

DIN: 1000-2-01
Name of Process: Activating the All-Hazards Plan

Purpose

The purpose of this process is to guide the activation of the All-Hazards Plan in the event of a declared long-term emergency

Scope

This process covers the entire college community—learners, faculty and staff.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Long-Term Emergency	A long-term emergency is an emergency resulting from natural or other disasters, that substantially disrupts the learning or working environment or operating integrity of a college, university, or the system, and whose impact is expected to last seven days or more.
All-Hazards Plan	Plan that provides guidelines in the event of long-term emergency, developed in accordance with guidelines developed and administered by the Office of the Chancellor in accordance with state and federal directions.

Process

The table below describes responsibilities for this process:

Stage	Who	Description
1	President and/or Chancellor	Declare a long-term emergency, in accordance with Board Policy 1A.10 and Procedure 1A.10.1. Communicate this decision to the college administration for implementation.
2	Vice-President of Finance and Administration	Activate All-Hazards Plan. Oversee its implementation. Work with Dean and Director of Human Resources to determine status of employees and the cohort of learners who were enrolled at the time of cancellation of the semester
3	Dean	Ensure that decisions made with regard to proceeding or not proceeding with the remainder of the semester are communicated and that “next steps” are communicated as well so that learners and employees understand how to proceed with actions outlined in the All-Hazards Plan relative to registration, financial aid, housing, grades and credits earned or not earned, etc, as outlined in MnSCU Procedure 1A.10.1 and NTC policy 1000-1-01 College Calendar: Interruption of Programs and Services.
4	Dir of Human Resources	Work with faculty and staff to assure that all aspects of the All-Hazards Plan are communicated and followed relative to the workplace.

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4	Faculty and Staff	Follow the procedures and steps as required by the All-Hazards Plan and college decisions. Communicate with enrolled learners with regard to next steps for classes and work with learners to enable them to follow these next steps in accordance with All-Hazards Plan and college decisions. Carry out functions as dictated by the All-Hazards Plan.
5	President	Establish and communicate date for resumption of operations.

Supporting references

Listed below are college documents that support this process:

[MnSCU Procedure 1A.10.1](#) Long-Term Emergency Management procedure

[NTC Policy 1000-1-03](#) Long Term Emergency Management policy

[NTC Policy 1000-1-01](#) College Calendar: Interruption of Programs and Services policy

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