



WILLIAM V.S. TUBMAN UNIVERSITY

Tubman Town, MARYLAND COUNTY

MAILING: P.O. BOX 3570 HARPER, MARYLAND COUNTY, REPUBLIC OF LIBERIA, WEST AFRICA

Monrovia Office: 15th & Tubman Boulevard, Sinkor, Monrovia, Liberia

EMAIL: [info@tubmanu.edu.lr](mailto:info@tubmanu.edu.lr) WEBSITE: [www.tubmanu.edu.lr](http://www.tubmanu.edu.lr)

### ***The Incident- Return to Campus post Ebola***

#### **Staff/Faculty Return to Campus After Ebola Protocol and Procedures:**

**The Office of the President under the auspices of the Chief of Staff, Mr. Johnny C. Woods Jr. and Dr. Elizabeth Carbajosa, VPAA will oversee the return to campus of staff and faculty. Each Dean and Department Head will assist the Incident Commanders with implementation of plan.**

#### **The following individuals will assist the process and serve as Incident Management Team:**

Operations: Charlene Awadjie-Ihedioha (Human Resources Office):

Logistics: Mr. Roland Barnes

Media/Public Relations: Rev. Rita Townsend/ Mr. Solo Gaye

Finance: Mr. Isaac Gblee

Safety: Ms. Iona Thomas O'Connor

Security: Mr. Emmanuel Doe

#### **Incident Commanders: Dr. Elizabeth Carbajosa & Mr. Johnny Woods Jr.**

The duties of the Incident Commander (IC) include the following:

Responsible for the overall emergency response effort of the University

Work with the Incident Command Staff to ensure that Tubman University and environs remain Ebola free.

Notifies and conducts liaison activities with University Administration, and local, national and international entities as applicable. Confirm dispatch and arrival times of activated resources.

Confirm and oversee work assignments.

Provide updates on Ebola statistics in County

Ensure welfare and safety of incident personnel.

Supervise Command and General Staff.

Obtain briefing from Incident staff at the beginning and end of the day

Authorize protective action statements, as necessary.

#### **Operations: Charlene Awadjie-Ihedioha (Human Resources Office):**

Provide food, water and other items needed by returning personnel, assist safety and media with materials distribution and collection, welcome staff and make them feel welcome and safe. Responsible for filing all contact tracing and other forms. Assist with all areas.



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**Logistics: Mr. Roland Barnes:**

Set up staging areas by January 2, 2015. Locate either on or as near to the campus as possible, but not in such close proximity to cause unnecessary exposure to others.

The Facilities department will have tents set up at the gate beginning January 2, 2015.

The following functions will be performed by the Director of Facilities Management:

Establish hand washing areas

Provide safety equipment/PPE as needed, furnishes emergency power and lighting systems if needed

Provide Vehicle if needed for the movement of personnel and supplies

**Media/Public Relations: Rev. Rita Townsend/ Mr. Solo Gaye:**

The Media/Public Relations office is responsible for developing communications to be disseminated on Ebola to incoming staff, faculty and family member. Assist the Incident Commanders with all media requests.

**Finance: Mr. Isaac Gblee:**

Provide all necessary resources: food, water, supplies for hand washing stations, etc., oversee all expenditures.

**Safety: Ms. Iona Thomas O'Connor:**

The safety Officer will conduct screening using a questionnaire and have each returning individual complete a possible or contact tracing form. Coordinates with other Operations Section members. Ensures that hand washing and other protective measures are conducted in as safe a manner as possible to prevent contamination to clean-up personnel, or to prevent unnecessary or further exposure. Coordinates clean-up operations so as to conform to applicable safety, health and environmental standards.

**Security: Mr. Emmanuel Doe:**

The Security Department will assign manpower to staging area by shifts

Coordinates and provide oversight of the activities of outside regulatory, and health related agencies, coordinates and monitors campus emergency warning and evacuation systems if needed

Maintains liaison with County Ebola Control Task Force Services

**Research/Sponsored Programs and Economic Development:**

Collects data for transmission to Human Resources use/or collects data in conjunction with HR



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**Arrival Protocol:**

All staff/faculty are required to contact the Monrovia office prior to departing Monrovia for Harper. You are advised to leave the name, and phone number of the driver of the Car you planned on using to travel to Harper. This will help with contact tracing in the event of a potential contact with Ebola. Erica Doe, HR Officer will serve as liaison for this process.

| Job Title                     | Arrival Date          | Comments   |  |  |
|-------------------------------|-----------------------|--|--|--|
| Deans                         | January 5-8 ,<br>2015 |  |  |  |
| Department Chairs             | January 5-8,<br>2015  |  |  |  |
| Department Coordinators       | January 5-8,<br>2015  |  |  |  |
| Office of the President Staff | January 5-8,<br>2015  |  |  |  |
| Human Resources Office        | January 5-8,<br>2015  | All HR staff will return to Harper with the exception of Erica Doe who is to remain in Monrovia to assist with logistics |  |  |
| Office of the VPAA Staff      | January 5-8,<br>2015  | To be determined by VPAA   |  |  |
| Office of the VPIA            | January 7, 2015       | Director of Media/Public Relations is an essential staff and has been working  |  |  |
| Office of the VPSA            | January 5-8,<br>2015  |  |  |  |
| Office of the AVP-Finance     | January 5-8,<br>2015  | Has been working as essential staff  |  |  |



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|--|------------------------------------|--|--|--|
| Office of the AVP-<br>Administration/Campus<br>Operations                  | January 2, 2015                    | Has been working<br>as essential staff<br>AVP will<br>determine how<br>and when all staff<br>will return |  |  |
| Administrative<br>Assistant/Administrative<br>Officers                     | January 6-7,<br>2015               | All Colleges &<br>Departments  |  |  |
| Registrar's Office Staff   | January 5-8,<br>2015               |  |  |  |
| Admissions Office Staff  | January 5-8,<br>2015               |  |  |  |
| College of Health<br>Sciences  | January 5-6,<br>2015<br>8am -7pm   |  |  |  |
| College of Education<br>Staff/College of<br>Management &<br>Administration | January 7-8,<br>2015<br>8am – 7pm  |  |  |  |
| College of Arts &<br>Science   | January 8-9,<br>2015<br>8am -7pm   |  |  |  |
| College of Agriculture   | January 10-11,<br>2015<br>8am -7pm |  |  |  |
| Access to College Staff  | January 10-11,<br>2015<br>8am-7pm  |  |  |  |

**Staff must check in with HR (Erica Doe) or Bernice Bropleh-Dorlaie prior to leaving for Harper to complete all necessary return to campus forms. Staff/Faculty unable to report as requested must contact supervisor in writing with a reason. Supervisor must ensure that all excuses be reported in writing to HR/Compliance Department.**