

Sandhills Community College

Business Continuity Plan

The College recognizes these key units and the range of threats that might impede ongoing delivery of services:

- Crisis Communication and Campus Security
 - Information Services
 - Business and Human Resources
 - Facilities
 - Student Services and Enrollment
- Distance Learning and Emergency Delivery of Courses
 - Campus Health
 - Continuing Education

This plan also addresses, where appropriate, any protocols to be applied to those sites where additional delivery of programs and services are provided. Three such centers exist for the delivery of curriculum and continuing education programs:

- The Hoke Center (Raeford, NC)
- Larry R. Caddell Public Safety Training Center (Carthage, NC)
 - Westmoore Center (Robbins/Seagrove, NC)

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Business Continuity Plan

Revised Fall 2014

I. Introduction

The intent of the Sandhills Community College *Business Continuity Plan* is to provide a quick reference guide to practices, policies, and procedures that direct campus activities when natural, human, or technological shortfalls or failures threaten the College's ability to operate under the State Board of Community Colleges and the North Carolina Community College System expectations for ongoing delivery of college services.

These guidelines are also intended to allow the College to remain in compliance with Southern Association and Schools Commission on Colleges Comprehensive Standard 2.6 which reads:

The institution is in continuous operation and has students enrolled in degree programs.

The terms "College" and "SCC" are considered synonymous with "Sandhills Community College" throughout this document.

This document is **not** a compendium of all documents related to the protocols that allow the College to address problems that threaten to interrupt delivery of courses and services. Rather, its intent is to identify key parties and identify those documents and protocols that direct initial actions in the event of such a threat. The *Business Continuity Plan* also provides a ready method for annual review of unit practices as they relate to the information contained in the *Business Continuity Plan*.

At the beginning of each fiscal year, the College reviews key documents that direct the daily activities of the institution, including the *SCC Catalog* and *Student Handbook*, the *Policies and Procedures Manual*, and the *Business Continuity Plan*. The designated parties in each section of the *Business and Continuity Plan* convene to address any changes in practices and protocols that must be reflected in these guidelines. In that way, the College ensures the opportunity to improve strategies related to continuous operation of the College.

II. Operational Definitions

The College employs these operational definitions in its annual Vulnerability Assessment as reflected in the *Business Continuity Plan*:

- **Situation/Crisis Type**—Profile of type of emergency.
- **Designated Facility**—Campus location that directs response, when applicable.
- **Facility Purpose**—General purpose of response staging area, when applicable.
- **Decision Lead* and Impact Assessment Team**—Decision makers involved in the initial assessment.
- **Emergency Measures and Formal Protocols**—Identified actions, documents, and measures employed.
- **Reporting/Communication with Other Personnel**—Key personnel to be notified and updated throughout the situation and recovery process. This might include administration and public information officials who are the contact points for media in severe emergencies and may include outside agencies and service providers related to infrastructure needs.
- **Associated Policies and Procedures**—Identified policies and/or procedures from the Sandhills Community College *Policies and Procedures Manual* that impact implemented measures and response.

III. Crisis Communication and Campus Safety

Campus Unit/Division/Department	CRISIS COMMUNICATION/CAMPUS SECURITY
Lead Assessment Personnel	<p>Dwight Threet, Director of Police and Public Safety threetd@sandhills.edu 695.3831 Wellard</p> <p>Joe Steppe, Assistant Police Chief steppej@sandhills.edu 695-3831 Wellard</p> <p>Kenneth Dowdy, Safety Officer dowdyk@sandhills.edu 246-2869 McKean Campus Service Center</p>

Definition and Scope

Crisis Communication/Campus Security refers to those measures by which the campus notifies impacted personnel of any threats to continuous operations of the college and measures by which the campus imposes specialized measures to ensure a safe and secure learning, teaching, and public outreach environment. Typical examples of situations in which Crisis Communication/Campus Security measures are employed include:

- Severe weather events
- Campus fire
- Airport incident
- Workplace violence
- Active shooter episodes
- Bomb threats

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The Director of Police and Public Safety is responsible for compiling all formal protocols related to *Crisis Communication/Campus Safety* in the *Integrated Emergency Operations Plan* as required by National Incident Management System (NIMS). Copies of this plan are housed in the Office of Police and Public Safety. The *Plan* is reviewed annually by the Emergency Preparedness Committee to ensure currency of practices.

These protocols refer primarily to the Pinehurst Campus. The Larry R. Caddell Public Safety Training Center, the Westmoore Center and the Hoke County Center are governed by the same protocols.

Reporting for the Caddell and Westmoore centers includes the Vice President of Continuing Education, who has administrative authority over those sites.

Reporting for the Hoke Center includes the Director of the Hoke Center, who has administrative authority over that site. Reporting to police and emergency responders includes the following for these three off-campus sites:

- Michelle Bauer, Coordinator for Fire/Rescue Training, Larry R. Caddell Public Safety Training Center, with public safety intervention from the Town of Carthage Police Department and Carthage Fire Department.
- Maria Campbell, Westmoore Coordinator, Westmoore Center, with public safety intervention from the Moore County Sheriff's Department and the Robbins Fire Department.
- Twana McKnight, Director, Hoke Center, with public safety intervention from the Raeford Police Department and Raeford Fire Department.

