

Disaster Recovery/Instructional Continuity Plan Listserv instructions

- Academic Affairs will communicate with faculty, staff, and students regarding any disaster that disrupts normal operations of the instructional process. General guidelines about closures, access to facilities, and expectations for faculty, staff and students will be communicated using the [UH Alert System](#).
- Communication between faculty and students regarding instructional activities may be facilitated by course/section Listserv or through the use of Canvas.
- Faculty are encouraged to include information concerning which method of Disaster Recovery (Listserv or Canvas) will be used in their course syllabus.
- UH has a monitored Disaster Recovery Listserv which is updated continually for both faculty and students. As students are added and dropped from a class, their names are added and dropped from the listserv list. Automatic subscription for students is done through their UH email address only.
- The Disaster Recovery Listserv is for communication, sending announcements, and other classroom management issues that may arise from a disaster that impacts normal Business/Academic operations.
- In the event of a class disruption, communication to students may be sent from the instructors UH email address using the following format as an example:

Accounting 1331 section 1234 = acct1331-12345@listserv.uh.edu

Biology 1300 section 12345 = biol1300-12345@listserv.uh.edu

- More than one section will have a separate email address for each section.