



**Kansas Wesleyan University**  
**Catastrophic Events Policy and Procedures**  
**April 16, 2025**  
**Office of the President**

## Table of Contents

POLICY ON CATASTROPHIC EVENTS .....	5
Purpose .....	5
Catastrophic Event Definition .....	5
Criteria for Activating the Policy.....	5
Continuity of Education .....	6
Protection of Student Records .....	6
Transparency with State and HLC Authorities.....	6
Staff Training .....	7
Review and Update.....	7
Continuance of Operations Plan (COOP).....	8
Purpose .....	8
Key Personnel and Contact Information.....	8
Essential Functions .....	11
Procedures .....	11
Review and Update.....	12
Communications Plan for Catastrophic Events .....	13
Purpose .....	13
Key Personnel and Roles .....	13
Communication Channels .....	13
Communication Procedures .....	13
Review and Update.....	14
Academic Continuity Plan for Catastrophic Events .....	15
Purpose .....	15
Key Personnel and Roles .....	15
Academic Continuity Strategies .....	15
Communication and Support.....	16
Review and Update.....	16
Student Support Services Plan for Catastrophic Events .....	17
Purpose .....	17
Key Personnel and Roles .....	17
Support Services .....	17
Procedures .....	18

Review and Update.....	18
Student Housing Plan for Catastrophic Events .....	19
Purpose .....	19
Key Personnel and Roles .....	19
Housing Strategies .....	19
Support for Off-Campus Students.....	20
Communication and Coordination .....	20
Phased Response Plan .....	21
Phase I: Initial Notifications .....	21
Phase II: Partner and Collaborative Program Notifications .....	21
Phase III: Public Announcements .....	21
Review and Update.....	22
Evaluation Criteria for Student Housing Plan.....	22
Financial Contingency Plan for Catastrophic Events .....	24
Purpose .....	24
Key Personnel and Roles .....	24
Oversight and Accountability .....	24
Faculty and Staff Management.....	25
Financial Strategies .....	25
Review and Update.....	26
Data Backup and Recovery Plan for Catastrophic Events .....	27
Purpose .....	27
Key Personnel and Roles .....	27
Data Backup Protocols .....	27
Data Recovery Protocols.....	28
Protection of Student Records .....	28
Review and Update.....	29
Security Plan for Catastrophic Events .....	30
Purpose .....	30
Key Personnel and Roles .....	30
Security Measures.....	30
Communication and Coordination .....	31
Phased Response Plan .....	32

Phase I: Initial Notifications .....	32
Phase II: Partner & Collaborative Program Notifications .....	32
Phase III: Public Announcements .....	32
Review and Update .....	33
Facilities Management Plan for Catastrophic Events .....	34
Purpose .....	34
Key Personnel and Roles .....	34
Facilities Management Strategies .....	34
Emergency Response Procedures .....	35
Communication and Coordination .....	36
Phased Response Plan .....	36
Phase I: Initial Notifications .....	36
Phase II: Partner and Collaborative Program Notifications .....	36
Phase III: Public Announcements .....	37
Review and Update .....	37
Medical Emergency Response Plan for Catastrophic Events .....	38
Purpose .....	38
Key Personnel and Roles .....	38
Medical Response Strategies .....	39
Emergency Response Procedures .....	39
Communication and Coordination .....	40
Training and Drills .....	40
Review and Update .....	40
Evaluation Criteria for Medical Emergency Response Plan .....	40

## POLICY ON CATASTROPHIC EVENTS

<b>Administrative Division</b>	<b>President's Office</b>
<b>Policy Title</b>	<b>Policy on Catastrophic Events</b>
<b>Administrative Office</b>	<b>Provost's Office</b>
<b>Effective Date of Policy</b>	<b>04.16.25</b>

### Purpose

The purpose of this Catastrophic Event Policy is to outline the procedures Kansas Wesleyan University (KWU) will follow to ensure the continuity of operations, protect student interests, and maintain transparency with state and Higher Learning Commission (HLC) authorities during and after a catastrophic event.

### Catastrophic Event Definition

A catastrophic event is a significant and sudden occurrence that causes extensive disruption, damage, or destruction, necessitating the activation of this policy. Such events include, but are not limited to:

- Natural disasters (e.g., hurricanes, tornadoes, earthquakes, floods, wildfires)
- Technological failures (e.g., major system failures, cyber-attacks, infrastructure breakdowns)
- Public health emergencies (e.g., pandemics, epidemics)
- Acts of terrorism or violence (e.g., terrorist attacks, active shooter incidents)
- Environmental hazards (e.g., chemical spills, nuclear accidents)

### Criteria for Activating the Policy

The Catastrophic Event Policy will be activated when any of the following criteria are met:

- **Significant Disruption:** The event causes substantial disruption to normal operations, affecting the ability to deliver essential services.
- **Widespread Impact:** The event impacts a large number of students, faculty, staff, or facilities.

- **Extended Duration:** The event is expected to have long-term effects, requiring sustained response and recovery efforts.
- **Resource Demand:** The event necessitates the mobilization of significant resources, including emergency services, financial aid, and logistical support.
- **Government or Institutional Directive:** Activation is required by government authorities or institutional leadership.

## Continuity of Education

In the event of a catastrophic event, KWU will ensure that impacted students receive the education they paid for through the following options:

- **Online Instruction:** Transition to online learning platforms to continue academic instruction.
- **Teach-Out Plans:** Implement teach-out plans to allow students to complete their programs at KWU or through agreements with other institutions.
- **Tuition Refunds:** When necessitated, provide prorated tuition refunds for the portion of the education not delivered.
- **Assistance to Another Institution:** Facilitate the transfer of students to other institutions to complete their education.

## Protection of Student Records

To protect student records, KWU will implement the following measures:

- **Regular Backups:** Perform daily backups of all critical data, including student records, and store them in multiple secure locations (both on-site and off-site).
- **Data Encryption:** Encrypt all backup data to protect against unauthorized access and ensure data integrity.
- **Access Controls:** Implement strict access controls to ensure that only authorized personnel can access student records.
- **Physical Security:** Ensure that physical storage locations are secure.
- **Record Retention:** Maintain a comprehensive record retention policy to ensure the preservation and accessibility of student records.

