

### III. WINTER STORM PROCEDURE

## NORTH DAKOTA STATE COLLEGE OF SCIENCE

### DISASTER EMERGENCY PLAN for WINTER STORMS

When a blizzard condition exists, and or when the National Weather Service announces a winter storm warning, that is verified by local law enforcement, the college will follow these procedures.

- I. The President or designee will review conditions with Campus Police and other local law enforcement. The President or designee will act on the following conditions:
  - A) **Closure**- means the college has closed all offices, classes and activities. Designated Emergency Personnel will report for work. Closure will be announced over the designated radio, TV stations and newspaper internet site. If conditions allow adequate time for deciding to close, notifications will be at 6:00 a.m. or before. Subsequent announcements may be made as conditions dictate.
  - B) **Cancellation** - means regular classes and night classes are canceled due to inclement weather conditions, however offices will be open and employees will report for work. If conditions allow adequate time for deciding to close, notifications will be at 6:00 a.m. or before.
  - C) **Storm Shelter** - The college will make every effort to maintain class schedules and all other services if weather conditions change and deteriorate. If the college cancels classes during the daytime due to extreme weather conditions, the following safety procedures are recommended for your personal safety.
    - 1) If you reside out of the Wahpeton/Breckenridge area, you are encouraged to find a storm home in the community with a friend, relative, another college employee or a motel. This will provide assurance for your personal safety and make it easier to return to work after the storm.
    - 2) The Student Life Office will provide assistance for individuals needing emergency housing.
  - D) **Travel / Commuting**-
    - 1) Use caution for all other travel conditions such as cold weather, snowing and blowing travel advisories. Check with local law enforcement or campus police as to current conditions before leaving. Carry extra clothing, blankets, winter survival equipment and a cellular phone. Always use common sense when traveling day or night during winter conditions.
  - E) **Administration** - President or designee makes decisions on cancellation or closure.
  - F) **Emergency personnel and services required during college closure.**
    1. Campus Police (671-2233) - maintain communication and assist with transportation of emergency staff.
    2. Grounds Equipment Operations (671-2313) - In addition to operating snow removal equipment, they are expected to provide emergency staff transportation to the work site.
    3. Food Service (671-2336) - preparation and serving of food for students and staff.
    4. Central Heating Plant (671-2292) - maintain building heat.

\* The Library (671-2298) and the Student Center Game Room and Customer Service Desk (671-2236) services will be provided as soon as conditions allow. Each department supervisor will be responsible for scheduling workload demands for those who will be called to work and maintaining a list of key designated personnel which includes storm and home address, storm and home phone number. Emergency Services staff may be required to stay at a storm home or on campus in temporary housing for safety reasons and to assure that we have adequate help on campus.

**II. Cancellation of classes during the day.** Procedures are as follows:

- A) When classes are canceled during the day a message shall be given to the Telecommunications office at 3-2304 to initiate a broadcast message to inform all staff with voice mail of extreme weather conditions and cancellation information. Staff will need to inform students that no travel is advised for anyone and to remain on campus until conditions improve and restrictions have been lifted.
- B) For staff who do not have voice mail service they will be informed by pagers.

**III. All NDSCS Employees**

In the case of official campus closure, **ONLY** employees designated by the department head will be required to work during the period when the institution is officially closed. **According to NDUS HR Policy #20.4, all employees properly authorized to work shall receive additional pay for hours worked during the official closing.** All other employees will be granted leave with pay for hours which they would normally work during a storm period.

When the institution remains open during inclement weather, employees unable to report to work shall notify their supervisor and take annual leave or leave without pay. **During closure, employees NOT designated to work will NOT** receive extra compensation.

**Faculty** - In the case of official closure, faculty will be granted leave with pay for hours which they would normally work. **\* When the institution remains open during inclement weather, faculty must make up the missed day(s) by meeting on off-days or by some other means.**

When the campus is under winter storm emergency conditions the following radio, television stations and internet newspaper site will announce the closure and/or cancellation of scheduled activities. If conditions allow adequate time for deciding to cancel or closure, notification will be at 6:00 a.m. or before.

Please listen to the following **radio, TV** stations and internet newspaper Web site for announcements of closure and/or cancellations. **The college will also provide the same information on a recorded message at 671-2401 and posted on the NDSCS Web site at [www.ndscs.edu](http://www.ndscs.edu) .**

**RADIO STATIONS**

- 1. KBMW - AM 1450
- 2. KBRF - AM 1250, KZCR - FM 103.3, KJJK-FM 96.5
- 3. KFGO - AM 790, WDAY – FM 93.7, KLTA – FM 105.1, & KPFX – FM 107.9
- 4. KQWB – FM 98.7, WDAY – AM 970 & KVOX – FM 99.9

**LOCATION**

- Wahpeton
- Fergus Falls
- Fargo
- Fargo

**TV STATIONS**

- 1. WDAY (channel 6, ABC)
- 2. KVLV - (channel 11, NBC)
- 3. KXJB - (channel 4, CBS)

**LOCATION**

- Fargo
- Fargo
- Fargo

**NEWSPAPER**

- 1. [www.in-forum.com](http://www.in-forum.com)

**LOCATION**

- Fargo