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<i>Active Shooter, Airport Incident/Accident</i>	Sledge Board Room, Stone Hall or Green Room, Owens Auditorium	Command Center for crisis intervention efforts	President Executive Vice President Director of Police and Public Safety* FEMA/NIMS-Trained Advisor	<ol style="list-style-type: none"> 1. Campus Lockdown and <i>Active Shooter/Armed Intruder or Emergency Response Procedures as appropriate.</i> 2. Activate "Take Cover" protocols per <i>Emergency Response Procedures</i> 3. Implement campus lockdown, threat assessment, and/or campus evacuation. 	Director of Physical Plant Director of Information Services Vice President of Student Services Vice President of College Initiatives Vice President of Student Services Vice President of Academic Affairs Director of Marketing and Public Relations WebMaster	<i>PPM SECTION 10</i>

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	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<i>Acute Weather Warning/Risk (e.g., tornado)</i>	Office of the President	Phone conference with President and Executive Vice President	President and/or Highest-ranking Senior Administrator Director of Police and Public Safety*	Activate appropriate <i>Emergency Response Procedures</i>	Senior Administrator Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives Telecommunications Coordinator Director of Marketing and Public Relations WebMaster	<i>PPM SECTION 10</i>
<i>Campus Shutdown/Delay due to Weather</i>	Office of the President	Phone conference with President and Executive Vice President	President * and/or Highest-ranking Senior Administrator	<ol style="list-style-type: none"> 1. Conduct President Assessment and Closure 2. Activate "Inclement Weather Notification Tree" 	Director of Physical Plant Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives	<i>PPM SECTION 10</i>

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					Director of Marketing and Public Relations Director of Information Services WebMaster Telecommunications Coordinator (Regroup AutoCaller/Switchboard)	
<i>Workplace Violence</i>	Police and Public Safety Office, Dempsey Student Center	Situation Assessment and Determination of Enforcement Action	Director of Police and Public Safety or Designated Police Officer	Activate <i>Workplace Violence/Campus Safety Procedures</i>	President Executive Vice President Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives Director of Marketing and Public Relations	<i>PPM SECTION 10</i>

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<i>Bomb Threat/Suspicious Packages</i>	Police and Public Safety Office, Dempsey Student Center	Situation Assessment and Notification to Moore County or Hoke County 911	Director of Police and Public Safety or Designated Police Officer *	Activate <i>Emergency Response Procedures</i>	President Executive Vice President Vice President of Continuing Education Vice President of College Initiatives Vice President of Student Services Vice President of Academic Affairs Director of Marketing and Public Relations	<i>PPM SECTION 10</i>
<i>Isolated Campus Fire</i>	McKean Campus Service Center	Risk Identification and Assessment	Executive Vice President Director of Physical Plant* Lead Maintenance Technician Campus Safety Officer and/or Director of Police and Public Safety	Building Evacuation per <i>Emergency Response Procedures</i> Fire Panel Assessment Automatic Response from Central Security/Southern Pines Emergency Responders	President Director of Marketing and Public Relations Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives	<i>PPM SECTION 10</i>

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<p><i>Natural Gas Leak/Hazardous Material Spill/Release</i></p>	<p>McKean Campus Service Center</p>	<p>Risk Identification and Assessment</p>	<p>Executive Vice President Director of Physical Plant and/or Appropriate Technician* Campus Safety Officer Director of Police and Public Safety</p>	<p>Building Evacuation per <i>Emergency Response Procedures</i> Notification to Piedmont Natural Gas for Gas Cut-Off</p>	<p>President Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives Director of Marketing and Public Relations</p>	<p><i>PPM SECTION 10</i></p>
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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<i>Social Disruption</i>	Police and Public Safety Office, Dempsey Student Center	Risk Identification and Assessment	Director of Police and Public Safety or Designated Police Officer* Vice President of Continuing Education Coordinator of Personal Counseling Services	Activate <i>Emergency Response Plan</i> and/or <i>Threat Assessment Policy</i>	President Executive Vice President Vice President of College Initiatives Vice President of Student Services Vice President of Academic Affairs Director of Audiovisual and Auxiliary Services	<i>PPM SECTION 2</i>

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<i>Emergency campus evacuation that impacts special population(s)</i>	Office of the Vice President of Continuing Education	Strategy Review of Alternative Measures	<p>Vice President of Continuing Education</p> <p>Director of College and Career Readiness</p> <p>Coordinator for Compensatory Education/ SUCCEED</p> <p>Director of Police and Public Safety*</p>	<ol style="list-style-type: none"> 1. Activate <i>Emergency Response Procedures</i> and activate the <i>Risk Assessment and Mitigation Activities</i> for the following units in Continuing Education: College and Career Readiness. 2. Notify transportation providers. 3. Notify faculty and staff via Regroup and Microsoft 365/Outlook. 4. Notify students via Regroup autocaller and student email of any Long-Term shutdown. 	<p>President</p> <p>Executive Vice President</p> <p>Vice President of College Initiatives</p> <p>Vice President of Student Services</p> <p>Vice President of Academic Affairs</p> <p>Telecommunications Services Coordinator</p> <p>Staff</p> <p>Director of Audiovisual and Auxiliary Services</p>	<i>PPM SECTION 10</i>

IV. Information Services

Campus Unit/Division/Department	INFORMATION SERVICES
Lead Assessment Personnel	<p>Brad Robbins, Director of Information Services robbinsb@sandhills.edu 695-3994 Stone</p> <p>Suzanne Via, Technical Support Manager vias@sandhills.edu 695.3943 Stone</p> <p>Jonathan McLeod, Programmer Analyst mcleodj@sandhills.edu 246-4108 Stone</p>

Definition and Scope

Information Services refers to those measures by which the campus notifies impacted personnel of any threats to continuous operations of the college due to hardware, software, or service provider failures in the information systems infrastructure. The Director of Information Services updates the *IS Disaster Recovery Plan* annually per North Carolina Office of the State Auditor requirements. This document provides protocols for all incidents which can interrupt said services. Through this plan, the College imposes specialized measures to ensure a safe and secure learning, teaching, administrative, and public outreach environment. Typical examples of situations in which Information Services recovery measures are employed include:

- Severe weather events and/or campus power failures
- Off-site provider interruption of services
- Repair and/or updates to infrastructure

The Director of Information Services is responsible for compiling all formal protocols related to *Information Services*.

