University of Florida
Smallpox Event
Response Plan
April 2003

Outline: Smallpox Event Response Plan for the University of Florida

1. Summary/Overview
2. References – Attachment A
3. Implementation Considerations
4. Staffing
    a. Operational Teams Specialized by Tasks – Attachment B
    b. Recruitment of Staff
    c. Training of Staff
    d. Activation of Operational Teams – Attachment C
5. Clinic Sites
    a. Sites
    b. Criteria
    c. Security
    d. Transportation and Parking
    e. UF Campus Map – Attachment D
    f. Floor Plans of Florida Gym and SW Recreational Center – Attachment E
6. Communications Plan – Attachment F
7. Clinic Operations
    a. General
    b. Assignment of Vaccination Time/Date
    c. Random Assignments of Students, Faculty and Staff – Attachment G
    d. Vaccination Day
    e. Diagram of Vaccination Process – Attachment H
    f. Vaccination Checks
    g. Adverse Reactions
    h. Informed Consent – Attachment I
    i. Data Entry – NERDC Immunization Screen – Attachment J
8. Logistical Support for Clinic Operations
    a. Staffing
    b. Medical Supplies
    c. Clerical Supplies
    d. Memorandums of Agreement for Services
    e. Logistical Support Plan – Attachment K

Smallpox Event Response Plan for the University of Florida Campus

1. **Summary/Overview:**

   UF's Student Health Care Center and Department of Environmental Health and Safety (EH&S) have developed an emergency response plan for vaccinating the entire University of Florida student and employee population. UF's plan is part of a broader county and state wide-emergency response plan. Should a sentinel case of smallpox be identified, state and local health officials, advising the University President or his designee, will activate this plan.

2. **References:**
   a. Request to develop Plan from state and local health authorities
   b. Florida Department of Health Smallpox Vaccination Program-Operations Vaccinate Florida document
   c. Centers for Disease Control General Guidelines for Smallpox Vaccination Clinics
   d. Attachment A

3. **Implementation Considerations:**
   a. The plan will be activated at the direction of state/local health authorities advising the President or his designee.
   b. An official UF Decision Command Unit consisting of the President, Provost, Vice Presidents, the Directors of Environmental Health and Safety and the Student Health Care Center, and Director of the Alachua County Health Unit, will immediately convene to address the following specific University issues:
      - Continuation or cancellation of classes
      - Campus/community quarantine plans
      - Support services for campus including contractual services
      - Coordination of UF/county/state communications
   c. UF identification numbers will be used to identify students and employees for participation in the University's plan.
   d. University students and employees at the Health Science Center will be included in this plan. College of Medicine faculty and house staff (residents) will be utilized to staff the Shands at UF and Shands at Alachua General hospitals and clinics should a sentinel event occur in our community.
   e. This plan focuses on the University of Florida's Gainesville, Florida campus only and will include local UF affiliates like the UF Foundation, University Athletic Association, the staff of P.K. Yonge Laboratory School and contracted university services. However UF personnel in affiliate IFAS field & extension stations and Health Science satellite units across the state will be included in the emergency response plans developed by the specific county health units in which they reside.
   f. To implement the initial smallpox vaccination plan, teams will work a 12-hour shift vaccinating ~10,800 persons a day. Thus, all 60,000+ UF students and employees will be vaccinated in ~6days.
   g. The vaccination process will include group education and informed consent, medical screening, vaccination, and specific follow-up instructions.

h. Individual vaccinations will be inspected at 7 days post vaccination for adequate "take." The smallpox vaccination will be re-administered if the site did not adequately respond.
i. Medical follow-up will be available through the University's SHCC for all issues related to adverse effects of the vaccination.

