



# Continuity of Operations Plan

APPENDIX B

## **Human Resources**

- Assist with finding staffing for essential functions. Essential employees will be provided vaccination by the University as soon as it is available.
- Implement remote working program.
- Distribute laptop computers and equipment needed to run payroll from home as needed.
- Begin allowing liberal voluntary leave for nonessential employees. Only healthy employees should report to work.
- Implement social distancing for employees. Limit face-to-face meetings, stagger shifts.

**All University residences will close; thereafter, as soon as practicable most administrative offices and academic buildings will close.**

- Activate emergency voice mail message and transfer calls to cell phones and home phones where appropriate and possible.
- Work with payroll office and programmer to process payroll from home.
- Assist employees with processing death claims as needed.
- Assist employees with travel issues if any are stranded in other countries.
- Assist employees with filing working compensation and group health claims as needed.
- Essential vaccine distributed for employees if available and following protocol.

## **Controller's Office**

**Prepare to cancel classes and other scheduled activities; prepare for closing:**

- Ensure essential staff have laptop and internet access to perform critical duties. If necessary, request additional security permissions.

## **Athletics**

**Prepare to cancel classes and other scheduled activities; prepare for closing:**

- Communicate with all internal and external constituencies related to any event changes.
- Communicate with coaches-teams in travel status to verify a safe 'stay or return' option.
- Communicate and assist student-athletes in getting to a safe location (s).

- Communicate with parents of student-athletes.
- Communicate with coaches and teams on the road. Discuss to stay or return. The best option may be to stay where they are if that campus is “safe”.

**All University residences will close; thereafter, as soon as practicable, most administrative offices and academic buildings will close.**

- Events cancelled, postponed, or altered and public notified.

## **Counseling Center**

**Prepare to cancel classes and other scheduled activities; prepare for closing:**

- All UCC counselors will be considered essential personnel.
- Suspend day to day operations.
- Post “psychological first aid” information on website.
- Provide on-call crisis management (24/7) for on-campus students.
- Assess need and provide short-term stress counseling for on-campus community.
- Attend to first responders.
- Maintain contact with other essential personnel on campus.

**All University residences will close; thereafter, as soon as practicable, most administrative offices and academic buildings will close.**

- Continue to assess and provide crisis response intervention strategies as listed in Level 2 plans.
- Maintain contact with other essential personnel on campus.

## **University Police Department**

**Prepare to cancel classes and other scheduled activities; prepare for closing:**

- Director and/or his designated representative will attend any planning (task force) meetings.
- Finalize all plans for traffic control, building checks, and coordinate with the Director, Physical Plant for the delivery of barricades to pre-determined locations, and the overall security posture of the campus.

- Finalize all planning and coordination with agencies listed above. Place all police officers, radio dispatchers, and key personnel on stand-by status and brief all supervisors on the outbreak status.
- Coordinate with the officers assigned to the Baton Rouge Center and the Clausen Family Building regarding the status of each center and the security for facilities.
- Submit a request to the Director, Telephone Services, to activate all phone and data lines in Department's EOC Room, Pride Hall.
- Continue regular law enforcement and security operations.
- Update radio dispatchers with the most current information to inform individuals calling the Department concerning the status of University operations.
- All personnel informed concerning their duties and responsibilities if the University proceeds into- Evacuation and Closure of the Campus; Implementation of Emergency Support Operations.
- Continue coordination with the Louisiana Governor's Office of Emergency Preparedness and the Tangipahoa Parish Office of Homeland Security and Emergency Preparedness.
- Evacuation and Closure of the Campus; Implementation of Emergency Support Operations.
- Implement traffic control, building check, and University Closure plans as well as regular law enforcement operations.
- Initiate call in of all police officers, radio dispatchers, and key personnel for shift assignments and scheduling.
- Initiate double shifts for the duration of the emergency.
- Direct the police officers assigned to the Baton Rouge Center and Clausen Family Building to report to the Department for assignment as soon as possible.
- Conduct building checks twice during each 12-hour shift and direct any person(s) found inside the building to leave the building and campus.
- Provide the radio dispatchers with as current as possible information concerning the status of the University for them to inform anyone calling requesting information.
- Request support from external agencies as may be needed.

## **Physical Plant**

### **Prepare to cancel classes and other scheduled activities; prepare for closing:**

- Director and designated representative attend meetings regarding communicable disease emergency.
- Eliminate routine maintenance on campus.

- Require all designated maintenance and custodial staff to report and maintain all essential buildings.
  1. Work with University Police to begin to secure all non-essential buildings.
  2. Begin to gather cleaning supplies and other necessary equipment from non-essential buildings.
  3. Assist in distribution of supplies to designated areas.
  4. Contact all outside contractors working on campus and notify for preparation of campus closure.

**All University residences will close; thereafter, as soon as practicable, most administrative offices and academic buildings will close.**

- Director and designated representative manage the essential personnel working on campus.
- Maintain building services to essential buildings.
- Contact Physical Plant personnel and report University closure.
- Verify all outside contractors working on campus have been notified and have vacated campus.
- Begin cleaning of patient occupied rooms in Health Center (if Health Center requests this service).

## **Office of Technology**

**Prepare to cancel classes and other scheduled activities; prepare for closing:**

- Ensure that communication systems are established and operational at the University Police Department and other locations in Pride Hall as needed.
- Inspect all telecommunications sites to ensure all sites are operational.
- Ensure all vehicles are fueled to capacity.
- Conduct communications systems checks to ensure systems are operational.
- Directors will ensure the Chief Information Officer (CIO) is informed of actions being taken and actions to be taken.

