

**MEMORANDUM**

Office of the Provost

**C. L. Max Nikias**  
Executive Vice President  
and Provost

Malcolm R. Currie Chair  
in Technology and  
the Humanities

**To:** Faculty Colleagues

**From:** C.L. Max Nikias, Provost  
Alexander M. Capron, Academic Senate President

**Date:** September 1, 2009

**Subject:** Maintaining Your Classes in an Emergency

We are writing you to reiterate some important advice to help you continue your work with your students in case normal USC classes are disrupted by some emergency-- whether it is fire, earthquake, flu pandemic, or some other crisis. The Academic Senate and the provost's office have worked with Todd Dickey and other university representatives on a wide range of preparations.

Here are the eight key points in the plan to help you in fulfilling our duty to our students in an emergency:

- 1) In case of emergency, information will be available at our web site <http://emergency.usc.edu/> and also at 213-740-9233.
- (2) We will do our utmost to maintain teaching. The president of the university will announce any needed suspension of normal classes.
- (3) If some buildings have to be closed, we will announce substitute places to meet your students.
- (4) If travel to campus is difficult, we will announce an electronic way for you to teach your students in their residence halls or homes, using a combination of Blackboard, conference calls and other technology.
- (5) Please make sure now that all your classes are activated in Blackboard, with your name as instructor of record, and with the class syllabus. Whether or not you use Blackboard regularly, these preparations will be crucial in an emergency.
- (6) If you are not familiar with Blackboard, please take at least the basic course periodically announced by ITS's group on technology enhanced teaching, so that you will be ready in case of need.
- (7) To make possible personal communication with you about your classes, we ask that you check now on eTrac to make sure that your preferred e-mail address is correct in the screen called "Work Information Update." If you have an alternative e-mail address please add it on the screen called "Personal Information Update" under "Home E-mail." eTrac is <https://ais-ss.usc.edu/index-ssl.html>
- (8) Please also sign up now for *Trojans Alert* at <https://trojansalert.usc.edu>

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Other preparations are being made regarding research labs, clinical services, student housing, and other vital university activities.

If you have suggestions or questions, please contact your Academic Senate representative, or Bill Regensburger, Director of Emergency Planning, at [Regensbu@usc.edu](mailto:Regensbu@usc.edu)

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