4. **Staffing:**
   a. **Operational Teams Specialized by Tasks:** Approximately 300 volunteer staff will be recruited to participate in the activation of this plan. Various teams will be organized and will include a Command Control Team, Vaccinator Teams, Logistical Support Teams and Medical Support Teams.
      - A small **Command Control Team** or designated back up persons will coordinate all activities.
      - 30 **Vaccination Teams** of 6 persons each will guide, direct, educate, assist with informed consent, and vaccinate individuals.
      - A **Logistical Support Team** of ~24 will assist at each vaccination site with reconstituting the vaccine, coordinating medical and clerical supplies, supporting the work staff, driving necessary supplies to and from the vaccination sites, and data entering vaccination information into the NERDC Immunization Screen.
      - A **Medical Support Team** of 22 physicians, nursing staff, and mental health counselors/psychologists from the University Counseling Resource Network will be available at the vaccination sites or in close proximity to assist with assessing medical contraindications for the vaccine, supporting and evaluating ill or faint patients, coordinating emergency evacuation of any critical incidents, and assisting with triage and management of patients experiencing psychological stress during the vaccination process.
      - See Attachment B for Smallpox Team Staffing Plan.
   b. **Recruitment of Staff:**
      - Recruitment of staff for all positions will be coordinated by the SHCC.
      - Primary recruitment will be from the SHCC's clinical, support and OPS staff and EH&S's staff.
      - Additional staff will be recruited from various University departments and colleges including Dean of Students Office, University Counseling Resource Network, Colleges of Medicine, Nursing, Dentistry, Pharmacy and Health Science Education and from retired medical and nursing personnel in the University community.
      - Sufficient numbers of faculty, staff and students from these areas will be identified to assist with this plan.
      - Recruitment will be conducted in the spring and summer of 2003 and will consist of informational meetings with the groups listed above.
      - Periodic contact will be maintained with all staff recruited to keep them abreast of event plans.

- Smallpox vaccination of volunteers will be done prospectively as part of the State of Florida's First Response Program or on day six (6) of the vaccination plan.
- Volunteers will be encouraged to be vaccinated but may decline vaccination.

c. **Training/Orientation of Staff:**
- Orientation and training for all staff will be initiated as teams are recruited and assembled.
- Volunteer staff will be required to attend an initial 1½-2 hour training session specific to their team assignments and duties.
- Periodic and regular (quarterly) update training sessions will be offered to volunteers to keep them current in their knowledge and assigned duties.
- An electronic list serve will be developed for each team of volunteers whereby regular smallpox information will be distributed.
- Volunteers will be offered a smallpox vaccination as they are recruited. Should an emergency response to smallpox occur, volunteers who have not received their smallpox vaccination would be vaccinated on Day 6 of the Response Plan.

d. **Activation of Teams:**
- A roster will be developed and maintained listing all volunteers by specialized team: Vaccination, Medical, Logistical Support and Command.
- When the University President, by direction from local and state health officials, activates this plan, Command Control will notify identified team leaders from the specialized teams to begin notifying volunteers.
- Attachment C

5. **Clinic Sites:**

a. Vaccinations will be located at the University of Florida Gymnasium (Bldg 0021) and the Southwest Recreational Sports Facility (Bldg 0316). The Student Health Care Center (Bldg 0018) will provide medical support as needed during and after the vaccination process.

b. 20 vaccination teams will work from the Florida Gym and 10 from the SW Recreational Center.

c. These two sites offer adequate space for:
- Staging a multi-step vaccination process with easy flow of patients.
- Separate rooms equipped with audiovisual technology capacity for group education.
- Restroom facilities.
- In close proximity to main traffic arteries and parking facilities.

d. Area Security: Security and crowd control will be the responsibility of the University of Florida Police Department. Staff from University Counseling Resource Network will be available to assist UPD with strategies to reduce individual and group anxiety and assist with crowd control.

e. Traffic and Parking: Public and private transportation maybe required to reach the vaccination clinics. Public transportation will be provided by RTS. Individual parking will be coordinated with the UPD at the O'Connell Center lot and the parking facility across from the SW Recreational Center.
f. During Days 1-6 of this plan, the Student Health Care Center's (SHCC) Team E will be open for Urgent/Acute problems only. All routine health care for UF students and staff will be suspended so SHCC staff can participate on vaccination, medical support and adverse reaction teams.
g. Attachment D – Map of Campus
h. Attachment E – Facility Floor Plans

6. **Communication Plan:**
   a. In the event of a mass vaccination program, it is recognized that communicating the University's plans and actions with the public will be key to maintaining public trust and confidence.
   b. It is also recognized that the University's communication plan will be coordinated with national, regional, and local public health agencies.
   c. The University of Florida Office of Public Relations will be the official source of information for all internal and external stakeholders and will coordinate all communication efforts.
   d. The University of Florida *Home Page* will be the document of record and will contain at minimum the following:
      - Vaccination sites and directions.
      - When and where individuals need to report for vaccinations.
      - General information about the vaccination and side effects with a FAQ section.
      - Information for parents and concerned individuals on how to contact students.
      - Any other pertinent and timely information.
   e. All media briefings and release will be coordinated through the Office of Public Relations. Every effort will be made to utilize various media outlets to provide the public with timely and relevant information.
   f. A rumor control hotline will be activated utilizing Alachua County's Rumor Control Center, the Alachua County Crisis Center and supplemented, as necessary, by a University Rumor Control hotline.
   g. Phone communication will be preserved if possible and phone banks may be activated as needed.
   h. Attachment F – Communication Plan

