



# Minot State University

## Policy Manual

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### **Delayed Opening /Class Cancellation/ Campus Closure**

Source: NDUS Human Resource Policy, Section 20.4

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 delay opening, cancel classes, or close the campus. 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 closure is considered.

#### **Process for Assessment and Decision**

The process for deciding to cancel classes, close the campus or delay its opening, with regards to inclement weather, is initiated by Director for Facilities Management in consultation with local law enforcement, city and school officials, and Air Force base personnel.

The decision to delay opening, cancel classes or close the campus is made by the Vice Presidents for Administration and Finance, Academic Affairs and Student Affairs. Every effort will be made to get information about closures or delayed opening to media no later than 6 a.m. When evening classes are cancelled, every effort will be made to get information to media by 4 PM. This information will also be passed along to students, faculty and staff through the Assurance Notification Manager (previously NotiFind) system. If campus opening is delayed, every attempt will be made to announce a specific time when the campus will open.

In the event that Minot State University courses are cancelled but weather conditions at outreach sites (Bismarck, Minot Air Force base, Fargo) are favorable, those classes will be held as scheduled. In the case where weather conditions at outreach sites warrant a cancellation of classes, the decision will be made by the Vice Presidents for Administration and Finance, Academic Affairs and Student Affairs. Outreach site coordinators are responsible for notifying students and faculty. In this case, the Assurance system will not be utilized.

#### **Storm closing/class cancellation**

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. If classes are cancelled, university offices may remain open and personnel should report to work. Only under severe storm conditions will a decision be made to close the campus. When an Assurance announcement is made regarding the closure of campus

only emergency personnel 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, Sodexo, 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 directed by their supervisor. All other personnel will report at the time indicated in the Assurance message

Direct inquiries to: HR Director / EEO/AA / Deputy Title IX Coordinator, Administration 2<sup>nd</sup> FL, 701-858-4610, [hr@minotstateu.edu](mailto:hr@minotstateu.edu)

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