

CONTINUITY OF OPERATIONS AND RECOVERY PLAN

The Continuity of Operations and Recovery Plan is developed by college division and department heads in support of the overall Emergency Preparedness Plan of the College. It is designed for the easy transition to alternative operations as well as working toward recovery from major disasters.

*Walters State Community
College Emergency
Preparedness Planning*

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Introduction

The safety and security of students, faculty, staff and the Walters State community is a top priority of the college's leadership, and is an integral part of the institution's commitment to excellence. Recognizing the ever-increasing risks in today's world WSCC has enhanced its preparedness to respond to emergencies of all hazards by reviewing, revising, and integrating emergency response and disaster recovery plans that have been in place for the college's critical operations, and by working with staff to create a pre/post emergency response plan covering all campuses and operations of the college.

A Continuity of Operations and Recovery Plan is a collection of resources, actions, procedures, and information that is developed, tested and held in readiness for use in the event of a disaster or major disruption of operations. The objective of the Continuity of Operations and Recovery Plan is to establish policies and procedures as well as to coordinate recovery of critical college functions. This plan will prepare the college to respond to and recover from emergencies that may threaten health and safety of WSCC community or inhibit the college's ability to continue operations.

A comprehensive Continuity and Operations plan will help maintain core business activities while limiting the economic impact and will allow return to normal operations as quickly as possible. Each campus division or department responsible for performing one or more critical functions will develop a departmental Continuity Plan and establish structure to administer, update, and implement the plan. The intent is to minimize the amount of disruption any emergency may cause to the department's critical functions. This is accomplished by:

- Establishing an administrative structure within the department to deal with emergencies
- Investigating and preplanning appropriate responses to various types of potential emergencies.
- Identifying and implementing changes to current operating procedures that will reduce the department's susceptibility to disruption from certain types of emergencies.
- Coordinating the department's Continuity of Operations Plan with the plans of other departments that either provide services to or require services from the department.
- Formalizing the department's Continuity of Operations Plan in written form.
- Maintaining a high level of knowledge and preparedness within the department's plans for continuing operations during emergencies.

Purpose and Objectives

The purpose of the Continuity of Operations Plan is to establish policies and procedures and an organizational structure for response to emergencies. The plan objective is to identify clear strategies and roles and responsibilities of various staff members during the initial response and throughout the emergency. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan. The plan and organization shall be subordinate to State and Federal plans during a disaster declaration by those authorities.

Mission

The mission and priorities of the college are the protection of life, stabilization of an event, protection of the college environment, property and restoration or continuation of critical services.

The mission of each department may be different. In order to accomplish their mission, each department must ensure operations can be performed with minimal disruptions during an emergency incident. The Continuity of Operations Plan ensures that departments have the capabilities to execute the mission's essential functions as well as implement emergency support functions.

Goal

The overall goal is to ensure that all departments and business areas of the college are prepared to rapidly continue or restore critical functions in the aftermath of any emergency or disaster. Critical functions are those required to enable, support, and implement the safekeeping and continued service to our students, staff and visitors and facilitate the continuation or resumption of academic programs and administrative programs before, during and after an event.

Departmental and Institutional Goals

- Prepare the department/institution for recovery
- Determine critical functions
- Facilitate communication at all levels
- Identify resource and personnel needs for normal operations
- Reduce vulnerabilities

Plan Structure and Operation

Each department's Continuity of Operations Plan has three main components. Each deal with separate but inter-related aspects of any emergency situation. These components are:

- Continuity of Operations Policy and Procedure – Activities, substantial pre-planning, geared toward assuring that all critical functions and operations continue to be performed during and after any emergency situation.
- Risk Assessment and Business Impact Analysis – Assessments based on worst-case scenarios to determine impacts of critical functions caused by disaster situations.
- Testing and Review – Instructing all personnel on plan basics (communication, meeting place, priorities etc.), and evaluating competencies through tabletop exercises, drills and simulations as part of campus testing and training initiatives.

The following objectives of this plan is to:

- Conduct periodic risk assessment activities
- Identify and prioritize critical business functions
- Detail immediate response to critical incidents
- Detail strategies and actions to be taken to ensure the continuance of operations.

