

4010P EMERGENCY CLOSING OR CANCELLATIONS PROCEDURE

I. PURPOSE:

In accordance with Minnesota State Policy 4.4 Weather / Short Term Emergency Closings, the following procedure is followed when it becomes necessary to close the college campuses or cancel academic or non-academic activities or delay the opening of the college due to inclement weather or other short-term emergency conditions.

This procedure will also describe working conditions and the compensation status of employees during the time the college is closed.

II. DEFINITIONS:

A. **Closing the College:** This means to close all operations other than those operations deemed essential to the protection of life and property. Closing the college results in the cancellation of classes, student, ~~faculty and staff~~ activities, and meetings. All general offices are closed.

B. **Delayed Opening:** Delayed opening refers to closing of all operations for a designated period of time other than those operations deemed essential to the protection of life and property.

C. **Cancellation of Classes and/or Activities:**

Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes, in the absence of officially closing the entire college campus.

Cancellation of non-academic activities refers to cancellation of an event such as athletic events, theatrical productions, concerts, or workshops.

PROCEDURES

Assessment: If a weather emergency develops, college officials may contact local authorities, including the Minnesota State Highway Patrol and other law enforcement offices to assess the storm's severity. Once the information has been collected, the president or president's designee will make the determination on whether to cancel classes or to close the college.

Cancellation of Classes Due to Weather or Other Emergency:

The authority to cancel classes due to weather conditions or other emergencies resides with the college president or the president's designee.

Support Staff: If a staff member chooses to be absent from work, they must take vacation leave or use earned compensatory time, when classes are canceled.

Faculty: Faculty members are expected to make appropriate curricular adjustments or duty adjustments, per MSCF contract.

Campus Closing due to Weather or Other Emergency:

The authority to close the college campus when a weather or other emergency exists resides with the president or the president's designee. The closure of state agencies by the Commissioner of the Minnesota Management and Budget does not apply to Minnesota State institutions.

When a college **closing** is declared, all employees who physically report to work at the campus, except weather essential employees, are excused from work with pay. A college closure applies to all employees, without regard to labor contracts. However, the essential emergency employees who are not excused from work will be paid at their regular rate of pay. A declaration of a college closure will clearly identify the time frame when employees are excused from work. Employees are instructed to ~~listen~~ keep their StarAlert account updated and read their email when storms or emergency situations might carry over from one day into two or more days.

Activities: As a rule, activities will adhere to the cancellation and closing announcements. Requests for exceptions, such as for athletic practices, events, and activities are to be submitted to the athletic director (athletics) or respective administrator, who will consult the Vice President of Academic and Student Affairs and the Director of Facilities ~~in~~ the decision-making process.

WEATHER ESSENTIAL EMPLOYEES: The following positions are identified as weather essential employees who will not be excused from work duty during campus closings: Physical Plant Supervisor, Director of Facilities, General Maintenance Worker, General Repair Worker, ~~Electrician~~, Electrician Master Record, Grounds and Road Maintenance Coordinator, and Building Maintenance Lead Worker.

NOTIFICATION OF CANCELLATIONS OR CLOSINGS:

The president or designee will notify radio and television stations identified in this procedure: as well as posted on the college website. The message given to these stations will indicate whether it is a cancellation or closure. Employees then must follow the state policies regarding cancellation or closure.

Whenever possible, decisions to cancel day classes will be made by approximately 6:00 a.m., and decisions to cancel night classes or activities will be made by 3 p.m. In certain emergencies, an effort will be made to announce closures or cancellations prior to the 10 p.m. television newscasts.

Employees Authorized to Telework

Employees who have been authorized to telework from home or an alternative site shall continue to work during a weather closure if the work can be performed safely from their home or alternative site.

Online Courses

When a campus is closed due to weather, land-based courses are cancelled. However, online classes will be held normally. Students should check their email accounts, D2L and syllabi for updates from their instructors about their courses and assignments.

Communication of emergency-related announcements to the College community will arrive in the form of a Star Alert via the text messaging service, College email, and on college social media accounts. The president or designee will also notify regional media outlets including newspapers, radio, and television stations identified in this procedure. The message given to these media outlets will indicate whether it is a cancellation or closure. Weather announcements will also be posted on all college social media accounts including Facebook, ~~Twitter~~, and Instagram. Employees then must follow the state policies regarding cancellation or closure.

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~~Radio~~

Media Outlet	Location	Channel(s)
Mix 103.7	Bemidji, MN	103.7 FM
KROX 1260	Crookston, MN	105.7 FM, 1260 AM
R&J Broadcasting (KRJB, KRJM, KKCQ-FM, KKCQ-AM)	Fosston, MN	106.5 FM, 101.1 FM, 96.7 FM, 1480 AM, 99.7 FM
IHeartMedia (XL94, KJ108, 100.3 The Cat, 96.1 The Fox, KFAN)	Grand Forks, ND	107.5 FM, 93.7 FM, 100.3 FM, 96.1 FM, 1440 AM, 100.3 FM
KNOX News Radio	Grand Forks, ND	1310 AM, 107.9 FM
Leighton Broadcasting (97 KYCK, Cities FM 104.3, Z94.7, Rock 95)	Grand Forks, ND	97.1 FM, 94.7 FM, 104.3 FM, 95.7 FM
KCNN News Talk	Grand Forks, ND	1590 AM

KMAV & KMSR	Mayville, ND	105.5 FM, 1520 AM
KRXW News	Roseau, MN	103.5 FM
KQ92	Roseau/Warroad, MN	92.5 FM

Radio

Wild 102	Roseau, MN	102.1 FM
TRF Radio (KTRF, KKAQ, KKDQ)	Thief River Falls, MN	1230 AM, 1460 AM, 99.3 FM
Pioneer 90.1	Thief River Falls, MN	90.1 FM

TV

Media Outlet	Location	Channel
WDAY/WDAZ News	Grand Forks/Devils Lake, ND	8
KVLY/KXJB News	Fargo/Grand Forks, ND	4 & 11
Local Cable (TRF)	Thief River Falls, MN	3 & 13

Newspaper

Media Outlet	Location	Website
GF Herald	Grand Forks, ND	gfherald.com
EGF Exponent	East Grand Forks, MN	page1publications.com
TRF Times	Thief River Falls, MN	trftimes.com
Crookston Times	Crookston, MN	crookstontimes.com
Bemidji Pioneer	Bemidji, MN	bemidjipioneer.com

Other Emergency Conditions

Other emergencies covered by this procedure would include such things as: fire, tornado, bomb threats, other serious problems related to mechanical or electrical systems, or any other extremely hazardous situation in or around a Northland campus.

Date of Implementation: 1/11/05
 Date of Adoption: 1/11/05
 Date & Subject of Revisions: 11/20/06 - Added 103.7 FM Bemidji to list
 3/10/08 – Revised list of Weather Essential positions
 4/20/10 – Revised list of Weather Essential positions
 10/19/10 – Revised media list
 04/30/2020 – Changed MnSCU to Minnesota State, updated media list, updated essential employee classifications, and changed DOER to MMB.
 Date & Subject of Revision: Updated Star ~~Alert~~Alert and email. Changed titles for decision making.
Date and Subject of Revision: 2/26/2026- Updated language and correct titles.