



## HUMAN RESOURCES POLICY

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**NUMBER/TITLE:** HR-314, CATASTROPHIC EVENT POLICY

**Covered Individuals:** UIU Employees, Students and Visitors

**Covered Locations:** All UIU Locations

**Effective Date:** 09/01/2021

**Last Revision:**

**Strategic Priority:** SP 4.4

**HLC:** Criterion 2

**Consultations:** EDHR, Univ. Policy Cmte.

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### POLICY STATEMENT

Upper Iowa University (University or UIU) recognizes the need to prepare for unexpected catastrophic events such as natural or human made disasters, the outbreak of pandemic illnesses, and other events that affect the continuity of operations and programs and make it difficult to meet the needs of our students.

### DEFINITIONS

**Catastrophic Event** – an unforeseen event, outside the control of the University, which prevents the University, its faculty, staff, and students from proceeding with normal activities.

**Distance Learning** – also called distance education, it is instruction between faculty and students when they are separated by physical distance and communication is accomplished by technological means. The interaction between faculty and students may be synchronous or asynchronous.

**Students** – persons formally engaged in learning and enrolled in a college or university.

### POLICY

If a catastrophic event occurs, UIU will use its Emergency Notification System and follow its Emergency Operation Plan that includes all University locations. Emergency operations staff includes Center directors as well as Fayette campus representatives. Technical staff will engage in the recovery of computer and network facilities. The diverse locations and modalities in which the University operates will require sufficient flexibility when determining the way classes and other services will be provided.

UIU will counsel individual students affected by the catastrophic event with regard to completing their degree or moving to a similar or different degree. If it is necessary to discontinue a program due to the conditions created by the catastrophic event, the University has a process for program discontinuance. To the extent possible, students will not suffer financially as a result of the catastrophic event, but the University cannot promise to make them whole in all circumstances. UIU has the ability to protect student records in the event of closure. The University's procedures for protecting student records are outlined below.

# **RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES**

[Safety and Security -- UIU Alert Emergency Notification System](#)  
[Emergency Preparedness](#)

## Procedures for Safeguarding and Preservation of Student Academic Records

Current academic records are generated electronically from our student data base system. This system is password protected with specific security permissions. Copies of these records may be stored in our document imaging system. Academic transcripts from other institutions are imaged upon receipt. This system is also on a password protected site and available to staff with specific security permissions based on their job responsibilities. Each document is indexed as a certain document type which is also associated with staff roles. Upper Iowa University has logs to track when staff log on and off of the document management system. Tracking of the following information on every document within the document management system is available: added document (Drag Drop or Scan or API), added template document, indexed document, renamed document, reset name, rotate document, annotations (added, deleted, or moved), moved document to another folder, copied document, merged document, updated document (API), extractions (from document or page), viewing document, deleted document. Electronic documents are backed up nightly on-site as well as at a secondary off-site backup site (currently in Cedar Rapids, IA). Academic records prior to 1992 have been scanned as a batch to the document imaging system. They are also stored in fireproof file cabinets in a storage area (cement walls with no windows) that requires two keys to enter.

## **CUSTODIAN**

The Office of Human Resources

## **HISTORY**

<b>New/Revision Number:</b>	<b>Date of Action/Approval</b>	<b>Revision Change</b>
HR 314	8/30/21	Recommended for approval by University Policy Committee
314	9/1/21	Recommended for approval by President's Council. Approved by President.
314	6/7/23	Reviewed and New Template