



# CONTINGENCY PLAN

## INTRODUCTION

The purpose of the contingency plan is to provide continuity of student learning outcomes and goals while adhering to the mission and values of the program and college during an unanticipated interruption or catastrophic event (“Event”). The plan provides the procedures necessary to communicate adjustments to students, faculty, staff, and clinical preceptors/sites. This plan also identifies the resources that will be available to students, faculty, and staff during the unanticipated interruption or catastrophic event. Responsibilities are listed for program leadership and Dorsey College administration to allow for a smooth transition. The plan also gives detailed information for resuming to normal operations.

## COMMUNICATION

If an Event occurs, Dorsey College will communicate with all faculty, staff, and students by sending a message through our text messaging service and our Canvas system. If distance education courses are disrupted by the Event, students will be notified via Dorsey’s Blackboard text message system. When the communication is received, the program director will work with campus administration to assess the situation and determine what areas of the program will be affected and activate the contingency plan accordingly. The program director will be responsible for communicating the plan to faculty and students. The best mode of communication will be determined at the time of the Event. If PPE is needed, the program director will make sure to communicate with faculty and students what is needed and means for retrieval.

If clinical course schedules are disrupted by the Event, the clinical coordinator will communicate any information with clinical settings/preceptors impacted by the Event. Clinical schedules may be altered based on the Event. Clinical schedule changes will be posted for students through Canvas and/or Dorsey email.

## ADJUSTMENTS

- Classroom/Distance Education
  - If students cannot remain on campus due to an Event, all courses will be moved onto Canvas, which is cloud-based and backed up daily. Most courses in the program are developed to run as a hybrid course if necessary.
  - If the Event affects internet access, courses will be moved to an on-ground classroom.
- Energized Lab (Radiologic Technology students)
  - If the energized lab cannot be used due to an Event, all lab instruction will be moved to a JRCERT approved clinical setting. This chosen setting will be decided at the time of the Event. If students are unable to be in physical attendance due to the Event, simulation

software will be a potential option.

- Faculty Offices
  - If faculty offices cannot be used due to an Event:
    - Faculty will be given an alternate location on campus.
    - Faculty may be allowed to work remotely with dedicated office hours.
- Clinical settings
  - If students cannot attend clinical settings, schedules may be altered.
- Student Resources
  - If students cannot utilize resources on-ground due to an Event, student resources are continuously accessible on the Dorsey website. If students need to meet with any faculty or staff, they can do so through phone, email, and video conferencing. All employees, faculty and students are equipped with a Dorsey registered Zoom account and a Dorsey specific email.

## **RESOURCES**

- Didactic Instruction
  - Most students are given a laptop on or before the first day of their program, which has a web camera, a microphone, Internet access, multi-factor authentication for integrity purposes, Canvas, Zoom and Microsoft office applications for productivity. Students are expected to access their accounts regularly and are given information for IT access if in need of support. If an Event occurs and students cannot return to campus, all didactic instruction will be delivered online. Radiologic Technology students: if energized laboratory access is not available, research has been done on simulation software application for potential use.
- Faculty Training
  - Program faculty are given the same resources as listed above and given a detailed Canvas orientation at new teacher orientation. Additional training can be provided at the request of the faculty with the Canvas administrator, in person or virtually. All faculty are trained to maintain FERPA in all environments.

## **RESPONSIBILITIES**

- Program Leadership
  - Maintaining communication with Dorsey College, state and regulatory agencies and accreditors during the Event, as required.
  - Maintaining regular communication with faculty and students regarding the status of the Event
  - Communicating any deviation necessary for the prepared contingency plan
  - Provide PPE as needed to students and faculty.
  - Work with Dorsey College campus administration for feedback about the contingency plan progressions.
  - Adjust contingency plan, as needed, to assure appropriate program operations.
  - Communicate access and location of resources and student services that have changed.

- Provide state/federal emergency websites and hotlines for faculty and students as necessary.
- Inform and reiterate WellConnect resources for faculty and student emotional support.
- Research and provide innovative approaches for learning during the Event.
- Dorsey College
  - Determine financial aid requirements as needed for disruptions in didactic and clinical courses.
  - Determine if course grading will change in response to the Event.
  - Provide guidance for temporary alteration to the curriculum.
  - Maintain student support and safety services during the catastrophe.
  - Provide faculty with support for resources not typically used in the program.
  - Assure that student support services are not interrupted.
  - Maintain and provide access to WellConnect support services for students and faculty.

### **RESUME NORMAL OPERATIONS**

All program faculty will follow the Contingency Plan until it is determined that the normal program operations can be resumed.

Procedure:

1. Dorsey College administration will communicate with the program director when normal program operations can be resumed.
2. The program director will communicate with all program faculty and students when the program transitions back to normal operations.
3. Program faculty will develop an action plan to transition back to normal operations and work with Dorsey College administration to acquire any necessary resources.
4. The clinical coordinator will communicate with clinical settings/preceptors and students regarding clinical schedule needs and adjustments. Clinical schedules will be developed accordingly.
5. Individual course instructors will communicate with their students on how the transition back to normal operations will proceed.
6. The program director will oversee the complete transition back to normal operations and assist wherever needed. The program director is expected to keep open lines of communication to ensure a smooth transition.

Once the Contingency Plan is implemented and completed, it will be evaluated by all program faculty and campus administration. Any improvements will be implemented where necessary.

Additional information regarding Dorsey College's Emergency Response and Evacuation Procedures can be found on the institution's website in the Health and Safety Plan at <https://www.dorsey.edu/policies-and-plans/>.