7. **Clinic Operations:**
   a. **General**
      - 30 teams of trained vaccinators and support personnel will work to vaccinate ~900 persons per hour.
      - 20 teams will work from Florida Gym and 10 from SW Recreation Center.
      - Teams will work a 12hour shift thus vaccinating ~10,800 persons a day.
      - Initial vaccination will take 6 days.

- Day 7-13, the SW Recreation Center will be used to check vaccination sites for adequacy of response.

b. **Assignment of Vaccination Time/Date:**
    - State health officials will identify the appropriate primary and secondary circles of contacts and those persons will be vaccinated first.
    - Only UF faculty, staff and students with current UF ID numbers will be vaccinated on campus.
    - The last four digits of the UF ID number will be used to schedule appointments for students, faculty and staff within a two-hour time block.
    - An integrated plan has been developed that randomly assigns UF students and employees into a two-hour block of time on a specific day and at one of the two vaccination sites (See Attachment G)
    - Spouses who are UF students or employees may be vaccinated together. Spouses and children of UF students and employees who do not have an official UF identification number will not be vaccinated as part of the UF program but must obtain their smallpox vaccination from clinics in the Gainesville/Alachua County community.
    - Assigned vaccination dates/times/sites will be communicated with UF students and employees in a number of ways including: UF website, newspaper publications, individualized messages via email/portals.

c. **Vaccination Day:**
    - Orientation to process
    - Education via video with opportunity to ask questions
    - Assistance with Informed Consent
    - Medical Screening / Assessment
    - Vaccination / Forms Collection / Follow-up Directions
    - Exit
    - See Attachment H – Diagram of Vaccination Process

d. **Vaccination Checks:**
    - The individual vaccination site will be checked on Day 7 to see if the appropriate skin responses have occurred.
    - If sufficient skin response has not occurred, a second vaccination will be administered.
    - Persons who receive their vaccination on Day 1 of the Vaccination Program will be checked for "take" on Day 7. Those who received their vaccination on Day 2 will be checked on Day 8, etc., thus taking 6 additional days to recheck all 60,000 that were vaccinated.
    - The SW Recreational Center will be the site utilized for the follow-up checks starting Day 7 and running consecutively through Day 13.
    - This site will be staffed with trained personnel to evaluate if the original vaccine administered was a "take" or not and with sufficient numbers of support and re-vaccination staff.

e. **Adverse Reactions:**
    - The SHCC will be the designated health care facility to follow up on any adverse reactions experienced after the initial vaccination.

- All adverse reactions will be documented and reported to the CDC.
- The SHCC will maintain a follow-up clinic for significant adverse reactions to be evaluated.
- Additionally, the SHCC will maintain a medical telephone hotline to answer questions about adverse effects from Day 1 of the vaccination program to Day 13 of the vaccination re-check process.

f. **Informed Consent:**
- Health authorities will provide 60,000 packets of the required Informed Consent for all persons receiving the vaccination to read and sign.
- Attachment I – Informed Consent Packet

g. **Data Entry:**
- Informed consents will be collected at the completion of the vaccination process.
- These will be collected periodically from the vaccination teams and taken to a central data entry location at the SHCC.
- The vaccination date administered will be entered onto the individual's NERDC Immunization Screen in the allotted space for Smallpox vaccination.
- Should a second vaccination be needed, this date will also be entered into the individual's NERDC Immunization Screen.
- Original consents will be maintained as per SHCC/University/State protocol.
- Attachment J – NERDC Immunization Screen.

