The University of Louisiana at Monroe

College of Arts, Education, and Sciences

Emergency Operations Plan

3/11/2020
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
Schools Planning

3. Requirements of All Schools

Emergency Operations Plans prepared by all University units shall be consistent with the guidelines established in this Business Continuity Plan. Each unit 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, 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 schools 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 school 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 appropriate technologies in a post-disaster or post-crisis environment to allow all courses to continue to function

- Develop plans and procedures to minimize the effect of a disaster or crisis on research activities.
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Section II. Plan Organization

5. Head of the College of Arts, Education, and Sciences Emergency Operations Plan
   1. Dr. John M. Pratte
   2. Dr. Chris Michaelides

6. Plan Development & Maintenance
   1. Dr. John M. Pratte
   2. Dr. Chris Michaelides
   3. School Directors
   4. Mark Kerry

7. Plan Contact & Activation
   1. John M. Pratte
   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. John M. Pratte
   2. Mark Kerry
   3. Dr. Derle Long
   4. Dr. Anne Case Hanks
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 remotely and/or manually
   Test the ability of the faculty members to teach classes remotely or with limited/no technology available
### 12. Deadlines

<table>
<thead>
<tr>
<th>ANNUAL UPDATE ACTIVITIES</th>
<th>PERSON RESPONSIBLE</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test the ability of the schools to process work manually</td>
<td>School Directors</td>
<td>Dean’s Office</td>
</tr>
<tr>
<td>Test the ability of the schools to process work remotely</td>
<td>School Directors</td>
<td>Dean’s Office</td>
</tr>
<tr>
<td>Test the ability of the schools to teach classes remotely</td>
<td>School Directors</td>
<td>Dean’s Office</td>
</tr>
<tr>
<td>Update website with College of Arts, Education, and Sciences Emergency Operations Plan</td>
<td>Dr. John M. Pratte</td>
<td>Andria Price</td>
</tr>
<tr>
<td>Update College of Arts, Education, and Sciences Operations Plan &amp; Submit to the BCP Coordinator</td>
<td>Dr. John M. Pratte</td>
<td>Dr. Mike Camille</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Primary</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Maintenance</td>
<td>Chance Eppinette</td>
<td>N/A</td>
</tr>
<tr>
<td>B. Off Site Storage*</td>
<td>Ellucian</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* 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, student flag lifting, certifying graduating seniors, verifying coursework for graduating senior check out.

14. Personnel
Employees who can perform critical department operations manually:

Academic: Dean’s Office, all School Directors, and faculty members

Administrative: Dean’s Office, 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.

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)

<table>
<thead>
<tr>
<th>Name/Class of Document</th>
<th>Critical Level</th>
<th>Flow</th>
<th>Not Properly Secured by Electronically</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Operations</td>
<td>Legal</td>
<td>Source</td>
</tr>
<tr>
<td>PRAXIS scores</td>
<td>X</td>
<td>Dean’s Office</td>
<td>Dean’s Office</td>
</tr>
<tr>
<td>Accreditation reports and documents</td>
<td>X</td>
<td>Associate Dean’s Office</td>
<td>Associate Dean’s Office</td>
</tr>
<tr>
<td>Personnel Files</td>
<td>X</td>
<td>Dean’s Office</td>
<td>Dean’s Office</td>
</tr>
<tr>
<td>Graduate (Alumni) Files</td>
<td>X</td>
<td>Dean’s Office</td>
<td>Dean’s Office</td>
</tr>
</tbody>
</table>
22. Attachment B – Forms and Instructions—N/A
### Attachment C – Contact Information

#### Emergency:

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Office</th>
<th>Cell</th>
<th>Other (email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mahon, Steven</td>
<td></td>
<td>342-5350</td>
<td></td>
<td><a href="mailto:smahon@ulm.edu">smahon@ulm.edu</a></td>
</tr>
</tbody>
</table>

#### Service Providers

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Office</th>
<th>Cell</th>
<th>Other (email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

#### Suppliers & Vendors

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Office</th>
<th>Home</th>
<th>Cell</th>
<th>Other (email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
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<td></td>
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</table>

#### Other Outside Providers

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Office</th>
<th>Cell</th>
<th>Other (email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