## Transparency with State and HLC Authorities

KWU will maintain transparency with KSDE, NC-SARA, and HLC authorities by:

- **Timely Reporting:** Provide timely and accurate reports on the status of operations, the impact of the catastrophic event, and the measures taken to address it.

- **Regular Updates:** Communicate regularly with state and HLC authorities to keep them informed of the recovery process and any significant developments.
- **Compliance:** Ensure compliance with all state and HLC regulations and guidelines related to catastrophic events and institutional status.
- **Collaboration:** Collaborate with state and HLC authorities to develop and implement effective response and recovery plans.

## Staff Training

To ensure effective implementation of this policy, Training for all staff members will be provided as determined by the institution. Training will include:

- **Policy Overview:** Detailed explanation of the Catastrophic Event Policy, including definitions, criteria for activation, and key procedures.
- **Roles and Responsibilities:** Clarification of individual roles and responsibilities during a catastrophic event.
- **Emergency Procedures:** Training on emergency response procedures, including communication protocols, data backup and recovery, and student support Services.
- **Regular Drills:** Conduct drills and simulations, as determined by the institution, to ensure staff are prepared to respond effectively to a catastrophic event.
- **Continuous Improvement:** Collect feedback from staff after training sessions and drills to identify areas for improvement and update the policy, procedures, and training materials accordingly.

## Review and Update

This Catastrophic Event Policy will be reviewed and updated bi-annually to ensure its effectiveness and relevance.

# **Continuance of Operations Plan (COOP)**

## **Purpose**

The purpose of this Continuance of Operations Plan (COOP) is to ensure that Kansas Wesleyan University (KWU) can continue essential functions during and after a catastrophic event, in accordance with SARA and HLC criteria.

## **Key Personnel and Contact Information**

- **President:** Matt Thompson
  - Phone: 785-833-4302
  - Email: [matt.thompson@kwu.edu](mailto:matt.thompson@kwu.edu)
  - Office: Pioneer Hall 220
- **Executive Vice President for Advancement & University Operations:** Ken Oliver
  - Phone: 785-833-4342
  - Email: [ken.oliver@kwu.edu](mailto:ken.oliver@kwu.edu)
  - Office: Pioneer Hall 320
- **Provost & Executive Vice President for Student Success:** Damon Kraft
  - Phone: 785-833-4331
  - Email: [damon.kraft@kwu.edu](mailto:damon.kraft@kwu.edu)
  - Office: Pioneer Hall 320
- **Vice President of Student & Community Engagement:** Bridget Weiser
  - Phone: 785-833-4325
  - Email: [bridget@kwu.edu](mailto:bridget@kwu.edu)
  - Office: Pioneer Hall 315
- **Assistant Athletic Director for Sports Medicine/Head Athletic Trainer:** Nathan Morrison
  - Phone: 785-833-4463
  - Email: [nathan.morrison@kwu.edu](mailto:nathan.morrison@kwu.edu)
  - Office: SAC 178



- **Assistant Vice President of Information Systems:** Justin Taylor
  - Phone: 785-833-4444
  - Email: [justin.taylor@kwu.edu](mailto:justin.taylor@kwu.edu)
  - Office: Pioneer Hall 390
- **Assistant Vice President for Marketing & Communications:** Brad Salois
  - Phone: 785-833-4340
  - Email: [brad.salois@kwu.edu](mailto:brad.salois@kwu.edu)
  - Office: Pioneer Hall Marketing Office
- **Assistant Vice President for Student Engagement & Success (Security):** Joseph (J.D.) Koons
  - Phone: 785-833-4398
  - Email: [joseph.koons@kwu.edu](mailto:joseph.koons@kwu.edu)
  - Office: Pioneer Hall 121
- **Chief Financial Officer:** Judy Holmes
  - Phone: 785-833-4508
  - Email: [judy.holmes@kwu.edu](mailto:judy.holmes@kwu.edu)
  - Office: Pioneer Hall 183
- **Director of Financial Aid:** Amanda McLaughlin
  - Phone: 785-833-4317
  - Email: [amanda.mclaughlin@kwu.edu](mailto:amanda.mclaughlin@kwu.edu)
  - Office: Pioneer Hall 190
- **Director of Information Services:** Kyle Zerr
  - Phone: 785-833-4436
  - Email: [kyle.zerr@kwu.edu](mailto:kyle.zerr@kwu.edu)
  - Office: Pioneer Hall 390

- **Director of Nursing:** Janeane Houchin
  - Phone: 785-833-4457
  - Email: [amanda.mclaughlin@kwu.edu](mailto:amanda.mclaughlin@kwu.edu)
  - Office: Nursing Education Center
- **Director of Online Learning and Educational Technology:** Jamie Kootz
  - Phone: 785-833-4427
  - Email: [jamie.kootz@kwu.edu](mailto:jamie.kootz@kwu.edu)
  - Office: Plant Operations Building
- **Director of Plant Operations:** Dustin Glavin
  - Phone: 785-833-4323
  - Email: [dustin.glavin@kwu.edu](mailto:dustin.glavin@kwu.edu)
  - Office: Plant Operations Building
- **Director of the Registrar:** Jasmin Dauner
  - Phone: 785-833-4320
  - Email: [amanda.mclaughlin@kwu.edu](mailto:amanda.mclaughlin@kwu.edu)
  - Office: Pioneer Hall 285
- **Security Officer:** Spencer Parker
  - Phone: 785-829-6017
  - Email: [security@kwu.edu](mailto:security@kwu.edu)
  - Office: Pioneer Hall 125 (First Choice Security)

## Essential Functions

- **Academic Continuity:** Ensure that teaching and learning can continue through online platforms and alternative instructional methods.
- **Student Support Services:** Maintain access to counseling, advising, and other student services.
- **Security and Safety:** Ensure the safety and security of all students, faculty, and staff.
- **Communication:** Provide timely and accurate information to all stakeholders.
- **Facilities Management:** Ensure that campus facilities are safe and operational.