8. **Logistical Support Plan:**
- The Logistical Support Plan encompasses all the specific details supporting clinic operations.
- The SHCC Central Supply Department will become the designated Logistics Depot for all related supplies and equipment.
- Included in this plan is a listing of medical supplies and equipment, educational supplies and equipment, and clerical supplies needed.
- Also included in this plan are the various agreements with University and Community vendors that will play a role in the operational details/aspects of this plan.
- Volunteer staff will be provided food as needed during their work shift. Housing for volunteer staff is not contemplated at this time.
- Attachment K – Logistical Support Plan

Plan Submitted by:

Phillip L. Barkley, MD
Director UF Student Health Care Center

William Properzio, Ph.D.
Director UF Environmental Health & Safety

Attachment A
References

1. March 28, 2003
   Smallpox Vaccination Plan
   The Student Health Care Center was approached on December 5, 2002 by Tom Belcuore, of the Alachua County Health Department, to develop a comprehensive plan to vaccinate the University Community if so directed by public health officials. This plan was developed in collaboration with the Student Health Care Center, Environmental Health and Safety and other University departments that would likely be involved in the event that a mass vaccination response was indicated.

   This plan will be kept confidential and will only be shared with involved individuals on an "as needed" basis. It is also understood that this plan may need updates and changes as new information becomes available.

2. Letter of February 5, 2003 (Attached)
3. Annex 2: General Guidelines for Smallpox Vaccination Clinics (Attached)

Attachment B
Specific Teams, Numbers, Assignments

Vaccination Teams (30 teams of 6 persons):

1. Reception / Traffic Control: 3 per team; 30 teams = **90**
    a. Guide and direct patients from the entry point of informed consent station
    b. Guide and direct patients from the consent station to vaccination line or to the medical evaluation treatment station.
    c. Collect Vaccination forms (Informed Consent and Immunization Copy) and direct patients to exit
    d. **Qualifications**: Familiarity with the vaccination process flow and location of stations within the vaccination facility.

2. Informed Consent: 1 per team; 30 teams = **30**
    a. Distribute informed consent individual packets
    b. Show 15 minute information video
    c. Answer general questions about smallpox and vaccination
    d. Guide participants through completion of informed consent form
    e. **Qualifications**: Familiarity with smallpox, vaccination adverse events, vaccination procedures, and vaccination process.

3. Vaccinators: 2 per team; 30 teams = **60**
    a. Work in pairs to administer vaccine
    b. **Qualifications**: Trained in vaccination technique; personal prior vaccinations

Medical Support Teams (1 team for every 5 vaccination teams = 6 teams of 3 persons + 1 psychologist/counselor for every 10 vaccination teams)

1. Physicians = **6**
    a. Assess medical contraindications
    b. Evaluate patients who have syncope or other immediate reactions
    c. Provide on-site supervision to the vaccination teams.

2. Nursing Staff (RN, LPN, Health Support Tech) = **12**
    a. Evaluate patients who have syncope or other immediate reactions
    b. Provide supportive care
    c. Assist in assessing medical contraindications
    d. Coordinate emergency evacuation for any critical incidents

3. Psychologist / Counselors = **3**
    a. Assist in triage and management of patients experiencing psychological stress during the vaccination process

Logistical Support Team

1. Pharmacists/Pharmacy Tech = **2**
    a. Vaccine Reconstitution 1 vial Dryvax mixed with 1 vial diluent, expected to reconstitute about 10 vials per hour.
2. Data Entry Team = **8**
    a. Enter vaccination date into NERDC and into CDC databases (anticipated entry rate of 2 per minute)
    b. Enter adverse reaction data in CDC database
    c. **Qualifications**: Familiar with NERDC and CDC database entry
3. Drivers = **2**
    a. Licensed and familiar with SHCC vehicles, Physical Plant small vans
    b. Familiar with location Florida Gym, Food Service facility, SW Recreation Center
    c. Anticipate delivering reconstituted vaccine to vaccination sites every 2 hours
    d. Anticipate delivering 'box lunches' to both sites once a day
    e. Anticipate delivering beverage service and supply items to both sites twice daily
4. Supply Control = **4**
    a. Store vaccine kits and support supplies
    b. Divide kits and supplies into unit-deliverable quantities
    c. Track inventory, lot numbers
5. Staff Support = **6**
    a. Assist in setup and distribution of staff beverage stations at sites
    b. Assist in distribution of box lunches at sites

Command and Control Team

1. Medical Director = **1**
    a. Operational decision-making
    b. Communication and coordination responsibility
    c. MD over Occupational Health Program is the back up for this role
2. Associate Director of Administration = **1**
    a. Logistical supply and Information Systems (Data Entry)
    b. MD over Occupational Health Program is the back up for this role
3. Associate Director of Nursing = **1**
    a. Operational control of vaccination teams and Medical Support teams
    b. Sr. RN Supervisor is the back up for this role
4. Chief of Medical Staff = **1**
    a. Overall on-site supervision, coordination, and medical decision-making
    b. Deputy Chief of Staff is back up for this role

