



**DISTANCE
@ FSU**

**OFFICE OF
DISTANCE
LEARNING**

**This message to all faculty and staff has been approved
by Dr. Jim Clark, Provost and Executive Vice President for Academic Affairs.**


Preparing Your Class for a Weather Emergency

As the university continues to monitor the potential path of Hurricane Ian, now is a good time to review the emergency preparedness of your class. We recommend the following steps to help you and your students stay connected and navigate a potential weather emergency:

1. Import the [FSU Emergency Module](#) in your Canvas course site and conduct a pre-emergency survey. In the event communication with students is limited during an emergency, you will have alternate methods of contact already in place.
2. **If you teach an online course**, keep in mind that distance students may be affected even when physical FSU campuses are not. Students residing in affected areas may lose access to power, water, cell phone service, and reliable internet, influencing their ability to participate in their course. In extreme cases, they may evacuate homes without textbooks or course materials.
3. Include [emergency preparedness in your course design](#) with a ready-to-publish, asynchronous course module that helps students avoid lost class time in the event of a prolonged (more than 3-day) university closure.
4. Ensure you're familiar with [resources for course recovery](#) after the emergency so you and your students are prepared to make up lost class time if needed.
5. Make sure you and your students know how to access campus updates in the event an emergency disrupts operations or services. We strongly advise subscribing to [FSU Alert text messages](#), downloading the [SeminoleSAFE mobile app](#), as well as saving [850-644-INFO](#) on your phone so you can access FSU status updates in the event internet connectivity is disrupted.

If you have a student experiencing emotional distress or other hardship related to an emergency event, FSU's [Case Management Services](#) team is available to help. The Office of Distance Learning is also available if you need assistance with Canvas, such as adjusting due dates.

Questions? Visit the [Office of Distance Learning](#) on the web, sign up for our [newsletter](#), call [850-644-8004](#) Monday-Friday 8am-5pm, or [submit a ticket](#) to ODL Technical Support.



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