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These protocols refer primarily to the Pinehurst Campus. The Larry R. Caddell Public Safety Training Center, the Westmoore Center and the Hoke County Center are governed by the same protocols.

Reporting for the Caddell and Westmoore centers includes the Vice President of Continuing Education, who has administrative authority over those sites.

Reporting for the Hoke Center includes the Director of the Hoke Center, who has administrative authority over that site. Specific site notification is provided to these individuals:

- Michelle Bauer, Coordinator for Fire/Rescue Training, Larry R. Caddell Public Safety Training Center, with public safety intervention from the Town of Carthage Police Department and Carthage Fire Department.
- Maria Campbell, Westmoore Coordinator, Westmoore Center, with public safety intervention from the Moore County Sheriff's Department and the Robbins Fire Department.
- Twana McKnight, Director, Hoke Center, with public safety intervention from the Raeford Police Department and Raeford Fire Department.

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<p><i>Long-Term or Catastrophic shutdown of IS services</i></p>	<p>Sledge Board Room in Stone Hall</p>	<p>Strategy Review of Alternative Measures</p>	<p>Director of Information Services*</p> <p>Impacted Members of the Integration Technology Committee</p> <p>Director of Audio Visual and Auxiliary Services</p> <p>Executive Vice President</p> <p>Department Chair for Distance Learning</p>	<ol style="list-style-type: none"> 1. Activate the appropriate measures as detailed in the <i>IS Disaster Recovery Plan</i>. 2. Notify faculty and staff via Regroup of alternative measures. 3. Notify students via Regroup autocaller of delayed registration. 	<p>President</p> <p>Director of Human Resources</p> <p>Vice President of Student Services</p> <p>Vice President of Academic Affairs</p> <p>Vice President of Continuing Education</p> <p>Vice President of College Initiatives</p> <p>Bookstore Manager</p> <p>Telecommunications Services Coordinator</p> <p>Director of Marketing and Public Relations</p> <p>WebMaster</p> <p>Director of Curriculum Operations</p>	<p><i>NONE</i></p>

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<p><i>Mandated shutdown of services from service provider</i></p>	<p>Office of the Director of Information Services</p>	<p>Assessment and Strategy Review</p>	<p>Director of Information Services*</p> <p>Impacted Members of the Integration Technology Committee</p> <p>Director of Audio Visual and Auxiliary Services</p>	<ol style="list-style-type: none"> 1. Activate the appropriate measures as detailed in the IS <i>Disaster Recovery Plan</i>. 2. Notify faculty and staff via Regroup of alternative measures (if applicable). 3. Notify students via Regroup autocaller (if applicable). 	<p>President</p> <p>Director of Human Resources</p> <p>Vice President of Student Services</p> <p>Vice President of College Initiatives</p> <p>Vice President of Academic Affairs</p> <p>Vice President of Continuing Education</p> <p>Department Chair for Distance Learning</p> <p>Bookstore Manager</p> <p>Telecommunications Services Coordinator</p> <p>Director of Marketing and Public Relations</p> <p>WebMaster</p> <p>Director of Curriculum Operations</p>	<p><i>NONE</i></p>

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V. Business and Human Resources

Campus Unit/Division/Department	BUSINESS AND HUMAN RESOURCES
Lead Assessment Personnel	<p>Ms. Brenda Jackson, Executive Vice President jacksonbr@sandhills.edu 695.3731 Stone</p> <p>Elizabeth Thomas, Chief Financial Officer thomase@sandhills.edu 246-4971 Stone</p> <p>Wendy Dodson, Director of Human Resources dodsonw@sandhills.edu 246-2868 Stone</p> <p>Rachel Gagliardi, Payroll Accountant gagliardir@sandhills.edu 695.3962 Stone</p> <p>Joe Brown, Director of Student Accounts brownjo@sandhills.edu 246-4957 Stone</p> <p>Patti Wolcott, Administrative Assistant to the Executive Vice President wolcotp@sandhills.edu 695.3702 Stone</p>

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Definition and Scope

Business and Human Resources refers to those measures by which the campus notifies impacted personnel of any threats to continuous operations of the college related to the business and human resource functions of the college. Typical examples of situations in which Business and Human Resources might activate a recovery plan include:

- IS shutdown of business operations during registration
- Delayed payroll due to interruption of state distributions of funds or external banking issues
- Long-Term IS shutdowns that impact daily business functions
- Destruction of personnel files
- Breach of personnel information

The Administrative Assistant to the Executive Vice President is responsible for compiling all formal protocols related to *Business and Human Resources*.

