Catastrophic Events and Continuity of Operations

A catastrophic event is defined as an unforeseen event, outside the control of the University, which prevents the University, its faculty, staff, and students from proceeding with normal activities. Wingate University acknowledges the need to prepare for unexpected, catastrophic events such as natural or human-made disasters, pandemic outbreaks, and other events that affect its continuity of operations and programs and make it difficult to meet the needs of its students.

In the event of a catastrophic event, Wingate University will use the Emergency Mass Notification System to disseminate timely information as outlined in the Crisis Management Response Plan and as guided by the Crisis Management Team. The plan and its implementation cover the University's main campus and its satellite locations. The Crisis Management team includes staff and administrators, as well as specialists for certain areas of the University. A complete listing may be found in the plan and the Employee Handbook. If needed, the Chief Information Officer and technical staff will engage in efforts to seek to recover computer and network facilities.

The University will use flexibility in determining how to best provide for the continuation of classes and services. Advisors and/or program directors will counsel individual students affected by the catastrophic event on completing their classes and degrees. Wingate University will address program discontinuances on a case-by-case basis due to the specific needs of each degree or program. This allows the institution to better serve the needs of individual students by degree and program. In the event that a degree or program must be discontinued, the University will proceed according to 602.24(c) of federal requirements for catastrophic events. A teach-out plan will be submitted to the Southern Association of Colleges and Schools Commission on Colleges prior to its implementation. To the extent possible, students will not suffer financially as a result of the catastrophic event, but the University cannot promise to make them whole in all circumstances. If transferring to another institution is part of a teach-out plan, students will

be assisted in transferring. Students may elect to transfer to other institutions and will be assisted based on federal regulations and University policy.

In the event of closure, the University has procedures for protecting student records. Current academic records are generated electronically from our student data base system. This system is password protected with specific security permissions. Copies of these records are backed up both on-site as well as at a secondary off-site backup site. Academic transcripts from other institutions are imaged upon receipt. This system is also on a password protected site and available to staff with specific security permissions based on their job responsibilities. Electronic documents are backed up nightly on-site as well as at a secondary off-site backup. Academic records prior to 1988 have been scanned on a password protected site and available to staff with specific security permissions based on their job responsibilities. These electronic records are backed up nightly on-site as well as at a secondary off-site backup. They are also stored in file cabinets in a fireproof vault (cement walls with no windows) that requires one key and a combination to open.

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