

# Pine Technical and Community College Policy

## 4PTCC.1: Weather/Short Term Emergency Closings

**Chapter:** 4: Human Resources

**Date:** 11/7/2019

### Part 1: Purpose

In the event of a short-term emergency, the College President, or designee, has the authority to cancel classes or close the college. Short-term emergencies are defined as six days or less.

### Part 2: Weather Emergencies

For weather emergencies, the President or designee, will base the decision of closure on several factors:

- Consultation with the Physical Plant Supervisor and the Vice President of Academic and Student Affairs.
- Assessment of weather and travel conditions including consultation with President's Cabinet.
- Verification of weather conditions with MnDOT, Pine County, and consultation with surrounding school districts.

Once a closure decision has been made, the Cabinet is responsible for communication as well as posting an announcement on digital media. The Cabinet will activate the STAR ALERT to notify college employees via phone/email and text messaging. The Minnstate system office will be notified for every weather closure.

### Part 3: Short-Term Emergencies

For other emergencies, the Cabinet assumes responsibility for assessing the situation and conferring with the President or designee to determine if it is necessary to cancel classes or close the college. If it is determined that a closure is necessary, the Cabinet will notify employees currently on campus using all available methods and going room to room. The Cabinet is responsible for communication as well as posting an announcement on digital media. The Cabinet will activate the STAR ALERT to notify college employees via phone/email and text messaging. The Minnstate system office will be notified for every closure.

If an emergency occurs during work hours, all essential employees are expected to stay until released by their supervisor. If an emergency occurs during off-hours, all essential employees required to report to work will be contacted by their supervisor. Essential employees are identified as all Maintenance staff and Cabinet.



#### **Part 4: Emergency Operations Plan**

The college Emergency Operations Plan contains detailed steps for each type of emergency. This plan is reviewed annually by the Physical Plant Supervisor and updated, as needed. Any significant updates or changes will be reviewed by the President's Cabinet.

All employees are expected to be familiar with their assigned role in an emergency. Pine Technical and Community College will conduct annual emergency drills. All employees are expected to participate in these drills.

#### **Related Documents:**

[Minnstate Board Policy 4.4](#)

[Minnesota Statute 12.21](#)

[Minnesota Statute 443A.05, Subd 4](#)

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*Custodian of Policy: Chief Human Resources Officer*

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#### **Policy History:**

*Date and Subject of Amendments:*

*MM/DD/YY – explanation of the amendment*