Attachment C
Volunteer Rosters by Specific Team

I. Vaccination Teams

Name	Dept/Coll	Campus Address	Email	Work Ph#	Home Ph#	Cell Ph#

II. Medical Support Teams

Name	Dept/Coll	Campus Address	Email	Work Ph#	Home Ph#	Cell Ph#

III. Logistical Support Team

Name	Dept/Coll	Campus Address	Email	Work Ph#	Home Ph#	Cell Ph#

IV. Command Support

Name	Dept/Coll	Campus Address	Email	Work Ph#	Home Ph#	Cell Ph#
Dr. Phillip Barkley	SHCC	POB 117500	pbarkley@ufl.edu	352-392-1161 x 1-4220		
Dr. William Properzio	EH&S	POB	bill@ehs.ufl.edu	352-392-1591		
Dr. Boyd Kellett	SHCC	POB 117500	kellett@chfm.ufl.edu	352-392-1161 x 1-4212		
Dr. Robert J. Watson	SHCC	POB 117500	bwatson@nersp.nerdc.ufl.edu	352-392-1161 x 1-4220		
Ms. Jane Cullen	SHCC	POB 117500	jccullen@ufl.edu	352-392-1161 x 1-4217		

Attachment D
Campus Map with Buildings Identified

ATTACHED

Attachment E
Floor Plans for Vaccination Sites

ATTACHED

Attachment F
Communications Plan

General Comments:
In the event that the State of Florida, or Alachua County, or the University of Florida mandates that Smallpox inoculations be initiated, a number of activities and organizations must be alerted and the distribution of information must be coordinated and disseminated. It is understood that the University of Florida communications plan will be coordinated with national, state, regional, and local health agencies.

At the University of Florida, the Office of the Public Relations (phone# 846-3903) will be the official source for all internal and external information and communication dispatches. Other University of Florida providers of information may be but are not limited to:

1. Radio Stations:
    a. WRUF-FM, phone# 392-0771
    b. WUFT-FM, phone# 392-5200
2. Television Stations:
    a. WUFT-TV, phone# 392-5551
    b. WLUF-TV, phone# 392-5551 x 149
3. Website – www.ufl.edu phone# 392-3753
4. University Police Department, phone# 392-1111
5. Student Health Care Center, phone# 392-1161

In the community, information may be available from the following sources:

1. Alachua County Health Department, phone# 334-7901
2. Alachua County Emergency Management, phone# 264-6500
3. Independent Daily Alligator Newspaper, phone# 376-4446
4. The Gainesville Sun Newspaper, phone# 374-5085
5. Local radio stations, phone numbers available in Gainesville Bellsouth Directory

At the Student Health Care Center, communication between the SHCC and the two vaccination centers (The Florida Gym and the SW Recreation Center) will be officially conducted on land-line telephone, cell phone and by walkie-talkie. The Student Health Care Center Data Processing Department, phone# 392-4244, will have the appropriate internet connectivity so that vaccination forms accessed and the data entered directly into the CDC (Center for Disease Control, Atlanta) Smallpox Data Management System.

A rumor control hotline will be activated if needed. Phone banks will also be installed if indicated.

Attachment G
Random Assignments of Students, Faculty and Staff

FLORIDA GYM

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
First 2 Hours	0000-0199	1200-1399	2300-2499	3400-3599	4500-4699	5600-5799
Next 2 Hours	0200-0399	1400-1599	2500-2699	2600-3799	4700-4899	5800-5999
Next 2 Hours	0400-0599	1600-1799	2700-2899	3800-3999	4900-5099	6000-6199
Next 2 Hours	0600-0799	1800-1999	2900-3099	4000-4199	5100-5299	6200-6399
Next 2 Hours	0800-0999	2000-2199	3100-3299	4200-4399	5300-5499	6400-6599
Next 2 Hours	1000-1199	2200-2299	3300-3399	4400-4499	5500-5599	6600-6699

(Extra 100 last slot)

