

C&IS Unit Communication Plan

(EOP Attachment)

As instructed in the college's Emergency Operations Plan (EOP), in critical situations always contact emergency personal, UAPD at 205-348-5454 or 911 to inform them of your emergency.

The C&IS unit emergency coordinator for the college is, the building manager, Jim Oakley. **Jim or his alternate will remain in contact with the Dean's office as well as liaison with campus police.** Academic department heads or their assistant should contact the Dean's Office at 348-4787 for information specific to the college.

If you need to relay information to Mr. Oakley his office phone number is 348-8594 and in emergencies his cell is 205-361-3229 or Mr. Oakley's alternant, Greg Goldstein at 348-8621 cell 310-0158.

Faculty should review general emergency procedures, indicating the buildings storm shelter at the beginning of each semester. The complete EOP for the College of Communication will be posted at:

<http://cis.ua.edu/facultystaff.html>

and should be referred to annually, as well as posted in a commons area of each department.

Those faculty and staff in a administrative position of responsibility should make sure their contact information is up to date in the UA Alerts system on MyBama. To do this follow instructions found at:

http://prepare.ua.edu/?page_id=1938

In the instance where our building becomes inaccessible **faculty and staff should check their email for notification and updates via the college's email list.** Contact with your students should be maintained via elearning accounts or through MyBama generated email contact list. It may also be helpful for faculty to leave email contact information on their outgoing phone message.

The faculty should use technology, where possible, to enable students to continue their studies. Materials and online content, including links, digitized movie portions and audio files may be distributed via elearning. Think outside your realm of normality. If this becomes an extended situation, the viability of the University's operations may be dependent upon your ability to provide a service.