

EMERGENCY PROCEDURES IN CASE OF HAZARDOUS WEATHER/EMERGENCY SHUTDOWN OF LOCATION:

In the situation that hazardous weather or other conditions make travel to work unsafe or make the workplace unsafe, the following policies will apply:

- a. The Facilities Coordinator, John Gaskin, or his designee will make the decision if Location operations are to be closed or if a reduced staff will operate when hazardous, weather or emergency conditions exist.
- b. If such conditions exist prior to the beginning of the work shift, an automatic shutdown will be made by facilities coordinator, John Gaskin will contact the local radio station KEYZ 660 AM (701) 774-0306 to announce station shut down.
- c. If the Location is open during adverse weather or other conditions and employee is unable to work, the employee is to follow established procedures as outlined by their supervisor to notify them of their absence.
- d. When a decision to shutdown due to weather or emergency conditions is made after the workday has begun, it is the responsibility of the Location Coordinator and Administrative Officer to contact Research Leaders or their designee to relay the information. The Research Leaders will be responsible for informing all personnel within their unit of the shutdown.
- e. Specific employees may have responsibilities for care of living organisms requiring daily attention. Those employees and their supervisors will make suitable arrangement for care of those organisms during shutdown periods.
- f. The location status phone number is (406)-433-9411 for a recorded message **ONLY**. The message at this phone number will **ONLY** provide up-to-date location status information. This recorded message is to be used **ONLY** during winter storms that may close location, etc. During a disaster/emergency incident phone lines are usually taken out service, this phone message will not relay any emergency procedures.