

607.20 – Essential Personnel – Campus Closings

Purpose:

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

Procedure:

In the event of inclement weather conditions or other emergency situations, BSC administration or an authorized employee of BSC may refer to the BSC emergency Operations and Continuity Plan to 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](#)., posted on the BSC webpage, and communicated via other official BSC channels. Return to normal operations should be assumed the next business day unless notified again via the Campus Emergency Notification system.

Essential personnel and services are those functions and personnel required to maintain or protect the health, safety, or physical well-being of students, staff, and faculty. They may vary depending on conditions of the emergency. Each department shall refer to their departmental Continuity of Operations Plan (COOPs) to identify essential personnel. Supervisors will be responsible for scheduling employees and workload demands for those considered essential personnel.

For essential personnel required to stay on campus during an emergency, the supervisor will make arrangements for overnight accommodations either on campus or in a hotel room at BSC's expense.

References:

[BSC Emergency Operations and Continuity Plan](#)
[NDUS HR 20 - Other Paid Leave](#)

History of This Procedure:

First procedure: May 2nd, 2017

Approved by Rebecca Collins, Executive Vice President on June 26th, 2023.

