



**Policy 4.4**  
**Weather Emergencies and Evacuation**  
Reviewed 11/18/2015

Purpose: In accordance with MnSCU Policy 4.4 Weather/Short Term Emergency Closings (see attached), the following procedure is followed when it becomes necessary to close the College or cancel academic or non-academic activities, or delay the opening of the College due to inclement weather or other emergency conditions. The procedures will also describe working conditions and the compensation status of employees during the time the College is closed.

**Definitions:**

Closing the College – Closing the College 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 and student, faculty, and staff activities, and meetings. All general offices are closed.

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.

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

**Authority:**

In accordance with MnSCU Policy 4.4 Weather/Short Term Emergency Closings, the authority to close the College campus, cancel classes or other activities when a weather or other emergency exists resides with the College Provost or Provost's designee. However, the Governor's order in a particular situation supersedes the authority of the College Provost.

**Procedure and Notification:**

Closing or Delayed Opening - The decision to close or delay opening of the College due to weather or other emergency is made by the Provost or the Provost's designees. Appropriate notification will be made by Human Resources (responsibility: Carmen Bradach, Director of Human Resources) to Christine McGing (651-297-2720) at the MnSCU Public Affairs Office as the decision is made.

In times of weather or other emergency conditions, assessment of conditions shall be the responsibility of the College Provost or Designee of Mesabi Range College and the St. Louis County Sheriff's Department (749-7534). The Provost or Designee shall contact personnel at the State Patrol District Headquarters (749-9626) regarding the decision to close or delay opening. The Provost shall identify and inform essential personnel who must report to work during times the College is closed or there is a delayed opening due to emergency procedures. In addition, the College will develop procedures for notification of such personnel at these times. The following positions are designated as essential for purposes of closing due to inclement weather or other emergencies:

- Switchboard Operator
- Physical Plant Supervisor
- General Repair Worker
- General Maintenance Worker
- Residence Hall Manager
- Assistants to Residence Hall Manager

Notification of employees on duty and/or students that are on campus at the time the emergency closing is determined: the Provost shall inform employees of the emergency at the time of closing. Students will be notified through appropriate student services and academic offices.

Human Resource personnel and the Dean of Students shall be responsible for notifying employees not on duty or students not on campus. Both employees and students will be notified through an announcement using Blackboard Connect (an emergency notification text messaging system) and announcements on the following radio stations: WEVE, USA, WTBX, and WMFG. Cancellations and/or closure information can also be found on the college website: [www.mesabirange.edu](http://www.mesabirange.edu).

Determination of closing or delayed opening shall be made by 6:15 a.m. for day classes and 4:00 p.m. for evening classes by the Provost, who will be responsible for contacting news media (WEVE, USA, WTBX, and WMFG), and television stations WDIO, KBJR, and KDLH regarding closing and/or delayed opening information.

**SPECIAL NEEDS** - Mesabi Range College recognizes the special needs of deaf/ hard-of-hearing individuals during the notification process of all employees and students due to closing or cancellation. It is the intent of the College to establish an individualized method of notification for each deaf/ hard-of-hearing individual, employee, and student. In case of an emergency, all employees who are deaf/hard-of-hearing will receive notification, if at work, by the supervisor or designated backup staff. Employees who are deaf/hard-of-hearing may arrange for notification at home from their supervisor or designee. If an emergency that affects the employee is called, the supervisor or designee may use the Minnesota Relay Service (1-800-627-3529) to contact the employee using the TTY.

The following procedures will be taken to help insure the safe evacuation of employees and students in weather or other emergency with the potential of injury or loss of life.

<b>Procedure</b>	<b>Review</b>	<b>Responsibility assigned to</b>
Evacuation routes planned from each classroom.	Yearly	Physical Plant Supervisor and Chief Finance and Facilities Officer
Individualized evacuation route plan – posted in each classroom.	Yearly	Faculty in Charge
Alarm system review-current alarm system has lights, and sound alarm. System should alert all students / employees with disabilities- sight impaired, deaf/ hard of hearing, and those with mobility impairments.	Yearly	Building and Maintenance Lead Worker
<u>Individualized Plans</u> Personnel assigned responsibilities of assisting with the evacuation of students with disabilities. Sight impaired, deaf/ hard of hearing, and those with mobility impairments.	Semester	Dean of Students
<u>Individualized Plans</u> Personnel assigned responsibilities of assisting with the evacuation of employees with disabilities. Sight impaired, deaf/ hard of hearing, and those with mobility impairments.	Yearly	Director of Human Resources

Cancellation of Classes and/or Activities – The decision to cancel one, several, or all classes (on and off campus) in the absence of closing the College, will be made by the Provost. Special attention will be given to night classes, many of whose students must travel considerable distance. Weather conditions shall be given considerable weight.