SW REC CENTER

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
First 2 Hours	6700-6799	7250-7349	7800-7899	8350-8449	9000-9099	9550-9649
Next 2 Hours	6800-6899	7350-7449	7900-7999	8450-8549	9100-9199	9650-9749
Next 2 Hours	6900-6999	7450-7549	8000-8099	8550-8649	9200-9299	9750-9849
Next 2 Hours	7000-7099	7550-7649	8100-8199	8650-8749	9300-9399	9850-9949
Next 2 Hours	7100-7199	7650-7749	8200-8299	8850-8949	9400-9499	9950-9999
Next 2 Hours	7200-7249	7750-7799	8300-8349	8950-8999	9500-9549	catch-up time

Attachment H
Diagram of Vaccination Process

Smallpox Flow Plan

Florida Gym

1. Entry from stadium drive, alleyway to eastside; eastside stairs up to 2nd floor double door; wheelchair access through glass double door on eastside just north of external stair (designed "medical exit" door in plan); wheelchair up from 1st floor to 2nd by elevator.
2. Entry lobby table, staff 4-6, and direct traffic flow down hall to north, toward room 245. Tape hall or use table to block hall to south of lobby.
3. Room 275 – administrative supply point; stock 11,000 packets each day; divide into bundles of 30 (48 bundles) and 45 (144 bundles); distribute 2 bundles of 30 per hour to each of rooms 245 and 265; distribute 2 bundles of 45 per hour to each of rooms 210, 220, and 230.
4. Fill rooms to capacity each ½ hour in sequence from hallway traffic flow: 265; 245 (30 each room each ½ hour); 210, 220, 230 (45 each room each ½ hour). Staff in hall at each room entry door hands packet to person entering. When packets are used (30 or 45 respectively), staff enters room, closes door, and assists educator with informed consent process.
5. At hall at the head of stairs on the west side 2nd floor (see plan), set up table, staff with 4 persons, to re-route persons who did not complete education/informed consent and to direct all others to the stairwell.
6. Yellow tape on stairwell to block stairs up from 2nd to 3rd floors and down from 1st to the ground floor exit.
7. On 1st floor, direct traffic north (left) along hall to double doors at far end of gym.
8. Divert traffic south (right) immediately inside gym double doors into lines (20) that are roped across the gym from west to east. Staff traffic coordinators (6) to direct persons into lines (same procedure as parking at Disney World).
9. Vaccinators screened from waiting line. Vaccination tables lined along east gym floor wall. 1 supply table and 1 treatment/therapy table for each vaccinator.
10. Persons with medical concerns identified at education station or vaccination traffic coordination or vaccinator station – divert to east wall of gym, out center door, across alley, to team C.
11. Persons complete vaccination, leave informed consent and copy of vaccination form with vaccinator.
12. Exit to the north (right) along east gym wall to double doors at north end. Turn right in hall. Exits in hall signed and "blocked." Exit at south central door. Table at exit for final questions (4 staff).

SW Recreational Center

1. Enter Control/Lobby
2. Court 1, Room 145, or Room 160 – (50 persons each ½ hour); 2 TV/VCR and 2 educators.
3. Direct traffic down north hallway to small gym floor.
4. Divert Medical Clearance persons through east gym double doors to racquetball court.

5. Gym floor 10 immunization lines from west to east. Tables (exam and supply – 10) lined along east wall of gym with 10 screens.
6. Exit from gym floor out east double glass doors. Table at exit for final questions (2 staff).

Attachment I
Informed Consent

Attachment J
NERDC Immunization Screen

```
1 - NERDC (nermvs.nerdc.ufl.edu)
File  Edit  Transfer  Fonts  Options  Tools  View  Window  Help
PA1 PA2 PA3

NERCPRD8        STUDENT HEALTH SERVICE            741 03/31/03  09:05:53 $AS8
SELECT                                                                      7E
 UFID:            NAME:                        DOB:        LD:     RG:   RS:
                                               HEALTH HISTORY FORM:   HEP/MN:
 SIGNATURE:   FACILITY:   EXEMPT:             ENDS:        OVERALL:
 NOTICE FLAG:     DATE:              INS:        CONSENT:           DEPT:
 ******************************************************************************
 MEASLES 1:          2:                                        LAB DATE:
 MUMPS   1:          2:                                        LAB DATE:
 RUBELLA 1:          2:                                        LAB DATE:

 PPD GIVEN:        READ:        RESULTS:   CHEST X-RAY DATE:        RESULTS:
 PPD2 GIVEN:        READ:        RESULTS:
 LAST TETANUS/DIPTHERIA:               MENOMUNE:        WAIVER(Y/N):

 HEPATITIS B 1:        2:        3:
 HEPATITIS B TITER:        RESULTS:   BOOSTER:        WAIVER(Y/N):
 VARICELLA   1:        2:        TITER:        RES:   DISEASE:

 RABIES      1:        2:        3:        TITER:        RES:   BSTR:
 HEPATITIS A 1:        2:        3:              YELLOW FEVER:
 POLIO:            TYPHOID:                    :                    :
PRESS PA2 FOR HELP                                     LAST UPDATED:
                                                                   PRT
4-©   1   NERDC   128.227.128.75   3/9
```

