

**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 students, faculty and staff.

**Definitions**

The following is a list of key definitions:

<b>Term/Phrase</b>	<b>Definition</b>
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:

<b>Stage</b>	<b>Who</b>	<b>Description</b>
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 for Finance and Administration	Activate All-Hazards Plan. Oversee its implementation. Work with the Vice President for Academic Affairs and Director of Human Resources to determine status of employees and the cohort of students who were enrolled at the time of cancellation of the semester.
3	Vice President for Academic Affairs	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 students 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 Minnesota State Procedure 1A.10.1 and NTC policy 1000-1-01 College Calendar: Interruption of Programs and Services.

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4	Chief Human Resources Officer	Work with faculty and staff to assure that all aspects of the All-Hazards Plan are communicated and followed relative to the workplace.
4	Faculty and Staff	Follow the procedures and steps as required by the All-Hazards Plan and college decisions. Communicate with enrolled students with regard to next steps for classes and work with students 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:

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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