**All University residences will close; thereafter, as soon as practicable, most administrative offices and academic buildings will close.**

- Dispatch emergency support employees to their homes to prepare for the emergency and return to campus for their assignments.

- Ensure all communications systems at the University Police Department and Pride Hall are operational.
- Prepare to establish communications systems at the Southeastern Special Needs Shelter, Kinesiology and Health Studies Building.
- Coordinate with the Director, Campus Dining, for food service support.
- Coordinate with the Director, University Housing, for room assignments.
- Coordinate with the Director, University Health Center, in event employees need immunization.
- Directors will inform the Chief Information Officer (CIO), of actions being taken and actions to be taken.

## **Health Center**

**Prepare to cancel classes and other scheduled activities; prepare for closing:**

- University Housing to provide a list to the University Health Center of all students/staff remaining on campus along with personal information including how to notify next of kin.

## **University Housing**

**Prepare to cancel classes and other scheduled activities; prepare for closing:**

- Once classes are canceled begin closing the residence halls and determine needed space.
- Based on number of students who remain on campus determine need for housing and meals.
- Place all professional staff on-call 24/7.
- Organize student emergency team based on who is available from student staff.
- Update website on all residence hall closures.
- Staff meets daily to assess needs.
- Develop list of students for University Health Center.
- Establish closure timeline.

**All University residences will close; thereafter, as soon as practicable, most administrative offices and academic buildings will close.**

- Allow any non-essential staff to go home.

- Inventory remaining students on campus and develop a consolidation plan.
- Maintain contact with remaining resident students.

## **University Marketing and Communications**

### **Prepare to cancel classes and other scheduled activities; prepare for closing:**

- Monitor health of departmental staff.
- Establish a university Communications Command Center (CCC).
- Allow work from home for some staff; essential healthy personnel report to work.
- Refine key messages.
- Activate telephone messaging system.
- Update Safe Campus website and university home page.
- Update e-mail messages for university community.
- Issue news releases updating media on campus status.
- Handle media inquiries, arrange interviews as needed.

### **All University residences will close; thereafter, as soon as practicable, most administrative offices and academic buildings will close.**

- Healthy essential staff report to work, others work from home.
- Staff CCC.
- Collect information from departments needed to communicate to key audiences.
- Update and refine key messages.
- Update telephone messaging system.
- Update e-mail messages to university community.
- Make Southeastern's home page the Safe Campus web site for the latest information on the university's status. Website will include information on how individuals can protect themselves and links to other sources of information.
- Update web page as needed.
- Issue news releases on developments and handle media inquiries.

## **International Students/Study Abroad**

**Prepare to cancel classes and other scheduled activities; prepare for closing:**

- Remain in constant contact with travel advisory team.
- Make sure funding is available for students who are unable to return. Funding will be used to provide shelter, food, water and other essentials.
- Students, if able, should return if they haven't already.
- Students unable to return are kept up to date via phones and e-mails.
- Individual plans put into place for those unable to return.
- International students will be encouraged to go home if possible.
- For those international students who can not return home, the University's plan for their housing, safety, food and health services will be disseminated to those living on campus.

**All University residences will close; thereafter, as soon as practicable, most administrative offices and academic buildings will close.**

- Follow up with travel advisory team and account for all students returned and not returned.
- The plan for handling international students remaining on campus will be put into place.

## **Academics**

- Will follow the attached Action Plan when directed by the Emergency Management Team.



## ACADEMIC CONTINUITY PLAN

The Academic Continuity Plan is an action plan to continue meaningful academic instruction in the event of a disruption to normal class schedules. There are three phases - Monitor, Remote and Closure. The key element in all phases is to communicate with students and let them know what to expect.



**Monitor:** Southeastern's emergency banner message will indicate the Monitor phase of the Academic Continuity Plan.

- Faculty communicate plans directly with students or direct them to the appropriate section in the Moodle course where instructions will be available should the university go remote OR close. Students begin preparing for distant delivery as per the faculty instructions.
- In certain situations the University may be unable to implement the "Monitor" phase, so faculty should be prepared to go directly to "Remote" or "Closure" at any point.



**Remote:** Southeastern's emergency banner message will indicate the Remote phase of the Academic Continuity Plan.

- Faculty communicate plans directly to students or direct them to the appropriate section in the Moodle course where instructions will be available for remote instruction. Instructions may simply be to continue regularly scheduled course content. For courses with face-to-face components, instructions may describe a switch to Google Meet sessions.
- In the remote phase, faculty may be on campus as needed to deliver and/or support courses from offices and/or classrooms, but students are not required to be on campus. Faculty can still require virtual synchronous class meetings and activities as previously scheduled. Assignments, quizzes, tests, and other course activities will be posted in the LMS and deadlines observed. For internships, practica, and other field experiences refer to the course administrator and/or departmental guidelines. The University intends to maintain resources to support instruction to the extent possible.



**Closure:** Southeastern's emergency banner message will indicate the Closure phase of the Academic Continuity Plan.

- Faculty communicate plans directly to students or direct them to the appropriate section in the Moodle course where instructions will be available for continuing the course in case of a closure. Instructions should describe asynchronous completion of course content.
- Students and faculty should not be on campus. There should be no virtual synchronous class meetings. Deadlines will be scheduled after the campus reopens allowing students a reasonable amount of time to complete coursework. It is understood that access to technology may be limited for faculty and students during a closure.

Please be reminded that emergency situations may require transition back and forth among the three phases.