

University of Houston  Victoria

**Business Continuity Plan  
Antiviral Plan  
FY10**

**July 1, 2009**

APPROVAL & IMPLEMENTATION

**University of Houston-Victoria  
Business Continuity Plan  
Antiviral Plan**

**THIS ANTIVIRAL PLAN IS HEREBY APPROVED. THIS PLAN IS EFFECTIVE IMMEDIATELY AND SUPERSEDES ALL PREVIOUS EDITIONS.**

*Signature on File* \_\_\_\_\_  
PRESIDENT

*July 29, 2009* \_\_\_\_\_  
DATE

*Signature on File* \_\_\_\_\_  
DEAN, SCHOOL OF NURSING

*July 29, 2009* \_\_\_\_\_  
DATE



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## Overview

The Texas Department of State Health Services (DSHS) advises that a severe flu pandemic would put millions of Texans at risk of serious illness and thousands at risk of dying. Stockpiling antiviral medication is one approach for mitigation of the effects of an outbreak. Public entities including state agencies, public universities, cities and counties, local health departments, public schools, state universities and governmental hospitals were eligible to take advantage of federal contract pricing for antivirals offered by the State. The University of Houston-Victoria (UHV) participated in that offering, initially securing a small cache of antivirals, intended for employees in the event of a declared pandemic disaster.

This plan is intended to address antiviral usage and stockpile allocation in the event of a declared pandemic influenza disaster. Guidelines provided by DSHS have been followed in the development of this plan and will continue to be followed as the plan is updated. As noted in DSHS Guidelines, antiviral drug countermeasures are one tool of a multi-faceted containment response. “Seasonal influenza prevention and treatment activities are the backbone for the successful prevention and control of pandemic influenza. Flu vaccinations, surveillance, education, social distancing, hand washing, and respiratory hygiene play major roles in the containment of flu and are critical to minimize the burden of disease and control of both seasonal and pandemic influenza.”

This plan addresses:

- How the plan will be exercised (what triggers the use of antivirals);
- Who antiviral stockpiles are intended for;
- Responsibilities of key individuals and departments;
- How antivirals will be distributed by the University and contingency provisions for distribution;
- What extra security precautions will be provided for storage and for distribution if needed during a declared pandemic;
- When this plan should be reviewed and updated.

## Department of State Health Services

“When used correctly, antivirals may reduce the duration of symptoms and some influenza complications. All antiviral medications are different in terms of side effects, who can take them, how they are given, and dosage based on age or medical conditions.”

“While a vaccine—specific for the pandemic strain—is generally considered the best countermeasure for a pandemic, one will not likely be available for the first wave of disease. However, other measures to slow disease spread are available. Close examination of historical records of the 1918 pandemic has shown the tremendous efficacy of social distancing and other community containment measures if begun early in a pandemic.” (DSHS Guidelines, Ver. 1.1, Nov 2007)

Information available to DSHS indicates that with a moderately transmissible virus, the use of targeted antiviral prophylaxis to family and social (school or work) contacts of 60% of diagnosed

cases will have the greatest impact on reducing attack rates, surpassed only by adding school closures and social distancing to the mix (Germann, Kadau, Longini, & Macken, 2006).

## **Definitions**

**Public Health Disaster:** A declaration by the Governor of a state of disaster and a determination by the Commissioner of Health that there exists an immediate threat from a communicable disease that poses a high risk of death or serious long-term disability to a large number of people and creates a substantial risk of public exposure because of the disease's high level of contagion or the method by which the disease is transmitted.

## **Rationale**

- Prevention measures would best reduce absenteeism and preserve critical University functions as long as prudently possible during a declared pandemic;
- Faculty and Staff employees are a critical resource for delivery of quality education services and prudent prevention measures may provide the greatest assurance that University employees will be able to return to the University and work towards regaining optimal functioning in the aftermath of a severe pandemic.

## **Assumptions**

- Outbreak control may prevent, postpone, or control spread in conjunction with good personal health practices and implementation of social distancing strategies.
- Resources and supplies may not be available in adequate amounts to distribute to all employees and distribution may be prioritized according to this plan.
- Antivirals must be started within 48 hours of initial symptoms. Employees sick enough for hospitalization may be beyond the window of opportunity.

## **Goals**

- Prevent morbidity and mortality among employees in the event of a declared pandemic disaster
- Eventually, as opportunities arise, stockpile enough antivirals to provide one course of treatment to every employee, whether full or part-time, benefits or non-benefits eligible.

