

Curriculum Services Team Disaster Management Checklist

Pre-Storm

- Have, file, and distribute to critical team members a copy of the UCompass Disaster Management Plan
- Have, file, and distribute to critical team members a copy of the iPort Disaster Management Plan
- Identify Critical Course Materials
- Have, file, and distribute to critical team members a copy of the Disaster Management Plans for Critical Course Materials
- Create a plan for creating alternate course materials if necessary

During Disaster

- CS Director contact CO by phone or text message.
- CS Director or designee calls into emergency line @ 10 AM and 5 PM each day
- CS Director or CO attempts to contact each manager
- Each manager attempts to contact team members
- Designate a leader to communicate procedures to team members
- Ensure 1 Learning Systems Manager Filled
- Ensure 2 Learning Systems Specialists Filled
- CS team identifies member to call in each day @ 9 AM and 4 PM to CS line
- Any non-critical members of the team have been assigned to other critical functions if necessary as determined by the Leadership Team/HR department
- All new and redevelopment activities cease until the disaster has ended
- Refer to UCompass Disaster Management Plan and take steps as necessary
- Refer to iPort Disaster Management Plan and take steps as necessary
- Refer to Critical Course Materials Disaster Management Plans and implement plan to replace critical materials as necessary