Risk Assessment and Business Impact Analysis

On a routine basis the college conducts a departmental and institutional risk assessment and business impact analysis. Risk assessment of threats involves evaluating hazards relating to man-made and natural disasters and recognizing their potential effects on operations. This can assist the department and college in taking measures necessary to ensure continuity of business. Generally, a risk assessment involves the following:

- Loss of infrastructure including power and communications
- Loss of a building
- Loss of personnel

- Loss of location (not able to access building or campus)

The Business Impact Analysis (BIA) assists management in identifying critical functions that are essential to the survival of the department and/or institution. The BIA evaluates how quickly a department can return to full operation following a disaster situation. It also looks at the type of resources required to resume business. The Business Impact Analysis assumes worst-case scenarios such as infrastructure damage, destruction of records and equipment, absenteeism of essential employees, and the inaccessibility of the site for weeks or months. The objective of the BIA is to help departments estimate financial and tangible operational impact and estimates a recovery time frame.

Crisis Communication Plan

An external and internal crisis communications plan should provide procedures for the coordination of communications within college departments, among college partners as well as with external emergency services as well as vendors in the event of an emergency or other critical event.

External Communications Plan

Establish how departments or the college will communicate with external stakeholders (students, customers, parents, state officials, contractors, vendors, etc.) in the event of a disaster. Methods used include email, texting, web pages, telephones and many others methods. Be aware that all contact with the media should be referred to the office of Communications and Marketing.

Internal Communications Plan

Establish how the department or institution will communicate with faculty, staff, student workers, and other employees and or with each other in the event of a disaster. Methods include the institution

Emergency Message System, call tree, email, instant messaging/texting, and social media among others. All faculty and staff should keep personal information updated via the Human Resources Department and Department heads and/or Building Coordinators should maintain a list of department/building staff contact information.

Determining Critical Operations

A major part of business continuity planning is identifying functions that define institutional and departmental operations. These are called critical operations. Critical operations are those services, programs, or activities that are necessary to on-going business of the institution or a particular department of the college and would directly affect the success of the department or institution if they were to stop for extended period of time. The success of your department and the support it provides to the college rely on these functions. Identifying essential operations will serve as a guide for how to continue or restart operations following a disaster or other major disruption. By identifying and prioritizing your essential functions a determination can be made as to which personnel, facilities, equipment and materials that are necessary to keep your department and the institution functioning. This can also be done by asking department staff to make a list of their essential duties and responsibilities. Functions can be grouped to be all inclusive, i.e., General Office Management could include all administrative tasks. After identifying functions, they should be assigned priority rankings as outlined below:

- Critical: Function directly impacts the life, health, safety, or security of the college community and stopping service would have significant consequences.

- High: Operation must continue at a normal or increased level. Pausing for more than 24 hours may cause significant consequences or serious harm to business operations, finances and revenue, or other core mission services.
- Medium: Operation must continue if at all possible, maybe in a reduced mode. Stopping for more than one week may cause major disruption to college operations, finance and revenue, or other core mission services.
- Low: Operation could be suspended for up to one month without causing significant disruption to college operations, finance and revenue, or other core mission services
- Deferrable: Operation may pause and resume when conditions permit. Deferring a function for more than one month may cause slight disruption to operations, finances or revenue, or other core mission services.

In addition, recovery times should be determined and considered for each identified function should disruption occur.

DISASTER PLANNING LEVELS AND ACTIONS - ALL DIVISIONS AND DEPARTMENTS				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Pandemic or Hazard Event Imminent	Emergency Operations Period (7 days or more closure)	Post-Hazard/Disease Recovery
At this stage, no disease or other hazard is identified. All hazard planning is continuing.	Emergency operations possible for impending hazard. Regarding disease hazard, small clusters caused by human-to-human spread somewhere in the world, but not in US.	Hazard near campus or large regional disease clusters caused by human-to-human spread in US, but not in TN.	Emergency operations initiated. Hazard and or disease widespread with significant spread from human-to-human in US and TN.	Hazard/disease under control or has subsided.
Pre-incident / event assessment and planning	Intense WSCC hazard planning & preparation	WSCC conducting classes on limited basis and considering suspension of all campus classes.	WSCC suspends all campus classes. Campuses closed except for limited and essential business functions.	WSCC begins process of resuming normal business and academic functions
<u>POLICY FOR CLASS DISMISSAL:</u> The College Emergency Response Management Team will retain authority to make the determination to shut down the college. This message will be communicated to students, parents and employees immediately by Communications and Marketing and IET.	Hazard Event - Confirmed Cases of Human-to-Human Disease Transmission	Hazard Event - Sustained Human-to-Human Disease Transmission	Disclaimer that indicates classes are subject to cancellation:	Gradual return of routine academic functions keeping in mind that a hazards/disease may develop in waves or cycles.
			<i>Emergency Operations or Pandemic/Hazard Alert</i> Under strict advisement by the Campus Emergency Response Team, County Health Departments and TBR, WSCC reserves the right to cancel classes or shut down all or selected portions of its academic operations in the event of a national emergency. Due to confirmed cases of pandemic virus, an evacuation of WSCC facilities may be imminent.	