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<i>IS shutdown of business operations during registration</i>	Sledge Board Room in Stone Hall	Strategy Review of Alternative Measures	Executive Vice President* Chief Financial Officer Vice President of Student Services Vice President of Academic Affairs Director of Student Accounts Vice President of Continuing Education	Activate the <i>Delayed Billing Protocol</i> used when electronic registration functions are shutdown.	President Vice President of College Initiatives Bookstore Manager Telecommunications Services Coordinator Faculty and Staff Students (contact through Regroup autocaler)	<i>NONE</i>

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<i>Delayed payroll due to interruption of state distributions of funds or external banking issues</i>	None	None	Executive Vice President* Chief Financial Officer Payroll Accountant	<ol style="list-style-type: none"> 1. Query NCCCS/external bank as to projected allocation of funds. 2. Notify bank to delay direct deposit. 3. Delay distribution of any printed payroll checks. 4. Notify faculty and staff of anticipated release of funds and the need to contact personal banking institutions related to the processing of automatic drafts. 	President Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives Director of Human Resources Payroll specialist	<i>NONE</i>

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<i>Long-Term IS shutdowns that impact daily business functions</i>	Sledge Board Room in Stone Hall	Strategy Review of Alternative Measures	Executive Vice President* Chief Financial Officer Director of Student Accounts Purchasing Specialist Payroll Accountant Accounts Payable Technician	<ol style="list-style-type: none"> 1. Access the Bank repository of system backup. 2. Review pending vouchers. 3. Notify vendors of system failure and anticipated distribution. 4. Query NCCCS about backup system drilldown for immediate payroll and vendor needs. 5. Notify the Director of Marketing and Public Relations/ WebMaster about any student notification needs via alternative offsite server. 	President Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives Director of Human Resources Director of Marketing and Public Relations WebMaster	<i>NONE</i>

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<i>Destruction of personnel files</i>	Sledge Board Room in Stone Hall	Strategy Review of Alternative Measures	President* Executive Vice President Director of Human Resources Human Resource Specialist Administrative Assistant to the Vice President of Academic Affairs	<ol style="list-style-type: none"> 1. Activate <i>Personnel Records Recovery Plan</i>. 2. Assess electronic backup files. 3. Notify faculty/staff of recovery efforts. 	Payroll Accountant Payroll Specialist Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives	NONE
Breach of Personnel Information	Sledge Board Room in Stone Hall	Strategy Review of Alternative Measures	President* Executive Vice President Director of Human Resources Human Resource Specialist	<ol style="list-style-type: none"> 1. Activate <i>Breach of Personnel Records Plan</i>. 2. Identify and notify impacted parties. 	Payroll Accountant Vice President of Academic Affairs Vice President of Continuing Education Vice President of Student Services	PPM SECTION 2

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VI. Facilities

Campus Unit/Division/Department	FACILITIES
Lead Assessment Personnel	<p>Doug Smith, Director of Physical Plant smithdo@sandhills.edu 695.3811 McKean Campus Service Center</p> <p>Ken Dowdy, Construction and Safety Coordinator dowdyk@sandhills.edu 246-2869 McKean Campus Service Center</p>

Definition and Scope

Facilities refers to those measures by which the campus notifies impacted personnel of any interruption of access to physical facilities on campus and the specialized actions taken to ensure a safe and secure learning, teaching, and public outreach environment. Typical examples of situations in which Facilities measures are employed include:

- Isolated, short-term interruption to power, natural gas, or water access
- Campus-wide, Long-Term interruption to power, natural gas, or water access
- Interruption of climate control measures
- Interruption of IS support services
- Interruption of telecommunication operations

These protocols refer primarily to the Pinehurst Campus. The Larry R. Caddell Public Safety Training Center, the Westmoore Center and the Hoke County Center are governed by the same protocols.

Reporting for the Caddell and Westmoore centers includes the Vice President of Continuing Education, who has administrative authority over those sites.

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Reporting for the Hoke Center includes the Director of the Hoke Center, who has administrative authority over that site. Reporting of incidents at off-campus sites includes the following:

- Michelle Bauer, Coordinator for Fire/Rescue Training, Larry R. Caddell Public Safety Training Center, with utilities reporting to Central Electric (power) and the Town of Carthage (water).
- Maria Campbell, Westmoore Coordinator, Westmoore Center, with utilities reporting to Randolph Electric Cooperative (power) and Van Deveer Propane (gas), and the SCC Director of Physical Plant (water).
- Twana McKnight, Director, Hoke Center, with utilities reporting to Lumbee River Electric Cooperative (power), City of Raeford (water), and Piedmont Natural Gas (gas).

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<i>Isolated, short-term interruption to power, natural gas, or water access</i>	McKean Campus Service Center	Assess and implement emergency measures	Director of Physical Plant* Executive Vice President Director of Information Services Lead Maintenance Technician	<ol style="list-style-type: none"> 1. Activate <i>Emergency Response Procedures</i>. 2. Contact Progress Energy, Town of Southern Pines, and/or Piedmont Natural Gas. 3. Isolate impact through SCC technician intervention efforts. 	Notify impacted faculty/staff via email. Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives	<i>PPM SECTION 10</i>
<i>Campus-wide, Long-Term interruption to power, natural gas, or water access</i>	McKean Campus Service Center	Assess and implement emergency measures	Director of Physical Plant* Executive Vice President Director of Information Services Lead Maintenance Technician	<ol style="list-style-type: none"> 1. Activate <i>Emergency Response Procedures</i>. 2. Contact Progress Energy, Town of Southern Pines, and/or Piedmont Natural Gas. 3. Isolate impact through SCC technician intervention efforts. 	President Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives Notify impacted faculty/staff via email.	<i>PPM SECTION 10</i>

