



Facility Management

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Bismarck, ND 58505

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Effective Date: 11/24/2003
Policy Number: 01-90

SUBJECT: Closure of State Facilities Due to Inclement Weather

1. The North Dakota Department of Transportation, North Dakota Highway Patrol, Burleigh County Sheriff's Office and the National Weather Service will provide advice to Facility Management on hazardous weather conditions.
2. Based on weather conditions, the Facility Management Director and the Director of OMB will make a recommendation to the Governor on state office closure.
3. Facility Management Division of OMB will contact designated radio and television stations to make public service announcements regarding state office closures. An announcement will be made via Assurance NM system.
4. Facility Management will announce over the intercom system if the Capitol Complex is closing. The Liberty Memorial Building (8-2492), State Office Building (8-2750) and the Heritage Center (8-3564), do not have an intercom system, therefore they will be notified by telephone. It is up to each agency to inform their employees, regardless of where the agency is located. An announcement will be made via Assurance NM system.

The following six radio stations have been designated as stations to provide public service announcements should it become necessary to close state offices due to inclement weather. Each of these radio stations will be contacted and authorized to make public service announcements if state offices in the Bismarck-Mandan area are to be closed. We will attempt to make announcements as early as possible so employees will not endanger themselves or their vehicles by trying to get to work during hazardous traveling conditions.

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KYYY-FM 92.9 - 250-9393

KFYR-AM 550 - 258-5555

KBXZ-AM 1270 - 663-9600

ND PUBLIC RADIO 90.5 - 224-1700

KNDR-FM - 663-2345

*KBMR-AM 1130 - 255-1234

*Includes: BBYZ-96.5; KACL COOL 98.7; KKCT K-Country 97.5; KLXX 1270 AM; KSSS
START 101.5; KXMR News talk 710 AM

The Director of Office of Management and Budget and the Director of Facility Management are the only authorized personnel who will contact the above-named radio stations to advise that state offices will be closed because of inclement weather conditions.



John Boyle
Director of Facility Management



Date