



## Department of Industrial Engineering

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### Continuity Plan for Emergencies (CoPE)

*Issued: September 3, 2009*

The curriculum of the Department of Industrial Engineering (INEG) at the University of Arkansas is nominally based on a 15-week semester basis, with allowances for accelerated 8-week courses offered during summer sessions. This provides approximately 45 contact hours per semester per course. Course learning objectives/outcomes are predicated on the availability of these contact hours.

The INEG Continuity Plan for Emergencies (CoPE) is predicated on a realistic approach to a significant disruption to a given semester schedule caused by natural and/or man-made events (e.g., weather-related (ice storms, tornado), health-related (pandemics), terror-related, etc.), based upon the following assumptions.

1. There are no wide power outages.
2. Faculty/instructor is not one of the people sick. If he/she is sick, then Department Head would attempt to find a backup instructor.
3. The OMGT program is part of INEG and will follow these guidelines as appropriate. The OMGT terms each last 8-weeks (not 15-weeks), most of the instruction is in the evening and administered through Blackboard. Thus, should school be cancelled instructors can still administer the course through Blackboard and form discussion groups during defined lecture periods. For the distance students, cancellation of classes (or live instruction) per se does not have an impact.

It is noted that this CoPE is intended for campus-wide events. Individual students, faculty, or instructors may encounter personal issues with health, family, or other concerns which result in the person being forced to miss significant class time. Such cases are administered on an individual basis in consultation with appropriate faculty/instructors and the Department Head; the guidelines set forth in this document will not necessarily apply.

#### **Cancellation of Classes**

The Department of Industrial Engineering will cancel 'live' on-campus class periods in strict accordance with the policies and instructions provided by the Provost's office of the University of Arkansas. In addition to University and College-based announcements, the Department of Industrial Engineering will post information on Departmental websites and in public spaces; issue mass e-mail announcements to industrial engineering students, staff, and faculty; and encourage individual instructors to communicate with their classes directly. These actions will be repeated when the Provost's office announces dates/times for classes to resume. Specific responsibilities for these actions are shown in Table 1.

**Table 1. Responsibilities Related to Cancellation of Classes**

Action	Responsible Party	Contact Information	
		Phone	e-mail
Announcements posted on Industrial Engineering websites	Tamara Ellenbecker	(479) 575-3157	<a href="mailto:tellenbe@uark.edu">tellenbe@uark.edu</a>
Global/listserv e-mail to students, faculty, and staff	Tamara Ellenbecker	(479) 575-3157	<a href="mailto:tellenbe@uark.edu">tellenbe@uark.edu</a>
Announcements posted in Industrial Engineering public spaces	Sandy Sehon	(479) 575-3156	<a href="mailto:sehon@uark.edu">sehon@uark.edu</a>
Course-specific e-mail notifications to students	(INEG faculty/instructors)		

**Continuity of Instruction**

The general policy of the Department of Industrial Engineering regarding ensuring classes may be completed in a timely fashion during a semester interrupted by an emergency event is presented in the sections which follow. It is noted that any given emergency event will present unique challenges which may require ‘customizing’ or refinement of these general guidelines. Policies pertaining to both lecture classes and laboratory sessions are presented.

*Lecture/Classroom Courses*

General policies related to classroom instruction (lecture sections) are provided in the lists which follow. Faculty and instructors are given the flexibility to adapt their individual course requirements within the general guidelines presented.

**Class Cancellations of One Week or Less (3 MWF periods; 2 TuTh periods)**

- No additional class meetings will be scheduled. Course content will be accelerated and/or reduced to accommodate the reduced contact hours.
- Faculty/Instructors may choose to require assignments, and/or provide instructional materials, electronically – using Blackboard, a course website, or other means of electronic communication.
- Faculty/Instructors may choose to require electronic “attendance” for class periods using appropriate means such as Blackboard or GoToMeeting®.

**Class Cancellations of One-to-Two Weeks (4-6 MWF periods; 3-4 TuTh periods)**

- Course content will be reduced as appropriate, but not to exceed thirteen (13) percent of the total content (two weeks of material from a 15 week semester). The faculty/instructor will identify specific course outcomes for reduction and communicate this information to the students and Department Head.
- Faculty/instructors may choose to provide course learning materials and/or assignments to students electronically – using Blackboard, a course website, or other means of electronic communication. For those specific course learning outcomes in which the learning materials are delivered electronically, the instructor will administer a homework assignment, quiz, or other instrument to assess the achievement of the outcome.

- Faculty/Instructors may choose to require electronic “attendance” for class periods using appropriate means such as Blackboard or GoToMeeting®.

### **Class Cancellations of Greater than Two Weeks ( >6 MWF periods; >4 TuTh periods)**

- Faculty/instructors will follow University guidelines regarding extension of the semester, i.e. elimination of Final Exams in lieu of additional instructional time, extension of the academic calendar, etc., and provide on-site instruction as appropriate.
- Course content *may* be reduced as appropriate, but not to exceed thirteen (13) percent of the total content (two weeks of material from a 15 week semester). The faculty/instructor will identify specific course outcomes for reduction and communicate this information to the students and Department Head.
- Faculty/instructors may choose to provide course learning materials and/or assignments to students electronically – using Blackboard, a course website, or other means of electronic communication. For those specific course learning outcomes in which the learning materials are delivered electronically, the instructor will administer a homework assignment, quiz, or other instrument to assess the achievement of the outcome.
- Faculty/Instructors may choose to require electronic “attendance” for class periods using appropriate means such as Blackboard or GoToMeeting®.