#### School Employees

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Office</th>
<th>Cell</th>
<th>Other (email)</th>
</tr>
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<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Office</td>
<td>Telephone Number</td>
<td>E-Mail</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------</td>
<td>--------------</td>
<td>------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Pratte, John M.</td>
<td>Walker 1-45</td>
<td>1238</td>
<td><a href="mailto:pratte@ulm.edu">pratte@ulm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Michaelides, Chris</td>
<td>Walker 1-45</td>
<td>1243</td>
<td><a href="mailto:cmichaelides@ulm.edu">cmichaelides@ulm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Kerry, Mark</td>
<td>CNSB 124</td>
<td>3078</td>
<td><a href="mailto:kerry@ulm.edu">kerry@ulm.edu</a></td>
<td></td>
</tr>
<tr>
<td>McClain, Sabrina</td>
<td>Walker 1-45</td>
<td>1242</td>
<td><a href="mailto:mcclain@ulm.edu">mcclain@ulm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Price, Andria</td>
<td>Walker 1-45</td>
<td>1235</td>
<td><a href="mailto:aprice@ulm.edu">aprice@ulm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Filhiol, Therese</td>
<td>Walker 1-45</td>
<td>1235</td>
<td><a href="mailto:filhiol@ulm.edu">filhiol@ulm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Cramer, McKenzie</td>
<td>Walker 1-45</td>
<td>1235</td>
<td><a href="mailto:mcramer@ulm.edu">mcramer@ulm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Collins, Tameka</td>
<td>Walker 1-45</td>
<td>1235</td>
<td><a href="mailto:tcollins@ulm.edu">tcollins@ulm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Espinoza, Denise</td>
<td>Walker 1-45</td>
<td>1235</td>
<td><a href="mailto:espinoza@ulm.edu">espinoza@ulm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Pugh, Barbara</td>
<td>Walker 2-37</td>
<td>1304</td>
<td><a href="mailto:bpu@ulm.edu">bpu@ulm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Bruce, Carolyn</td>
<td>Biedenharn 105</td>
<td>1569</td>
<td><a href="mailto:cbruce@ulm.edu">cbruce@ulm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Flanagan, Norma</td>
<td>Walker 3-125</td>
<td>1485</td>
<td><a href="mailto:flanagan@ulm.edu">flanagan@ulm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Moore, Summer</td>
<td>CNSB 310c</td>
<td>1766</td>
<td><a href="mailto:smoore@ulm.edu">smoore@ulm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Lindley, Debra</td>
<td>Biedenharn 106</td>
<td>3248</td>
<td><a href="mailto:lindley@ulm.edu">lindley@ulm.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

**OFFICE OF THE DEAN**

Fax: 342-1240

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Telephone Number</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE OF THE DEAN</td>
<td>Walker 1-45</td>
<td>1238</td>
<td><a href="mailto:pratte@ulm.edu">pratte@ulm.edu</a></td>
</tr>
<tr>
<td>Smith, Ruth (Humanities)</td>
<td>Walker 3-125</td>
<td>1526</td>
<td><a href="mailto:rsmith@ulm.edu">rsmith@ulm.edu</a></td>
</tr>
<tr>
<td>Case Hanks, Anne (Sciences)</td>
<td>CNSB 310B</td>
<td>1822</td>
<td><a href="mailto:casehanks@ulm.edu">casehanks@ulm.edu</a></td>
</tr>
<tr>
<td>Long, Derle (VAPA)</td>
<td>Biedenharn 105</td>
<td>1568</td>
<td><a href="mailto:long@ulm.edu">long@ulm.edu</a></td>
</tr>
</tbody>
</table>
## School Associate Directors

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shalanda, Stanley</td>
<td>Walker 2-37</td>
<td>1270</td>
<td><a href="mailto:sstanley@ulm.edu">sstanley@ulm.edu</a></td>
</tr>
<tr>
<td>Gissendanner, Chris</td>
<td>CNSB 310A</td>
<td>3314</td>
<td><a href="mailto:gissendanner@ulm.edu">gissendanner@ulm.edu</a></td>
</tr>
<tr>
<td>Anderson, Jeff</td>
<td>Walker 3-123</td>
<td>1370</td>
<td><a href="mailto:jeanderson@ulm.edu">jeanderson@ulm.edu</a></td>
</tr>
<tr>
<td>Boldin, James</td>
<td>Biedenharn 212</td>
<td>1591</td>
<td><a href="mailto:ratcliff@ulm.edu">ratcliff@ulm.edu</a></td>
</tr>
</tbody>
</table>

## MISCELLANEOUS OFFICES

<table>
<thead>
<tr>
<th>Office</th>
<th>Office</th>
<th>Phone</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAES Computer Lab</td>
<td>Walker Hall 2-95</td>
<td>3141</td>
<td>N/A</td>
</tr>
</tbody>
</table>