

The University of Louisiana at Monroe

College of Arts, Education, and Sciences

Emergency Operations Plan



University of
LOUISIANA
at Monroe

6/18/2015

Section I. Introduction

Planning at The University of Louisiana at Monroe

1. Purpose

Each department at The University of Louisiana at Monroe has an Emergency Operations Plan to maintain or restore important business and/or academic operations. The Emergency Operations Plan defines the department's actions before, during and after a disaster event.

In addition to the Emergency Operations Plans, The University of Louisiana at Monroe has developed a Business Continuity Plan (BCP) to establish policies, procedures and organizational structure for response to emergencies. The BCP defines procedures to maintain and/or restore critical business and academic operations.

The University of Louisiana at Monroe has also developed an Emergency Response Plan to direct university personnel during actual emergency events. Other emergency response guidelines have been prepared for faculty, staff and students.

All of these specific purpose plans are intended for use in concert to greatly lessen the loss of life and the extent of injuries, limit equipment and property damage, and maintain or rapidly restore normal business and academic operations.

2. Mission

The University of Louisiana at Monroe will respond to an emergency situation in a safe, effective and timely manner. University resources and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Human Life
- Priority II: Support of Health & Safety Services
- Priority III: Protection of University Assets
- Priority IV: Maintenance of University Services
- Priority V: Assessment of Damages
- Priority VI: Restoration of General Campus Operations

Department & Schools Planning

3. Requirements of All Departments and Schools

Emergency Operations Plans prepared by all University Departments shall be consistent with the guidelines established in this Business Continuity Plan. Each department shall, as appropriately directed, execute that portion of their plan required to assure optimum endurance and rapid recovery from the effects of an emergency. Deans, directors, department heads and other responsible parties shall at a minimum develop and maintain procedures to accomplish the following:

1. Identify the individuals and alternates to whom the specific responsibilities are assigned:
 - a. Emergency Operations Plan execution / emergency response
 - b. Emergency Operations Plan maintenance – all departments are required to provide the BCP Coordinator with an updated Emergency Operations Plan every year
2. Develop procedures for communication
 - a. Emergency contacts
 - b. Contact list for all department employees
 - c. As applicable, contact list for critical subcontractors, suppliers and service providers that may be needed after an emergency event
3. Develop procedures to protect all vital records
4. Develop procedures to perform normal duties manually / without computer support

4. Specific College of Arts, Education, and Sciences

- Develop plans to utilize a course management system in a post-disaster environment

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Section II. Plan Organization

5. *Head of the College of Arts, Education, and Sciences Emergency Operations Plan*

1. Dr. Sandra Lemoine

2. Dr. Mike Camille

6. *Plan Development & Maintenance*

1. Arely Castillo

2. Mark Kerry

7. *Plan Contact & Activation*

1. Arely Castillo

2. Mark Kerry

8. *Representatives on the ULM Crisis Response Team*

1. N/A

2. N/A

9. *College of Arts, Education, and Sciences Crisis Response Team*

1. Arely Castillo

2. Mark Kerry

3. Dr. Derle Long

4. Dr. Ruth Smith

10. College of Arts, Education and Sciences Emergency Operations Center (EOC)

Location of the Primary EOC:

Dean's Office- Walker Hall 1-45

Location of the Backup EOC:

CNSB- 102

11. Testing / Exercise & Training

1. Training Needs

N/A

2. Training Date(s)

N/A

3. Testing / Exercise Needs

Test the ability of the Schools to process work manually

Test the ability of the faculty members to teach classes with limited or no technology available

12. Deadlines

ANNUAL UPDATE ACTIVITIES	PERSON RESPONSIBLE		Completion Date
	Primary	Alternate	
College of Arts, Education, and Sciences Emergency Operations Plan review Meeting	Arely Castillo	Mark Kerry	6/18/2015
Test the ability of the department to process work manually	School Directors	N/A	
Establish contracts with subcontractors, suppliers & vendors for specialized recovery operations	N/A	N/A	N/A
Email copies of the updated College of Arts, Education, and Sciences Emergency Operations Plan	Arely Castillo	Mark Kerry	
Update College of Arts, Education, and Sciences Operations Plan & Submit to the BCP Coordinator	Dr. Sandra Lemoine	Dr. Mike Camille	June 30, Each Year

Section III. Critical Data Management

All data that is created or stored on The University of Louisiana at Monroe central computing center maintained by University Computing is automatically backed-up and secured offsite.

1. Is all data used by this department developed or maintained by University Computing?
___ YES X NO
2. Is all data used by this department developed or maintained by an auxiliary computing system with proper controls*? ___ YES X NO
3. For data used by this department that is not developed or maintained by University Computing or by an auxiliary computing system with proper controls*, the following responsibilities are assigned:

<u>Responsibility</u>	<u>Primary</u>	<u>Alternate</u>
A. Maintenance	<u>Chance Eppinette</u>	<u>N/A</u>
B. Off Site Storage*	<u>Ellucian</u>	<u>N/A</u>

* Location of Off-Site records

Ellucian
4375 Fair Lakes Court
Fairfax, Virginia 22033, USA
Phone: +1 (800) 223-7036

Section IV. Manual Processing

There may be a period of time when computer services will be unavailable after a major emergency or disaster. Every School at The University of Louisiana at Monroe must be able to perform critical department operations manually.