ACADEMIC AFFAIRS				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
<p>WSCC procedure to ensure continuity of business during all hazards.</p> <p>The Vice President for Academic Affairs will speak directly to the president on academic matters.</p> <p>The Vice President for Academic Affairs will ensure a method is in place to provide an analysis and comparison of enrollment data and personnel needs in all academic programs.</p> <ol style="list-style-type: none"> 1. Faculty Schedules 2. Course loads 3. Directory information is up-to-date 4. Remind faculty to sign-up for the text and email alerts. <p>Each Academic Division and the Instructional Design Technology area will:</p> <ul style="list-style-type: none"> • Maintain a roster of critical persons/contact information by department and job title. • Maintain a current semester listing of faculty (full-time and adjunct) and staff with contact information 	<p>WSCC procedure to review and intensify emergency operations planning.</p> <p>The Vice President for Academic Affairs will speak directly to the President on academic matters.</p> <p>Using Si-Quest and academic division records of travel, the Vice President for Academic Affairs will compile a list of all academic travel to and from the College as needed.</p> <p>Faculty/staff are asked to self-report personal out of state travel.</p> <p>Deans review list of critical functions and essential Academic faculty/staff and determine relocation or remote continuation of possible work duties as determined by operation/vacancy status of facilities.</p> <p>Academic division administration develops list of alternative sites for classroom instruction – if traditional facilities are not accessible.</p> <p>Office of Academic Affairs will coordinate with the President’s office, Vice President’s Council and campus police to offer updates to pandemic situation or other hazard status and offer required training.</p>	<p>WSCC procedure for ongoing academic services in case of reduction in workforce.</p> <p>The Vice President for Academic Affairs will speak directly to the President on academic matters.</p> <p>Monitor and report faculty, staff and student absenteeism at the division level and report to the Office of the Vice President for Academic Affairs for communication to the President daily.</p> <p>Academic Deans adjust service levels according to reports.</p> <p>Office of Distance Education assumes responsibility for contact with dual enrollment partners and college faculty regarding status of public-school systems.</p> <p>Academic Division Faculty and staff prepare for full transition with projected timeline to alternative remote instruction methods.</p>	<p>WSCC procedure for closing.</p> <p>The Vice President for Academic Affairs will speak directly to the president on academic matters.</p> <p>The College on-ground operations are discontinued, and all instruction and communication will continue via distance correspondence. Consult with Communications and Marketing for notification methods.</p> <p>Instruction will continue with pre-determined alternative delivery methods of instruction including web-based distance instruction, and other virtual interactions utilized as needed.</p> <p>Academic Division Phone Support Volunteers will work with faculty to finalize full transition to remote instruction methods during the quarantine.</p> <p>Faculty will evaluate and consider any illness that could impede students’ ability to continue and revise expectations accordingly.</p>	<p>WSCC procedure for recovery</p> <p>Gradual return of routine academic functions keeping in mind that a pandemic may develop in waves or cycles.</p> <p>The Vice President for Academic Affairs will speak directly to the President on academic matters.</p> <p>Faculty and staff will be notified to return to their assigned campuses two days before students to prepare for their return.</p> <p>The office of Strategic Communications and Effectiveness will distribute links to updates and information to students informing them of when they may return to campus.</p> <p>Continued daily monitoring of student, faculty, and staff attendance will continue for one week following the return to normal operations.</p> <p>Prepare and post a revised academic calendar and <i>Timeline</i> if needed.</p>