Attachment K
Logistical Support Plan

1. Coordinating/Responsible Individuals for Logistics, Supplies, and Storage:
    a. Chris Patrick, University Athletic Association, phone# 375-4683 x 1-4800.
    b. Zulma Chardon, RN, Student Health Care Center, phone# 392-1161 x 1-4222.
    c. Allan Preston, Physical Plant Division, phone# 392-6217.
    d. Dr. Bob Watson, Student Health Care Center, phone# 392-1161 x 1-4220.
    e. Jacques Roberts, Student Health Care Center, phone# 392-1161 x 1-4201.
    f. Glen Ketcham, Environmental Health & Safety, phone# 392-1591.
    g. Laura Tipton, R.Ph., Student Health Care Center, phone# 392-1161 x 1-4207.
    h. Dr. Boyd Kellett, Student Health Care Center, phone# 392-1161 x 1-4918/4212.
    i. ARAMARK/Gator Dining Services, Reitz Union, phone# 392-2008.
    j. University of Florida Bookstore, phone# 392-0194.
    k. Robert Miller, Associate Vice President, Finance and Accounting, phone# 392-1336.
    l. Dr. Charles Williams, Florida Gym, phone# 392-0578.
    m. David Bowles, Recreational Sports, phone# 392-3461 x 234.
    n. Dow VanArnam, Student Health Care Center, phone# 392-1161 x 1-4204.
    o. Toni Ratliff, Student Health Care Center, phone# 392-1161 x 1-4275.
    p. Mary Jones, Student Health Care Center, phone# 392-1161 x 1-4255.

2. Items to be supplied by Physical Plant Division:
    a. Stanchions with rope/tape (100)
    b. Wooden utility tables (30)
    c. Moving personnel crews
    d. Trucks and drivers
    e. Red trash bags and Sharps containers
    f. Trash cans (35)
    g. Electrical extension cords
    h. Floor plans of Florida Gymnasium and UF Southwest Recreation Center
    i. Folding chairs (400)
    j. Walkie-talkie radio's (4)
    k. Emergency signage

3. Items to be supplied by University Athletic Association:
    a. Wooden training tables (30)

4. Items to be procured from ARAMARK – Gator Dining Services:
    a. Meals, as requisitioned
    b. Snacks, as requisitioned
    c. Coffee, tea, soft drinks, as requisitioned

5. Items to be procured from University of Florida Bookstore:
    a. Clipboards
    b. Ballpoint pens

6. Items to be procured for the Student Health Care Center Nursing Department:
    a. Point of Contacts:
        1. Zulma Chardon, RN, phone# 392-1161 x 1-4222

2. Jacques Roberts, Central Supply, phone# 392-1161 x 1-4201

b. Medical Supplies Needed:
   1. 2x2" sponges (non-sterile bulk pack)
   2. 1" paper tape (12rolls/box)
   3. Gloves
   4. Dial Soap
   5. Blood Pressure Cuff (one per station)
   6. Stethoscope (one per station)
   7. Table Paper (one per station – 2 rolls/case)
   8. Sheets (two per station)
   9. Blankets (two per station)
   10. Plastic Bags (for emesis)
   11. Kleenex (100 sheets per box)
   12. Cleaning solution for tables (sanicloth?)
   13. Sharps Boxes (supplied from Physical Plant)

c. Pharmacy Supplies Needed:
   1. 2 Kits per station: Epi 1:1000, Benadryl 50mg 1M & PO, Alcohol swabs, Syringes – 1cc & 3cc
   2. Vaccine (CDC)
   3. Bifurcated needles (CDC)
   4. Gatorade for patients

