Representative (need 2 - rotate on 12 hour shifts)\*

Planning section chief (need 1 on site on call 24/7)\*

Facility Manager (need 1 on site on call 24/7)\*

DOE Representative (need 1 on site on call 24/7)

\* personnel selected with sufficient experience so that they can fill multiple roles if event goes longer than seven days, or if someone on the team becomes ill.

In addition to the EOC personnel, the following critical personnel would also have to be quarantined on site during the Laboratory closure:

ESU Platoon (with at least two ESO's from other platoons as backup in case someone got sick)

Boiler operator (Need 2 - rotate on 12 hour shifts)

Facilities Personnel (at least one individual to handle operating equipment - wide knowledge of systems is critical)

Janitor (at least one to clean and decontaminate surfaces)

All others could be available by phone (HR, Finance, Computing, etc.)

Following the NIMS concept, the EOC would be managed utilizing the unified command concept with the goal to:

- Develop an action plan
- Carryout actions to maintain the Laboratory infrastructure during the closure/quarantine
- Implement necessary actions to reopen the Laboratory when deemed appropriate.