

**TO:** All Faculty, West Lafayette Campus  
**FROM:** Sally Mason, Provost  
**DATE:** January 23, 2007  
**RE:** Best Practices in Case of Campus Emergency

As part of the planning process for handling a possible campus health emergency, the Academic and Research Sub-committee of the Pandemic Preparedness committee has developed a best practices document to provide faculty and teaching assistants with information and advice that would be helpful in the event of a campus emergency.

This document is found at <http://www.itap.purdue.edu/tlt/faculty>. In it you will find suggestions of things to consider as you plan work for each course you teach.

We strongly recommend that an advisory paragraph be included in your course syllabus materials which indicates that a campus emergency *could* result in some unplanned changes in your course. You will find a sample advisory paragraph in the best practices document posted on the website. We encourage you to use this paragraph or something similar to it in course syllabi in the future.

To date, our only campus emergencies have consisted of short closures for snow emergencies. Although we hope it never happens, it is not hard to imagine scenarios that might necessitate a longer suspension of classes, or even a full emergency closure of the campus. Should that happen, you might find it necessary to make significant adjustments to your course.

The purpose of the syllabus paragraph is to advise students that changes may be necessitated and to lead them to a source of information about those changes. An added benefit is that any grade appeals which may result, if we were to have an extended campus emergency, are likely to be reduced in number because students will have had prior notification that changes might be necessary in the event of a campus emergency.

We appreciate your assistance in this.