ACADEMIC AFFAIRS				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
WSCC procedure to ensure continuity of business during all hazards.	WSCC procedure to review and intensify emergency operations planning.	WSCC procedure for ongoing academic services in case of reduction in workforce.	WSCC procedure for closing.	WSCC procedure for recovery
<p>Each Academic Division and the Instructional Design Technology area will (CONT):</p> <ul style="list-style-type: none"> Evaluate which faculty and staff are willing to serve as Academic Division Phone Support Volunteers. Individuals will be designated at time of need. Duties would include providing telephone support for students, faculty and staff of Academic Affairs from a remote location. All syllabi will include links to policies governing the need to alter the syllabus as needed, and a link to this Continuity Plan Students will be encouraged at the beginning of each semester to download available syllabi with back up course documents at the beginning of the semester 	<p>If infectious disease imminent, coordinate with Health Programs Division, Health Department, and Student Services to educate faculty and staff regarding infection transmission and infection prevention and emphasize student hygiene.</p> <p>Coordinate with the Office of Strategic Communication and Effectiveness to remind faculty, staff, and students to stay away during incubation time after exposure.</p> <p>Academic deans/department heads will be prepared to answer all questions regarding the operation of the division – faculty staff rosters, current semester course offerings with critical needs, and alternative delivery methods identified.</p> <p>Technical support will be provided via phone and email by Instructional Design Technology, Academic</p> <p>Technical support will be provided via phone and email by Instructional Design Technology, Academic Division Phone Support Volunteers, IET, Distance Education, Division Administration, and Academic Affairs</p>	<p>Students who cannot receive instruction via alternative format who have maintained good standing as determined by faculty and academic administration may retake the course(s) in accordance with TBR Guidelines “fees, charges, refunds and fee adjustments: B-060”. See Student Services Refunds: https://www.ws.edu/student-services/cashiers-office/refunds/policies/</p> <ul style="list-style-type: none"> Faculty and staff will encourage social distancing, and sanitizing of all space utilized. Copies of public health organizations information will be posted as appropriate. <p>The Vice President for Academic Divisions Emergency Support Volunteers (staff & faculty) available for telephone support work.</p>	<p>Deans will initiate daily communications with faculty/staff for status report re: personal and students health status.</p> <p>Faculty members maintain responsibility for tracking student participation in course work assignments and completing faculty feedback.</p> <p>Divisions update the Office of the Vice President for Academic Affairs of status of faculty/staff/students to Office of Academic Affairs daily.</p>	<p>Coordinate with Business Services regarding student fees for courses that are not completed.</p> <p>Office of Distance Education to communicate with dual enrollment partner high schools and college faculty regarding plans to complete/reschedule any WSCC dual enrollment courses as necessary.</p> <p>Instructors to publish/post guidelines for acceptance of incomplete work, grade reporting/grade appeals.</p> <p>Provide counseling services information to faculty, staff and student, regarding stress or grief.</p> <p>Review effectiveness of response plans and suggest improvements. This is critical in the event of a pandemic due to prediction of recurrent waves/outbreaks of illness.</p>

ACADEMIC AFFAIRS				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
WSCC procedure to ensure continuity of business during all hazards.	WSCC procedure to review and intensify emergency operations planning.	WSCC procedure for ongoing academic services in case of reduction in workforce.	WSCC procedure for closing.	WSCC procedure for recovery
<p>In the event of a quarantine the Vice President for Academic Affairs will release an administrative directive to faculty to initiate and/or continue instruction with an online and/or correspondence-based instruction method. Pre-determined for this event possibility.</p> <ul style="list-style-type: none"> Each division/academic department will maintain a guide with update to syllabi for each course (not each section) that includes all faculty teaching the course. One master online course will be updated for each course to allow sharing of the course and/or course materials in the event there are faculty unprepared to begin online/remote instruction. Technical support will be provided via phone and email by Instructional Design Technology, Academic Division Phone Support Volunteers for each division, IET, Distance Education Division, Administration, and Academic Affairs. 	<p>Academic Division Phone Support Volunteers survey faculty to determine student and/or technical support needs and share information with administration, Instructional Design Technology and Distance Education.</p> <p>Academic Deans will monitor faculty, staff, and student attendance rates and information available as to the cause. Office of Academic Affairs will evaluate elevated absenteeism and coordinate with VP Council to continually update emergency processes and timelines.</p> <p>Each division should develop a <i>Preparation to Leave Checklist</i> for faculty and staff in anticipation of limited on-campus operations.</p>	<p>The Vice President for Academic Affairs will communicate via email and text information of how to reach the Support Volunteers.</p> <p>All faculty will continue to support students who continue to progress through the course and continually update the entire class of updates regarding operations of instruction.</p> <p>Students will access web-based and other distance instruction delivery methods as instructed by each designated course instructor.</p> <p>Staff/Faculty will update voice mail messages on office phones according to Communications and Marketing guidelines.</p>		

ACADEMIC AFFAIRS				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
WSCC procedure to ensure continuity of business during all hazards.	WSCC procedure to review and intensify emergency operations planning.	WSCC procedure for ongoing academic services in case of reduction in workforce.	WSCC procedure for closing.	WSCC procedure for recovery
<ul style="list-style-type: none"> Numerous professional learning opportunities are available throughout the college on all campuses (via zoom) and through conference attendance dollars to state and national conferences that support best-practices in community college instruction. <p>The Vice President for Academic Affairs and the Vice President for Student Support Services and bureaucratic support services to provide students with assistance in navigating an event successfully.</p>	<p>The Vice President for Academic Affairs will coordinate with the Office of Business Services to develop a method to itemize/verify out of pocket expenses for faculty related to distance education, (postage and stationery) as well as provide documentation for faculty tax-related purposes, should expenses by faculty/staff be incurred.</p> <p>The Vice President for Academic Affairs will coordinate with the Vice president’s Council to determine policy for notification of faculty, staff, students and public regarding status of college activities.</p> <p>The Vice President for Academic Affairs will consult with the Vice President’s Council to increase services to ensure daily disinfecting of public spaces, including classrooms and labs.</p>			

