

WEATHER EMERGENCIES & EVACUATION

Updated May 2008 by Administration

PURPOSE

In accordance with MnSCU Policy 4.4 Weather/Emergency Closings, the following procedure is followed when it becomes necessary to close the college or cancel academic or non-academic activities, or delay the opening of the college due to inclement weather or other emergency conditions. The procedures will also describe working conditions and the compensation status of employees during the time the College is closed.

DEFINITIONS

Closing the College – Closing the College means to close all operations other than those operations deemed essential to the protection of life and property. Closing the College results in the cancellation of classes and student, faculty and staff activities and meetings. All general offices are closed.

Delayed Opening – Delayed opening refers to closing of all operations for a designated period of time other than those operations deemed essential to the protection of life and property.

Cancellation of Classes and/or Activities – Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes in the absence of officially closing the entire College. Cancellation of non-academic activities refers to cancellation of an event such as athletic events, theatrical productions, concerts, or workshops.

Authority: In accordance with MnSCU Policy 4.4, the authority to close the college campus, cancel classes or other activities when a weather or other emergency exists resides with the College Provost or Provost's designee. **The closure of state agencies by the Commissioner of the Department of Employee Relations does not supersede the authority of the College Provost; however, the Governor's orders in a particular situation supersedes the authority of the College Provost.**

PROCEDURE AND NOTIFICATION

Closing or Delayed Opening. The decision to close or delay opening of the College due to weather or other emergency is made by the Provost. Appropriate notification will be made by Human Resources (responsibility: Patricia Delich, Director of Human Resources) to Christine McGing (651-297-2720) at the MnSCU Public Affairs Office as the decision is made.

The Provost (218-262-7241) will identify and inform essential personnel who must report to work during times the college is closed or there is a delayed opening due to emergency procedures. In addition, the Provost or designee will develop procedures for notification of such

personnel at these times. The following positions are designated as essential for purposes of closing due to inclement weather or other emergencies:

- Provost and Administrators assigned by Provost (as needed).
- Switchboard Operator
- Physical Plant Supervisor
- General Repair Workers
- General Maintenance Workers
- Director of Housing
- Plant Maintenance Engineer

Notification of employees on duty and/or students that are on campus at the time the emergency closing is determined: Provost or Dean of Students shall inform employees of the emergency at the time of closing. Dean of Students will notify students through appropriate student support services and academic offices.

Both employees and students will be notified through announcements on the following radio and television stations: WEVE (218-741-5922), USA, WTBX, and WMFG (218-327-1194), KMFG, WNMT (218-262-4545) KGPZ (800-827-0339), WDIOTV/WIRT TV (218- 279-7728).

Determination of closing or delayed opening shall be made by 6 a.m.

Cancellation of Classes and/or Activities: The decision to cancel one, several or all classes (on and off campus) in the absence of closing the college, will be made by the Provost. Special attention will be given to night classes, many of whose students must travel considerable distance. Weather conditions shall be given considerable weight.

WORK RESPONSIBILITIES WHEN THE COLLEGE IS CLOSED OR CLASSES AND NON-ACADEMIC ACTIVITIES ARE CANCELLED

Closing the College – When the college is closed due to an emergency, which threatens the health and safety of individuals, employees not deemed vital to the safe operation of the college may be excused from duty with full pay. With regard to such closure, the following additional guidelines will prevail.

- When a campus is closed, college employees are excused from work with pay. A campus closure applies to all employees without regard to labor contract. Weather or other emergency essential employees who are not excused from work will be paid at their regular rate of pay.
- Employees who reported to work and were sent home should not be paid for more than their regular scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.

- Employees who were required by their appointing authorities to remain at work should not be paid for more than their regular (scheduled) hours or the actual number of hours worked inclusive of any overtime.
- Employees on approved sick or pre-arranged vacation leave shall not have such leave time restored to their balances.
- Employees on any approved leave with pay shall not be paid for this emergency leave time.
- Employees who called in, on the day of an emergency, for vacation time, compensatory time or leave without pay will be credited with emergency leave from the point of declaration of the emergency to the end of the scheduled shift, if the appointing authority ceased operations during their regular shift.
- Employee uniform time reports should indicate the date and number of emergency hours utilized in the remarks section of their uniform time report.
- An employee's absence with pay for emergency situations shall not exceed 16 hours during that emergency unless the Provost has authorized a longer period.

Cancellation of Classes and/or Activities - When classes are cancelled but the college is not closed, individual faculty shall take personal leave or make appropriate curricular adjustments (for example, scheduling make-up classes, meetings, office hours, or other compensatory activities) as approved by their supervisor.

When non-academic activities are cancelled, the activities shall be rescheduled when appropriate and possible.

Inclement Weather When the College is Not Closed – Due to personal circumstances during inclement weather, such as place of residence, employees might find it necessary to leave work early even though the college has not been closed. Further, employees might be unable to get to work even though the college is open. In such cases, emergency/personal leave or vacation leave may be granted or, if working conditions permit, the time may be made up, at the discretion of the supervisor.

SEVERE WEATHER/ TORNADO

When severe weather/ tornado is coming, you have only a short amount of time to make life-or-death decisions. Advance planning and a quick response are the keys to surviving a severe weather/ tornado.

Tornado Watch - When a **tornado watch** is announced, this means that tornadoes are expected in, or near, your area.

Tornado Warning - When a **tornado warning** is issued, it means that a tornado has actually been sighted, or has been indicated by radar, and this or other tornadoes may strike in your vicinity. Public warning will come over the radio.

DO NOT leave the building. Move away from the perimeter and exterior of the building and locate a posted **SEVERE WEATHER SHELTER AREA** sign. These areas are located in all buildings of the college. If you do not have time to locate a severe weather shelter area:

- **MOVE TO LOWEST LEVEL**
- Go to an inner hallway or a smaller **inner room** without windows, such as a bathroom or closet
- Vacate any exterior rooms and close the doors to those rooms.
- Get away from windows.
- Take shelter under stairwells and tables, if possible.
- Avoid places with wide-span roofs such as auditoriums, cafeterias or large hallways.
- Go to the center of the room. Stay away from corners because they tend to attract debris.
- Sit down
- Cover your head.
- Make every effort to remain calm and encourage those around you to do likewise.
- If you have a mobility impairment and you have not pre-arranged an evacuation plan go to a room (closet or bathroom) on an interior wall with out windows and cover your head. Try to let someone know where you will be.