## Procedures

- **Activation:** The COOP will be activated by the President or their designee in the event of a catastrophic event.
- **Communication Plan:** The Assistant Vice President for Marketing & Communications will coordinate all communications in conjunction with the President's Office.
- **Academic Continuity Plan:** The Provost will oversee the transition to online learning and alternative instructional methods.
- **Student Support Services Plan:** The Assistant Vice President for Student Engagement & Success will ensure the continuation of essential student services.
- **Student Housing Plan:** The Provost, Assistant Vice President for Student Engagement & Success, and Vice President for Student and Community Engagement will ensure the safety, well-being, and continuity of housing for both on-campus and off-campus students.
- **Financial Continuity Plan:** The Chief Financial Officer will ensure that KWU can maintain financial stability and support students, faculty, and staff during and after a catastrophic event.
- **Data Backup Plan:** The Director of Institutional Technology will ensure the protection and recovery of critical data, including student records, in the event of system failure or physical damage.
- **Security Plan:** The Provost in coordination with the Assistant Vice President for Student Engagement & Student Success and the Security Officer will coordinate all security measures and ensure the safety of the campus community.
- **Facilities Management Plan:** The Director of Plant Operations will oversee the maintenance of campus facilities.
- **Medical Emergency Response Plan:** The Director of Nursing and the Vice President of Student & Community Engagement along with Salina County Emergency Manager and the Salina Regional Health Center, will coordinate and oversee the health and safety of all students, faculty, and staff

## **Review and Update**

This COOP will be reviewed and updated bi-annually to ensure its effectiveness and relevance.

# **Communications Plan for Catastrophic Events**

## **Purpose**

The purpose of this Communications Plan is to ensure timely, accurate, and effective communication with all stakeholders during and after a catastrophic event.

## **Key Personnel and Roles**

- **Assistant Vice President for Marketing & Communications:** Brad Salois
  - Role: Lead and coordinate all communication efforts.
- **President:** Matt Thompson
  - Role: Provide official statements and updates.
- **Executive Vice President for Advancement & University Operations:** Ken Oliver
  - Role: Support communication efforts and liaise with external partners.
- **Provost & Executive Vice President for Student Success:** Damon Kraft
  - Role: Communicate academic-related information.
- **Assistant Vice President for Student Engagement & Success (Security):** Joseph (J.D.) Koons
  - Role: Provide updates on security and safety measures.

## **Communication Channels**

- **Email:** Primary method for detailed updates and instructions.
- **University Website:** Central hub for all information and updates.
- **Social Media:** Quick updates and engagement with the community.
  - Platforms: Facebook, X (formerly known as Twitter), Instagram
- **Text Messaging:** Urgent alerts and instructions.
- **Phone Hotlines:** Dedicated lines for inquiries and support.
- **Press Releases:** Official statements to the media.

## **Communication Procedures**

- **Initial Notification:**
  - The Assistant Vice President for Marketing & Communications or designee will send an initial notification to all stakeholders via email, social media, and text messaging.
  - The President or designee will issue an official statement outlining the situation and initial response measures.

- **Ongoing Updates:**
  - Regular updates will be provided through all communication channels.
  - The frequency of updates will depend on the nature and severity of the event but will be at least once daily.
- **Stakeholder Engagement:**
  - Regular communication with students, faculty, staff, parents, and external partners.
  - Virtual town hall meetings may be held to address concerns and provide updates.
- **Media Relations:**
  - Press releases will be issued as needed.
  - The Assistant Vice President for Marketing & Communications or designee will serve as the primary media contact.
- **Feedback and Inquiries:**
  - A dedicated email address and phone hotline will be established for feedback and inquiries.
  - The communications team will coordinate responses.

## **Review and Update**

This Communications Plan will be reviewed and updated bi-annually to ensure its effectiveness and relevance.

# **Academic Continuity Plan for Catastrophic Events**

## **Purpose**

The purpose of this Academic Continuity Plan is to ensure that Kansas Wesleyan University (KWU) can continue to provide quality education to students during and after a catastrophic event.

## **Key Personnel and Roles**

- **Provost & Executive Vice President for Student Success:** Damon Kraft
  - Role: Oversee all academic operations and ensure the implementation of the continuity plan.
- **Assistant Vice President of Information Systems:** Justin Taylor
  - Role: Ensure the availability and functionality of online learning platforms (e.g., Microsoft Teams) and IT infrastructure.
- **Director of Online Learning and Educational Technology:** Jamie Kootz
  - Role: Oversee online technology used (e.g., Canvas) for all academic operations and ensure the implementation of the continuity plan.

## **Academic Continuity Strategies**

- **Online Instruction:**
  - Transition to online learning platforms (e.g., Microsoft Teams, Canvas) to continue academic instruction.
  - Provide training for faculty and students on using online tools and resources.
- **Alternative Instructional Methods:**
  - Develop alternative methods for course delivery, such as recorded lectures, asynchronous discussions, and digital assignments.
  - Utilize email and other communication tools to maintain interaction between faculty and students.
- **Flexible Scheduling:**
  - Implement flexible scheduling options to accommodate students and faculty affected by the event.
  - Offer extended deadlines and alternative assessment methods as needed.

- **Resource Accessibility:**
  - Check with students about access to necessary technology and internet resources.
  - Recommend resources as needed.

## **Communication and Support**

- **Regular Updates:**
  - Provide regular updates to students, faculty, and staff regarding the status of academic operations and any changes to schedules or procedures.
  - Use multiple communication channels, including email, the university website, and social media.
- **Student Support Services:**
  - Maintain access to academic advising, tutoring, counseling, and other student support services.
  - Offer virtual office hours and online support sessions.
- **Faculty Support:**
  - Provide resources and training for faculty to effectively deliver online instruction.
  - Establish a support network for faculty to share best practices and troubleshoot issues.

## **Review and Update**

This Academic Continuity Plan will be reviewed and updated bi-annually to ensure its effectiveness and relevance.



# **Student Support Services Plan for Catastrophic Events**

## **Purpose**

The purpose of this Student Support Services Plan is to ensure that students receive the necessary support and resources during and after a catastrophic event, enabling them to continue their education and maintain their well-being.

