

## NACCAS' Policies & Procedures January 2017

### **Policy VIII.01 – Instructional Space and Facilities: Policy on Disasters**

Your institution may qualify for temporary relief from compliance with NACCAS standards and other accreditation requirements if it has been affected by floods, tornadoes, hurricanes, fires, wild fires, earthquakes, or other disaster.

You must notify NACCAS immediately should the following occur:

1. The school or a significant part of its facilities have been destroyed.
2. You have ceased teaching students for any days not listed in your catalog.
3. There are circumstances that might affect your ability to comply with accreditation standards or procedures.
4. If the institution is unable to come into full compliance at its approved location within thirty (30) calendar days, it must provide a written plan and timeline, stating how it plans to resume operations.

Notify NACCAS at:

Executive Director  
NACCAS  
3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600  
Fax: 703-379-2200  
[amirando@naccas.org](mailto:amirando@naccas.org)

The Executive Director will present the plan to the full Commission for review, (see below for “Requirements for Institutions that have Undergone a Disaster”).

These notices are required under [Section 5.3 of NACCAS' Rules of Practice and Procedure](#) (see page 98).

The Commission also advises you to notify your case management team at the United States Department of Education without delay. The Department grants relief on a case-by-case basis.

#### **REQUIREMENTS FOR INSTITUTIONS THAT HAVE UNDERGONE A DISASTER**

When an institution experiences a disaster as outlined above, and the institution is unable to come into compliance at its approved location, it must submit to NACCAS, within 30 days, a written plan and timeline stating how it plans to resume operations. Recognizing that some staff may change, facilities will be new, even new state requirements may control the operations of the institution, the Commission requires the institution to develop a business plan and submit this as part of its plan to come back into full compliance following the disaster. The Disaster Plan must include, but is not limited to the following:

1. A comprehensive explanation of the disaster.

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2. An explanation regarding plans for the facility;
  - a. Do you plan to go to a temporary location and then return to your approved facility (If yes, what is your projected date of return), or
  - b. Are you abandoning your current facility and planning on submitting a change of location application for the new location.
3. If the administrative capacity and/or teaching staff have changed, provide an organizational chart showing the job titles of the individuals who will work at the new location, reporting lines clearly depicted, and copies of all pertinent job descriptions for these individuals with the plan.
4. A description of any reports that will be generated by the institution on a regularly scheduled basis (i.e. attendance reports, enrollment reports, students currently on probation, etc.).
5. A description of how student records from the affected location will be maintained.
6. The following enrollment projections at the location:
  - a. Enrollment prior to the disaster
  - b. Returning students after the disaster
  - c. Projected enrollment at the current location
7. A description and detailed floor plan to scale (to include square footage) of the facility in which classes will be offered.
8. Evidence that the location in which you are currently teaching is safe for occupancy and has state approval to operate as a school. Provide copies of current and valid permits, certificates, etc. to operate the business in the current facility.
9. A written financial plan which projects the revenues, expenditures and cash flow of the school at its location. This plan must include all start up costs, i.e., building and equipment costs, staffing of new facility, as well as projected enrollments and clinic revenues.
10. Courses and/or programs you plan to teach at the location during this period of non-compliance.
11. A projected timeline in which the institution will be back in full compliance with NACCAS Standards and Criteria, including [Section 1.2](#) (see page 61), which requires an institution be “in operation” to be accredited.

The institution's business plan will be reviewed by the Executive Director of NACCAS. The Executive Director shall require the applicant to submit any additional information which the Commission will need.

**Note:** Visit(s) will be required if the institution does not resume full compliant operations at its original facility within 9 months from the date of the disaster. If the disaster prolongs the temporary status into the 9<sup>th</sup> month, a partial team visit will occur at no charge to the institution in order to verify sufficient operations. If the disaster prolongs the temporary status into the 12<sup>th</sup> month, a full team visit will take place at the institution's expense to verify compliance with NACCAS requirements. Additionally, a final full

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team visit, at the owner's expense, will be required once the institution resumes full compliant operations at its original permanent facility. However, if the institution relocates to a new permanent location, the appropriate change of location application (found on the NACCAS website) must be submitted, as required by [Part 4](#) (see page 82) of the NACCAS Rules of Practice and Procedure.