ADMISSIONS / ENROLLMENT DEVELOPMENT / REGISTRATION				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
<p>Maintain in conjunction with Student Affairs Division as a whole an up-to-date Emergency Preparedness Plan.</p> <p>Make sure all staff is fully aware of emergency plan responsibilities through meeting updates.</p>	<p>Periodically receive updates from college nurse regarding new health developments.</p> <p>Continue to review the college preparedness plan with entire staff.</p> <p>Continue to assign staff members and backups responsibilities.</p>	<p>All admissions, registration and recruitment done on limited basis. Majority handled through electronic correspondence.</p> <p>Identify only essential staff and functions to be present on campus.</p>	<p>All staff will complete responsibilities while remaining at residence all communication done electronically; all student issues handled electronically.</p> <p>Follow the lead of the academic plan regarding the need to continue services.</p> <p>Prepare to initiate recovery plans.</p>	

BUSINESS AND FINANCE				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
<p>The vice president for Business Affairs is a member of the CERMT and makes recommendations directly to the president regarding all departments within Business Affairs.</p> <p>Participate in developing the COORP particularly with regard to college continuity of operations.</p> <p>Identify essential personnel within departments under Business Affairs and inform them of their responsibilities under each level of operation.</p> <p>Identify business functions that can be conducted at off-campus locations.</p> <p>Identify less critical functions that could be suspended or curtailed depending upon operational level.</p> <p>Review pandemic event Continuity of Operations Plans with TBR and faculty/staff.</p> <p>Assess essential personnel PPE needs and stock necessary items.</p>	<p>Personnel are educated regarding infection transmission, infection prevention, and proper use of PPE.</p> <p>Listing of essential personnel with backups and designated critical functions are reviewed and confirmed.</p> <p>Communicate with TBR regarding potential financial impact related to reduced operational status of the college and advise the President.</p> <p>In collaboration with Human Resource and Academic Affairs, prepare communications for faculty, staff, and students concerning financial consequences of reduced operational status (salaries, benefits, tuition, refunds) includes IBI and CEU courses.</p> <p>Review plans for post-pandemic recovery.</p> <p>Assess third party interactions and possible outcomes.</p> <p>Prepare communication plans for third parties.</p>	<p>Essential personnel receive PPE.</p> <p>Business Office absenteeism is monitored and CERMT is apprised of status.</p> <p>Prepare to engage essential function plans and suspend or curtail less essential functions.</p> <p>In collaboration with Human Resource, Academic Affairs, and Student Affairs inform faculty, staff, and students regarding plans for salary continuation, tuition adjustments, etc. Includes IBI and CEU courses.</p> <p>Implement third party communication plans/notices.</p>	<p>Essential personnel are encouraged to work.</p> <p>Essential functions plan implemented.</p> <p>Off-campus business functions are conducted as feasible.</p> <p>Implement TBR approved plan for salary continuation and tuition adjustments during the pandemic event.</p> <p>Identify what functions within billing and receivables will be suspended.</p> <p>Prepare to implement recovery plans.</p>	

BUSINESS AND FINANCE				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
<p>Coordinate information/processes with vice president of Student Services to prepare for student needs.</p> <p>Identify necessary third party contacts that may need follow-up communication.</p>				

CAMPUS POLICE AND EMERGENCY MANAGEMENT				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
<p>Lead the college in the development of Emergency Preparedness (EPP) and Business Continuity Planning (BCP)</p> <p>Provide EPP training and work with departments to test their BCP. Offer training to police staff on methods to prevent infectious transmissions (hand hygiene, mask, and gloves) and encourage staff to receive a vaccine should vaccine become widely available.</p>	<p>Begin reviewing personnel availability and scheduling options.</p> <p>Encourage use of mask, gloves, good hygiene/hand washing, vaccinations.</p>	<p>Open lines of communication with local law enforcement to coordinate policing efforts that might impact the college.</p>	<p>Oversee police matters on campus during an emergency and advise College Emergency Response Management Team regarding equipment and personnel needs that are required to address the changing demands during a pandemic or other event. Provide police coverage for campus properties.</p> <p>Emphasize the maintenance of law and order on campus and insure that access and egress routes remain clear for emergency equipment.</p>	<p>Work closely with the College Emergency Response Management Team in recovery efforts. Provide police services through the transition back to normal working conditions.</p>