## **Key Personnel and Roles**

- **Provost & Executive Vice President for Student Success:** Damon Kraft
  - Role: Oversee all student support services and ensure academic continuity.
- **Assistant Vice President for Student Engagement & Success (Security):** Joseph (J.D.) Koons
  - Role: Coordinate safety and security measures for students.
- **Financial Aid Director:** Amanda McLaughlin
  - Role: Assist students with financial aid concerns and emergency funding.

## **Support Services**

- **Mental Health Support:**
  - Provide virtual counseling sessions and mental health resources.
  - Establish a 24/7 mental health hotline for immediate support.
- **Academic Support:**
  - Transition to online learning platforms and provide training for students.
  - Offer virtual academic advising and tutoring services.
  - Check with students about access to necessary technology and internet resources.
- **Financial Support:**
  - Consider emergency financial aid and assistance with housing and food insecurity.
  - Offer guidance and references to resources on managing financial challenges during the event.
- **Safety and Security:**
  - Ensure the safety of students on campus through increased security measures.
  - Provide clear instructions on safety protocols and emergency procedures.

- **Communication and Engagement:**
  - Maintain regular communication with students through email, social media, and virtual town halls.
  - Consider creating online communities and support groups to foster connection and engagement.

## **Procedures**

- **Activation:**
  - The Student Support Services Plan will be activated by the Provost or their designee in the event of a catastrophic event.
- **Initial Response:**
  - Communicate the activation of the plan to all students and provide initial instructions and resources.
  - Work to ensure that all support services are operational and accessible.
- **Ongoing Support:**
  - Regularly assess the needs of students and adjust support services accordingly.
  - Provide continuous updates and resources through all communication channels.
- **Feedback and Improvement:**
  - Collect feedback from students on the effectiveness of support services.
  - Make necessary improvements to enhance the support provided.

## **Review and Update**

This Student Support Services Plan will be reviewed and updated bi-annually to ensure its effectiveness and relevance.

# **Student Housing Plan for Catastrophic Events**

## **Purpose**

The purpose of this Student Housing Plan is to ensure the safety, well-being, and continuity of housing for both on-campus and off-campus students at Kansas Wesleyan University (KWU) during and after a catastrophic event.

## **Key Personnel and Roles**

- **Provost & Executive Vice President for Student Success:** Damon Kraft
  - Role: Oversee all housing operations and ensure the implementation of the housing plan.
- **Vice President for Student and Community Engagement:** Bridget Weiser
  - Role: Liaise with off-campus housing providers and support off-campus students.
- **Assistant Vice President for Student Engagement & Success (Security):** Joseph (J.D.) Koons
  - Role: Assist in coordinating housing efforts and responding to emergencies, manage individual residence halls, and support students during the event in conjunction with resident assistants (RA).

## **Housing Strategies**

- **Risk Assessment and Mitigation:**
  - Conduct regular risk assessments of all on-campus housing facilities to identify potential hazards and vulnerabilities.
  - Implement mitigation measures to reduce the effect of identified risks, such as reinforcing structures and improving emergency exits.
- **Emergency Supplies and Equipment:**
  - Maintain an inventory of emergency supplies and equipment for each residence hall, including first aid kits, flashlights, blankets, and non-perishable food.
  - Ensure that emergency supplies are easily accessible and regularly inspected for functionality.
- **Evacuation and Shelter-in-Place Procedures:**
  - Develop and maintain evacuation and shelter-in-place procedures for all on-campus housing facilities.
  - Conduct drills and simulations, as determined by the institution, to ensure that students are familiar with evacuation routes and shelter locations.

- **Temporary Housing Solutions:**
  - When needed, identify and establish agreements with local hotels, community centers, and other facilities to provide temporary housing for displaced students.
  - Coordinate with local emergency services to ensure the availability of temporary shelters.

## **Support for Off-Campus Students**

- **Communication and Coordination:**
  - Establish clear communication channels for off-campus students to report housing-related issues and receive support.
  - Use email, text messaging, and social media to disseminate information quickly.
- **Temporary Housing Assistance:**
  - Provide support to off-campus students in finding temporary housing if their current accommodations are affected by the event.
  - Work with local housing providers to secure temporary housing options for off-campus students.
- **Financial Support:**
  - Consider emergency financial aid to off-campus students facing housing-related financial hardships.
  - Provide information on local resources and support services available to off-campus students.

## **Communication and Coordination**

- **Internal Communication:**
  - Establish clear communication channels for reporting housing-related issues and coordinating responses.
  - Use email, text messaging, and phone hotlines to disseminate information quickly.
- **External Communication:**
  - Notify local government and state representatives about the housing situation and any necessary closures or repairs.
  - Coordinate with local emergency services to ensure a unified response.

# Phased Response Plan

## Phase I: Initial Notifications

- **Notification to State Agencies, Licensing Agencies, Accrediting Agencies, Federal Agencies (Title IV):**
  - Inform relevant agencies about the housing situation and any necessary closures or repairs.
- **Notification to State Approval Agencies (e.g., KSDE, NC-SARA):**
  - Notify state approval agencies about the event and its impact.
- **Notification to Internal Constituencies:**
  - Communicate with students, faculty, and staff regarding the situation and next steps.
- **Notification to External Constituencies:**
  - As appropriate, inform funding agencies, alumni, donors, and other stakeholders about the event.
- **Notify Local Government and State Representatives:**
  - Provide updates to local government officials and state representatives.

## Phase II: Partner and Collaborative Program Notifications

- **Notification of Program/Institutional Closure to Current Partner Institutions:**
  - Inform partner institutions with existing articulation agreements about any necessary closures or repairs.
- **Notification to Collaborative Programs:**
  - Notify collaborative programs and partners about the event and its implications.

## Phase III: Public Announcements

- **Public Notice of Closing:**
  - Issue a public notice regarding any necessary closures or repairs.
- **Press Release to Media:**
  - As appropriate, distribute a press release to media outlets with details about the event and response measures.
- **Post on University's Website and Other Publications:**
  - As needed, update the university website and other publications with information about any necessary closures or repairs.