13. Critical Department Operations

Critical department operations that are processed by computer:

Academic: Teaching, advising and grading classes

Administrative: Budgets, course scheduling, classroom assignments, payroll, faculty leave requests, students' flags lifting, certifying graduating seniors, verifying coursework for graduating senior check out.

14. Personnel

Employees who can perform critical department operations manually:

Academic: all School Directors and faculty members

Administrative: all School Directors and administrative staff members

15. Forms & Instructions

Attachment B is comprised of hard copies of all forms used to perform critical operations manually and, as necessary, attach instructions on form completion.

(Program applications, Faculty Leave Requests, budget transfer sheet, etc...)

Section V. Resource Identification

16. Personnel Assignments

Special Personnel Assignments to perform critical operations are as follows:

School Directors and administrative staff members will be responsible for critical administrative operations.

Faculty members will be responsible for critical academic operations.

Dr. Mike Beutner, Associate Professor in the School of Education, will be the CAES contact person for Moodle questions.

17. Critical Equipment

Special Equipment needed to perform critical operations are as follows:

N/A

18. Special Supplies

Special Supplies needed to perform critical operations are as follows:

N/A

19. Procedures

Special Procedures to perform critical operations are as follows:

A Moodle presence is required for all CAES courses and should include at least the class roster and syllabus

20. Additional Planning

N/A

Section VI. Attachments

21. Attachment A – Critical Data not Secured by University Computing
 (or by an auxiliary computing system with proper backup controls)

Name/ Class of Document	Critical Level		Flow			Not Properly Secured by Electronically		
	Operations	Legal	Source	Users	Custodian	Duplicated & Dispersed	Hardened Site	Replaceable or Unimportant
PRAXIS scores		X	Dean's Office	Dean's Office	Dean's Office			
Accreditation reports and documents	X		Associate Dean's Office	Associate Dean's Office	Associate Dean's Office			
Personnel Files		X	Dean's Office	Dean's Office	Dean's Office			
Graduate (Alumni) Files		X	Dean's Office	Dean's Office	Dean's Office			

22. Attachment B – Forms and Instructions—N/A

Attachment C – Contact Information

Emergency:

University Police 1-911

Name	Company	Telephone Numbers		
		Office	Cell	Other (email)
Mahon, Steven		342-5350		smahon@ulm.edu

Service Providers

Name	Company	Telephone Numbers		
		Office	Cell	Other (email)
N/A				

Suppliers & Vendors

Name	Company	Telephone Numbers		
		Office	Home	Cell
N/A				

Other Outside Providers

Name	Company	Telephone Numbers		
		Office	Cell	Other (email)
N/A				

School Employees

Name	Title	Telephone Numbers	
		Office	Other (email)

Name	Location	Telephone Number	E-Mail
OFFICE OF THE DEAN			Fax: 342-1240
Lemoine, Sandra	Walker 1-45	1238	slemoine@ulm.edu
Camille, Michael	Walker 1-64	1243	camille@ulm.edu
Castillo, Arely	Walker 1-45	1296	castillo@ulm.edu
Kerry, Mark	CNSB 124	3078	kerry@ulm.edu
McCLain, Sabrina	Walker 1-64	1242	mcclain@ulm.edu
Oliver, Sue	Walker 1-45	1235	soliver@ulm.edu
Price, Andria	Walker 1-45	1235	aprice@ulm.edu
Price, Brenda	Walker 1-45	1235	price@ulm.edu
Scalfano, Julie	Walker 1-64	1368	scalfano@ulm.edu
Seymour, Lisa	Walker 1-45	1536	seymour@ulm.edu
Sutherland, Whitney	Walker 1-64	1260	sutherland@ulm.edu
McKeighan, Caitlin	Walker 1-45	1257	mckeighan@ulm.edu
Pugh, Barbara	Walker 2-37	1304	bpugh@ulm.edu
Bruce, Carolyn	Biedenharn 105	1569	cbruce@ulm.edu
Fisher, Kay	Walker 2-33	1841	kfisher@ulm.edu
Flanagan, Norma	Walker 3-125	1485	flanagan@ulm.edu
Pierot, Debra	CNSB 310c	1766	pierot@ulm.edu
Lindley, Debra	Biedenharn 106	3248	lindley@ulm.edu
School Directors			
Schween, Dorothy (Education)	Walker 2-37	1266	schween@ulm.edu
Smith, Ruth (Humanities)	Walker 3-125	1526	rusmith@ulm.edu
Krishnamurthy, Sushma (Sciences)	CNSB 310B	1813	krishnamurthy@ulm.edu
Long, Derle (VAPA)	Biedenharn 105	3811	long@ulm.edu

School Associate Directors**Fax: 342-1299**

Rhorer, Donna	Walker 2-37	1754	rhorer@ulm.edu
Case Hanks, Anne	CNSB 310A	1822	casehanks@ulm.edu
Gregory, Frances	Walker 3-123	1370	gregory@ulm.edu
Ratcliff, Gary	Bry Hall 113B	1376	ratcliff@ulm.edu

MISCELLANEOUS OFFICES

CAES Computer Lab	Walker Hall 2-95	3141	N/A
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