

# ABERYSTWYTH UNIVERSITY

**PANDEMIC 2009**  
**Guidance for staff, students & visitors**

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## 1. Introduction

1.1 This Plan outlines the arrangements for managing a pandemic emergency at Aberystwyth University. The arrangements should be seen within the wider context of the University's Business Continuity Plan.

1.2 Further information about the national and international framework can be found below:

Directgov: [www.direct.gov.uk/en/swineflu](http://www.direct.gov.uk/en/swineflu)

National Health Service: [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

Health Protection Agency: [www.hpa.org.uk](http://www.hpa.org.uk)

World Health Organisation: [www.who.int/en/](http://www.who.int/en/)

Advice for HE & FE: [www.dius.gov.uk](http://www.dius.gov.uk)

Wales Framework for Managing Major Infectious Disease Emergencies

(Welsh Assembly Government: October 2005).

## 2. Action in the event of a Pandemic

If you develop flu like symptoms you can help yourself and others by self-isolating and reducing person to person contact. Do not go to work or attend classes. Go home and treat your symptoms. You should also take the following measures:

### 2.1 STUDENTS

2.1.1 *Students in Halls of Residence.* If you have symptoms of flu you should isolate yourself and contact your GP or the Influenza Helpline for a diagnosis. You will be given advice regarding medication and the most appropriate way of dealing with the illness. Further support and advice is available via your Resident Tutor: contact details are provided in Halls. If it is necessary to collect supplies of medication, this will be arranged for you each day on a Hall basis.

2.1.2 *Students in private accommodation:* If you have symptoms of flu, you should isolate yourself and contact your GP or the Influenza Helpline for a diagnosis and advice about handling the illness. If you require medication, you should arrange with a "buddy" or "trusted person" to collect the medication for you.

2.1.3 *All students*: whether in Halls or in private accommodation, are advised to appoint a “flu buddy” who may be contacted for support during the critical period of the illness. You should also check the University web site, regularly, for updates on the pandemic in general, and the University’s measures to handle it, in particular <http://www.aber.ac.uk/en/emergency/swine-flu/>.

## 2.2 STAFF

2.2.1 Staff who have flu like symptoms should not attend work but should isolate themselves and inform their Manager as soon as possible, via email or phone.

2.2.2 It is the responsibility of the line-manager, or deputy, to review and prioritise essential duties, in line with local Business Continuity Plans.

2.2.3 Aberystwyth University Pandemic Response Team will determine any further actions necessary to ensure business continuity. Staff are expected to co-operate fully during the pandemic.

2.2.4 The Vice-Chancellor or his/her nominee will advise on any closures within the University. Staff are expected to follow instructions promptly.

2.2.5 Staff should regularly check their e-mail accounts and the University emergency website <http://www.aber.ac.uk/en/emergency/swine-flu/> for up to date information on any actions or closures that may affect them during the pandemic.

## 2.3 VISITORS

If you develop flu-like symptoms while attending a residential conference or event at the University, you should seek medical advice without delay. Contact the national Flu helpline ([www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)) for a diagnosis or contact a local GP surgery, explaining that you are a visitor and will require temporary registration. Information for GPs in Aberystwyth may be found at [www.wales.nhs.uk/localservices](http://www.wales.nhs.uk/localservices). Out of hours: phone Doc Ceredigion on 0870-850-9508.

If you are resident in Halls, you should notify the Hall Manager (Tel. 01970 622900) who can help in contacting a doctor. Isolate yourself and remain in bed until your symptoms are over.

If you are not resident in Halls, be sure to notify your Conference Organiser, who may be able to assist you further. DO NOT present yourself to Bronglais Hospital, or call an ambulance unless there are other serious health considerations.

### **3. Notification and Reporting Procedures**

3.1 The declaration of a local pandemic emergency will be the responsibility of the Local Health Board. The declaration will be communicated to the Vice Chancellor who will establish the University's Pandemic Response Team.

3.2 The Pandemic Response Team is chaired by Dr. John Harries (Pro Vice-Chancellor) and includes the Registrar, the Press Officer, the Health and Safety Officer, and the Directors of Risk, Student Support and Residential and Hospitality Services.

3.3 The Pandemic Response Team will be responsible for co-ordinating activities across the institution and for liaising with other national agencies throughout the incident.

### **4. Communications**

4.1 The primary source of information during a Pandemic will be the University's web site [www.aber.ac.uk](http://www.aber.ac.uk)

4.2 During office hours, the University's main switchboard will handle enquiries which require a personal response.

4.3 Outside office hours, for emergency enquiries only, you should contact 01970-622900.

### **5. Conclusion of the Emergency**

5.1 The Vice-Chancellor will formally close the emergency within the University.