

# Catastrophic Event – Emergency Plan and Procedures

## **Bolivar Technical College**

Bolivar Technical College recognizes that extraordinary events may occur which are beyond the institution's control and may temporarily interrupt normal campus operations. In such circumstances, the College will take reasonable steps to preserve instructional continuity and support students in progressing toward completion of their programs. These steps may include the use of alternative instructional methods, remote delivery options when available, revised scheduling, temporary relocation of instruction, adjusted clinical or laboratory schedules, or other practical accommodation appropriate to the situation.

The College also maintains emergency response and operational continuity measures to help ensure timely communication with students, faculty, and staff during a disruptive event. Communication may occur through email, phone, text alerts, the learning management system, the College website, posted notices, or other available methods. The College will provide students and employees with information regarding campus closures, schedule changes, instructional delivery changes, safety procedures, and expected next steps as soon as reasonably possible.

Should a catastrophic situation result in the inability to continue a program, Bolivar Technical College will act in accordance with applicable state, federal, SARA, and accreditor requirements to develop and implement a teach-out or other appropriate student completion plan. The College is committed to minimizing disruption and providing clear guidance and support to affected students throughout the process.

Impacted students will receive the services for which they have paid for or reasonable compensation for those not received. This may include but not limited to: tuition assurance funds, surety bonds, irrevocable letter of credit, refund, assistance with transfer, teach-out provisions or other practices deemed sufficient to protect the students.

If normal operations are interrupted, the College will make reasonable efforts to allow students to continue their education through alternative means, when feasible. Such efforts may include online instruction, hybrid instruction, rescheduled coursework, alternate clinical experiences, simulation or lab make-up opportunities, revised academic calendars, or coordination with approved partner institutions or clinical sites.

Bolivar Technical College maintains student records in a locked fireproof cabinet and stores electronic records through cloud-based systems with off-site access. These measures are intended to help protect student academic records and transcripts and allow the College to access essential information should a catastrophic event occur.

The College will review the impact of any catastrophic event on students, faculty, staff, facilities, instructional delivery, clinical education, student records, and program completion. Documentation will be maintained regarding the event, actions taken, student notifications, instructional adjustments, and any required reports to state agencies, accrediting bodies, or other regulatory authorities.

Bolivar Technical College is located at 1135 N. Oakland Ave., Bolivar, Missouri 65613, as reflected in institutional correspondence.

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# **Catastrophic Event**

## **Emergency Plan and Procedures**

**Bolivar Technical College**  
**1135 N. Oakland Ave., Bolivar, Missouri 65613**

### **Purpose**

The purpose of this Catastrophic Event Plan is to establish procedures for responding to events that significantly disrupt normal college operations, threaten the safety of students, faculty, staff, or visitors, or interfere with the College's ability to continue educational services.

This plan is designed to protect life and safety, preserve institutional records and property, maintain communication, restore academic operations as quickly as possible, and comply with applicable accrediting, state, and federal requirements.

### **Definition of a Catastrophic-Emergency Event**

A catastrophic event is any natural, technological, medical, criminal, or human-caused incident that substantially interrupts College operations. Examples may include, but are not limited to:

Severe weather, tornado, flood, fire, utility outage, infectious disease outbreak, active threat, hazardous materials incident, cyberattack, death or serious injury on campus, structural damage, or any other emergency that prevents the College from operating safely.

## **Scope**

This plan applies to all students, faculty, staff, administrators, visitors, contractors, and any instructional activity conducted on campus, online, at clinical sites, or at approved off-campus locations.

## **Emergency Leadership Team**

The College shall maintain an Emergency Leadership Team responsible for assessing catastrophic events, making decisions, coordinating communications, and overseeing recovery.

The Emergency Leadership Team may include:

- President
- Senior administrator
- Director of Nursing, Program Coordinators, or applicable academic leadership
- Facilities or maintenance representative
- Student services representative
- Information technology representative
- Compliance or accreditation representative
- Additional personnel as needed based on the event

The President or designee shall serve as the primary decision-maker during a catastrophic event.

## **Immediate Response Procedures**

In the event of a catastrophic incident, the first priority shall be the safety of all individuals.

