

NDSCS-Fargo

EMERGENCY PLAN for WINTER STORMS

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

I NDSCS-Fargo location will follow the direction of NDSU during emergencies.

NOTE: There will be times when both NDSCS-Wahpeton and NDSCS-Fargo will be closed, and other times when one location will be closed and the other one is open. Please be very careful to read and listen to the full messages so no confusion occurs.

- A) **Closure-** means NDSCS-Fargo location has closed all offices, classes and outreach activities. Designated Emergency Personnel will report for work. Closure will be announced over ENS (emergency notification system), designated radio, TV stations and newspaper internet site. If conditions allow adequate time for deciding to close, notifications will be at 5:00 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 & employees will report for work. Cancellation will be announced over ENS (emergency notification system), designated radio, TV stations and newspaper internet site. If conditions allow adequate time for deciding to close, notifications will be at 5:00 a.m. when possible.
- C) **Storm Shelter** – Fargo location will make every effort to maintain class schedules and all other services if weather conditions change and deteriorate. If NDSCS-Fargo cancels classes during the daytime due to extreme weather conditions, the following safety procedure is recommended for your personal safety.
- 1) If you reside out of the Fargo/Moorhead area, you are encouraged to find a storm home in the community with a friend, relative, a co-worker or a motel. This will provide assurance for your personal safety and make it easier to return to work after the storm.
- 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 call 511 as to current conditions before leaving. Assure your car is in good condition and fill the tank with gas before leaving. Tell someone of your travel plans and route.
 - 2) Carry an emergency kit with hat, mittens, sleeping bag, blankets, flashlight, batteries, dried fruit, nuts, water, jumper cables, shovel and a cellular phone. Always use common sense when traveling day or night during winter conditions.
 - 3) **If you get stuck stay with your car and call 911**
- E) **Administration** – The NDSCS-Fargo location follows the direction of NDSU for cancellation or closure.
- F) **Emergency personnel and services required during NDSCS-Fargo closure.**
1. Customer Service Desk (231-6900) – maintain switchboard communication during normal business hours.

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. Designated personnel may be required to stay at a storm home for safety reasons and to assure that we have adequate help.

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 Director of Safety or designee to initiate a media message to inform all employees and students of extreme weather conditions and cancellation information.

III All NDSCS Employees

In the case of official location closure, **ONLY** employees designated by the department head will be required to work during the period when the location is officially closed. **Reference NDUS HR Policy 20.4 Institution Closures.** <http://www.ndus.edu/makers/procedures/hr/?SID=39&PID=241&re=d>

20.4.1 When the Fargo location remains open, employees unable to report to work shall notify their supervisor and take annual leave or leave without pay.

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 Fargo location is under winter storm emergency conditions employees and students will be notified by the use of our emergency notification system along with 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 5:00 a.m. when possible.

Please listen to the following **radio, TV** stations and internet newspaper Web site for announcements of closure and/or cancellations. **The Fargo location will also provide the same information on a recorded message at 231-6900 and 231-6919 posted on the NDSCS Web site at www.ndscs.edu .**

RADIO STATIONS

1. KBMW - AM 1450, KBMW 94.3 FM
2. KBRF - AM 1250, KZCR - FM 103.3, KJKK-FM 96.5
Channel 977 or www.lakesradio.net
3. KFGO - AM 790, KFGO 94.1FM, Rock 102 FM, Y94 FM,
Mix-FM 104.7 FM, The Fan 740 AM, KVOX – FM 99.9
4. KLTA – FM 105.1, & KPFX – FM 107.9
KQWB – FM 98.7, BOB 95 FM, The CITY 94.5, 96.9 Hits FM
5. KEGK – FM 106.9,

LOCATION

- Wahpeton
- Fergus Falls
- Fargo
- Fargo
- Fargo

TV STATIONS

1. WDAY (channel 6, ABC)
2. KVLV - (channel 11, NBC)
3. KXJB - (channel 4, CBS)
4. KVRR – (channel 10, FOX)

LOCATION

- Fargo
- Fargo
- Fargo
- Fargo

NEWSPAPER

1. www.in-forum.com

LOCATION

- Fargo