- **Include Q&A and Contact Information:**
  - As appropriate, provide a Q&A section and contact information for inquiries.
- **Post on University's Social Media Outlets:**
  - As appropriate, share updates and information on the university's social media platforms.

## Review and Update

This Student Housing Plan will be reviewed and updated bi-annually to ensure its effectiveness and relevance.

## Evaluation Criteria for Student Housing Plan

To ensure the effectiveness and relevance of the Student Housing Plan for catastrophic events, the following evaluation criteria can be used:

### 1. Risk Assessment and Mitigation

- **Comprehensiveness:** Evaluate the thoroughness of risk assessments conducted for on-campus housing facilities.
- **Implementation:** Assess the effectiveness of mitigation measures implemented to reduce identified risks.

### 2. Emergency Supplies and Equipment

- **Availability:** Check the inventory of emergency supplies and equipment in each residence hall.
- **Accessibility:** Ensure that emergency supplies are easily accessible to students and staff.
- **Functionality:** Regularly inspect and test emergency equipment to ensure it is in working order.

### 3. Evacuation and Shelter-in-Place Procedures

- **Development:** Review the development and maintenance of evacuation and shelter-in-place procedures.
- **Familiarity:** Assess the familiarity of students and staff with evacuation routes and shelter locations through regular drills.
- **Effectiveness:** Evaluate the effectiveness of evacuation and shelter-in-place procedures during drills and actual events.

#### 4. Temporary Housing Solutions

- **Identification:** Verify the identification and establishment of agreements with local hotels, community centers, and other facilities for temporary housing.
- **Coordination:** Assess the coordination with local emergency services to ensure the availability of temporary shelters.
- **Utilization:** Evaluate the utilization of temporary housing solutions during a catastrophic event.

#### 5. Support for Off-Campus Students

- **Communication:** Review the effectiveness of communication channels established for off-campus students.
- **Assistance:** Assess the assistance provided to off-campus students in finding temporary housing and financial support.
- **Resource Availability:** Evaluate the availability of local resources and support services for off-campus students.

#### 6. Communication and Coordination

- **Internal Communication:** Assess the clarity and effectiveness of internal communication channels for reporting housing-related issues and coordinating responses.
- **External Communication:** Evaluate the effectiveness of communication with local government, state representatives, and emergency services.
- **Stakeholder Engagement:** Review the engagement with external stakeholders, including funding agencies, alumni, donors, and partners.

#### 7. Phased Response Plan

- **Notification:** Evaluate the timeliness and accuracy of notifications to state agencies, licensing agencies, accrediting agencies, and other relevant entities.
- **Public Announcements:** Assess the effectiveness of public announcements, press releases, and updates on the university website and social media platforms.
- **Q&A and Contact Information:** Ensure that Q&A sections and contact information are provided and accessible to stakeholders.

#### 8. Review and Update

- **Annual Review:** Verify that the Student Housing Plan is reviewed and updated annually.
- **Continuous Improvement:** Assess the incorporation of feedback and lessons learned from drills and actual events into the plan.

# **Financial Contingency Plan for Catastrophic Events**

## **Purpose**

The purpose of this Financial Contingency Plan is to ensure that Kansas Wesleyan University (KWU) can maintain financial stability and support students, faculty, and staff during and after a catastrophic event.

## **Key Personnel and Roles**

- **Chief Financial Officer (CFO):** Judy Holmes
  - Role: Oversee all financial operations and ensure the implementation of the contingency plan.
- **Executive Vice President for Advancement & University Operations:** Ken Oliver
  - Role: Coordinate fundraising efforts and liaise with donors and external partners.
- **Financial Aid Director:** Amanda McLaughlin
  - Role: Manage financial aid and emergency funding for students.

## **Oversight and Accountability**

- **Oversight During Teach-Out Period:**
  - An **ad hoc committee** will be established to provide oversight and ensure the institution remains stable if and when a teach-out period is required. This committee will include representatives from key departments such as finance, academics, student services, and human resources.
- **Oversight of Adherence to Policies and Processes:**
  - The **ad hoc committee** will provide oversight to ensure adherence to established policies and processes within the institution. This includes ensuring fair and ethical behavior and integrity in financial, academic, human resources, and auxiliary functions.
- **Internal Accountability:**
  - Internal accountability will be assured through regular audits, compliance checks, and reporting mechanisms. The KWU Business Department will conduct periodic reviews and report findings to the university leadership.
- **Oversight of Financial Decisions:**
  - The **Board of Trustees Finance Committee** will ensure that sound financial decisions are made with regard to operational and endowment funds. This committee will review and approve major financial decisions and expenditures.



- **Financial Decision-Making Process:**

- Financial decisions related to operational and endowment funds will be made through a collaborative process involving the CFO, Executive Vice President for Advancement & University Operations, and the Board of Trustees Finance Committee Chair. Decisions will be based on thorough financial analysis and alignment with the university's strategic goals.

## **Faculty and Staff Management**

- **Management of Faculty and Staff:**

- Faculty and staff may be reduced or managed through other arrangements based on the needs of the institution. This may include greater use of adjunct faculty, reassignment of duties, or temporary contracts.

- **Close Out of Contracts and Personnel Management:**

- The Human Resources Department will oversee the close out of contracts, reassignment of personnel, and issuance of terminal contracts. This will be done in accordance with university policies and applicable labor laws.

- **Unemployment Claims:**

- The Human Resources Department will assist employees with resources for filing unemployment claims if they are laid off due to the catastrophic event. Employees will be provided with information on eligibility and the application process.

## **Financial Strategies**

- **Emergency Fund Allocation:**

- Allocate funds for essential services, including student support, technology, and facility repairs.

- **Budget Adjustments:**

- Review and adjust the university's budget to prioritize critical operations and services.
- Implement cost-saving measures, such as reducing non-essential expenditures and delaying non-critical projects.

- **Revenue Generation:**

- Explore alternative revenue streams, such as online courses, grants, and partnerships.
- Increase fundraising efforts and engage with donors to secure additional funding.

- **Financial Aid and Support:**

- Explore providing emergency financial aid to students facing financial hardships.
- Consider offering flexible payment plans and deferment options for tuition and fees.

