

MEMORANDUM

TO: Deans, Directors, Department Heads

CC: Campus Budget Managers, Department Payroll Administrators, Department Grant Administrators

FROM: Andre Le Duc, Director, UO Emergency Management Program
Linda King, Associate Vice President, Human Resources
Kelly Wolf, Director Business Affairs and Controller

SUBJECT: H1N1 Influenza Pandemic: Continuity of Operations Planning

Is your department or unit prepared for a more severe second wave of pandemic influenza? Public health experts tell us that pandemic H1N1 influenza may result in high levels of employee absenteeism this fall and winter with some predicting absentee rates of up to 40%. If this proves to be the case, university department/unit heads may find it difficult to maintain normal operations with many employees out due to illness.

To anticipate this need, we are offering information sessions on planning for an H1N1 pandemic. “Continuity of operations planning” is a method for identifying critical department or unit functions and developing workable strategies for maintaining those functions during an emergency situation.

Representatives from Human Resources, Business Affairs Office and the UO Emergency Management Program have joined together to offer information sessions to assist department and unit administrators and managers in preparing for the pandemic by taking steps now to identify, protect, and maintain critical functions and operations.

We ask that a representative be designated from each college, department or unit to attend one of the sessions listed below and to assume responsibility for preparing the department/unit plan.

What: Continuing Critical Department Operations during the H1N1 Influenza Pandemic

When & Where:

September 17th, 1:00 – 2:00pm, Walnut Room, EMU
September 18th, 1:00 – 2:00pm, Walnut Room, EMU
September 21st, 2:00 – 3:00pm, Pacific Hall, Room 30

Registration: All sessions are identical. Pick the session that works best and contact Jake Vasey at 6-0686 or jvasey@uoregon.edu to register.

Who should attend: Department administrators and staff responsible for continuing operations during an emergency.