### **Management Responsibility**

Management will inform employees and students of this procedure by the following methods:

- This procedure will be permanently posted on the College website at [www.mesabirange.edu](http://www.mesabirange.edu).
- Each supervisor/administrator shall route a copy of this procedure to each employee and describe the procedure to employees during staff meetings and/or employee departmental briefings.
- The Director of Human Resources will provide a copy of this procedure to the local representative of each bargaining unit.
- Copies of this procedure will be provided to appropriate student services offices, residence hall RAs and staff, clubs and organizations.
- Human Resources shall provide each employee who is designated as “weather essential” with a copy of this procedure.
- A condensed version of this procedure will be published and will be included in the publications provided to students by Student Services, as well as in the Employee Guidebook. Both publications are included, in their entirety on the College website.

### **Work Responsibilities When the College is Closed or Classes and Non-Academic Activities are Canceled**

Closing the College – When the College is closed due to an emergency, which threatens the health and safety of individuals, employees not deemed vital to the safe operation of the College may be excused from duty with full pay. With regard to such closure, the following additional guidelines will prevail:

- When a campus is closed, college employees are excused from work with pay. A campus closure applies to all employees without regard to labor contract. Weather or other emergency essential employees who are not excused from work will be paid at their regular rate of pay.
- Employees who reported to work and were sent home should not be paid for more than their regular scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.
- Employees who were required by their appointing authorities to remain at work should not be paid for more than their regular (scheduled) hours or the actual number of hours worked inclusive of any overtime.
- Employees on approved sick or pre-arranged vacation leave shall not have such leave time restored to their balances.
- Employees on any approved leave with pay shall not be paid for this emergency leave time.
- Employees who called in, on the day of an emergency, for vacation time, compensatory time or leave without pay will be credited with emergency leave from the point of declaration of the emergency to the end of the scheduled shift, if the appointing authority ceased operations during their regular shift.
- Employee uniform time reports should indicate the date and number of emergency hours utilized in the remarks section of their uniform time report.
- An employee’s absence with pay for emergency situations shall not exceed 16 hours during that emergency unless the Provost has authorized a longer period.

Cancellation of Classes and/or Activities – When classes are canceled but the College is not closed, individual faculty shall take personal leave or make appropriate curricular adjustments (for example, scheduling make-up classes, meetings, office hours, or other compensatory activities) as approved by the Dean of Academics.

When non-academic activities are canceled, the activities shall be rescheduled when appropriate and possible.

Inclement Weather When the College is Not Closed – Due to personal circumstances during inclement weather, such as place of residence, employees might find it necessary to leave work early even though the College has not been closed. Further, employees might be unable to get to work even though the College is open. In such cases, emergency/personal leave or vacation leave may be granted or, if working conditions permit, the time may be made up, at the discretion of the supervisor.

**Emergency and Building Evacuation Procedures**

The College has developed building evacuation procedures for use in the event of an emergency to ensure the safe exit of all individuals. In addition, the College develops individual plans to ensure the safe evacuation for individuals with disabilities. If you have a disability that would be problematic in an evacuation, please contact the College Administration for accommodation in evacuations at the beginning of the semester. If you live in a Residence Hall please contact the Director of Residence Life.

<b>Procedure</b>	<b>Review</b>	<b>Responsibility assigned to:</b>
<u>Individualized Plans</u> Personnel assigned responsibilities of assisting with the evacuation of students with disabilities. Sight impaired, deaf/hard of hearing, and those with mobility impairments.	Semester	Dean of Students
<u>Individualized Plans</u> Personnel assigned responsibilities of assisting with the evacuation of employees with disabilities. Sight impaired, deaf/hard of hearing, and those with mobility impairments.	Yearly	Director of Human Resources

**Emergency Response Procedures**

**Accident or Illness**

1. Call 9-1-1
2. Give the following information:
  - Your name
  - Location of situation
  - Any details available regarding accident or illness
3. Do not move sick or injured person(s).
4. Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
5. Stay with the victim and reassure him/her that help is on the way.
6. MRC Emergency Response Team Leader will respond and coordinate the necessary emergency response.

**Severe Weather/ Tornado**

When severe weather/ tornado is coming, you have only a short amount of time available to make life-or-death decisions. Advance planning and a quick response are the keys to surviving a severe weather/ tornado.

**Tornado Watch**

When a **tornado watch** is announced, this means that tornadoes are expected in, or near, the area. Keep the radio or television set turned to a local station (tune to WEVE, USA, WTBX, and WMFG) for information and advice from your local government and the weather service.

### **Tornado Warning**

When a **tornado warning** is issued, it means that a tornado has actually been sighted, or has been indicated by radar, and this or other tornadoes may strike in the vicinity. Public warning will come over the radio (tune to WEVE, USA, WTBX, and WMFG).

**In the event of severe weather/ tornado, the fire alarm will sound off and on several times.**

**DO NOT leave the building.** Move away from the perimeter and exterior of the building and go quickly to **the lowest level** using EMERGENCY EXIT stairwells ONLY.

- **MOVE TO LOWEST LEVEL**
- Go to an inner hallway or a smaller **inner room** without windows, such as a bathroom or closet.
- Vacate any exterior rooms and close the doors to those rooms.
- If there is enough time go to designated tornado **safety zone**.
- Get away from windows.
- Take shelter under stairwells and tables, if possible.
- Avoid places with wide-span roofs such as auditoriums, cafeterias or large hallways.
- Go to the center of the room. Stay away from corners because they tend to attract debris.
- Sit down
- Cover your head.
- Make every effort to remain calm and encourage those around you to do likewise.
- If you have a mobility impairment and you have not pre-arranged an evacuation plan go to a room (closet or bathroom) on an interior wall with out windows and cover your head. Try to let someone know where you will be.