## **Review and Update**

This Financial Contingency Plan will be reviewed and updated bi-annually to ensure its effectiveness and relevance.

# **Data Backup and Recovery Plan for Catastrophic Events**

## **Purpose**

The purpose of this Data Backup and Recovery Plan is to ensure the protection and recovery of critical data, including student records, in the event of system failure or physical damage.

## **Key Personnel and Roles**

- **Assistant Vice President for Information Systems:** Justin Taylor
  - **Role:** Oversee all IT operations and ensure the implementation of the data backup and recovery plan.
- **Director of Information Services:** Kyle Zerr
  - **Role:** Manage the technical aspects of data backup and recovery.
- **Registrar:** Jasmin Dauner
  - **Role:** Ensure the integrity and accessibility of student records.

## **Data Backup Protocols**

- **Regular Backups:**
  - Perform regular (usually daily) backups of all critical data, including student records, financial data, and academic information.
  - As possible, use automated backup systems to ensure consistency and reduce the risk of human error.
- **Backup Storage:**
  - Store backups in multiple locations, including on-site and off-site facilities.
  - Use secure cloud storage solutions to provide additional redundancy and accessibility.
- **Data Encryption:**
  - Encrypt all backup data to protect against unauthorized access and ensure data integrity.
  - Use industry-standard encryption protocols for both in-transit and at-rest data.

- **Backup Verification:**
  - Regularly verify the integrity of backup data through automated checks and manual reviews.
  - Conduct periodic test restores to ensure that backups can be successfully recovered.

## **Data Recovery Protocols**

- **Recovery Procedures:**
  - Execute procedures for data recovery in the event of system failure or physical damage.
  - Prioritize the recovery of critical systems and data, including student records and financial systems.
- **Recovery Time Objectives (RTO):**
  - Define RTOs for different types of data and systems to ensure timely recovery.
  - Aim to restore critical systems within 24 hours and non-critical systems within 72 hours.
- **Disaster Recovery Site:**
  - Maintain a disaster recovery site with the necessary infrastructure to support data recovery (choice 1: Plant Operations; choice 2: Church of the Cross United Methodist Church; and choice 3: Trinity United Methodist Church).
  - Ensure that the disaster recovery site is geographically distant from the primary site to reduce the risk of simultaneous impact.

## **Protection of Student Records**

- **Access Controls:**
  - Implement strict access controls to ensure that only authorized personnel can access student records.
  - Use multi-factor authentication and role-based access controls to enhance security.
- **Data Integrity:**
  - Regularly audit student records to ensure their accuracy and integrity.
  - Use checksums and other data validation techniques to detect and correct any data corruption.

- **Physical Security:**

- Ensure that physical storage locations for backups are secure and protected against environmental hazards.
- Consider use of fireproof and waterproof storage solutions for on-site backups.

## **Review and Update**

This Data Backup and Recovery Plan will be reviewed and updated bi-annually to ensure its effectiveness and relevance.

# **Security Plan for Catastrophic Events**

## **Purpose**

The purpose of this Security Plan is to ensure the safety and security of all students, faculty, staff, and facilities at Kansas Wesleyan University (KWU) during and after a catastrophic event.

## **Key Personnel and Roles**

- **Provost & Executive Vice President for Student Success:** Damon Kraft
  - Role: Lead and coordinate all security efforts.
- **Vice President of Student & Community Engagement:** Bridget Weiser
  - Role: Assist the Provost in coordinating all security efforts.
- **Assistant Vice President for Student Engagement & Success (Security):** Joseph (J.D.) Koons
  - Role: Assist the Provost in coordinating all security efforts.
- **Security Officer:** Spencer Parker
  - Role: Assist in implementing security measures and monitoring campus safety.
- **Director of Plant Operations:** John Swagerty
  - Role: Ensure the physical security of campus facilities.
- **Director of Marketing & Communications:** Brad Salois
  - Role: Ensure timely, accurate, and effective communication with all stakeholders during and after a catastrophic event.

## **Security Measures**

- **Access Control:**
  - Execute access control measures to regulate entry and exit points.
  - Verify credentials and conduct searches if necessary to prevent unauthorized access.
  - Use electronic access control systems to monitor and restrict access to sensitive areas.
- **Surveillance and Monitoring:**
  - Utilize advanced surveillance technology, including CCTV cameras, to monitor the campus.
  - Deploy security personnel to patrol the campus and respond to incidents.

- Establish a central monitoring station to oversee surveillance feeds and coordinate responses.
- **Emergency Response Plan:**
  - Execute the emergency response plan, including procedures for evacuations, medical emergencies, and communication protocols.
  - Conduct drills, trainings, and/or simulations to ensure preparedness.
  - Coordinate with local emergency services to ensure a swift and effective response.
- **Crowd Management:**
  - Implement strategies for managing crowds, including designated walkways, crowd flow planning, and crowd density monitoring.
  - Plan that large gatherings and events have adequate security personnel and emergency plans in place.
- **Physical Security:**
  - Secure all buildings and facilities with appropriate locks, alarms, and barriers.
  - As possible, use fireproof and waterproof storage solutions for critical documents and equipment.
  - Regularly inspect and maintain security systems and infrastructure.

## Communication and Coordination

- **Internal Communication:**
  - Execute communication channels for reporting security incidents and coordinating responses.
  - Use email, text messaging, social media, and phone hotlines to disseminate information quickly.
  - Provide regular updates to students, faculty, and staff on security measures and procedures.
- **External Communication:**
  - Notify local government and state representatives about the security situation.
  - Coordinate with local law enforcement and emergency services to ensure a unified response.
  - As necessary, communicate with external stakeholders, including funding agencies, alumni, donors, and partners.

# Phased Response Plan

## Phase I: Initial Notifications

- **Notification to State Agencies, Licensing Agencies, Accrediting Agencies, Federal Agencies (Title IV):**
  - Inform relevant agencies about the security situation and any necessary closures or teach-out plans.
- **Notification to State Approval Agencies (e.g., KSDE, NC-SARA):**
  - Notify state approval agencies about the event and its effect.
- **Notification to Internal Constituencies:**
  - Communicate with students, faculty, and staff regarding the situation and next steps.
- **Notification to External Constituencies:**
  - As necessary, inform funding agencies, alumni, donors, and other stakeholders about the event.
- **Notify Local Government and State Representatives:**
  - Provide updates to local government officials and state representatives.

