

University of Connecticut, Stamford Campus
The Pandemic Flu Preparedness Committee
Subcommittee on Communication and Coordination
Recommendations for the UCONN-Stamford Students, Faculty & Staff
August, 2009

The communications and coordination committee used the guidelines from the UCONN Regional Campus Influenza Planning Checklist as our guide for further developing an action plan for the Stamford Campus. What follows are some of our recommendations:

RECOMMENDATIONS

- 1) Assess readiness to meet communications needs in preparation for an influenza outbreak. Develop a written protocol for the media (attach sample letters), students, faculty and staff (attach sample letter). Dr. Ego would serve as the primary point person for all media and other calls regarding official information on H1N1 and school closings. Develop a contingency plan in the event Dr. Ego is ill. Who would be the next designated person to be primary contact?
- 2) Instruct all employees, in particular, anyone who has a phone number listed on the UCONN.edu website of the policy of protocol. No one is to speak to the press! Refer all inquiries to Dr. Ego for information. Anne Fountain, City of Stamford Health Dept., will provide a template of sample communication letters we can use as a guide for students, parents, faculty and staff regarding school closing due to flu outbreak or in the event of a crisis (insert sample templates here.)
- 3) Develop an **Emergency Communication Plan** that would include what to do should you develop the flu, where to go should you need additional medical attention and good health practices (link to Health Dept's website here).
- 4) **Stakeholders:** Develop list of important contacts at the ready in case of emergency: Dr. Johnnie Lee, Director of City of Stamford Health Dept., Stamford campus key people: Faculty, adjuncts, staff, students, police, health dept., Storrs contacts and partners (identify specific Storrs and key partners here). Maureen Simeoni is responsible for email notifications, Sheila Moore handles the telephone call out, Café – Joe Clapps, Louise Palmer posts on the voicemail.
- 5) Faculty develop a communication plan for the students, which would include student email addresses, HuskyCT notification and course syllabi (Instruction subcommittee). Should student's cell phone numbers be included in order to text important information to them? It may be one of the most effective means of direct communication to them. Important: Ensure that students know how to forward their Husky mail accounts to their email accounts of preference. Maintaining their husky mail accounts is vital for important university information and emergency notifications, if necessary.
- 6) **Stamford Website Information:** Utilize the website for emergency preparedness, which would include weather, health, and environmental information. Create a separate link on the web page for emergency and health advisory information (link here to Stamford Health Dept. info).

- 7) Notification posters throughout the building about washing hands, and other safety measures. Posters would also be created for emergency closings (Ed Anderson, Facilities, can have these posters created and displayed through the building (insert sample verbiage of various types of posters to be displayed).
- 8) **Snow Hotline:** How many calls does this hotline receive for university closing information? How many can it handle before one receives a busy signal? Matt Proulx will further investigate this issue.

Special thanks to committee members present: Stacey Frangione, Maureen Simeoni, Pam Williams, Matt Proulx and Anne Fountain, Stamford Health Dept. Additional members of committee: Sheila Moore, Edward Anderson, Gaby Carpanzano