COUNSELING & TESTING CENTER				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
<p>Update copy of Emergency Preparedness Plan and forward revised copy, if necessary, to each Counseling and Testing Center staff member.</p> <p>Conduct staff meeting to review Emergency Preparedness Plan and answer any questions or concerns.</p> <p>Assign staff specific emergency plan responsibilities.</p>	<p>Set up meeting with college nurse to determine incident level and the appropriate response efforts.</p> <p>Review response plan with staff and initiate preliminary response efforts.</p> <p>Coordinate with staff appropriate next step if current incident level worsens and begin preparations for worse case scenarios.</p>	<p>No new appointments for counseling, test proctoring or testing will be accepted until further notice.</p> <p>Preparations will be made to identify essential functions to be conducted in the case of complete suspension of classes.</p> <p>Re-establish contact with the college nurse to receive update on pandemic status and necessary course of action.</p>	<p>Implement response plan as outlined.</p> <p>Review staff issues, based upon those impacted by response plan, with the office of Human Resources.</p> <p>Prepare to engage recovery plan.</p>	

ENROLLMENT DEVELOPMENT & RETENTION SERVICES DEPARTMENT				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
<p>The department will become familiar with pertinent components of the Business Continuity and Recovery Plan (COORP).</p> <p>Identify essential office personnel and functions.</p> <p>Draft Continuity of Operations Plan for department.</p> <p>Identify functions that can be carried out from home.</p> <p>Identify essential personnel PPE needs and stock necessary items.</p>	<p>Develop plans to educate staff regarding infection transmission/prevention and use of Personal Protection Equipment (PPE).</p> <p>Listing of essential staff is reviewed and confirmed.</p> <p>Plans for work from home are confirmed.</p> <p>Review plans for continuity of operations with staff.</p> <p>Review plans for post-pandemic recovery.</p>	<p>Essential personnel receive PPE.</p> <p>Prepare to engage essential functions plan and to suspend less critical functions.</p> <p>Monitor and report departmental absenteeism to</p> <p>Human Resources who will inform the CERMT.</p> <p>Anticipate directives dealing with social distancing and cancellations.</p>	<p>Essential personnel are encouraged to report to work.</p> <p>Implement essential functions plan and work from home plan.</p> <p>Report absenteeism to Human Resources.</p> <p>Implement Continuity of Operations Plan.</p> <p>Prepare to engage recovery plans.</p>	

FACILITIES MANAGEMENT				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
<p>Develop the Pandemic Response Plan with emphasis in the area of building maintenance and cleaning.</p> <p>Conduct assessment of needed housekeeping supplies.</p> <p>Conduct assessment of needed personal protective equipment (PPE).</p> <p>Identify campus facilities that would be available to students, faculty and/or staff at each level.</p> <p>Review facility, utility, and vehicular needs to support the college during a pandemic event. Develop a plan for post-pandemic recovery.</p>	<p>Identify essential buildings and their maintenance needs in an emergency.</p> <p>Identify essential personnel and inform them of their responsibilities at each level.</p> <p>Secure necessary housekeeping supplies and PPE.</p> <p>Establish facility decontamination procedures by cleaning staff.</p> <p>Coordinate w/ College Emergency Response Management Team to identify building capacities.</p>	<p>Emergency operations personnel receive appropriate PPE.</p> <p>Maintain communications with College Emergency Response Management Team.</p> <p>Review pandemic response plan.</p>	<p>Implement Pandemic Response Plan as indicated.</p> <p>Review pandemic response plan.</p> <p>Post signage on secured buildings in cooperation with campus police.</p> <p>Maintain 24-hour emergency staff in case of emergency facility needs.</p>	<p>Return to normal operating procedures.</p>

FINANCIAL AID				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
	<p>Staff is educated regarding infection transmission, prevention and proper use of PPE.</p> <p>Receive listing of essential back-ups and designated critical functions.</p>	<p>Essential personnel receive PPE.</p> <p>Activate support services should classes be cancelled.</p> <p>Communicate with students on a frequent basis. Primarily through the Pandemic webpage and email.</p> <p>Anticipate dealing with social distancing and cancellation of events and classes.</p>	<p>Essential staff is required to report for work.</p> <p>Open communication through internet, email, etc. with students.</p> <p>Prepare to implement recovery plans.</p>	

