**Bladen Community College Catastrophic Events Planning**

**PLAN**

Bladen Community College has developed policies, procedures, and plans to address institutional operations in the event of emergencies or catastrophic events. The College maintains and adheres to procedures and plans regarding emergency situations, catastrophic events, and program discontinuance.

**PURPOSE**

The purpose of these procedures is to minimize the length of time students are displaced and that students’ educational activities are disrupted.

**CONTINUITUY OF OPERATIONS**

**Operational Systems**

Bladen Community College uses a variety of cloud-based technologies in order to minimize service disruptions. Cloud-based technologies used by the College include: Open LMS (Moodle), Microsoft Office, Zoom, Etrieve, and Microsoft Teams.

Every year the College Registrar saves copies of all transcripts to a compact disk (CD). A copy of the CD is kept in a safe on the Bladen Community College campus. An additional copy of the CD is kept in a secure safe at a bank in Elizabethtown. Virtual (cloud based) records of transcripts and schedules are kept in Self-Service, Etrieve, and Ellucian.

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

* [The Bladen Community College Safety/Emergency Procedures Handbook](https://www.bladencc.edu/web/wpc/uploads/Safety-and-Emergency-Plans.pdf) (updated February, 2021) addresses severe weather, hostile intruder/active shooter, and other emergency procedures.
* The Bladen Community College Business Continuity Plan (updated May, 2021) addresses the loss of individual buildings, campus state of emergency, documentation, record keeping, roles and responsibilities, mitigation activities and recovery procedures.
* Refund policies are documented in the Bladen Community College catalog ([2021-2022, pg. 38](http://bladencc.smartcatalogiq.com/2021-2022/Academic-Catalog/Student-Finances/Refund-Policy)). The policies are intended to ensure that financial refunds are processed timely and consistently and in accordance with the College’s refund policy, applicable federal, state, and accreditation requirements. The College’s refund policy ([2021-2022, pg. 38](http://bladencc.smartcatalogiq.com/2021-2022/Academic-Catalog/Student-Finances/Refund-Policy)) states that the College will provide a refund for any class that is canceled by the College.

If a catastrophic event results in the permanent closure of the College, the North Carolina State Board of Community Colleges Code ([1B SBCCC 200.99](https://www.nccommunitycolleges.edu/sbcccode/1b-sbccc-20099-community-college-closure)) has specific requirements that will be followed. These requirements include providing each student and applicant of the College a notice of the pending closure at least 90 days prior to closure, assisting students in identifying equivalent programs and transfer to other community colleges, and transferring all permanent student records to the North Carolina Department of Cultural Resources.