## Receipt and Allocation of Antivirals

### UHV Antiviral Cache

- The antiviral cache is earmarked by UHV for outbreak control and preventative treatment. Antivirals will be divided as necessary among UHV eligible employees at the Victoria Campus, UHS at Cinco Ranch and UHS at Sugar Land according to the priorities set forth in this plan;
- The antiviral cache will be centrally stored at a UHV Victoria location until distribution is triggered;
- This current cache consists of 325 courses of Tamiflu with an expiration date of November, 2014. A course of Tamiflu consists of 10 capsules, 75mg each, per bottle.
- A Medical Practitioner authorized to receive and prescribe prescription drugs will be designated by the Dean of Nursing.
- Antivirals will be transported to Cinco Ranch and Sugar Land sites when a pandemic influenza-specific public health emergency is declared by federal and/or state officials.

### Storage, Monitoring and Annual Inventory of Antivirals

- The Dean of the School of Nursing at UHV shall ensure all antivirals in possession by the University are stored in an appropriate environment meeting DSHS guidelines. Current storage requirements:
  - Products must be stored in a controlled temperature range of 59 to 86 degrees (F), preferable at or near 77F;
  - Storage area must be free of pests/varmints and have controlled humidity, with little or no light, except during routine checks or actual use.
  - Storage shall have limited access to a maximum of four authorized individuals with 24/7 access;
  - Location shall be in compliance with state and federal requirements for prescription drug products.
  - Backup power source is desirable in the event of prolonged power outages.
  - The exterior storage area shall be inspected daily by campus security to insure access to the antivirals is properly secured.
  - Annually, not later than June 1<sup>st</sup>, of each year, a written inventory of all antivirals will be conducted by an individual with authorized access to the cache. The Campus Safety and Risk Manager will be a witness to the inventory.  
A copy of the inventory shall be forwarded to the UHV Safety and Risk Manager by June 15<sup>th</sup>.

## Targeted Distribution Groups - Prioritized

Distribution Priority	Group Description
A	Nursing or other medical staff directly involved with distribution of antiviral
B	<ul style="list-style-type: none"> <li>• Telecommunications/IT workers responsible for maintenance of essential network and telecommunication operations</li> <li>• Facility workers responsible for maintenance of critical facility functions</li> <li>• Security personnel responsible for security of facilities and grounds</li> </ul>
C	Employee groups at greatest risk for complications and death as determined by the Center for Disease Control
D	Full Time benefits eligible employees
E	Part-time benefits eligible employees ( <i>based on longevity</i> )
F	Temporary non-benefits eligible employees ( <i>based on longevity</i> )

### How the Plan Will be Exercised – When Distribution Will be Triggered

- Antivirals will be released for usage when a pandemic influenza-specific public health emergency is declared by federal and/or state officials;
- Transfers will be coordinated by the Dean of Nursing (or designee) and the campus Safety and Risk Manager;
- Use can only be for purposes allowed by the CDC at the time of distribution (currently treatment of pandemic flu only).

### Responsibilities of Key Individuals and Departments

- **Responsibilities of Physician who Initially Signs for Medications**
  - For non-health department purchasers, Physician must be willing to write a standing order describing how the antivirals will be distributed among the employees and take responsibility for that administration, which can be done by a registered nurse.
- **Responsibilities of Nursing Department - During Distribution Phase**
  - Actual distribution must be by a physician, registered nurse or pharmacist;
  - Nursing department shall keep accurate, written allocation and distribution records using TIMS (Texas Inventory Mgmt System) or other satisfactory method:
    - Distribution method will incorporate use of Human Resources employee personnel roster
    - Employees will be required to present University photo ID or other picture ID, such as Driver's License to verify identity
    - Because supplies are limited, distribution to certain groups will be by longevity, as determined by HR records.

- When providing antiviral to employees, include contact information of local health department for employees to report any adverse reaction.
  - Nursing staff will report adverse reaction complaints to the local health department;
  - Provide the Department of State Health Services with data as requested.
- **Other Nursing Department Responsibilities**
    - Conduct annual written inventory by June 1st
    - Control access and general security of area;
    - Insure compliance with state law for storage and distribution of antivirals under the supervision of a physician or pharmacist or have an agreement in place with a local medical practitioner or county health department;
    - Ensure all employees having access are familiar with the plan.
    - Conduct annual review and update by June 1<sup>st</sup> of each year.
- **Responsibilities of Campus Safety and Risk Manager, Business Services**
    - Witnessing of annual inventory of antivirals
    - Coordinating Security, including:
      - Daily, routine inspections of exterior access to storage facility room during normal rounds (included within daily report)
      - Monthly notated visual inspection of locked storage cabinet within storage area
      - Arranging or coordinating security presence at point of distribution for site(s) where a mass distribution is to occur.
    - Annual review and update of Plan

### **Annual Plan Review and Update**

Annually, not later than June 1<sup>st</sup> of each year, this plan shall be reviewed by the Dean, School of Nursing and Campus Safety and Risk Manager.

### **References**

1. [\*\*DSHS PANDEMIC INFLUENZA PLAN OPERATING GUIDELINES\*\*](#)