### *Laboratory Courses*

General policies related to laboratory instruction are provided in the lists which follow. Faculty and instructors are given the flexibility to adapt their individual course requirements within the general guidelines presented.

### **Class Cancellations of One Week or Less (1 lab period)**

- No additional laboratory meetings will be scheduled. Laboratory content will be accelerated and/or reduced to accommodate the reduced contact hours.
- Faculty/Instructors may choose to require laboratory-related assignments, and/or provide instructional materials, electronically – using Blackboard, a course website, or other means of electronic communication.

### **Class Cancellations of One-to-Two Weeks (2 lab periods)**

- Laboratory content will be reduced as appropriate, but not to exceed thirteen (13) percent of the total content (two weeks of material from a 15 week semester). The faculty/instructor will identify specific laboratory exercises and/or outcomes for reduction and communicate this information to the students and Department Head.
- Faculty/Instructors may choose to require laboratory-related assignments, and/or provide instructional materials, electronically – using Blackboard, a course website, or other means of electronic communication.
- With prior approval and coordination with the Provost’s office and the Department Head, the Faculty/instructor may require participation in a laboratory session scheduled during a weekday evening or a Saturday. Only one such laboratory session will be permitted per course. Industrial Engineering faculty/instructors must coordinate internally to address those students with multiple laboratory courses in a given

semester; in general, requiring an individual student to attend more than two (2) 'extra' laboratory sessions will be avoided.

- Faculty/instructors may choose to eliminate the Final Examination for the course and substitute a laboratory session during the same time period.
- Faculty/Instructors may choose to require electronic "attendance" for class periods using appropriate means such as Blackboard or GoToMeeting©.

### **Class Cancellations of Greater than Two Weeks (>2 laboratory periods)**

- Faculty/instructors will follow University guidelines regarding extension of the semester, i.e. elimination of Final Exams in lieu of additional instructional time, extension of the academic calendar, etc., and provide laboratory instruction as appropriate.
- Laboratory content will be reduced as appropriate, but not to exceed thirteen (13) percent of the total content (two weeks of material from a 15 week semester). The faculty/instructor will identify specific laboratory exercises and/or outcomes for reduction and communicate this information to the students and Department Head.
- Faculty/Instructors may choose to require laboratory-related assignments, and/or provide instructional materials, electronically – using Blackboard, a course website, or other means of electronic communication.
- With prior approval and coordination with the Provost's office and the Department Head, the Faculty/instructor may require participation in a laboratory session scheduled during a weekday evening or a Saturday. Only one such laboratory session will be permitted per course. Industrial Engineering faculty/instructors must coordinate internally to address those students with multiple laboratory courses in a given semester; in general, requiring an individual student to attend more than two (2) 'extra' laboratory sessions will be avoided.
- Faculty/instructors may choose to eliminate the Final Examination for the course and substitute a laboratory session during the same time period.
- Faculty/Instructors may choose to require electronic "attendance" for class periods using appropriate means such as Blackboard or GoToMeeting©.

## **Business Continuity**

### **1. Emergency planning team**

The following faculty and staff members will participate in the continuity plan for emergencies:

- Kim Needy, (479) 575-6029, [kneedy@uark.edu](mailto:kneedy@uark.edu)
- Scott Mason, (479) 575-5521, [mason@uark.edu](mailto:mason@uark.edu)
- C.S. Nam, (479) 575-2563, [cnam@uark.edu](mailto:cnam@uark.edu)
- Ed Pohl, (479) 575-6042, [epohl@uark.edu](mailto:epohl@uark.edu)
- Karen Standley, (479) 575-6029, [standle@uark.edu](mailto:standle@uark.edu)
- Matthew Sparks (479) 575-3547, [masparks@uark.edu](mailto:masparks@uark.edu) (certified First Responder/Emergency Medical Technician)

### **2. Plan to coordinate with others**

The Department of Industrial Engineering will collaborate and coordinate with the University of Arkansas, College of Engineering, and other office on our emergency plan.

### **3. Communication**

- 1) In the event of an emergency Department of Industrial Engineering will communicate with faculty, staff, and students in the following way:
  - (1) Email/listserv
  - (2) Blackboard
  - (3) INEG website
  - (4) Telephone
- 2) Consider placing “on hold” messages on the department’s telephone system and changing the information frequently. “On hold” messages are pre-recorded messages that play while someone is waiting for the phone to be answered
- 3) Provide regular briefings for staffs who interact with media, parents/guardians, the community, legislators, etc. Make sure staffs have access to the most up-to-date information regarding the flu and the institution’s flu response plan, including suspension of any classes and the cancellation of any events.
- 4) Establish a method for maintaining contact with students who are sick
- 5) Use template letters (or emails) for students, faculty, staff, and parents (<http://www.flu.gov/plan/school/letter.html>)
- 6) Use template announcements for faculty, staff, and parents (<http://www.flu.gov/plan/school/ifyouaresick.html>)

### **4. Employee Emergency Contact Information (already available)**

### **5. Laboratory and Office Hygiene**

When the University cancels classes and/or closes the campus due to an H1N1 flu outbreak, Facilities Management will be asked to perform additional sanitization of:

- 1) surfaces that people frequently touch with any disinfectant which is normally being used in the facility,
- 2) office equipments (e.g., telephones, desk areas, etc.), which are frequented by visitors or by students, should be cleaned with mops soaked with soap and water before the office closed and right after the office opens.

### **6. Annual review**

This continuity plan will be reviewed and updated periodically.