

June 2024

## **College of Education (CED) Business Continuity Master Plan**

It is the policy of Michigan State University (MSU) to remain open at all times. However, emergencies may arise due to weather, natural disaster, major utility failure, health or environmental crisis, or other unforeseen circumstances that force the university to temporarily modify operations/services and suspend non-essential operations. *The CED Business Continuity Plan is intended to clarify who should work critical services and infrastructure functions during this time.*

In the event that MSU declares a state of modified or curtailed operations, then the CED will move to modified operations. Functions determined as essential will continue; critical employees with essential functions must continue to be available for work remotely or in-person, depending on the circumstance, and can travel safely. Only critical employees with essential functions as designated by their supervisor should be in the buildings, if determined necessary.

Essential functions/services are those required to maintain the safety and welfare of university students, faculty, staff, visitors, key activities, and the integrity of the university infrastructure.

Critical functions/services include those necessary to:

- Protect life and safety;
- Assure campus security;
- Maintain key human and/or animal health services;
- Preserve research projects and/or infrastructure; and
- Maintain business, finance, and/or physical infrastructure necessary to operations and services during an emergency or to prompt restoration of normal operations and services.

The following employees are deemed essential in performing critical services for the College of Education:

- Associate Dean for Academic and Student Affairs
- Associate Dean for Research
- Associate Dean for International Studies
- Chairpersons
- Chief of Staff
- Dean
- Senior Director of Communications

Supervisors may also designate additional employees as critical due to the essential needs of the unit; for example, the need to complete a specific project or address other important matters. Designations may be made before, at the start of, or during modified operations.

The Dean's Office will inform CED employees of the state of the university and the designated work modality. This notification process will commence as follows:

June 2024

1. Upon learning of a state of modified or curtailed operations, the Dean of Education or their designee will contact department/unit leaders via email, phone, and/or Microsoft Teams to inform them of the state of the University and the requirements of their role during this state of operations.
2. In conjunction with the University Communications Office and CED Dean, the Senior Director of Communication will prepare proper notification for communicating with the college. The Dean or their designee will notify all employees of the state of modified or curtailed operations via email to ([ED-FAC-STAFF@list.msu.edu](mailto:ED-FAC-STAFF@list.msu.edu)) and the message will be posted on the college website. All faculty and staff should monitor email.
3. Essential employees should defer to this information from the Dean of Education and/or Senior Director of Communications BEFORE communicating instructions to their respective units.
  - NOTE:
    - If there are questions or concerns about operations due to services provided to the public, program directors must discuss them with unit or department leaders and the Dean's Office for clarification.
    - Supervisors with student workers are expected to communicate with student workers about modified operations.
4. Faculty should communicate with students regarding their plans for rescheduling class sessions, deadlines etc.
5. Units will be responsible for ensuring the main department/unit phone has an appropriate message by altering the voicemail to indicate the status of operations. Each unit will identify a representative to monitor the main department/unit email address (if applicable) and respond appropriately to incoming emails.
6. For Support Staff compensation and time instructions during modified operations please refer to the MSU [Modified Operations Policy & Procedure \(msu.edu\)](#).

**College Of Education**

**Business Continuity Plan**

**Academic Years Covered: 2023-2024**

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**Chief of Staff**

**Operations and Finance**