Immediate actions may include:

1. Call 911 when there is an immediate threat to life, safety, or property.
2. Activate the Emergency Leadership Team.
3. Evacuate, shelter in place, lockdown, or relocate individuals as appropriate.
4. Account for students, faculty, staff, and visitors to the extent possible.
5. Provide first aid only when safe and appropriate.
6. Secure the affected area and prevent re-entry until cleared by emergency responders or College administration.
7. Communicate timely instructions to students, employees, and other affected parties.

## **Communication Plan**

The College shall communicate emergency information as quickly as possible using available methods, which may include:

- Text message alerts
- Email
- Phone calls
- College website
- Learning management system (Moodle)
- Social media
- Posted notices
- Direct communication from faculty or administrators

Communications should include:

- Nature of the emergency, when appropriate
- Safety instructions
- Campus closure information
- Class or clinical schedule changes
- Relocation or remote learning instructions
- Expected next update
- Contact information for questions or assistance

Only the President or designated spokesperson should release official statements to students, employees, media, accrediting agencies, clinical partners, or the public.

## **Evacuation Procedures**

When evacuation is necessary:

1. Faculty and staff shall direct students and visitors to the nearest safe exit.
2. Individuals should leave belongings behind if immediate evacuation is required.
3. Elevators should not be used during fire or severe structural emergencies.
4. Individuals shall proceed to the designated assembly area.
5. Faculty shall attempt to account for students under their supervision.
6. No one may re-enter the building until authorized by emergency personnel or College administration.

## **Shelter-in-Place Procedures**

Shelter-in-place may be required during severe weather, hazardous materials incidents, or other unsafe outside conditions.

When sheltering in place:

1. Move to designated interior rooms or safe areas. Lower-level classrooms/labs
2. Stay away from windows, exterior doors, and glass.
3. Remain quiet and calm.
4. Monitor official College Communications.

5. Do not leave the shelter area until released by college administration or emergency officials.

## **Lockdown Procedures**

A lockdown may be initiated if there is an active threat, violence, or dangerous person on or near campus.

During a lockdown:

1. Move immediately to a secure room.
2. Lock or barricade doors when possible.
3. Turn off lights.
4. Silence phones and electronic devices.
5. Stay away from windows and doors.
6. Remain quiet and hidden.
7. Do not open doors until law enforcement, CMH security or College administration gives an all-clear.

## **Severe Weather Procedures**

In the event of a tornado warning, severe storm, or other weather emergency:

1. The College shall monitor weather alerts and emergency broadcasts.
2. Students, faculty, staff, and visitors shall move to designated severe weather shelter areas.
3. Individuals should avoid windows, large open rooms, and exterior walls.
4. Classes, labs, or clinical activities may be delayed, canceled, moved online, or rescheduled.
5. The College shall notify students and staff when normal operations may resume.

## **Fire Procedures**

In the event of fire or smoke:

1. Activate the fire alarm if it has not already sounded.
2. Call 911.
3. Evacuate immediately.
4. Close doors when exiting, if safe to do so.
5. Do not use elevator.
6. Assemble at the designated location.
7. Do not re-enter the building until cleared by emergency personnel.

## **Medical Emergency Procedures**

In the event of serious illness, injury, or medical emergency:

1. Call 911.
2. Notify College administration.
3. Do not move the injured or ill person unless there is immediate danger.
4. Provide basic assistance within the responder's level of training.
5. Maintain privacy and dignity of the individual.
6. Document the incident after the emergency has been addressed.

## **Infectious Disease or Public Health Emergency**

During an infectious disease outbreak or public health emergency, the College may implement temporary measures to reduce risk and maintain instruction.

Actions may include:

- Increased cleaning and sanitation
- Remote or hybrid instruction
- Temporary campus closure
- Health screening procedures
- Isolation or exclusion from campus when appropriate
- Coordination with local health authorities
- Adjustments to clinical, lab, or classroom schedules
- Communication with students regarding attendance, make-up work, and progression requirements

## **Technology or Cybersecurity Emergency**

If a cyberattack, data breach, technology outage, or loss of access to critical systems occurs:

1. Notify information technology personnel or designated administrator immediately.
2. Disconnect affected devices from the network when instructed.
3. Preserve evidence and avoid deleting suspicious messages or files.
4. Notify affected students, employees, agencies, or partners as required.
5. Use alternate communication and instructional methods when necessary.
6. Restore systems from secure backups when available.
7. Document the incident and corrective actions.

