

Policy Name: Catastrophic Events & Continuity of Operations  
Policy Category & Number: S19  
Person Responsible: Dean of Administration  
Approved by: RHEI Executive Leadership Team  
Effective Date: 02/01/2021  
Version: 1.0  
Policy Status: Approved

- I. Policy  
Emergency planning, including continuity of operations planning, is a critical function for St. Mary's Hospital School of Medical Imaging (SOMI). SOMI will mitigate the impact of operational disruptions to its campus community by implementing policies, procedures, and capabilities that provide continuity of operations in case of a catastrophic event.
- II. Purpose  
To provide guidance for a safe and efficient response to disruptive events that impact SOMI's faculty, staff, and students.
- III. Scope  
This policy applies to all SOMI students, faculty, and staff.
- IV. Definitions  
None
- V. Policy Details

### **Catastrophic Events and Continuity of Operations**

SOMI uses specific policies and procedures regarding catastrophic events and program discontinuances in order to limit the length of time that students are displaced.

### **Continuity of Operations**

By leveraging highly available educational technologies such as the Learning Management System (LMS – Blackboard) and the Student Information System (SIS – Campus Nexus) which are hosted in the “cloud”, the likelihood of noticeable service interruption is minimized. This is

achieved by ensuring third parties providing such services adhere to Bon Secours Mercy Health's policy CP-PO-12.0-R1.0 which requires them to, "ensure the continued availability of identified services and information systems through the development of Disaster Recovery Plans and Business Continuity Plans."

The following SOMI's policies and procedures are also intended to help mitigate the impact of emergency events on School operations:

- G17 Records Maintenance: provides guidance for ensuring the integrity, confidentiality, and security of all documents and records created, received or maintained in the course of institutional business.
- FA5 Financial Refund: provides guidance for ensuring that financial refunds are processed timely and consistently and in accordance with SOMI policy, and applicable federal, state and accreditation requirements. In the event that a catastrophic event occurs, SOMI's Administrative Cabinet maintains the authority to enact additional financial refunds to students that are deemed appropriate during such circumstances.
- S2 Campus Safety and Security: provides guidance for preventing or minimizing threats while also preparing to effectively handle any emergencies that may occur.
- Emergency Management and Evacuation Procedures (EMEP): provides detailed emergency instructions for SOMI associates, students, and visitors to ensure safety and protection of property during fire, severe weather, loss of utilities, acts of God, and other such emergencies. This document is available on SOMI's Microsoft Teams site and upon request.

### **Program Discontinuances**

SOMI has the financial commitment of its parent health system – Bon Secours Mercy Health (BSMH). In the unlikely event that SOMI cannot deliver the instruction for which students have contracted, SOMI 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
- Providing assistance for transferring earned credits to other institutions

SOMI students will be notified in person by School administration and then counseled about their options by their advisors. In accordance with 602.24(c) of federal requirements for catastrophic events, a teach-out plan will be submitted to the Accrediting Bureau of Health Education Schools (ABHES) prior to its implementation.

VI. Attachments  
None

VII. Related Policies  
G17 Records Maintenance  
FA5 Financial Refund  
S2 Campus Safety and Security  
BSMH CP-PO-12.0-R1.0 Business Continuity Management

VIII. Disclaimers  
a. Nothing in this policy creates a contractual relationship between St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	02/01/2021	Establish Policy	Dean of Administration