



Minnesota State Colleges and Universities
Board Policies
Chapter 1 - System Organization and Administration
Section A - System & Office Operations

1A.10 Long-Term Emergency Management

Part 1. Purpose. It is the purpose of this policy to provide guidance to colleges and universities in the event of a long-term emergency. This policy establishes the factors to be considered and process to be used in the event weather or other emergency requires suspension or closure of a college or university for seven calendar days or more. It is a goal of this policy to maintain a safe working and learning environment and to treat similarly affected students and employees in a similar manner whenever possible. Short-term emergencies are addressed in Board Policy 4.4 Weather/Short-Term Emergency Closings.

Part 2. Definitions.

Subpart A. 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.

Subpart B. Long-term emergency cancellation. A long-term emergency cancellation means the cessation of normal educational services of a college or university for all or part of a semester with no intention to complete the semester.

Subpart C. Long-term emergency closure. Long-term emergency closure means the cancellation or suspension of normal educational services of a college or university and the closure of campus buildings and services to the public.

Subpart D. Operating integrity. Operating integrity means 1. The continuing ability of the college or university to safeguard students and staff; 2. The continuing ability of the college or university to operate and maintain the services necessary to the educational mission; and 3. The continuing ability of the college or university to maintain the minimum necessary functioning physical plant and safeguard the assets.

Subpart E. Semester. Semester means the term of enrollment during which classes are offered at colleges and universities. For purposes of this policy, semester shall mean fall semester, spring semester, any summer sessions or special sessions or other enrollment timeframes that may exist at a college or university.

Subpart F. Long-Term Emergency Suspension. Long-term emergency suspension means the temporary cessation of normal educational services of a college or university for a period to include all or part of a semester with an intention to resume operations during the normally scheduled time frame or to reschedule resumption of operations for that semester beyond the normally scheduled time frame.

Part 3. All-Hazards Plan.

Subpart A. Each college, university and the system office shall develop and maintain an All-Hazards Plan that provides guidelines in the event of long-term emergency. The plan shall be developed in accordance with guidelines developed and administered by the system office in accordance with state and federal directions. The All-Hazards Plan will include sections that address crisis intervention, continuity of operations and emergency preparedness.

Subpart B. Information regarding the All-Hazards Plan shall be available and disseminated to students and employees. The plan shall be periodically reviewed and updated or amended as necessary.

Part 4. Institution Closure Process.

Subpart A. Long-term emergency.

- 1. Presidential authority.** A president, after consultation with the chancellor, may declare a long-term emergency of seven days or more and take actions necessary and consistent with board policy and system procedure to protect the safety of the students, employees and/or the operating integrity of the institution. Such actions may include long-term emergency suspension or cancellation of an academic term and establishment of the date for resumption of operations.
- 2. Chancellor authority.** In the case of an event that is expected to substantially disrupt the learning or work environment or operating integrity of a college or university, multiple institutions, or the system for seven days or more, the chancellor, after consultation with each affected president may declare a long-term emergency for affected institutions. The chancellor shall take actions consistent with board policy and system procedure the chancellor deems necessary to protect the safety of the students, employees and/or the operating integrity of the institution.
- 3. Temporary suspension of policies and procedures.** Following consultation with the board chair, the chancellor is authorized to suspend for up to three days any board policy or system procedure if, in the judgment of the chancellor, such action is necessary to protect the safety, health, welfare and security of employees, students, and/or facilities or the operating integrity of the system. The board chair shall notify the board of such action, and shall determine whether further action is required by the board.

Subpart B. Plan activation. Any declaration under this policy shall activate the implementation of the college or university All-Hazards Plan. In the event of a decision to close under the provisions of this policy, the action shall be communicated to faculty, staff and students in the manner described in the college or university All-Hazards Plan.

Subpart C. Gubernatorial declaration. In the event a state of emergency is declared by the governor in accordance with Minnesota Statutes Chapter 12, nothing in this policy or related procedure shall be in contradiction to that declaration or its implementation.

Part 5. Long-Term Emergency Closure.

Subpart A. Closure before completion of two-thirds of the semester. When a long-term emergency closure occurs before the completion of two-thirds of the semester the president, after consultation with the chancellor, may cancel the semester or suspend the semester for resumption at a later date in order to complete at least two-thirds of the semester. In the case of semester cancellation under this part, no academic credit shall be provided for cancelled courses.

In the case of suspension, the term shall be resumed at a time to be determined by the president. Academic credit shall not be awarded until completion of the resumed term. Notwithstanding Policy 5.12, the college or university shall provide either a full refund of tuition and fees to all eligible students or financial credit toward tuition and fees in a future term in accordance with Procedure 1A.10.1.

Subpart B. Closure after completion of two-thirds of the semester. When a long-term emergency closure occurs after the completion of at least two-thirds of a semester, the president, after consultation with the chancellor, may declare the semester to be suspended or to be complete, in accordance with system procedure. In the event of closure under this part, no refund of tuition or fees shall be made, except as provided in board policy or system procedure.

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11/16/11— Effective 1/1/12, the Board of Trustees amends all board policies to change the term “Office of the Chancellor” to “system office,” and to make necessary related grammatical changes.