



DILLARD
UNIVERSITY

Division of Academic Affairs Academic Preparedness Plan

The Office of Academic Affairs will develop an Academic Emergency Preparedness Plan (AEPP). The following are the general responsibilities for evacuation and the timeline developed for the AEPP:

VICE PRESIDENT FOR ACADEMIC AFFAIRS

Prior to Evacuation

- Develops procedures for continuing instruction upon campus evacuation.
- Ensures that faculty, students and academic staff are provided information on the Academic Emergency Preparedness Plan (AEPP).
- Ensures faculty development in distance learning.
- Houses an Academic Divisional Facilities Closure Plan to be provided by each dean.

After Evacuation

- Communicates timely by providing information for the Dillard University Website.
- Provides information to the deans regarding the duration of the closure and the condition of the facilities.
- Ensures that scheduled course can be instructed through Blackboard or e-mail.
- Develops partnerships with other universities to augment instruction and to ensure faculty development.
- Develops necessary changes in academic policy and procedures prompted by the evacuation of the city.
- Develops a plan for resumption of instruction on campus.

DEAN

Prior to Evacuation

- Develops an Academic Divisional Closure Plan and files copy in the Vice President for Academic Affairs Office.
- Ensures faculty ability to teach at a distance.

After Evacuation

- Communicates with the Vice President for Academic Affairs regarding the status of the division.
- Communicates with department chairs regarding the duration of the closure, courses to be taught on line, additional student opportunities for instruction and faculty development.
- Facilitates faculty ability to teach at a distance.

- Regularly communicates with the chairs until resumption of instruction on campus.

CHAIR

Prior to Evacuation

- Follows the closure plan developed by the University and the divisional plan.
- Ensures that the faculty is trained to teach at a distance.

After Evacuation

- Communicates timely with the dean.
- Contacts departmental faculty.
- Provides information to the faculty regarding closure and building conditions.

FACULTY

Prior to Evacuation

- Collects e-mail, voice-mail and address information on each student in each course.
- Develops syllabi, which clear instructions for continuing learning at a distance.
- Exits with contact information on each student, laptop, syllabi and all course materials, and, to the degree possible, all research materials and equipment (where possible).
- Follows the closure plan developed by the division.

After Evacuation

- Communicates timely with the chair and with students regarding the status of courses.
- Follows syllabi.
- Via e-mail/voice-mail **and** Blackboard Learn, contacts each student regarding assignments and instruction.
- Reports student contact results to the chair.
- Continues to instruct by Blackboard.

TIMELINE

1 to 3 Days

- Students exit with laptop, textbooks, syllabi and course materials for each course.
- Students follow the emergency plan outlined in the syllabus.
- Faculty exit with laptop, textbooks, syllabi, course materials for each course and with student contact information.
- Faculty contact dean, chair and the DU Website in regard to returning to campus.

1 to 3 Weeks

- Academic Administrators (Vice President for Academic Affairs, deans, chairs and faculty) follow the “After Evacuation” procedures listed under the “Academic Administrators Responsibilities”.
- Students will register and continue to communicate through Blackboard with their professors and communicate with the faculty in each course in which they are enrolled.

- Faculty will provide instruction; receive assignments and grade coursework through the use of Blackboard.
- Students and faculty will consult the DU Website for information concerning updates in academic policy and procedures.
- Faculty contact dean, chair and the DU Website in regard to returning to campus.

3 Weeks +

- Academic administrators will continue their “After Evacuation” responsibilities.
- Faculty will continue to instruct via Blackboard and or e-mail.
- Students will continue to access the DU Website and to perform class assignments through Blackboard.
- Faculty contact dean, chair and the DU Website in regard to returning to campus.

IMPLEMENTATION:

The implementation of the AEPP second edition is dependent on continuous instruction from off-campus locations. The development of the Academic Calendar, the proposed basic and advanced Blackboard Training for Faculty are significant to successful implementation. Through piloting and assessment, the AEPP second edition can be realized.

- Academic Calendar 2015-2016

The 2015-2016 Academic Calendar is sixteen weeks beginning the fall semester, Monday August 24, 2015 and ending with final grades December 14, 2015. The spring semester begins Monday, January 11, 2016 and ends with final grades May 9, 2016.

Considering that the academic calendar is operated during seasons of natural disaster in this geographical area, all personnel and students must understand the importance of responsible action. Adherence to specific guidelines is imperative. To that end, every course syllabus will include the following statement, bolded and found at the bottom of the first page: **“In the event of disaster, the *New Dillard University Preparedness Plan* will take priority over the timeline in this syllabus. The summary of key points for the plan is available on the university website and by printed literature”**.

Dr. Rona Tyger spearheads the University’s technological training.

EMERGENCY EVACUATION CHECKLIST

STUDENTS

Non-Residential

- Check with local media regarding closure and evacuation
- You will be informed of make-up days if necessary – Academic Planning Group (visit University website for appropriate action)

Residential

- Determine where you will evacuate
- If you require evacuation assistance contact Campus Life for information
- Pack medicines, valuable, toiletry items and pillow
- Unplug all electronic devices. Move items away from windows and off of the floor
- Notify residential life staff of your destination and contact number(s)
- If instructed, you must evacuate. Failure to do so will result in disciplinary action up to and including expulsion.
- Check with local media for further instructions
- Check in with residential staff upon your return to receive further instructions
- Take photos and important paper if possible before you leave

FACULTY

- Once notified of closure, dismiss classes if necessary
- Move items from floor of your office
- Turn off/unplug all electronic devices
- Secure valuables and lock all doors
- Check with local media for further instructions

STAFF

- Once notified of closure turn off and unplug all electrical equipment
- Remove anything from the floor
- Dispose of trash and food items
- Clear items from desk and near windows
- Secure valuable and lock all doors
- Watch local media for further instructions