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<i>Interruption of climate control measures</i>	McKean Campus Service Center	Assess and implement emergency measures	Director of Physical Plant* Executive Vice President Lead Maintenance Technician Director of Information Services	<ol style="list-style-type: none"> 1. Isolate impact through SCC technician intervention efforts. 2. Implement manual overrides where possible. 	Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives Notify impacted faculty/staff via email.	<i>NONE</i>
<i>Interruption of IS support services</i>	McKean Campus Service Center	Assess and implement emergency measures	Director of Physical Plant Executive Vice President Director of Information Services* Vice President of Academic Affairs Vice President of Continuing Education Department Chair of Distance Learning Lead Maintenance Technician	<ol style="list-style-type: none"> 1. Activate <i>IS Disaster Recovery Plan</i>. 2. Isolate impact through SCC IS intervention efforts. 3. Notify impacted faculty/staff via Regroup autocaller. 	Director of Audio Visual and Auxiliary Services Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives	<i>PPM SECTION 10</i>

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			Offsite coordinators and directors where applicable.			
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<i>Interruption of telecommunication operations</i>	McKean Campus Service Center	Assess and implement emergency measures	Director of Physical Plant Director of Audio Visual and Auxiliary Services * Executive Vice President Director of Information Services Lead Maintenance Technician Telecommunications Services Coordinator	<ol style="list-style-type: none"> 1. Activate <i>Emergency Response Procedures.</i> 2. Isolate impact through SCC technician intervention efforts. 3. Notify impacted faculty/staff via email. 	Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives Safety Coordinator	<i>PPM SECTION 10</i>
<i>Structural damage to a campus facility</i>	McKean Campus Service Center	Assess and implement emergency measures	Director of Physical Plant* Executive Vice President Director of Information Services Telecommunications Services Coordinator Lead Maintenance Technician	<ol style="list-style-type: none"> 1. Activate <i>Emergency Response Procedures.</i> 2. Contact Progress Energy, Town of Southern Pines, and/or Piedmont Natural Gas. 3. Isolate impact through SCC technician intervention efforts. 4. Notify impacted faculty/staff via email. 	Director of Audio Visual and Auxiliary Services Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives Safety Coordinator	<i>PPM SECTION 10</i>

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VII. Student Services and Enrollment

Campus Unit/Division/Department	STUDENT SERVICES AND ENROLLMENT
Lead Assessment Personnel	Kellie Shoemake, Vice President of Student Services shoemakek@sandhills.edu 695.3900 Stone D.J. Farmer, Dean of Student Services farmerdj@sandhills.edu 695.3714 Stone

Definition and Scope

Student Services and Enrollment refers to those measures by which the campus notifies impacted personnel of any threats to continuous operations of the college related to student services and course delivery functions of the college. Typical examples of situations in which Student Services might activate a crisis or recovery plan include:

- Long-Term communicable/ infectious disease outbreak that interrupts delivery of on-campus delivery of courses and services
- Campus-wide IS shutdown of Student Services operations during registration
- Stone Hall and/or Dempsey Center shutdown of IS services during registration
- Catastrophic or Long-Term loss of access to Stone Hall
- Catastrophic or Long-Term loss of access to Dempsey Hall
- Catastrophic or Long-Term loss of access to Blue Hall/Causey Hall ancillary units

The Administrative Assistant to the Vice President and Dean of Student Services and Campus Life is responsible for compiling all formal protocols related to *Student Services and Enrollment*.

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/ Communication with Other Personnel	Associated Policies and Procedures
<p><i>Long-Term communicable/ infectious disease outbreak that interrupts delivery of on-campus delivery of courses and services</i></p>	<p>Sledge Board Room in Stone Hall</p>	<p>Risk Identification and Assessment</p>	<p>President</p> <p>Executive Vice President</p> <p>Chair, Health and Wellness Committee</p> <p>Safety Coordinator</p> <p>Director of Physical Plant</p> <p>Vice President of Academic Affairs</p> <p>Vice President of Continuing Education</p> <p>Vice President of Student Services*</p> <p>Department Chair for Distance Learning</p>	<ol style="list-style-type: none"> 1. Activate <i>Emergency Response Procedures.</i> 2. Estimate duration of impact. 3. Activate Snow Day alphabetized courses for faculty loading of assignments. 4. Notify faculty of their ability to continue delivery of instructional content via Moodle and Remote Learner or report makeup efforts via the Inclement Weather Assignment Database. 5. Notify faculty and students via Regroup and the website. 	<p>Director of Marketing and Public Relations</p> <p>WebMaster</p> <p>Director of Audio Visual and Auxiliary Services</p> <p>Telecommunication Services Coordinator</p> <p>Vice President of College Initiatives</p>	<p><i>PPM SECTION 5</i></p>

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<p><i>Campus-wide IS shutdown of Student Services operations during registration</i></p> <p><i>(e.g., WebAdvisor interruption)</i></p>	Sledge Board Room in Stone Hall	Strategy Review of Alternative Measures	<p>Director of Information Services*</p> <p>Vice President of Student Services*</p> <p>Vice President of Academic Affairs</p> <p>Director of Curriculum Operations</p>	<ol style="list-style-type: none"> 1. Activate the <i>Student Services Risk Assessment and Mitigation Activities</i> for the following units in Student Services: Admissions, Student Success Center, Financial Aid, and Records and Registration 2. Notify faculty and staff via Regroup and Microsoft 365/Outlook of alternative measures. 3. Notify students via Regroup autocaller of delayed registration. 	<p>President</p> <p>Executive Vice President</p> <p>Vice President of Continuing Education</p> <p>Vice President of College Initiatives</p> <p>Bookstore Manager</p> <p>Telecommunications Services Coordinator</p> <p>Faculty and Staff</p> <p>Director of Marketing and Public Relations</p> <p>WebMaster</p> <p>Director of Audio Visual and Auxiliary Services</p>	<p><i>PPM SECTION 10</i></p>