HUMAN RESOURCES/AFFIRMATIVE ACTION				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
<p>The Executive Director of Human Resources and Affirmative Action Officer is a member of the CERMT.</p> <p>Participate in developing the COORP regarding employee issues (leave policy, reassignments, furloughs, teleworking, essential personnel rosters, etc.).</p> <p>Advise CERMT on all Human Resources issues.</p> <p>Coordinate with TBR on leave issues.</p> <p>Inform Human Resource personnel on their roles at each level.</p> <p>Identify Employee Assistance (EAP) and other counseling services for faculty and staff.</p> <p>Identify less critical functions that could be curtailed or suspended at each level of operation.</p> <p>Prepare to send information to Walters State retirees and spouses.</p> <p>Identify functions that can be conducted from off-campus sites.</p>	<p>Educate Human Resources staff regarding infection transmission, infection prevention, and proper use of PPE.</p> <p>Recommend to the vice president for Business Affairs on leave, furlough, and reassignments.</p> <p>Inform faculty and staff on personnel issues.</p> <p>Review and confirm listing of essential Human Resource personnel with designated backups for critical functions.</p> <p>Confirm methodology to be used to monitor staff and faculty absences and provide backup functions for essential personnel who are absent from work.</p> <p>Notify departments to monitor travel destinations of faculty, staff, and students.</p> <p>Determine if medical clearance or XX day clearance is required from incoming personnel from affected areas (see SARS PPP-67).</p>	<p>Essential Human Resources personnel receive PPE.</p> <p>In conjunction with CERMT, review staffing status of EOC.</p> <p>Alert campus staff about potential conversion to essential personnel operations, review furlough plans and offer employee counseling services.</p> <p>Coordinate with TBR on leave policies in preparation for Level 4.</p> <p>Recommend payroll, furlough, and leave policies to the vice president for Business Affairs.</p> <p>Ensure information to staff and faculty is disseminated on payroll, furloughs and leaves.</p> <p>Depending on TBR decision on leaves and payroll, coordinate with departments to determine who will be working at Level 4.</p>	<p>Campus-wide essential functions plan is implemented.</p> <p>In conjunction with CERMT, review staffing status of EOC.</p> <p>Coordinate Employee Assistance Programs and other counseling services.</p> <p>Depending on TBR decision on leaves and payroll, coordinate with departments to determine who is working.</p> <p>Coordinate employee status with payroll.</p> <p>Coordinate with departments to obtain absenteeism data and determine/monitor employee health status and leave balances.</p> <p>Coordinate Human Resource staffing to maintain essential functions.</p> <p>Change contract dates for new staff and faculty as necessary.</p>	

HUMAN RESOURCES/AFFIRMATIVE ACTION				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
<p>Determine if policies need to be changed or adapted to allow those who work from home to claim expenses.</p> <p>Determine Human Resource staff communication requirements for employees who work from home.</p> <p>Determine worker's compensation issues to be resolved.</p> <p>Inform staff and faculty of Human Resource issues.</p> <p>Identify essential personnel PPE needs and stock necessary items.</p>	<p>Determine if medical certification forms (FMLA) need to be completed by employees returning to work after illness.</p> <p>Consider non-essential Human Resource actions to be suspended, e.g. training, audits, reorganizations.</p> <p>Analyze need for hiring freeze and suspension or delaying of hiring actions for non-essential personnel.</p>	<p>If furlough without pay is likely for Level 4, advise departments of staffing rotation methodologies so maximum number of employees can work enough in order to keep health insurance and other deductions paid.</p> <p>Monitor employee staffing and absenteeism and report to CERMT.</p> <p>Offer recommendations regarding employee assignments to maintain essential functions.</p> <p>Notify departments to monitor travel destinations of faculty, staff, and students.</p> <p>Prepare to change contract dates for new faculty and staff.</p> <p>Postpone or suspend non-essential hiring decisions and postpone advertisements for non-essential personnel.</p> <p>Suspend non-essential Human Resource functions.</p>	<p>Only conduct essential Human Resource functions.</p> <p>Conduct off-campus Human Resource functions as feasible.</p> <p>Prepare to implement recovery plan.</p>	

PURCHASING				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
Procure necessary services and equipment for two long distance phone lines in EOC.	Procure necessary services and equipment for two long distance phone lines in EOC.	Be prepared to establish long distance telephone lines upon order of the president. Coordinate with long distance phone provider for EOC service support upon activation.	Install and coordinate service support for the long-distance telephone lines.	

