ITASCA COMMUNITY COLLEGE WEATHER
EMERGENCY CLOSURES SUMMARY

I. AUTHORITY
The authority to cancel classes or close the college resides with the Provost or the
Provost's designee. (The closure of state agencies by the Commissioner of the Dept.
of Employee Relations does not apply to Itasca Community College.)

II. PROCEDURES
1. The college's Maintenance designee will assess the conditions of the campus and
inform the Provost or designee. The Provost or designee will then determine if
classes will be cancelled or if the college shall be closed.
2. The most current information can be obtained by calling 322-2300 and a regularly
updated recording will be available. When possible, determination of closing or
canceling shall be made by 5:30 a.m. or sooner for daytime classes and by 3 p.m. or
sooner for evening classes.
3. Once a decision to cancel or close is made the following radio and television stations
will be notified: Radio: KAXE, KOZY-KMFY, WTBX
Television: WDIO, KDLH, and KBJR
4. YOU MUST ASSESS YOUR OWN TRAVEL CONDITIONS AND REPORT
TO WORK/SCHOOL BASED ON YOUR PERSONAL ASSESSMENT.
ANNUAL LEAVE AND/OR AN ALTERNATE WORK SCHEDULE WILL
BE APPROVED FOR EMPLOYEES WHEN POSSIBLE. YOU SHOULD
NOT REPORT FOR WORK OR SCHOOL IF YOUR PERSONAL
SITUATION IS CONSIDERED TO BE TOO DANGEROUS TO TRAVEL.

III. DEFINITIONS
A. Closing the College - Closing all operations other than those which are deemed
essential to the protection of life and property. Closing the college results in
canceling classes, as well as canceling student, faculty and staff activities and
meetings. All general offices are closed and all faculty, staff and students stay
home.
B. Delayed Opening - Closing for a designated period of time all operations other than
those which are deemed essential to the protection of life and property. All general
offices are closed for a specific period of time and all faculty, staff and students stay
home for that period of time.
C. Cancellation of Classes and/or Activities - Canceling one, several or all
classes/activities (off-campus or on-campus) in lieu of officially closing the entire
college. Cancellation of non-academic activities refers to cancellation of an event,
e.g. athletic events, theatrical productions, concerts, or workshops. All general
offices remain open, but classes and/or activities are cancelled. Faculty and students
stay home but staff members report for duty as usual (unless they opt to use annual
leave or work an alternate schedule).

IV. WORK RESPONSIBILITIES WHEN THE COLLEGE IS CLOSED OR
CLASSES CANCELLED
It is the policy of Itasca Community College to adhere to each of the collective
bargaining contracts that have been agreed to by MnSCU.

October, 2012