



## Emergency Business Operations Plan

### 1. Process for decisions regarding closure of the school.

The Emergency Response Team (ERT) is a group of MSM officials with responsibilities involving the Preparation and Response Phases of emergency management at MSM. The ERT is a key factor in formulating and leading the campus response to an emergency.

- President and Dean
- Chief Financial Officer and Senior Vice President of Operations
- Director of Public Safety and Emergency Preparedness/Chief of Police
- Sr. Associate Dean for Student Affairs
- Sr. Associate Dean for Clinical Affairs/Chief Medical Officer
- Executive Vice Dean for Research and Academic Administration.
- Director, Facilities Management
- Chief Information Officer
- Chief Marketing Officer
- General Counsel, Corporate Secretary
- Chief Human Resources Officer

A decision will be made and communicated to Campus as follows:

**It will be distributed through Campus Shield (formerly 911 Shield), email as well as information posted on [www.msm.edu](http://www.msm.edu).** New MSM Employees that were expected to begin work on a closed campus will be notified by Human Resources of the situation and kept up to date as needed.

### 2. Can supervisors allow employees to work remotely from home?

In the event there is an interruption of normal business work hours that warrant a closure due to emergency conditions, natural disasters, inclement weather or other catastrophic events, employees will be compensated for the time the Institution is not in operation. To maintain work productivity, employees are required to work with their immediate supervisor to determine key deliverables and other work responsibilities that can be accomplished while away from the office during normal work hours. This expectation applies to both non-exempt and exempt employees.

Options to connect to the network are:

- MSM Connect
- VPN
- Zoom



### **3. Who are Essential Personnel?**

- Public Safety
- The CLAR Team
- Facilities Team Members
- Leadership Team Members identified by the Emergency Response Team

### **4. Where can essential personnel employees get information to help prepare if they are required to work on campus?**

Essential service personnel should contact Public Safety for any requirements or needs (e.g. personal hygiene kits, appropriate clothing) to return to Campus. Upon arrival essential personnel must check-in at Public Safety. Only essential services/personnel should be on campus.

### **5. What about Clinical Personnel?**

Clinical personnel must follow the Health Facility guidelines (i.e. MHC, Grady Health System, Crestview). If MHC outpatient clinics are closed, students on a clinic rotation should follow the direction of the course director. If they are on a Grady or other Hospital rotation and the Hospital is open, they should remain or report to service.

### **6. What if I am hosting an event on Campus should I cancel?**

Events will follow the Campus decisions on closure of the school.

### **7. What if I need to return to Campus while the School is closed?**

Once the school has announced it is officially closed, other than essential personnel, no one will be allowed on Campus.

### **8. How will we be notified when the Campus re-opens?**

Faculty, Staff, and Students will be notified via Campus Shield (formerly 911 Shield), email as well as information posted on [www.msm.edu](http://www.msm.edu).

### **9. Will there be any interruptions to business continuity?**

Key services (i.e. Information Technology, Financial Operations Human Resources, Marketing and Communications), will continue operations remotely to ensure critical functions and services are provided to the MSM Community.

### **10. What can I do to be best prepared for an MSM Closure/Emergency?**

All MSM employees and students are strongly encouraged to download the Campus Shield App (free mobile safety application). It can be found in the [Google Play](#) or [Apple iTunes app store](#).