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<i>Stone Hall and/or Dempsey Center shutdown of IS services during registration</i>	Sledge Board Room in Stone Hall	Strategy Review of Alternative Measures	Director of Information Services* Vice President of Student Services* Vice President of Academic Affairs Director of Curriculum Operations	<ol style="list-style-type: none"> 1. Activate the <i>Student Services Risk Assessment and Mitigation Activities</i> for the following units in Student Services: Admissions, Student Success Center, Financial Aid, and Records and Registration 2. Notify faculty and staff via Regroup and Microsoft 365/Outlook of alternative measures. 3. Notify students via Regroup autocaller and student email of relocated registration. 	President Executive Vice President Vice President of Continuing Education Vice President of College Initiatives Bookstore Manager Telecommunications Services Coordinator Faculty and Staff Director of Marketing and Public Relations WebMaster Director of Audio Visual and Auxiliary Services	<i>PPM SECTION 10</i>

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Leads* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<i>Catastrophic or Long-Term loss of access to Stone Hall</i>	Dempsey Center SGA Conference Room	Strategy Review of Alternative Measures	Executive Vice President* Director of Information Services Vice President of Student Services* Vice President of Academic Affairs Director of Curriculum Operations Director of Physical Plant Director of Police and Public Safety	<ol style="list-style-type: none"> 1. Activate the <i>Student Services Risk Assessment and Mitigation Activities</i> for the following units in Student Services: Admissions, Student Success Center, Financial Aid, and Records and Registration, and Personal Counseling. 2. Notify faculty and staff via Regroup and Microsoft 365/Outlook of alternative measures. 3. Notify students via Regroup autocaller and student email of relocated Student Services. 	President Executive Vice President Bookstore Manager Telecommunications Services Coordinator Faculty and Staff Director of Marketing and Public Relations WebMaster Director of Audio Visual and Auxiliary Services Vice President of Continuing Education Vice President of College Initiatives	<i>PPM SECTION 10</i>

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Leads* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<i>Catastrophic or Long-Term loss of access to Dempsey Hall</i>	Office of the	Strategy Review of Alternative Measures	Executive Vice President* Director of Physical Plant Director of Student Life Vice President of Student Services* Director of Audio Visual and Auxiliary Services Director of Police and Public Safety	<ol style="list-style-type: none"> 1. Activate the <i>Student Services Risk Assessment and Mitigation Activities</i> for the following units in Student Services: Student Life and Intramurals. 2. Notify faculty and staff via Regroup and Microsoft 365/Outlook of alternative measures. 3. Notify students via Regroup autocaler and student email of relocated Student Life functions. 	President Bookstore Manager Telecommunications Services Coordinator Faculty and Staff Director of Marketing and Public Relations WebMaster Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives	<i>PPM SECTION 10</i>

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Leads* and for Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<i>Catastrophic or Long-Term loss of access to Blue Hall ancillary units</i>	Office of the	Strategy Review of Alternative Measures	Executive Vice President* Director of Physical Plant Vice President of Student Services* Vice President of Academic Affairs* Coordinator of Counseling Service Career Coordinator Director of Physical Plant Director of Police and Public Safety	<ol style="list-style-type: none"> 1. Activate the <i>Student Services Risk Assessment and Mitigation Activities</i> for the following units in Student Services: Counseling Service. 2. Notify faculty and staff via Regroup and Microsoft 365/Outlook of alternative measures. 3. Notify students via Regroup autocaler and student email of relocated Student Life functions. 	President Bookstore Manager Telecommunications Services Coordinator Faculty and Staff Director of Marketing and Public Relations WebMaster Director of Audio Visual and Auxiliary Services Vice President of Continuing Education Vice President of College Initiatives	<i>PPM SECTION 10</i>

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Leads* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
Catastrophic or Long-Term loss of access to Causey Hall	Office of the	Strategy Review of Alternative Measures	Executive Vice President* Director of Physical Plant Vice President of Student Services* Vice President of Academic Affairs* Student Services Data Manager Director of Physical Plant Director of Police and Public Safety	<ol style="list-style-type: none"> 1. Activate the <i>Student Services Risk Assessment and Mitigation Activities</i> for the following units in Student Services: Data Management. 2. Notify faculty and staff via Regroup and Microsoft 365/Outlook of alternative measures 	President Telecommunications Services Coordinator Staff WebMaster Director of Audio Visual and Auxiliary Services Vice President of Student Services Vice President of Continuing Education Vice President of College Initiatives	<i>PPM SECTION 10</i>

VIII. Distance Learning and Emergency Course Delivery

Campus Unit/Division/Department	DISTANCE LEARNING AND EMERGENCY COURSE DELIVERY
Lead Assessment Personnel	<p>Wendy Kauffman, Department Chair, Distance Learning kauffmanw@sandhills.edu 695.3814 Little Hall</p> <p>Rebecca Roush, Vice President of Academic Affairs roushr@sandhill.edu 695.3715 Stone Hall</p> <p>Scott Robinson, Assistant Director for Distance Learning Robinsons@sandhills.edu 695.3869 Little Hall</p> <p>Jaime McLeod, Distance Learning Design Specialist mcleodja@sandhills.edu 246.4974 Little Hall</p>

Definition and Scope

Distance Learning refers to those measures by which the campus notifies impacted personnel of any threats to continuous operations and access to online learning tools made available to curriculum and continuing education sectors. Typical examples of situations in which Distance Learning are employed include:

- Catastrophic interruption of MCNC system server farm
- Catastrophic interruption of Moodle Rooms access (curriculum)
- Catastrophic interruption of Remote Learning access (continuing education)
- Campus-wide power outage that interrupts delivery of on-campus delivery of coursework
- Long-Term weather event or communicable/infectious disease outbreak that interrupts delivery of on-campus delivery of coursework

The Department Chair, Distance Learning is responsible for compiling all formal protocols related to *Distance Learning and Emergency Course Delivery*.

