

NDSCS-Wahpeton

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

NOTE: 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 act on the following conditions:
 - A) **Closure-** means the college has closed all offices, classes, and activities. Designated Essential Personnel will report for work. If Closure is initiated, it will be announced over the 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, night classes and associated activities 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** - 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 shelter in the community.
 2. The Residential Life Office can help provide housing assistance if needed
 - 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.
 - E) **Designated Essential Personnel:**
 1. Campus Police (701-671-2233) - maintain communication and assist with possible emergency staff logistics.
 2. Grounds Equipment Operations (701-671-2313) - Operate snow removal equipment, may provide emergency staff transportation to the work site.
 3. Dining Services (701-671-2336) - preparation and serving of food for students and staff.
 4. Central Heating Plant (701-671-2292) - maintain building heat.
 5. Customer Service Desk (701-671-2401) – maintain switchboard communication during normal business hours.
 6. Hektner Student Center Building Services (701-671-2589) – 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 designated essential personnel. Essential Services staff may need to contact Residential Life to make arrangements to stay on campus.

II All NDSCS Employees

In the case of official campus 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.**

Additional information can be found on radio, TV stations and newspaper web sites for announcements of closure and/or cancellations. **The college will also provide the same information posted on the NDSCS Web site at www.ndscs.edu .**

RADIO STATIONS

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

TV STATIONS

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

NEWSPAPER

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| • https://www.inforum.com/ | Fargo |
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