7. <u>Personnel to be procured from Pharmacy Services, Student Health Care Center:</u>
   a. Point of Contact: Laura Tipton, R.Ph., phone# 392-1161 x 1-4207
   b. One Registered Pharmacist is required for mixing and storage

8. <u>Personnel and data processing equipment to be procured from Data Processing Department, Student Health Care Center:</u>
   a. Point of Contact: Toni Ratliff, phone# 392-1161 x 1-4275
   b. Six (6) computer operators (data entry)
   c. Six (6) computer terminals

9. <u>Personnel to be procured from Associate Director, Student Health Care Center:</u>
   a. Point of Contact: Dr. Robert Watson, phone# 392-1161 x 1-4220
   b. Twenty (20) administrative and clerical personnel to perform varied tasks and duties.

10. <u>Bus service transportation, if required:</u>
    a. Point of Contact: Robert Miller, Assoc. VP for Finance and Accounting, phone# 392-1336

11. <u>Office equipment to be procured from the Student Health Care Center:</u>
    a. Point of Contact: Dow VanArnam, phone# 392-1161 x 1-4204
    b. Two (2) desktop copy machines (one for each vaccination site).
    c. Two (2) fax machines (one for each vaccination site).

12. <u>Equipment and vaccine storage site provided by the Student Health Care Center:</u>
    a. Point of Contact: Jacques Roberts, phone# 392-1161 x 1-4201

Appendix 1 to Attachment K

General Supplies and Equipment	Vaccine Administration Supplies	Emergency Supplies
Tables Chairs Water and cups Paper Pens, pencils Envelopes Rubber bands Tape Stapler/staples Scissors Post-it Notes Clipboards File Boxes Telephone Paper Towel Kleenex tissue Table pads and clean paper to cover tables for work site Garbage containers and trash bags ID badges for staff List of emergency phone numbers Desk top Copier	Smallpox vaccine cooler or refrigerator for vaccine Vaccine diluent Sterilized bifurcated needles "Sharps" containers Latex gloves Latex-free gloves Antibacterial hand washing solutions Acetone Rectangle band-aids Gauze Adhesive tape Spray bottle of bleach solution	Standing orders for emergencies Ampules of epinephrine 1:1000 SQ Ampules of diphenhydramine 50mg IM 3cc syringes with 1", 25-gauge needles 1.5" needles Tuberculin syringes with 5/8" needles (for epinephrine) Alcohol wipes Tongue depressors Adult and pediatric pocket masks with one-way valve Adult and pediatric airways Tourniquet Gurney Stethoscope Flashlight Cots Blankets Pillows
	Crowd Management Supplies	**Computer Equipment and Supplies**
	Sings for clinic stations and between stations Queue partitions (to keep people in lines)	Computers Printers Paper Internet Access

Appendix 2 to Attachment K

STORAGE REQUIREMENTS FOR RECONSTITUTED VACCINE
Store reconstituted Dryvax in the refrigerator between 2 and 8°C (35-46°F).

SHELF LIFE AFTER RECONSTITUTION
Reconstituted Dryvax may be used for 3 months if stored below 4°C (39°F), or preferably below 0°C (32°F) when not in use.

VACCINE LABELING AND PACKAGING
Labels
Wyeth Laboratories, Inc manufactured the existing inventory of smallpox vaccine. The vaccine vials on hand at CDC have commercial labels: "Smallpox Vaccine, Dried, Calf Lymph Type, DRYVAX®". However, they are considered an investigational new drug (IND) product because they are now being used with a diluent other than the one originally approved for use with them. These commercially labeled vials have lot numbers of seven digits.

The vaccine vials to be deployed in an emergency are stockpiled outside of CDC. They have all been tested for potency, but have not gone through the battery of tests for commercial release. Thus, they will have neither a commercial label with a trade name, nor a National Drug Code (NDC) number (assigned by FDA and manufacturer to uniquely identify all pharmaceutical products and packaging). They will be labeled before shipment with special IND labels (see figure for example). >>>Policy Issue<<<

Save labels from package (as proof).

Insert scan or photograph here of actual sample IND label which will be used on vaccine to be released from stockpile.

Appendix 11 to Attachment K

Florida Gym Classrooms to be used for Smallpox Briefings

Room Number	Room Capacity
225	50
235	50
245	70
265	50
285	50
275	20
210	104
220	110
230	104
260	104
230	110
280	104