PURCHASING/BUSINESS AND FINANCE - DEPARTMENTS USING SUPPLIERS AND VENDORS

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
<p>Review plans for service or continuity of operations with interrupted or discontinued supplies.</p> <p>Review options for stockpiling and/or identifying alternative suppliers.</p> <p>Assess impact resulting from interrupted or discontinued supplies.</p> <p>Inform Pandemic CERMT of potential major impacts resulting from supply interruption or discontinuation.</p>	<p>Provide periodic updates to CERMT regarding availability of major supplies.</p> <p>Provide periodic impact assessments.</p> <p>Review plans for post-pandemic recovery.</p>	<p>Provide frequent updates to CERMT regarding supply lines and availability of critical supplies.</p> <p>Provide frequent impact assessments.</p>	<p>Provide periodic updates to CERMT regarding availability of major supplies.</p> <p>Provide periodic impact assessments.</p> <p>Implement post-pandemic recovery plans.</p>	

STUDENT AFFAIRS				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
<p>Maintain in conjunction with Student Affairs Division as a whole an up-to-date Emergency Preparedness Plan.</p> <p>Make sure all staff are fully aware of emergency plan responsibilities through meeting updates.</p> <p>Update copy of Emergency Preparedness Plan and forward revised copy, if necessary, to each counseling and testing center staff member.</p> <p>Conduct staff meeting to review Emergency Preparedness Plan and answer any questions or concerns.</p> <p>Assign staff specific emergency plan responsibilities.</p>	<p>Periodically receive updates from college nurse regarding new health developments.</p> <p>Continue to review the college preparedness plan with entire staff.</p> <p>Continue to assign staff members and backups responsibilities.</p> <p>Set up meeting with college nurse to determine incident level and the appropriate response efforts.</p> <p>Review response plan with staff and initiate preliminary response efforts.</p> <p>Coordinate with staff appropriate next step if current incident level worsens and begin preparations for worse case scenarios.</p>	<p>All admissions, registration and recruitment done on limited basis. Majority handled through electronic correspondence.</p> <p>Identify only essential staff and functions to be present on campus.</p> <p>No new appointments for counseling, test proctoring, or testing will be accepted until further notice.</p> <p>Preparations will be made to identify essential functions to be conducted in the case of complete suspension of classes.</p> <p>Re-establish contact with the college nurse to receive update on pandemic status and necessary course of action.</p>	<p>All staff will complete responsibilities while remaining at residence and all communications done electronically; all student issues handled electronically.</p> <p>Follow the lead of the academic plan regarding the need to continue services.</p> <p>Prepare to initiate recovery plans.</p> <p>Implement response plan as outlined.</p> <p>Review staff issues, based upon those impacted by response plan, with the office of Human Resources.</p> <p>Prepare to engage recovery plan.</p>	

STUDENT RECORDS				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
<p>Become familiar with pertinent components of the COORP.</p> <p>Draft continuity of operations and academic continuity plans that are consistent with operational levels of the college.</p> <p>Identify essential personnel/functions and less critical functions as previously described in the COORP.</p> <p>Identify functions that can be carried out from off-campus locations.</p> <p>Identify essential personnel PPE needs and stock necessary items.</p>	<p>Develop plans to educate department/section staff regarding infection transmission, infection prevention, and proper use of PPE.</p> <p>Listing of essential staff is reviewed and confirmed.</p> <p>Plans for off-campus work are confirmed.</p> <p>Review plans for business and academic continuity with staff.</p> <p>Review plans to post-pandemic recovery.</p>	<p>Essential personnel receive PPE.</p> <p>Department absenteeism is monitored and reported to Human Resources who will inform CERMT.</p> <p>Prepare to engage essential functions plan and to suspend less critical functions.</p> <p>Prepare to engage plans for business and academic continuity and update staff and students.</p> <p>Anticipate directives dealing with social distancing and cancellation of mass gatherings.</p>	<p>Essential personnel encouraged to report to work.</p> <p>Essential functions plan is implemented.</p> <p>Off-campus work function is implemented.</p> <p>Report absenteeism to Human Resource.</p> <p>Implement business and academic continuity plans.</p> <p>Prepare to engage recovery plans.</p>	

STUDENT SUPPORT SERVICES				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
All Hazard Planning	Elevated Risk	Hazard Imminent	Emergency Operations Period	Post-Hazard/Disease Recovery
	<p>Staff is educated regarding infection transmission, prevention and proper use of PPE.</p> <p>Receive listing of essential back-ups and designated critical functions.</p> <p>Inform student workers and tutors about events.</p> <p>Notify area service providers of the COORP plan for WSCC.</p>	<p>Essential personnel receive PPE.</p> <p>Activate support services should classes be cancelled.</p> <p>Communicate with students on a frequent basis, primarily through the Pandemic webpage, email and phone calls.</p> <p>Anticipate dealing with social distancing and cancellation of classes.</p> <p>Notify area service providers, tutors and student workers.</p> <p>Recruitment, tutoring and support plan information will continue by e-mail or telephone.</p>		

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