

Class Cancellation/Campus Closure/Delayed Opening Minot State University

In the event of situations where the campus grounds and/or its environs have the potential to be unsafe, the Minot State University administration may decide to cancel classes, close the campus or delay its opening. Examples include inclement weather, flooding and significant release of a hazardous material. The safety of faculty, staff, students and visitors is the paramount concern when cancellation, closure or delay is considered.

PROCESS FOR ASSESSMENT AND DECISION

The process for deciding to cancel classes, close the campus or delay its opening, with regards to a weather situation, begins with and is initiated by the Director of Facilities. This process begins no later than 5 a.m. on the morning of a day in which dangerous conditions exist or are imminent.

An assessment of conditions will involve travel in and around the city of Minot and the Minot State University campus (e.g., internal streets, parking lots and pathways) to determine the amount of visibility, driving conditions and other related factors, such as wind, amount of precipitation and other pertinent factors revealing the potential danger for driving and travel.

Following this on-site assessment, and depending on the severity of the conditions, the Director of Facilities will consult with other agencies in Minot and the surrounding area, such as the Minot Public Schools, Minot Air Force Base, City Public Works Office, local law enforcement or the North Dakota Department of Transportation District Engineer.

The assessment and consultation will provide critical information in formulating an opinion as to whether the current or future conditions warrant a recommendation to cancel classes, close the campus or delay opening the campus.

By 5:30 a.m., the Director of Facilities will share his/her findings and a possible recommendation for cancellation, closure or delay with the Vice President for Administration and Finance (VPAF). If the VPAF concurs with the recommendation, the VPAF will contact the Vice President for Academic Affairs (VPAA) and the Vice President for Student Affairs (VPSA) prior to 6:00 a.m. to discuss the recommendation with them (it is understood that the VPAA and the VPSA will have already made preliminary assessments of conditions prior to 5:45 a.m). The three vice presidents will consult and arrive at a decision. In the absence of the VPAF, contacting the VPAA and VPSA will be initiated by the DF.

If a decision is reached that would impact scheduled classes or the campus of Minot State, the Director of Public Information and the Public Information Office will be notified immediately by the VPAF, before 6 a.m. Every effort will be made to get information of cancellation, closure or delay to media no later than 6 a.m. This

information is then relayed to students, faculty and staff immediately through the NotiFind system.

There will be one individual who will be on call each day, 24 hours a day, to initiate NotiFind alerts.

If the opening is delayed, every attempt is made to announce a specific time when the campus will open.

SPECIFIC NOTIFICATION RESPONSIBILITIES

Vice President for Administration and Finance (DF in the absence of VPAF)

- _____ Calls the Director of Facilities and directs the Director to activate NotiFind immediately.
- _____ Calls Director of Public Information
- _____ Calls President to inform him/her of decision

Director of Public Information

- _____ Notifies media outlets of closure
- _____ Notifies Information Technology Central
- _____ Activates message on NotiFind (if not already done so by the DF)

Vice President for Student Affairs

- _____ Notifies Director of Student Center (meal plan service)
- _____ Notifies Director of Student Life (in-residence student awareness/procedures)

Information Technology Central

- _____ Places notice on MSU Web site homepage

RESULT OF CANCELLATION, CLOSURE, OR DELAY

It is important to note that the decision to cancel classes, close the campus or delay its opening due to weather conditions is not a perfect science. Often weather conditions change after a decision has been made and conditions can vary depending on geographic location. For these reasons, the MSU administration encourages personnel and students to use common sense in making a decision to travel to campus.

When cancelling classes, the Office of Public Information will communicate that “classes are cancelled” rather than the “campus is closed.” It will also be mentioned that university offices are open and MSU personnel should report to work.

Only under severe storm conditions will a decision be made to close the campus. When a NotiFind announcement is made regarding the closure of campus it will also mention that emergency personnel only need report. Emergency personnel are those whose duties are essential for snow and ice removal or the welfare of students in residence halls. The

employees who are expected to report when the campus is closed during a weather-related emergency include Plant Facilities, Chartwells, contract custodians and others who are instructed to do so by their supervisor.

During a delay in the opening of campus, emergency personnel will report as so directed by their supervisor. All other personnel will report at the time indicated in the NotiFind message.

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