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<i>Long-Term or Catastrophic interruption of MCNC system server farm</i>	DL Department Chair Office, Little Hall	Risk Identification and Assessment	Director of Information Services* Department Chair for Distance Learning* Curriculum Programmer for Moodle/Email Programmer Analyst Impacted members of the Integration Technology Committee	<ol style="list-style-type: none"> 1. Contact MCNC and/or NCCCS for estimated access outage. 2. Notify faculty/staff of impacted services via Regroup and email. 3. Notify students of impacted services via Regroup and website. 4. Post warning messages and disconnect website/MySCC links until full service is restored. 5. Notify all parties via Regroup, email, and website when services are restored. 	President Executive Vice President Director of Marketing and Public Relations WebMaster Director of Audiovisual and Auxiliary Services Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives	<i>PPM SECTION 10</i>

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<p><i>Long-Term or Catastrophic interruption of Moodle Rooms access (curriculum)</i></p>	<p>DL Department Chair Office, Little Hall</p>	<p>Risk Identification and Assessment</p>	<p>Department Chair for Distance Learning* Director of Information Services</p>	<ol style="list-style-type: none"> 1. Contact Moodle Rooms for estimated access outage. 2. Notify faculty/staff of interruption of Moodle access via email. 3. Notify students of impacted services via website. 4. Post warning messages and disconnect website/MySCC links until full service is restored. 5. Notify all parties via email and website when services are restored 	<p>President Executive Vice President WebMaster Vice President of Student Services Vice President of Academic Affairs Vice President of Continuing Education Vice President of College Initiatives</p>	<p><i>PPM SECTION 10</i></p>

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<p><i>Long-Term or Catastrophic interruption of Remote Learning access (continuing education)</i></p>	<p>DL Department Chair Office, Little Hall</p>	<p>Risk Identification and Assessment</p>	<p>Department Chair for Distance Learning</p> <p>Director of Information Services*</p> <p>Vice President of Continuing Education</p>	<ol style="list-style-type: none"> 1. Contact Remote Learner and/or NCCCS for estimated access outage. 2. Notify faculty/staff of interruption of Remote Learner access via email. 3. Direct Continuing Education to notify students of impacted services via email and website. 4. Notify all parties via email and website when services are restored. 	<p>President</p> <p>Executive Vice President</p> <p>Vice President of Student Services</p> <p>Vice President of Academic Affairs</p> <p>Vice President of College Initiatives</p> <p>WebMaster</p>	<p><i>PPM SECTION 10</i></p>

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<p><i>Campus-wide power outage that interrupts delivery of on-campus delivery of online coursework</i></p> <p><i>Note: No interruption of online delivery for off-campus faculty and students due to remote hosting via MCNC, Moodle Rooms, and Remote Learner.</i></p>	<p>Sledge Board Room in Stone Hall</p>	<p>Risk Identification and Assessment</p>	<p>Executive Vice President</p> <p>Director of Physical Plant</p> <p>Director of Information Services*</p> <p>Department Chair for Distance Learning</p>	<ol style="list-style-type: none"> 1. Activate <i>Emergency Response Procedures.</i> 2. Contact Progress Energy for estimated time of service outage. 3. Isolate impact through SCC technician intervention efforts. 4. Notify faculty and students via the website/ MySCC. 	<p>President</p> <p>Vice President of Academic Affairs</p> <p>Vice President of Continuing Education</p> <p>Vice President of Student Services</p> <p>Vice President of College Initiatives</p> <p>Director of Marketing and Public Relations</p> <p>WebMaster</p>	<p><i>PPM SECTIONS 9 & 10</i></p>

IX. Campus Health

Campus Unit/Division/Department	CAMPUS HEALTH
Lead Assessment Personnel	<p>Christy Forrest, Chair of MLT and Health Sciences forrestc@sandhills.edu 695.3839 Kennedy</p> <p>Ken Dowdy, Safety Coordinator dowdyk@sandhills.edu 246-2869 McKean Campus Service Center</p> <p>Steve Garner, Chair of Campus Safety Committee garners@sandhills.edu 695.3837 McKean Campus Service Center</p>

Definition and Scope

Campus Health refers to those measures by which the campus notifies impacted personnel of any threats that health concerns pose to continuous operations of the college and measures by which the campus imposes specialized actions to ensure a safe and secure learning, teaching, and public outreach environment. Typical examples of situations in which Campus Health measures are employed include:

- Infectious and communicable disease outbreaks
- Bloodborne pathogens

In addition, Campus Health refers to those measures the College takes to ensure the health and wellness of the campus community. The Chair of the Health and Wellness Committee and the Chair of the Safety Committee, in consultation with the and the Executive Vice President, are responsible for compiling all formal protocols related to *Campus Health* and educational efforts to promote campus health, such as:

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- Health and Wellness fairs
- Training in bloodborne pathogens, OSHA practices
- Annual flu shot clinics
- Hepatitis B vaccination notification of availability
- Drug-screen/background checks for clinical course requirements

The College recognizes the governance of policies from the Centers for Disease Control as the general protocols to be practiced on this campus. Copies of any local protocols reside with the Administrative Assistant to the Executive Vice President. The *SCC Policies and Procedures Manual* also includes reference to communicable diseases. The *Campus Health* portion of the *Business Continuity Plan* is reviewed annually by the two chairs and their committees to ensure currency of practices.