## Phase II: Partner & Collaborative Program Notifications

- **Notification of Program/Institutional Status to Current Partner Institutions:**
  - Inform partner institutions with existing articulation agreements about the institution's status.
- **Notification to Collaborative Programs:**
  - Notify collaborative programs and partners about the event and its implications.

## Phase III: Public Announcements

- **Public Notice of Institutional Status:**
  - ~~Issue~~ As appropriate, issue a public notice regarding the status of the institution or programs.
- **Press Release to Media:**
  - As appropriate, distribute a press release to media outlets with details about the event and response measures.



- **Post on University's Website and Other Publications:**
  - As needed, update the university website and other publications with information about the institution's status.
- **Include Q&A and Contact Information:**
  - As appropriate, provide a Q&A section and contact information for inquiries.
- **Post on University's Social Media Outlets:**
  - As appropriate, share updates and information on the university's social media platforms.

## **Review and Update**

This Security Plan will be reviewed and updated bi-annually to ensure its effectiveness and relevance.

# **Facilities Management Plan for Catastrophic Events**

## **Purpose**

The purpose of this Facilities Management Plan is to ensure the safety, functionality, and resilience of Kansas Wesleyan University (KWU) facilities during and after a catastrophic event.

## **Key Personnel and Roles**

- **Vice President of Student & Community Engagement:** Bridget Weiser
  - Role: Coordinate all security measures and the safety of campus facilities.
- **Assistant Vice President for Student Engagement & Success (Security):** Joseph (J.D.) Koons
  - Role: Assist in coordinating all security measures and ensure the safety of campus facilities.
- **Director of Plant Operations:** John Swagerty
  - Role: Oversee all facilities management operations and ensure the implementation of the plan.
- **Director of Marketing & Communications:** Brad Salois
  - Role: Ensure timely, accurate, and effective communication with all stakeholders during and after a catastrophic event.

## **Facilities Management Strategies**

- **Risk Assessment and Mitigation:**
  - Conduct regular risk assessments to identify potential hazards and vulnerabilities in campus facilities.
  - As appropriate, implement mitigation measures to reduce the impact of identified risks, such as reinforcing structures, improving drainage systems, and securing hazardous materials.
- **Preventive Maintenance:**
  - Perform regular maintenance checks and inspections to ensure all facilities and equipment are in good working condition.
  - As possible, use predictive analytics and historical data to anticipate maintenance needs and prevent unexpected disruptions.

- **Emergency Supplies and Equipment:**
  - Maintain an inventory of emergency supplies and equipment, including generators, first aid kits, fire extinguishers, and sandbags.
  - Ensure that emergency supplies are easily accessible and regularly inspected for functionality.
- **Building Security:**
  - Implement robust access control measures to regulate entry and exit points.
  - Use electronic access control systems and surveillance cameras to monitor and secure campus facilities.
  - Conduct security drills and training sessions for employees and students.

## **Emergency Response Procedures**

- **Activation of Emergency Plan:**
  - The Facilities Management Plan will be activated by the Director of Plant Operations or designee in the event of a catastrophic event.
  - Communicate the activation of the plan to all key personnel and stakeholders.
- **Evacuation and Shelter-in-Place:**
  - Implement and maintain evacuation and shelter-in-place procedures for all campus buildings.
  - Conduct drills and/or trainings to ensure that students, faculty, and staff are familiar with evacuation routes and shelter locations.
- **Damage Assessment and Repair:**
  - Conduct immediate damage assessments following a catastrophic event to identify and prioritize repairs.
  - Coordinate with external contractors and vendors to expedite repair and restoration efforts.
- **Utility Management:**
  - Ensure the continuity of essential utilities, such as electricity, water, and HVAC systems.
  - Implement backup power solutions, such as generators, to maintain critical operations during power outages.

## Communication and Coordination

- **Internal Communication:**
  - Establish clear communication channels for reporting facilities-related issues and coordinating responses.
  - Use email, text messaging, and phone hotlines to disseminate information quickly.
- **External Communication:**
  - Notify local government and state representatives about the facilities' status and any necessary closures or repairs.
  - Coordinate with local emergency services to ensure a unified response.

## Phased Response Plan

### Phase I: Initial Notifications

- **Notification to State Agencies, Licensing Agencies, Accrediting Agencies, Federal Agencies (Title IV):**
  - As appropriate, inform relevant agencies about the facilities' status and any necessary closures or repairs.
- **Notification to State Approval Agencies (e.g., KSDE, NC-SARA):**
  - As appropriate, notify state approval agencies about the event and its impact.
- **Notification to Internal Constituencies:**
  - As appropriate, communicate with students, faculty, and staff regarding the situation and next steps.
- **Notification to External Constituencies:**
  - As appropriate, inform funding agencies, alumni, donors, and other stakeholders about the event.
- **Notify Local Government and State Representatives:**
  - As appropriate, provide updates to local government officials and state representatives.

### Phase II: Partner and Collaborative Program Notifications

- **Notification of Program/Institutional Status to Current Partner Institutions:**
  - As appropriate, inform partner institutions with existing articulation agreements about the institution's status.

- **Notification to Collaborative Programs:**
  - As appropriate, notify collaborative programs and partners about the event and its implications.

### **Phase III: Public Announcements**

- **Public Notice of Status:**
  - As appropriate, issue a public notice regarding the institution's status.
- **Press Release to Media:**
  - As appropriate, distribute a press release to media outlets with details about the event and response measures.
- **Post on University's Website and Other Publications:**
  - As needed, update the university website and other publications with information about the institution's status.
- **Include Q&A and Contact Information:**
  - As appropriate, provide a Q&A section and contact information for inquiries.
- **Post on University's Social Media Outlets:**
  - As appropriate, share updates and information on the university's social media platforms.