## **Continuity of Instruction**

The College shall make reasonable efforts to continue instruction following a catastrophic event.

Continuity options may include:

- Temporary transition to online instruction
- Use of recorded lectures or virtual meetings
- Relocation of classes to an alternate site
- Adjusted academic calendars
- Rescheduled labs or simulations
- Modified clinical schedules, subject to site approval
- Make-up assignments or competency-based evaluations
- Extended deadlines when appropriate

Program Director, Program Coordinators shall determine how course outcomes, clock hours, clinical requirements, lab competencies, and graduation requirements will be met following a disruption.

## **Clinical Site Disruption**

If a catastrophic event affects a clinical site or prevents students from attending clinical experiences:

1. The Program Director, or Program Coordinators shall contact the clinical site to assess availability and safety.
2. Students shall be notified of schedule changes as soon as possible.
3. Alternate clinical experiences may be arranged when available.
4. Simulation, skills lab, case studies, or other approved learning activities may be used when permitted by program, board, accreditor, or regulatory requirements.
5. Documentation shall be maintained regarding missed hours, make-up plans, and student completion.

## **Records Protection**

The College shall maintain procedures to protect essential institutional records, including:

- Student academic records
- Financial records
- Personnel records
- Accreditation records
- Attendance records
- Clinical documentation

- Compliance records
- Institutional policies and plans
- Permanent transcripts

Records are backed up electronically in two off-site locations as well as on-campus in a locked fire proof cabinet. In the event records are damaged, lost, or inaccessible, the College shall take reasonable steps to restore records from backups or alternate documentation.

## **Facility Damage or Loss of Campus Access**

If the campus is damaged or inaccessible:

1. The President or designee shall assess the condition of the facility in coordination with emergency personnel, insurance representatives, or qualified inspectors.
2. The College shall determine whether campus operations may continue, be relocated, or temporarily moved online.
3. Students and employees shall be notified of closure, relocation, or remote learning arrangements.
4. Unsafe areas shall remain closed until repaired and cleared for use.
5. Critical equipment, supplies, and records shall be secured when safe.

## **Temporary Suspension of Operations**

The College may temporarily suspend operations when continuing instruction or campus access would create safety risks or when essential services are unavailable.

The decision to suspend operations shall be made by the President or designee. The College shall communicate:

- Reason for suspension, when appropriate
- Expected duration, if known
- Student responsibilities during the closure
- Employee reporting expectations
- Plans for make-up instruction
- Contact information for assistance

## **Student Support During a Catastrophic Event**

The College shall make reasonable efforts to support students during and after a catastrophic event.

Support may include:

- Academic advising
- Schedule adjustments

- Referral to community resources
- Assistance with access to online learning
- Communication regarding financial aid implications
- Guidance regarding attendance, progression, and graduation requirements
- Reasonable accommodation when applicable

## **Employee Responsibilities**

Employees are expected to:

- Follow emergency procedures
- Assist students and visitors when safe
- Report unsafe conditions
- Maintain communication with supervisors
- Protect confidential records
- Document incidents as directed
- Participate in training or drills
- Support continuity of instruction and operations

## **Training and Review**

The College shall review this plan periodically and update it as needed. Employees shall be informed of emergency procedures and their responsibilities. Drills, simulations, or reviews may be conducted to improve preparedness.

## **Documentation and Reporting**

After a catastrophic event, the College shall document:

- Date, time, and nature of the event
- Individuals involved or affected
- Actions taken
- Communications issued
- Damage or disruption to operations
- Instructional time missed
- Make-up plans
- Notifications to agencies, accreditors, clinical partners, or other entities
- Corrective actions or policy changes

Required notifications shall be made to appropriate agencies, accrediting bodies, state boards, or regulatory authorities when applicable.

# **Recovery and Resumption of Operations**

The Emergency Leadership Team shall determine when normal operations may resume. Recovery efforts may include:

- Facility repair or cleaning
- Restoration of utilities and technology
- Replacement of equipment or supplies
- Academic schedule adjustments
- Student and employee communication
- Review of affected courses and programs
- Submission of required reports
- Evaluation of the response process

The College shall prioritize student safety, academic integrity, regulatory compliance, and timely completion of educational programs.

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