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May 4, 2009

To: Chancellors Pugh, Rogers, and Ulmer

From: Mark R. Hamilton  
President

A handwritten signature in black ink, appearing to read 'Mark R. Hamilton', written over the printed name and title.

RE: H1N1 Pandemic Preparedness

During the past week, I have been closely monitoring the growing outbreak of the H1N1 Influenza within the lower 48 and internationally. While it is fortunate that there has not been a confirmed case in Alaska, I feel it is necessary to take additional steps to provide for the health and safety of students, faculty, staff, and visitors during this important period of time.

I am designating Cam Carlson, Director of Emergency Management, System Office of Risk Services, to serve as the Incident Commander during this initial preparatory phase to direct our collective efforts and ensure consistency in preparedness across the state. A Pandemic Planning Cell (PPC) is being activated by Cam and will serve as the focal point for future activities. The overall objective of the PPC is to ensure that all university locations are prepared to execute short to long range measures directed as part of federal, state, or internal efforts to mitigate the impact of H1N1 in our community.

The PPC will be tasked with the following:

- Participate in regularly scheduled teleconferences
- Review current campus plans and activities
- Assist in the development or refinement of campus plans or small scale table top exercises to further campus needs.
- Participate in state and local emergency response agency meetings
- Distribute information on preventive health care measures
- Ensure consistency in message content and delivery within the university community
- Determine appropriate campus preparation actions
- Develop and implement a system to track and report suspected and confirmed cases of H1N1 Influenza within the UA system
- Work with public health officials to ensure familiarity with plans and protocols

I would like each of you to designate a primary representative, which should be your existing emergency manager, and an alternate member to serve on the PPC. Ideally, individuals selected to represent the MAU will already have familiarity with, or be trained in, the Incident Command System (ICS). Campuses without individuals trained in the principles of ICS should contact Rick

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Forkel for training information. Each campus location should also have an individual designated as Incident Commander in the event of a campus outbreak. Please have PPC designees contact Rick Forkel, UA Emergency Manager, 450-8149, [rick.forkel@alaska.edu](mailto:rick.forkel@alaska.edu), as soon as possible.

These measures are intended to ensure consistency, efficiency, and effectiveness in overall university efforts. If there is an outbreak within the state affecting a campus, the PPC will take on a supporting role to the MAU or campus in need. When the PPC is no longer needed, it will be deactivated in accordance with normal Incident Command System Protocol.

cc: Julie Baecker  
Cam Carlson  
Wendy Redman  
Joe Trubacz