

## NDSCS-Fargo

When dangerous winter conditions exist and it is verified with appropriate agencies, NDSCS-Fargo location will follow these procedures.

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

- I The NDSCS Severe Weather Crisis Management Response Team (CMRT) will review and will act on the following conditions:
- A) **Closure**- means NDSCS-Fargo location has closed all offices, classes, and outreach activities. Designated Essential Personnel will report for work. If Closure is initiated, it will be announced over ENS (emergency notification system), designated radio, TV stations, news and internet site as timely as possible. 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. Cancellations will be announced over the ENS System as timely as 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 is recommended for your personal safety.
    - 1. If you reside out of the Fargo/Moorhead area, you are encouraged to find a storm shelter.
  - D) **Travel / Commuting**-
    - 1. Use caution for all adverse travel conditions. Check with local law enforcement, [Travel DOT ND](#) or [511 MN](#) websites.
    - 2. Assure your vehicle is prepared for winter travel with essential supplies.

### II All NDSCS Employees

In the case of official location closure, **ONLY** essential personnel designated by the department supervisor will be required to work during the closure period. Virtual meetings may be held as required. [Reference NDUS HR Policy 20.4 Institution Closures.](#)

Per policy 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.**

Please listen to the following radio, TV stations and internet newspaper web sites 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](http://www.ndscs.edu) .**



# WINTER STORM EMERGENCY PLAN

## FACILITIES MANAGEMENT/SAFETY

701.671.2352 | Email: [ndscs.safety@ndscs.edu](mailto:ndscs.safety@ndscs.edu)

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### RADIO STATIONS

- KBMW - AM 1450, KBMW 94.3 FM Wahpeton
- KFGO - AM 790, KFGO 94.1FM Fargo

### TV STATIONS

- WDAY - (ABC) Fargo
- KVLV - (NBC) Fargo
- KXJB - (CBS) Fargo
- KVRR – (FOX) Fargo

### NEWSPAPER

- [www.inforum.com](http://www.inforum.com) Fargo