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
Infectious/Communicable Disease Outbreak/Bloodborne Pathogens	McKean Campus Service Center	Safety Office to provide isolation from exposure	Safety Coordinator Chair of Health and Wellness Committee Vice President of Student Services* Executive Vice President Director of Police and Public Safety	<ol style="list-style-type: none"> 1. <i>Review and Implement as necessary CDC Recommendations and Guidelines</i> 2. <i>Review and Implement as necessary SCC Policy 5.21: Communicable Disease</i> 3. <i>Review and Implement as necessary Emergency Response Procedures</i> 	President Director of Information Services Director of Physical Plant Vice President of Academic Affairs Vice President of Continuing Education Director of the Hoke Center Department Chair for Distance Learning Director of Marketing and Public Relations	PPM SECTION 5

X. Continuing Education

Campus Unit/Division/Department	CONTINUING EDUCATION
Lead Assessment Personnel	Andi Korte, Vice President of Continuing Education and Workforce Development kortea@sandhills.edu 695.3767 Van Dusen Teresa Reynolds, Director of Professional Development and Creative Living reynoldst@sandhills.edu 695.3775 Van Dusen

Definition and Scope

Continuing Education refers to those measures by which the campus notifies impacted personnel, the student population, the public, and the service community of any threats to continuous operations to continuing education delivery and enrollment/registration functions. Typical examples of situations in which Continuing Education might activate a crisis or recovery plan include:

- Campus-wide IS shutdown
- Van Dusen shutdown of IS services
- Catastrophic or Long-Term loss of access to Van Dusen
- Catastrophic or Long-Term loss of access to the Maintenance/Trades Building
- Emergency campus evacuation that impacts special population(s)

The Director of Internal Audits and Creative Living is responsible for compiling all formal protocols related to *Student Services*.

These protocols refer primarily to the Pinehurst Campus. The Larry R. Caddell Public Safety Training Center, the Westmoore Center and the Hoke County Center are governed by the same protocols.

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Reporting for the Caddell and Westmoore centers includes the Vice President of Continuing Education, who has administrative authority over those sites.

Reporting for the Hoke Center includes the Director of the Hoke Center, who has administrative authority over that site. Reporting should also include:

- *Michelle Bauer, Coordinator for Fire/Rescue Training, Larry R. Caddell Public Safety Training Center.*
- *Maria Campbell, Westmoore Coordinator, Westmoore Center.*
- *Twana McKnight, Director, Hoke Center.*

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<i>Long-Term or Catastrophic IS shutdown in Van Dusen Hall</i>	Continuing Education Conference Room (Van Dusen Hall)	Strategy Review of Alternative Measures	Director of Information Services* Vice President of Continuing Education* Administrative Assistant to Continuing Education Director of Accountability and Marketing	<ol style="list-style-type: none"> 1. Activate the <i>Risk Assessment and Mitigation Activities</i> for the following units in Continuing Education: Student Services, College and Career Readiness, Occupational, Public Safety, Self Supporting, Internal Auditor, and Marketing. 2. Notify faculty and staff via Regroup of alternative measures. 3. Notify students via Regroup autocaller of alternative sites of delivery. 	President Executive Vice President Telecommunications Services Coordinator Director of Marketing and Public Relations WebMaster Director of Audiovisual and Auxiliary Services Vice President of Student Services Vice President of Academic Affairs Vice President of College Initiatives	<i>PPM SECTION 10</i>

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Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<i>Long-Term or Catastrophic loss of access to Van Dusen Hall</i>	Sledge Board Room in Stone Hall	Strategy Review of Alternative Measures	Executive Vice President* Director of the Physical Plant Director of Human Resources Vice President of Continuing Education Director of Information Services Administrative Assistant to Continuing Education Director of Accountability and Marketing	<ol style="list-style-type: none"> 1. Activate the <i>Risk Assessment and Mitigation Activities</i> for the following unit in Continuing Education: Student Occupational. 2. Notify appropriate NCCCS vice president(s). 3. Notify faculty and staff via Regroup and Microsoft 365/Outlook of alternative measures. 4. Notify students via Regroup autocaler and student email of relocated services delivery. 	President Administrative Assistant to the Vice President of Academic Affairs Telecommunications Services Coordinator Faculty and Staff Director of Marketing and Public Relations WebMaster Director of Audiovisual and Auxiliary Services	<i>PPM SECTION 10</i>
Situation/Crisis Type	Designated Facility (If Applicable)	Facility Purpose	Decision Lead* and Impact Assessment Team	Emergency Measures and Formal Protocols (Where Applicable)	Reporting/Communication with Other Personnel	Associated Policies and Procedures
<i>Long-Term or Catastrophic loss of access to Maintenance/Trades Building</i>	Office of the Vice President of Continuing Education	Strategy Review of Alternative Measures	Executive Vice President* Vice President of Continuing Education	<ol style="list-style-type: none"> 1. Activate the <i>Risk Assessment and Mitigation Activities</i> for the following units in Continuing Education: 	President Telecommunications Services Coordinator Staff	<i>PPM SECTION 10</i>

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			Director of Physical Plant	<p>College and Career Readiness.</p> <p>2. Notify impacted Moore County School program coordinator(s).</p> <p>3. Notify faculty and staff via Regroup and Microsoft 365/Outlook of alternative measures.</p> <p>4. Notify students via Regroup autocaller and student email of relocated trade program offerings.</p>	<p>Director of Marketing and Public Relations</p> <p>WebMaster</p> <p>Director of Audiovisual and Auxiliary Services</p> <p>Vice President of Student Services</p> <p>Vice President of Academic Affairs</p> <p>Vice President of College Initiatives</p>	
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