### **Fire Drills**

Minnesota State Law requires a number of fire drills periodically, and these drills need your most serious cooperation and consideration. Fire drills will be conducted periodically in all Campus buildings. Notices will be posted. If a fire alarm sounds, all residents must leave the building via the nearest exit. A student not complying with the evacuation procedure is subject to disciplinary sanctions.

### **In a Fire Emergency**

Familiarize yourself with your evacuation route. Maps of each floor's exits are provided. Please familiarize yourself with the location of all emergency and regular exits. If you have a mobility disability you need to pre-arrange an individual evacuation plan.

### **Fire**

- If fire/ smoke is seen: **Pull the fire alarm.**
- **Never risk your personal safety.**
- **Immediately** evacuate via the nearest exit
- If there is time, contact the Emergency Response Team Leader **780-0446**
- **DO NOT USE ELEVATORS**
- Remain calm and act quickly.
- Report any individual with a disability person who was unable to exit to a member of Emergency Response Team
- If you have a mobility impairment and you have not pre-arranged an evacuation plan, please wait at the top of the stairs of the closest exit in the space that does not block the stairs.
- Move a safe distance away from the building and out of the way of fire department personnel.
- Remain outside until you are told to return by the staff.

## REMEMBER

- ✓ **STOP**
- ✓ **DROP**
- ✓ **ROLL**

## PRECAUTIONS

1. The glass fire extinguisher boxes are made to shatter completely, and serious lacerations can result. If these boxes have to be used in an emergency, make sure you are protected from the glass before you break it.
2. If you think there is a fire in the hallway, feel the door before you open it.
3. If the door does not feel hot, open it slightly, holding your head away and brace the door with your foot.
4. Put your hand across the opening to test the heat of the air.
5. If the door is hot and the hallway unsafe, plug any opening or cracks through which smoke may enter using wet towels, sheets, blankets, etc. Close your room door and windows.
6. Wear protective clothing such as a coat and shoes. If in Residence Hall carry a damp towel for use in hallways.
7. Walk in an orderly manner to the nearest exit.
8. If caught in heavy smoke, take short breaths. Breathe through your nose, stay low, and crawl if necessary. There will be less smoke near the floor.
9. If smoke does enter the room you are in, open the window for ventilation; break the window if you have to.
10. Do not jump.
11. Make your presence known.
12. Wait for rescue.

**Violation of Fire Safety rules puts the lives of others in jeopardy. Tampering with fire alarms or fire equipment can result in fines and possible incarceration according to Minnesota State laws.**

### Bomb Threat

- If a member of the College community receives a bomb threat, the person taking the call should take it seriously.
- **If there is time, call MRC Emergency Response Team Leader (David Dailey) at 749-7772 (day) or 390-7522 (evenings/weekends).**
- Evacuation Team Leader on Duty will respond and coordinate the necessary emergency response and will notify the appropriate administrator.

### If you see a suspicious package:

1. DO NOT MOVE OR TOUCH anything suspicious.
2. Be careful to notice any unusual package - DO NOT OPEN the following:
  - Packages with wires, foils, oily stains
  - Cut and paste labels
  - Makes a sloshing noise
  - Resistance when beginning to open
  - Has a strange odor
  - Unusual shapes or bulges in combination with the above
3. Call Emergency Response Team Leader (David Dailey) at 749-7772 (days) or 390-7522 (evenings/weekends).

Give the following information:

- Your name
- Location of situation

4. Emergency Response Team Leader will respond and coordinate the necessary emergency response and will notify the appropriate administrator.
5. Evacuate

**Power Failure – What to do:**

1. Remain calm- stay where you are.
2. Await instructions from Security and/or Maintenance personnel.
3. If instructed to evacuate, use designated emergency exits ONLY.

**EMERGENCY PHONE NUMBERS**

<b>Emergency Response Team Leader/Dean of Students (David Dailey)</b>	<b>Virginia/Eveleth Home</b>	<b>218-749-7772 218-390-7522</b>
<b>Provost (Carol Helland)</b>	<b>Virginia/Eveleth Cell</b>	<b>218-749-7715 218-780-2004</b>
<b>Interim Dean of Academics and IT (Shelly McCauley Jugovich)</b>	<b>Virginia Eveleth Cell</b>	<b>218-748-2416 218-744-7516 218-969-5079</b>
<b>Maintenance (Keith Perrault)</b>	<b>Cell</b>	<b>218-780-0446</b>
<b>Immediate Help (Fire, Police, Rescue Squad)</b>		<b>9-1-1</b>
<b>Eveleth Police Department</b>		<b>744-4011</b>
<b>Eveleth Fire Department</b>		<b>744-4875</b>
<b>Virginia Police Department</b>		<b>748-7510</b>
<b>Virginia Fire Department</b>		<b>748-7520</b>

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