



Chapter 4: Human Resources

Weather/Short-Term Emergency Closings

Policy 4.4

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Adoption:	10/16/96
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Authority:	MnSCU Board Policy 4.4
Custodian of Policy:	Vice President of Administrative Services

POLICY STATEMENT

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

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

- Consultation with Maintenance Supervisor and Vice President of Administrative services regarding ability to keep open access to the campus

Assessment of weather and travel conditions including consultation with Campus Security/Maintenance Supervisor – who will verify conditions with MnDOT/the Cities of BP/EP, Hennepin county, and consultation with other Presidents of metro colleges

Once a closure decision has been made, the Vice President of Administrative Services is responsible for contacting the Executive Director of Institutional Advancement and/or the Director of Security who will coordinate notifying WCCO radio and television and other identified communication outlets as well as posting an announcement on the HTC homepage. The Director of Security will activate the STAR ALERT to notify college employees via phone/email and text messaging. The MnSCU system office will be notified for every weather related closure.

For other emergencies, the Campus Security team (coordinating with Maintenance) assumes responsibility for assessing the situation and conferring with the President or designee to determine if it is necessary to cancel classes, close a campus or close the college. If it is determined that a closure is necessary, Campus Security will notify employees currently on campus using all available methods and by going room to room. The Vice President of Administrative Services is responsible for notifying the Executive Director of Institutional Advancement and/or Director of Security who will coordinate a notice to WCCO and other identified outlets of any emergency closure, as well as the MnSCU system office.

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 administrators.

IMPLEMENTATION PROCEDURE

Hennepin Technical College's Emergency Operations Plan contains the detailed steps for each type of emergency. This plan will be reviewed annually by the Director of Security & Emergency Preparedness and the Vice President of Administrative Services and updated, if needed. Any significant updates or changes will be reviewed by the President's Administrative Council. An abbreviated version of the EOP is posted on the HTC Campus Security webpage. All employees are expected to be familiar with their assigned role in an emergency.



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HTC will conduct annual emergency drills. All employees are expected to participate in these drills.