



## Volume 2 - APPENDIX 1 (ACADEMIC OPERATIONS) TO ANNEX E (PLANNED RESPONSE ACTIVITIES-UA OPERATIONAL SUPPORT)

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### OVERVIEW

For the purpose of this document only, 'Academic Operations' is defined as those services and units dedicated to the support of the academic mission of the University. These units are: The Office of the Provost, Office of Undergraduate Education, Honors College, University School, Admissions, Financial Aid, and Curriculum and Registration. The individual academic colleges will be included in other parts of this document.

### OBJECTIVES

The continued operation of the academic activities of the colleges is the primary mission of the above-included academic operational units. Key to that will be the timely decision of what is minimum access to campus for class attendance and the anticipated recovery windows. The time line for the establishment of these two planning data elements will depend on the threat levels being experienced but should be established first before other response can commence.

### PLAN ORGANIZATION

This plan is divided into the two distinctly different types of activities included in 'Academic Operations' (1) Student information systems, Admissions, Financial Aid and Office of the Registrar at Tab A and (2) Direct academic service, University School, University Learning Center, Honors College, and Extended University at Tab B.

The succeeding paragraphs identify this organization's procedures and requirements to cope with a major emergency.

### STAFFING REQUIREMENTS & NECESSARY SUPPLIES

The director of each unit will determine staffing requirements depending on the threat level. **The key ingredient for a successful disaster response will be access to electrical power. The units responsible for student information access will need to use real time and back-up information that more times than not is**

**unavailable in print form. The same holds true, to a lesser extent, for the academic support units named above.**

Identification of all equipment (photos, serial no., model no., price, etc) is an initial planning step that has been accomplished, with an annual inventory update standard operating procedure in the academic operations units.

### **CANCELLATION OF CLASSES**

The decision as to when, if and which classes are to be cancelled will be made by the President, upon consultation with the Provost. The duration of the closure will be dependent on the threat level. **The safety of students, staff and faculty will have paramount priority in this decision.**