

General Policy – Essential Personnel – Campus Closings

Purpose:

The safety of students and employees is a top priority of Bismarck State College. In an effort to keep students and employees safe, BSC will consider closing campus during inclement weather conditions or other emergency situations.

Policy:

In the event of inclement weather conditions or other emergency situations, BSC administration or an authorized employee of Bismarck State College will determine whether BSC campus will open its offices and hold classes or close and provide essential services. The decision to close campus will be communicated using the [Campus Emergency Notification System](#). Closings will be posted on the BSC home webpage and other official BSC communication channels. Return to normal working conditions should be assumed the next business day unless employees are notified again via the Campus Emergency Notification system.

BSC administration or an authorized employee will notify all essential personnel supervisors. The determination of essential services and personnel may vary depending on conditions of the emergency.

Each department supervisor will be responsible for scheduling employees and workload demands for those considered essential personnel. Workload demands could be, but are not limited to: locking and unlocking doors, snow removal, preparation and serving food for students and staff, delivering meals to students with disabilities, emergency transportation for staff to and from work, and communicating needs to supervisors.

Definition:

Essential personnel and services are those functions and personnel required to maintain or protect the health, safety, or physical well-being of campus personnel (students, staff, and faculty), given the conditions of the emergency.

- Campus Safety and Security
- Buildings and Grounds
- Student and Residence Life
- Food Service

- Administration

For essential personnel asked to stay on campus during an emergency and can't make it home, two rooms at the Armory will be made available for overnight accommodations. A bed, linens and toiletries will be provided. Contact your supervisor to make arrangements to reserve one of the rooms.

History of This Policy:

Policy first drafted March 16, 2017 policy reviewed by the Operations Council April 12, 2017 and approved by the Executive Council May 2, 2017.