

ANNEX B (ACADEMICS)

1. Situation:

a. General. This annex describes the plan for the conduct of the Office of the Provost and subordinate departments and activities in the event of a pandemic influenza.

b. Policy: The Provost intends to continue the academic program to the greatest extent possible should a pandemic influenza occur. If the College suspends normal operations and classes cannot be held, the academic program will be suspended until it is possible to resume classes.

c. Resources: Faculty members and academic support and special programs personnel, along with THE CITADEL IT resources, will be required in order to provide continued academic operations.

d. Assumptions:

1) Should an influenza pandemic develop our response will be driven by the virulence of the flu strain as it develops and the resulting mortality rate caused by the virus. The mortality rate may be low and the number of illnesses manageable allowing classes to continue as normal. If the mortality rate is high or if a large number of cadets become ill, the College may suspend normal operations and cadets will be sent home.

2) THE CITADEL IT services will continue and e-mail communications will continue to be available. Many faculty and staff members and cadets will continue to have access to computers with internet capability even if they are not physically located at THE CITADEL. However, some faculty, staff and cadets do not have access to the internet from their homes and even more do not have access to broadband internet capability which would be necessary for high quality e-learning.

2. Mission: The Provost's mission is to conduct the College's academic program in the event of a pandemic influenza. Should the pandemic occur, this plan will be executed and the academic program will continue to the greatest extent possible. However, it is possible that the severity of the pandemic will lead the College to suspend operations and cadets will be sent home. In that case, academic operations will be suspended until cadets return to Campus and the semester will be extended as necessary to complete academic requirements. Consideration has been given to continuing academic operations using e-learning or other alternative means.

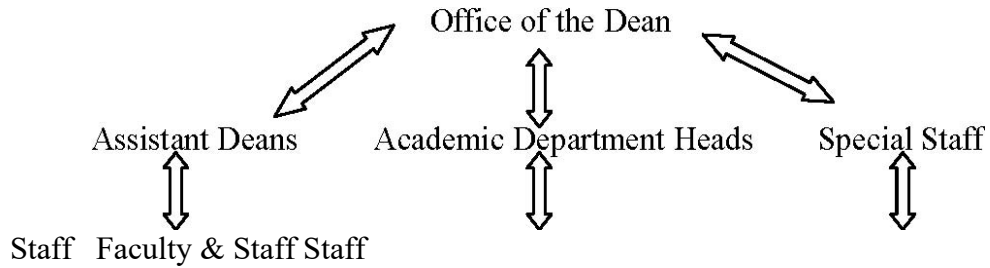
3. Execution:

Level 1: Pre-Illness

A. Continue normal academic operations.

B. Test chain-of-command communications

1) The Office of the Provost transmits information via e-mail to associate/assistant deans, academic department heads, special staff members and others as necessary. 2) Associate/assistant deans, department heads and special staff members communicate with their personnel by e-mail and/or telephone as necessary and report back to the Office of the Provost as required. 3) The flow of communications is depicted below:



4) This communications plan will be used to communicate information regarding illness and any other information necessary to continue academic operations or related to the suspension or resumption of academic operations

Level 2: Pandemic Flu Identified in the State of South Carolina

- A. Continue normal academic operations with the exception that all off-Campus activities, such as field trips, will be cancelled. Cadets will be restricted to Campus and the Campus will be closed to the general public.
- B. Academic department heads and directors of special academic programs report faculty and staff absences to the Office of the Provost.
- C. Provost monitor faculty and staff absences and coordinate with department heads to ensure departments are able to continue operations in the event of faculty absences.

Level 3: Pandemic Flu at THE CITADEL

Mortality rate >1% moves the THE CITADEL response to Level 4. Mortality rate of <1% will cause the following initial actions:

- A. Continue normal academic operations.
- B. Continue to report and monitor faculty and staff absences, ensuring substitute faculty are available to fill in for faculty who become ill.
- C. Office of the Provost will provide information to HR regarding status of personnel.

Level 4: THE CITADEL Infirmary Capacity Exceeded or Virulence of Flu Strain Produces >1% Mortality Rate

- A. Cadets will be sent home, in which case the academic program will be suspended until cadets are able to return to Campus.
- B. Office of the Provost will continue to provide personnel status reports to HR.
- C. All other Provost activities will continue with personnel working from their office or home as feasible.

Level 5: Campus Illness

- A. Cadets return to Campus and the academic program is resumed. The semester will be extended as necessary to complete academic course requirements.
- B. A liberal policy for course work make-up will be implemented to allow cadets whose return to Campus may be delayed due to illness to make up course work beyond the end of the extended semester.

Non-traditional Students/Studies

In the event of an influenza pandemic anywhere in the world, THE CITADEL International Programs will follow the following procedures:

Study Abroad Cadets

THE CITADEL cadets will not be approved for study abroad during upcoming semesters until the pandemic is over or until an acceptable vaccine is available for the influenza or unless the influenza is determined to be non-lethal.

THE CITADEL cadets who may be studying abroad when an influenza outbreak occurs Programs will be contacted immediately and advised of the situation. The Director of International Programs will review guidance from the U.S. Department of State, U.S. Public Health Service, Centers for Disease Control, and other governmental agencies to determine whether it would be safer for cadets to remain abroad or to return to the United States. Information gathered will be communicated to cadets, who will be advised to consult their parents to decide if they will remain abroad or return to the U.S.

International Cadets

International cadets at THE CITADEL, whether four-year cadets or military exchange cadets, will be treated the same as other THE CITADEL cadets in accordance with the OPLAN. In the event of an influenza pandemic that results in THE CITADEL cadets being sent home, it is quite possible that international cadets may not be able to return to their home countries because of travel restrictions or quarantines. In that case these cadets will remain at THE CITADEL with other THE CITADEL cadets who are not able to travel. Accommodations, meals and other support services will be provided as described in other portions of the plan.