



Continuity *for Faculty*

The goal of continuity planning is to reduce or eliminate the impact of a disruption. **What is a disruption?** A disruption is any event that inhibits the normal operations of the university. Some examples of disruptions include the COVID-19 pandemic and the February 2021 Winter Storm. Disruptions may occur on a smaller scale as well, such as a localized flood, construction, equipment malfunction, or a flu outbreak amongst your team. **Continuity planning can help reduce or eliminate the impacts of these disruptions and ensure you are prepared for any scenario you may encounter.**

This checklist provides a series of actions you can take now (as a faculty member) to help ensure continuity of instruction, regardless of the incident.

- Update your contact information at my.unt.edu to ensure you will receive Eagle Alert notifications.
- Include information in your syllabus about evacuation, sheltering, emergency notifications, and how to contact you in the event of a system outage. You can use the template available at emergency.unt.edu.
- Be prepared to upload course materials into Canvas for continuity of instruction during an emergency closure. Consider contingencies in case Canvas is temporarily unavailable.
- Ensure all critical contact information you may need during an emergency or a campus closure are saved to your phone. Keep a printed copy of this information as well.
- Keep both a hardcopy and digital copy of your class roster, including students' names and contact information. Ensure this information is kept secure.
- Make sure all your work is backed-up on a secure, cloud-based system, in case of a computer crash. Make sure documents you may need during an Internet outage would still be accessible.
- Keep your phone, laptop, and other devices charged so you have ability to use them during an outage.
- Brief your students on the first day of class where the nearest shelters, exits, evacuation assembly areas, AEDs, and other emergency equipment for your classroom are. You can locate this on emergency.unt.edu.