

University of Nebraska-Lincoln H1N1 Department Checklist

UNL Emergency Website

<http://emergency.unl.edu>

Classroom Instruction

1. Have you identified backup plans for teaching classes in the event an instructor becomes ill and is unable to conduct class?
2. Have you identified a mechanism for the department/college to contact all students should a class session be cancelled?
3. For all classes that are taught, have you identified alternative ways for students to receive class information and lecture materials in the event they miss classes due to illness? (Blackboard can be a helpful instructional and communications tool for faculty and students.)

Other Academic Functions and Events

1. What is the plan for continuing critical departmental academic and research functions (e.g., animal care) in the event of a primary staff member's illness?
2. Should the need arise to cancel a department-scheduled event, how will you notify attendees?
3. If a ticketed event is canceled and not rescheduled, how will the department manage refunds?

Travel

1. Contact UNL's Office of International Affairs if traveling overseas for guidance regarding the latest H1N1 travel guidelines and alerts.
2. Visit <http://www.cdc.gov/travel> for more information on considerations for travel.
3. Provide information to employees and students overseas about what to do if they become sick.

Departmental Business Continuity Plan

1. Have you developed a departmental "chain of command" chart that can be used when the department chair and others are unexpectedly absent from campus? During absences of the department chair, is the proper individual notified that he/she is in charge?¹
2. Have you created a department call list that includes faculty/staff work, home and cell phone numbers and e-mail addresses?¹

3. Have you established a department calling tree and/or e-mail notification system to notify employees of specific information or whom to contact in the case of emergencies? Do you have the capability of implementing your departmental calling tree from home? ¹
4. Have you identified backup plans for managing academic, student support, and departmental business functions (e.g., handling student academic issues, answering the department's phone, processing payroll forms and timesheets, purchasing, etc.) when faculty/staff are out of the office for extended periods of time? Have the employees identified in the backup plan received appropriate training and do they have access to the appropriate system(s)?
5. Have you identified a plan for communicating with students, staff and others who contact the department with concerns regarding classes and H1N1?

Major Flu Outbreaks

1. If the flu begins to impact the campus, each department head/director will be e-mailed a two-question survey to complete twice a week. This survey will be a brief snapshot of the impact the flu is having on student class attendance and faculty/staff absenteeism. This survey will assist university officials who are monitoring any flu outbreak at UNL and the campus response.
2. Department heads/directors experiencing a major flu outbreak and/or challenges in departmental operations should notify their dean/supervisor immediately.

Contact Numbers:

Your Dean/Director	_____	
Academic Affairs	472-3751	
Research	472-3123	
IANR	472-2871	
Student Affairs	472-3755	
University Housing	472-3561	
Business Operations		
Facilities Management & Planning	472-1550	
Human Resources/Payroll	472-3101	
UNL Police	472-2222	

¹ UNL Police have created a Calling Tree Template. It can be accessed at the following website:

<http://emergency.unl.edu/doc/Department%20Plan%20v3.pdf>