**Appendix 1. Emory School of Nursing Incident Action Plan**

**Overarching Goal:** To protect our students and personnel from coronavirus (COVID-19), while ensuring academic, research, and business continuity.

**Emory Nursing Objectives:**

* Maintain health and safety of students, faculty, and staff—all are equally important.
* Maintain safety of patients who are interacting with faculty and students in a clinical environment.
* Teach courses, conduct research, and support students remotely.
* Support prospective students to ensure they enroll at Emory in coming semesters.
* Provide effective communications to current students, prospective students, parents, faculty, staff, and alumni.

**Emory Nursing Strategies and Tactics**

1. Activate remote teams of faculty and staff who can deliver effective remote teaching.
2. Secure portals of entry into Emory Nursing to ensure the health and safety of the Nursing community.
   1. Close building to all non-essential activities to promote social distancing as recommended per the Centers for Disease Control and Prevention.
   2. Notify all faculty, staff, and students of new remote operational structure and contact information for conducting business.
   3. Encourage faculty, staff, and students to self-assess symptoms and report issues through appropriate channels.
3. Resources Assigned
   1. Faculty and staff who are critical to teaching and research mission
   2. Additional personnel for remote teaching assistance
   3. Personnel pool staff available to supplement above assignments
4. Emory Nursing Incident Updates: Information to relevant Emory Nursing operations
5. Number of courses held online without issues over the past 24 hours
6. Number of research projects that are progressing without issues
7. Number of current students reporting issues/concerns
8. Number of admitted students reporting issues/concerns
9. Number of faculty and staff reporting issues/concerns
10. Number of clinical rotations changing over the past 24 hours
11. Number of faculty, staff, and students who are involved in volunteer efforts
12. Number of staff redeployed to support remote teaching
13. Number of research staff redeployed to do other work due to impact on research activities
14. % Faculty deployed in clinical setting to support COVID-19 efforts
15. % Research projects working remote / % Suspended / % Closed

5. Section Updates: Incident Command Center (Daily Huddles)

* 1. Operations: Particular emphasis on staffing (Daily Huddles)
  2. Logistics: including emphasis on where and how to obtain support with building, technology, staff, etc. (Daily Huddles)
  3. Administration/Finance (Daily Huddles)
  4. Planning: Emphasis in turning in functional area by pre-designated times
  5. Safety Message: Coordinated with the Emory Nursing coalition and jurisdictional authorities to ensure a uniform message personnel in jurisdiction
  6. Communications:

1. Internal: Contact method for emergent messages and routine functional area updates.
2. External: Communicate regularly with students and their parents.
3. Event projections: Share details as they become available