

NDSCS Wahpeton

DISASTER 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, 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 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** - 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 Residential 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, campus police, 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** - President or designee makes decisions on cancellation or closure.
 - F) **Emergency personnel and services required during college closure.**
 - 1. Administration – (671-2221)
 - 2. Campus Police (671-2233) - maintain communication and assist transporting of staff.
 - 3. Grounds Equipment Operations (671-2313) - In addition to operating snow removal equipment, they are expected to provide emergency staff transportation to the work site.
 - 4. Dining Services (671-2336) - preparation and serving of food for students and staff.
 - 5. Central Heating Plant (671-2292) - maintain building heat.
 - 6. Customer Service Desk (671-2109) – maintain switchboard communication.
 - 7. Student Center Building Services (671-2109) – clean and stock supplies.

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 Director of Safety or designee to initiate an ENS broadcast message to inform all employees and students of extreme weather conditions and cancellation information.

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. **Reference NDUS HRPolicy20.4InstitutionClosures.** <http://www.ndus.edu/makers/procedures/hr/?SID=39&PID=241&re=d>

20.4.1 When the institution 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 campus 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 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 .**

RADIO STATIONS

	<u>LOCATION</u>
1. KBMW - AM 1450, KBMW 94.3 FM	Wahpeton
2. KBRF - AM 1250, KZCR - FM 103.3, KJKK-FM 96.5 Channel 977 or www.lakesradio.net	Fergus Falls
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	Fargo
4. KLTA – FM 105.1, & KPFX – FM 107.9 KQWB – FM 98.7, BOB 95 FM, The CITY 94.5, 96.9 Hits FM	Fargo
5. KEGK – FM 106.9,	Fargo

TV STATIONS

	<u>LOCATION</u>
1. WDAY (channel 6, ABC)	Fargo
2. KVLV - (channel 11, NBC)	Fargo
3. KXJB - (channel 4, CBS)	Fargo
4. KVRR – (channel 10, FOX)	Fargo

NEWSPAPER

	<u>LOCATION</u>
1. www.in-forum.com	Fargo