Radiologic Technology’s Program – Emergency Contingency Plan

Goal: To create an effective contingency plan that provides continuity of student learning while sustaining the mission, vision, and values of the Radiologic Technology program at Manhattanville College (Mville) during a catastrophic event.

A catastrophic event is defined as any event that prohibits the use of the physical location of the campus, designated classrooms, laboratories, faculty offices, student services, and clinical setting access.

Radiologic Technology Emergency Contingency Policy:

1. All faculty must include these essential items on their blackboard shelves:
   • Course syllabus
   • Standing Zoom link
   • Up to date student progress: i.e., grades, assignments, and course expectation

2. In a catastrophic event that affects access to the physical campus, designated classrooms, laboratories, faculty offices, or student services, the program is committed to the uninterrupted continuation of classes.
   a. Communication:
      • RAVE Alert Notification System - The Manhattanville Community is urged to sign up for RAVE alerts notifications. Important notifications will be sent to you in any of the formats you select below:
        ➢ Voicemail
        ➢ Cell phone text
        ➢ Email
      • Email - If urgent communication is necessary, students can reach the faculty and Clinical Instructors via the RadTechClinicalInstructors@mville.edu inbox.
      • Black Board Announcements.
      • Faculty & Clinical Instructors can also be reached via Teams using their MVille credentials.
      • Trajecsys announcements will also be available to students for clinical updates.
   b. Physical Resources:
      • Computer access
      • Wi-Fi
      • Home office set up for faculty includes an additional monitor, printer, and dedicated workspace.

Reviewed 4.5.22
c. Didactic Resources:
   • Black Board
   • Zoom
   • Teams
   • ExamSoft
   • PACS
   • McGraw Hill RadReview
   • Anatomage table
   • Service Hub
   • Campus Clear App - Manhattanville requires daily screenings for all students and employees. Community members must download the Campus Clear mobile app. Daily screenings must be completed each day by anyone who physically enters the campus.

   *Students will not be permitted on-campus without showing their Campus Clear app results to the Campus Safety officer at the college entrance.*

   d. Clinical Resources:
   • Black Board
   • Trajecsys
   • Landauer
   • PPE – to be provided by the clinical affiliates and supported by the program.
   • Complio – Medical Clearance Database

_Implementation of the plan:_
Program officials will meet with the School of Nursing & Health Science (SNHS) leadership to assess the situation and determine which aspects of the program will be impacted. Points to be considered:

1. What equipment will faculty/students need in response to the event.

   **How will the equipment be obtained and distributed?**
   • Computer access – faculty have all been issued a laptop by the college and secured a second monitor for home use. Students who need a laptop can submit a help desk request for a loaner laptop with IT.
   • Faculty is encouraged to have a home office equipped with at least one additional monitor, a printer, and a dedicated workspace with minimal background distractions and use the Reid Castle image set as the background.

2. Changes to the didactic schedule will be avoided, but if changes are necessary, the changes will be communicated to students promptly.
   • Instructional resources will include but are not limited to the ones listed under didactic resources. Educational games such as Kahoot, Quizlet, Jeopardy, and GradeCam will be employed to further engage students in the online platform.
   • Courses will continue online and adhere to the course outline if possible.
   • If students are not feeling well and cannot join online, the student is responsible for communicating this with the Professor. Sessions will be recorded and an alternate assignment will be provided.
   • Academic Support Services will also transition online.
     ➢ Library resources,
     ➢ Writing Center,
➢ Center for Student Accommodations,
➢ Peer Tutoring,
➢ Center for Student Success,
➢ Center for Career Development.

3. Changes to the clinical schedule will be avoided to the extent possible, but if changes are necessary, they will be communicated to students promptly. If clinical partners are no longer willing/able to receive students, program officials will work to assess our ability to continue rotating students to the sites that are accepting students.

- In the event 50% or more of the clinical partners are still accepting students, the Clinical Coordinator will reassign all students to the operational sites on a modified schedule that allows for equal access.
- In the event 50% or less of the clinical affiliates can accept students. The program’s didactic classes will be front-loaded and clinical assignments will be postponed until the following semesters.
- If the Procedures and/or Positioning labs are available to students, small groups will be assigned a rotation schedule.
- Virtual resources will be employed to support student clinical learning. These include but are not limited to:
  - Visual Bodies
  - Mville PACS System
  - Anatomage table
  - Virtual positioning simulations
  - Case study analysis

4. Institutional Plans:

- In a catastrophic event, our Emergency Management Team (EMT) would convene to assess and prepare. The team includes the Chief Compliance Officer, staff members from Student Health and Counseling, Human Resources (SHAC), Office of Communications and Marketing, Residence Life, Campus Safety, and Office of Information Technology (OIT), among others. As the State of New York required, following the campus closure in March 2020, this team developed and submitted a reopening plan for the campus. This plan included guidance, policies, and procedures for repopulating our campus, including capacity restrictions, PPE requirements, testing protocols, residence living requirements, operational activity procedures, extracurricular and athletics protocols, as well as procedures of quarantine, isolation, and containment in the event of further infections on campus.

- The President’s Cabinet meets twice/week and serves as the primary decision-making body for operational and strategic issues. This committee is chaired by its council, Sean Kalagher. The President’s Council is a significant communication link that informs the campus community and reports to the President’s Cabinet. The President’s Council meets weekly and comprises department heads across the campus community that reports directly to Cabinet members. In addition to these two standing committees, representative ad hoc advisory committees are formed to address specific issues, usually for a limited time.
• In the event of a catastrophic event the President’s Council, Emergency Management Team, and the President’s Cabinet will convene to determine the following:
  1. Determine financial aid requirements if didactic and or clinical courses are disrupted,
  2. Determine if course grades will change in response to the catastrophe,
  3. Guide temporary alteration to the curricular sequence
  4. Provide funding to ensure student support and safety,
  5. Provide faculty support for resources not typically utilized,
  6. Ensure student support services can transition to a remote platform,
  7. Provide wellness support services for students, staff, and faculty,
  8. Determine the process for didactic/clinical learning to resume normal operations,
  9. Conduct and publish an after-action review of the contingency plans to identify areas of improvement.

*The President’s Cabinet ultimately serves as the primary decision-making body for operational and strategic issues.*