



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- stagger shifts.

to-face me

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

- Activate emergency voice mail message and transfer calls to cell and home phones where appropriate and possible.
- Work with payroll office and programmer to process payroll from 1
- Assist employees with processing death claims as needed.
- Assist employees with travel issues if any are stranded in other c
- Assist employees with filing working compensation and group hea claims as needed.
- Essential vaccine distributed for employees if available and follow 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.

-teams intravel 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.

- 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

- 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. • call 24/ [(c)10 (er)7 (o 1 Tf -.o0 Tu>(s)4 (t)12 (ude)9.9 (nt)1.9 (s)4

- 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.

-

Academic Continuity Plan for Network Interruption

Face-to-face courses – (no code)

All classes continue to meet as scheduled. For courses relying on Moodle for course materials, assignments, etc., faculty are adjusting courses to remove the reliance on Moodle and provide materials by another means (e.g. physical handouts, documents sent via email, Google suite*).

Hybrid courses – (coded OF, FØ)

All hybrid courses that include an online component also have a fae-1.15 r1t)*