

Edgecombe Community College

Catastrophic Events Plan

Plan

Edgecombe Community College (ECC) has policies, procedures, and plans in place to address institutional operations in the event of emergencies or catastrophic events.

Purpose

To provide guidance for a safe and efficient response to disruptive events that impact ECC students.

Details

Catastrophic Events and Continuity of Operations

ECC 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 are displaced.

Continuity of Operations

Operational Systems

The College leverages highly available educational technologies such as Moodle Learning Management System (LMS) and the collaboration platforms Google Meet, Zoom, and Moodle Collaborate, all of which are cloud based to minimize the likelihood of noticeable service interruption. Further, the Edgecombe Community College Business Continuity Plan—Computer Information Services Department ensures that systems are protected from vulnerabilities, adequately secured, and backed up to prevent record destruction and/or data loss.

Policies and Plans Ensuring Continuity of Operations & Emergency/Crisis Response

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

- The Communicable Disease Policy outlines the College's instructional and operational response to communicable disease emergencies, including pandemics.
- The Inclement Weather Policy details how operations and communication will be managed when disruptions occur due to adverse weather. The policy includes details about canceling classes and instituting make-up plans for instruction.
- ECC follows the North Carolina Community College System Academic Records Retention Schedule Policy which provides guidance for ensuring the integrity, confidentiality, and security of all student documents and records created, received or maintained in the course of college academic activity.
- The Refund Policies documented in the Academic Catalog provide guidance for ensuring that financial refunds are processed timely and consistently and in accordance with the College's policy, and applicable federal, state and accreditation requirements.

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- The ECC Safety & Security Emergency Response Plan provides detailed emergency instructions for Edgecombe Community College students to ensure safety and protection of property during fire, severe weather, loss of utilities, and other emergencies.

Program Discontinuances

In the event that ECC cannot deliver the instruction for which students have enrolled, the following procedures apply:

- The Curriculum Course/Program Termination Procedure protects the interests of students and faculty, provides minimal disruption to students, and satisfies the requirements of external bodies, including the North Carolina Community College System, SACSCOC, and the US Department of Education. This procedure includes:
 - Providing students with the teach-out plan for finishing their degree or program path as long as they do not break service to the college and remain in their designated degree or program path
 - 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
 - Providing assistance transferring earned credits to another North Carolina Community College
- The Course Cancellations and Refunds Procedure states that the College will provide a refund for any class that is canceled by the College. Refunds are handled in accordance with North Carolina State Board of Community Colleges Code tuition refund requirements.

Edgecombe Community College students will be notified by the College Administration and then counseled about their options by their advisors. In accordance with institutional accreditation requirements, a teach-out plan will be submitted to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) prior to its implementation.

Responsible party

The Chief Academic and Information Officers.

Plan Review

This plan is to be reviewed every three years.

Distribution

Edgecombe Community College

Adopted: March 2022