

## **NWIC EMERGENCY SNOW & ADVERSE WEATHER PROCEDURES**

**WHERE TO FIND OUT:** Generally after 6:30 a.m. employees and students may tune in to the following radio stations, television stations or websites:

KAFE 104.3 FM  
KGMI 790 AM  
KISM 92.9 FM  
KPUG 1170 AM  
**(360) 733-4551**

**OR**

KVOS Channel 12  
**(360) 671-1212**  
KIRO Channel 7  
**(206) 728-7777**  
KING Channel 5  
**(206) 448-5555**

**OR**

[www.nwic.edu](http://www.nwic.edu)  
[www.bellinghamherald.com](http://www.bellinghamherald.com)

### **Administrative Closure Decisions**

An Emergency Closure is considered an Administrative Leave decision; therefore full-time employees of NWIC will be compensated during the declared emergency closure for the announced hours or days of actual closure. Questions regarding employee status are to be directed to the Human Resources Office.

## **Residential Housing and Maintenance Staff and other staff**

Residential Housing staff and food service personnel are expected to be available at his/her regular work station during emergency closure periods as students will be in the housing during all emergency situations. NWIC will provide alternative food and transportation services for housing residents if and when emergency situations arise. If electrical power is disrupted alternative power sources will be provided on site.

Maintenance personnel are expected to be available at his/her work site during emergency closures and available during non-regular hours in order to inspect, fix or maintain campus facilities and property that may be damaged during extreme weather conditions. Other staff may choose to come to work during emergency closures at the request of his/her immediate supervisor or to complete departmental or job related assignments.

### **EMERGENCY CONTACT NUMBERS**

#### **Main Switchboard Number**

**(360) 676-2772**

#### **Lummi Hotline**

**(360) 384-2365**

#### **Whatcom County Emergency**

**(360) 738-4551**

**911\***

***\*Remember to contact 911 if you are a witness to an emergent situation.***



# **Emergency Preparedness Brochure**

Presented by the Crisis Management Team:

Dave Oreiro, VP Administration

Jon Davis, Maintenance Manager

Larry Robinette, Director Human Resources

Cindy Dodd, Dean of Student Life

# What to do in case of Emergency

## General Information

This brochure will guide you through what to do in case of an emergency. The emergencies covered are:

- Weather Related Closures
  - Flooding
  - Snow
- Power Outages
- Class Cancellations
- Other Reasons for Closure

## Emergency Closures

All employees will be notified by their immediate supervisors or assigned personnel by the Emergency Phone List "Tree" regarding emergency closures. All staff should become familiar with this process in order to maintain continuity and open communication.

Emergency Closures may occur before the work day begins or during normal working hours. Emergency Closures implementation would be determined by ranking members of the Administration (President or Vice-Presidents) and/or by the Crisis Management Team (D. Oreiro, L. Robinette, C. Dodd, and J. Davis). Emergency Closures can occur for power outages, threats made to individuals or the or-

ganization, water and sewer shut downs, flood conditions, imminent storm or snow conditions, road closures and human or natural disasters.

## Extended Campus

### Emergency Closures

Emergency Closures at the Lummi site do not necessarily pertain to the Extended Campus sites. Weather permitting extended campus sites will continue normal operations unless directed by their respective Tribal Office Emergency Closure procedures. NWIC sites will institute emergency closures at respective off campus sites when Tribal authorities announce closures of their respective offices and schools. Distance Learning and Extended Campus Administrative staff must be notified by their respective site coordinators or instructors when closures occur.

### Flood conditions

Flood conditions are a regular occurrence in Whatcom County. The Lummi Reservation is annually flooded due to the close proximity of the Nooksack River. Marine Drive (road to Bellingham), Ferndale Road and Slater Road occasionally become inundated with water and traffic is rerouted. Staff should follow detour signs in order to stay out of harms way.

During flood occurrences Haxton Way will become flooded and all traffic will be stopped from entering and leaving the Reservation on this major route. In past years when this occurred the Lummi Island ferry has been rerouted to take passengers to Bellingham from the Gooseberry ferry land-

ing. Unless otherwise announced or directed all employees are expected to be at his/her respective work area.

## Travel in Snow and Icy

### Road Conditions

In the event of snow and icy road conditions that do not warrant closure of the campus or off campus sites the following procedures are to be implemented and followed:

If safety permits, normal business hours will be maintained.

In the event of inclement weather a grace period of 30 minutes is allowed for safe travel to and from the college. Each employee is responsible for notifying his/her appropriate supervisor regarding late arrival and early departure to and from the work site. In extreme weather situations or road conditions supervisors may approve up to four hours of inclement weather travel time for safe travel of an employee or employees.

### Class Cancellations

If we have class cancellation due to the school closing or instructors' illness please contact your instructor or academic advisor on making up assignments or instructional time.

### Other Emergency Situations

- Lock down
- School closure while on campus
- Fire or Natural Disaster

Please follow the instructions of the Crisis Management Team and other members of the emergency response personnel (Police, Fire, or other law enforcement). In case of a lock down please wait for the "All Clear" before leaving secure buildings.