Step 1. Work with your team

Get a coffee and talk to your co-teachers about what you might do if the other person became ill and suddenly couldn’t teach. Discuss the challenges and come up with some basic solutions (e.g., would your graduate student need to step in?). If you teach solo, talk to other academics around you and ask them what they would do.

Step 2. Learn a new tool

We know you are busy, but I bet there is some new tool that you’ve been meaning to try out that may make teaching and research a little bit easier. Stretch your digital capabilities. The more you try new things, the more confident you will be if there is an event that requires you to work outside of your current comfort zone.

Step 3. Store and share your educational materials

Back-up all of your teaching files onto the cloud. Get some advice from a data management specialist on creating a robust filing system that is sustainable and that YOU can use easily. Share your files with a trusted colleague and show them how it works.

Step 4. Build a student community in your courses

Try and incorporate a simple communication tool/channel into your teaching. The most common means are through Discussion Boards, Facebook groups, or Weekly emails. Whichever works best for you. Make sure that the channel is open (i.e., goes both ways). Students want to feel like they can ask questions. Get teaching support to build and maintain your communication channels.

Step 5. Think about your needs

Check in with yourself about what you would need following a major disruption. Food, fuel, water, shelter, and other important amenities need to be considered first. Follow the advice from New Zealand’s civil defence website on planning an emergency kit and fixing any major vulnerabilities in your home.