

Mental Health Law and Policy

EMERGENCY COMMUNICATION PLAN

In the event that circumstances require the closing of the University due to an emergency, the following protocols and contact information are made available for faculty and staff within the Department of Mental Health Law and Policy.

Notice of all University closing will be distributed through the USF Emergency Notification System. All students and faculty are also encouraged to enroll in the Emergency Notification System in order to receive notices directly to their cell phones. To enroll, go to <http://usfweb2.usf.edu/MoBullPlus/>. Notices will also be posted at www.usf.edu. The phone number for emergency information is 1-800-992-4231. General campus safety procedures are found at: <http://usfweb3.usf.edu/absolutenm/templates/?a=813&z=51>.

Further communications will be made by the Chair or his/her designee by telephone, or by email, to all faculty and staff if specific information or direction for Department personnel is required. Students will be notified by the Blackboard communication system.

All faculty must inform the Chair or Associate Chair of any potential absences due to illness as early as possible. If necessary, the Chair may assign another faculty member to assist in the absence of the primary instructor. Contact information is as follows:

Dr. Roger Peters, Chair
peters@fmhi.usf.edu
813-974-9299

Dr. Roger Boothroyd, Associate Chair
boothroyd@fmhi.usf.edu
813-974-1915

In the event that University email and telephone services are not available, the Chair will initiate notification of faculty by home phone or cell phone. A database with home and cell contacts is available to the Chair and Associate Chair. Likewise, supervisors of all staff other than faculty will be contacted by their immediate supervisor. Each supervisor shall maintain emergency contact information for their staff.

Students can use the USF email and phone systems to contact instructors. Instructor contact information is available on Blackboard and in each course syllabus.

An inventory of courses with class delivery plan will be available from the Chair, Associate Chair, or Dean's Office. This inventory includes plans for course delivery if face-to-face classes can not be held. Each instructor completed his/her plan and submitted it to the Chair. The MHLA Academic Ad Hoc Advisory Council reviewed and made recommendations to faculty members on how the academic process could be enhanced should a closure be necessary.

This Emergency Communication Plan and the Course Planning Spreadsheet has been distributed to faculty and staff. The Emergency Communication Plan has been posted on the Department website.