

# Catastrophic Events and Continuity of Operations Policy

## Policy Statement

Crisis and emergency management preparation is an essential function for Brevard College. BC will mitigate the impact of crisis situations and operational disruptions on its campus community through implementing policies and procedures that provide for continuity of operations in cases of a catastrophic event. In doing so, BC's goal is provide guidance for a safe and efficient response to disruptive events that impact BC's faculty, staff, and students.

BC maintains and adheres to specific policies and procedures regarding crisis situations, catastrophic events and program discontinuances in order to minimize the length of time that students' educational activities are disrupted and, when applicable, minimize the length of time that students, faculty, and staff are displaced.

## Operational Systems

BC leverages highly available educational technologies such as its Learning Management System (Canvas) and the Google Workspace collaboration platform, which are hosted in the "cloud", to minimize the likelihood of noticeable service interruption. Further, the Information Technology "Acceptable Use" policy and data management practices ensure that systems are protected from vulnerabilities, adequately secured, and backed up to prevent record destruction and/or data loss.

## Policies Ensuring Continuity of Operations & Emergency/Crisis Response

The following BC policies and procedures are also intended to help mitigate the impact of emergency events on College operations:

- [Record Retention and Destruction Policy](#): provides guidance for ensuring the integrity, confidentiality, and security of all documents and records created, received, or maintained in the course of academic activity.
- Refund Policies ("Withdrawal Refund Policy" of the latest [BC Catalog](#); "Voluntary Withdrawal from the College" and "General Housing Terms" sections of the latest [Student Handbook](#)): provide guidance for ensuring that financial refunds are processed timely and consistently and in accordance with BC policy. In the event that a catastrophic event occurs, BC maintains the authority to assess institutional circumstances and the appropriateness of financial refunds under the circumstances, based on individual student circumstances and needs.

- [Emergency Response Plan](#): provides detailed emergency instructions for BC faculty, staff, students, and visitors to ensure safety and protection of property during fire, severe weather, loss of utilities, and other emergencies.
- [Crisis Communication Plan](#): outlines communications procedures during a crisis, including communications with the BC community, media, and public, to support efforts to provide for the safety and wellbeing of students, faculty and staff.

## Program Discontinuances

In the unlikely event that BC cannot deliver the instruction for which students have enrolled, the College commits to one or more of the following courses of action, depending on each individual student's needs:

- Providing a reasonable alternative for delivering instruction and/or services for which students have paid,
- Providing reasonable financial refund for the education students did not receive, or
- Providing assistance for transferring earned credits to other institutions

BC students will be notified by college administrators, and additionally counseled, as needed, about their options. In accordance with institutional accreditation requirements, any teach-out plan necessitated by an event implicating this policy will be submitted to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) prior to its implementation. Additionally, in the event of discontinuance of BC's operations, BC will contract with a third party servicer to protect certain or all records falling under the Record Retention and Destruction Policy, to the extent required to comply with all applicable law(s).