### **Review and Update**

This Facilities Management Plan will be reviewed and updated bi-annually to ensure its effectiveness and relevance.

# **Medical Emergency Response Plan for Catastrophic Events**

## **Purpose**

The purpose of this Medical Emergency Response Plan is to ensure the health and safety of all students, faculty, and staff at Kansas Wesleyan University (KWU) during and after a catastrophic event. This plan involves coordination with KWU's Director of Nursing, Salina Regional Health Center, and the Saline County Emergency Manager.

## **Key Personnel and Roles**

- **Vice President of Student & Community Engagement:** Bridget Weiser
  - Role: In coordination with the Director of Nursing, lead and manage all medical response efforts on campus .
- **Director of Nursing:** Janeane Houchin
  - Role: In coordination with the Vice President of Student & Community Engagement, lead and manage all medical response efforts on campus.
- **Saline County Emergency Manager (SCEM)**
  - Address: 255 N. 10<sup>th</sup> St, Salina, Ks 67401
  - Phone: 785-826-6511
  - Role: Provide medical support and resources in coordination with KWU.
- **Salina Regional Health Center (SRHC)**
  - Address: 400 S. Santa Fe Ave, Salina, KS 67401
  - Phone: 785-452-7000
  - Role: Assist in implementing medical response measures and coordinating with SCEM.
- **Executive Vice President for Advancement & University Operations:** Ken Oliver
  - Role: Assist with coordination.
- **Provost & Executive Vice President for Student Success:** Damon Kraft
  - Role: Assist with coordination.
- **Assistant Vice President for Student Engagement & Success (Security):** Joseph (J.D.) Koons
  - Role: Assist with coordination.

- **Assistant Athletic Director for Sports Medicine/Head Athletic Trainer:** Nathan Morrison
  - Role: Assist with coordination.
- **Assistant Vice President for Marketing & Communications:** Brad Salois
  - Role: Lead and coordinate all communication efforts.

## Medical Response Strategies

- **Risk Assessment and Preparedness:**
  - Conduct regular risk assessments to identify potential medical emergencies and vulnerabilities.
  - Develop and maintain an inventory of medical supplies and equipment, including first aid kits, AEDs, and emergency medications that is maintained with Athletic Training staff.
- **Coordination with SCEM & SRHC:**
  - Establish a direct communication line with SCEM & SRHC to ensure prompt medical support and resource allocation.
  - Develop joint protocols for patient transfer and treatment during a catastrophic event.

## Emergency Response Procedures

- **Activation of Medical Response Plan:**
  - The Medical Emergency Response Plan will be activated by the Director of Nursing or designee in the event of a catastrophic event.
  - Communicate the activation of the plan to all key personnel and stakeholders.
- **Triage and Initial Treatment:**
  - Establish triage areas on campus to assess and prioritize medical needs.
  - Provide initial treatment and stabilization for injured individuals before transfer to SCEM & SRHC.
- **Patient Transfer and Coordination:**
  - Coordinate with SCEM & SRHC for the transfer of patients requiring advanced medical care.
  - Ensure that patient information and medical records are securely transferred to SCEM & SRHC.

## Communication and Coordination

- **Internal Communication:**
  - Establish clear communication channels for reporting medical emergencies and coordinating responses.
  - Use email, text messaging, and phone hotlines to disseminate information quickly.
- **External Communication:**
  - As appropriate, notify local and state representatives about the medical situation and any necessary closures or repairs.
  - Coordinate with local emergency services to ensure a unified response.

## Training and Drills

- **Regular Training:**
  - Provide regular training for key staff and student leaders on medical emergency response procedures, including CPR, first aid, and the use of AEDs.
  - Conduct joint training sessions with SCEM & SRHC to ensure seamless coordination during a catastrophic event.
- **Drills and Simulations:**
  - Conduct drills and trainings to test the effectiveness of the Medical Emergency Response Plan.
  - Use feedback from drills to identify areas for improvement and update the plan accordingly.

## Review and Update

This Medical Emergency Response Plan will be reviewed and updated bi-annually to ensure its effectiveness and relevance.

## Evaluation Criteria for Medical Emergency Response Plan

To ensure the effectiveness and relevance of the Medical Emergency Response Plan for catastrophic events, the following evaluation criteria will be used:

### 1. Risk Assessment and Preparedness

- **Comprehensiveness:** Evaluate the thoroughness of risk assessments conducted to identify potential medical emergencies and vulnerabilities.
- **Implementation:** Assess the effectiveness of preparedness measures, including the inventory of medical supplies and equipment.



## 2. Coordination with SCEM & SRHC

- **Communication:** Review the effectiveness of communication channels established with SCEM & SRHC.
- **Joint Protocols:** Evaluate the development and implementation of joint protocols for patient transfer and treatment during a catastrophic event.

## 3. Emergency Response Procedures

- **Activation:** Evaluate the clarity and effectiveness of the procedures for activating the Medical Emergency Response Plan.
- **Triage and Initial Treatment:** Assess the establishment and functionality of triage areas on campus for assessing and prioritizing medical needs.
- **Patient Transfer:** Review the coordination and efficiency of patient transfer to SCEM & SRHC, including the secure transfer of patient information and medical records.

## 4. Communication and Coordination

- **Internal Communication:** Assess the clarity and effectiveness of internal communication channels for reporting medical emergencies and coordinating responses.
- **External Communication:** Evaluate the effectiveness of communication with local government, state representatives, and emergency services.

## 5. Training and Drills

- **Regular Training:** Review the frequency and quality of training provided to staff and students on medical emergency response procedures.
- **Joint Training with SCEM & SRHC:** Assess the effectiveness of joint training sessions with SCEM & SRHC to ensure seamless coordination during a catastrophic event.
- **Drills and Simulations:** Evaluate the effectiveness of drills and simulations in testing the Medical Emergency Response Plan and identifying areas for improvement.

## 6. Review and Update

- **Bi-Annual Review:** Verify that the Medical Emergency Response Plan is reviewed and updated bi-annually.
- **Continuous Improvement:** Assess the incorporation of feedback and lessons learned from trainings, desktop scenarios, and actual events into the plan.