



Emergency Closing Response Plan

GENERAL ASSUMPTIONS

Cedarville University is primarily a residential campus. As such, the vast majority of students are available for classes no matter the weather. Also, any delays affecting cancellation of classes and/or closings of the institution require the presence of certain key personnel and the performance of their duties in caring for students during these times. Therefore, it is essential to have policies and procedures in place that not only consider the safety of those in transit to and from campus, but also describe what services must be maintained for those who reside here. Emergency closings affecting Cedarville University primarily occur during snow related situations, but may also result from tornado conditions, mass flooding, campus-wide power failures or threats against the institution that could result in serious injury to faculty, staff, students and visitors. The basic communications process outlined in this plan can be used to address any closing/delay aspects for these other emergencies.

SUMMARY

Although exceptions are possible if conditions warrant, the following summary provides a general “rule-of-thumb” that the university will follow in these situations.

1. No closing or delay will be considered until at least a Level 1 snow emergency has been declared in Greene County. Faculty and staff should use their discernment in determining whether they can safely make it to campus during any weather event. If a faculty or staff member feels they cannot make it to work safely, they should immediately notify their supervisor and provide an estimated time when they feel it will be possible to get to work safely. They will be eligible to use sick/emergency leave with pay, (Chapter 8.14 Staff Handbook) subject to the approval of the department manager for this time. The same is true if a snow event occurs during the day and an employee feels they need to leave early due to deteriorating road conditions.
2. If a Level 1 snow emergency is called in Greene County, the associate vice president of operations, the academic vice president and the director of campus safety will discuss the situation and, after evaluating all factors, will determine whether a delay or an early closing is warranted. The fact that a Level 1 is declared will not typically result in either a delay or a closing of school.
3. If a Level 2 snow emergency is in effect in Greene County, it should be anticipated that a delay in opening, an early dismissal, or a closing will be called. At this point, all employees not deemed “Essential Personnel” or “Emergency Essential Personnel” will be excused from work or, if already at work, will be dismissed immediately.
4. If a Level 3 snow emergency is called in Greene County — or multiple surrounding counties — it should be expected that the University will be closed that day and all

events cancelled. If any faculty or staff not deemed “Essential Personnel” or “Emergency Essential Personnel” have already arrived at work prior to this announcement, they will be excused immediately.

DECISION MAKING CRITERIA

Decisions to delay the start of classes and the arrival of faculty and staff to work, or to close campus will generally be handled based on the criteria in the chart below. A winter weather-related delay or closing will only be implemented under severe or extreme conditions. Decisions will be based on a dynamic and flexible model that looks at specific criteria, but also considers variables such as the time of day, duration of the weather event, whether classes are in session (i.e. is it during holiday periods or spring break) and the severity of the situation both in our county and the adjacent counties surrounding us, including Montgomery, Clark, Madison, Fayette or Clinton.

2-HOUR CAMPUS DELAY	CAMPUS CLOSING
<p>If one or more of the following conditions exist, the University will consider delaying classes and opening the campus:</p> <ul style="list-style-type: none"> • The Greene County Sheriff’s Office issues a Snow Emergency (usually a Level 2) • Other area college campuses (i.e., Central State, Wilberforce, Wittenberg, Clark State, Wright State or UD have a delay because of inclement weather. • Physical plant personnel are unable to clear the campus roads and parking lots to a sufficient degree to allow safe travel and walking for the morning opening of campus. • One or more major access roads (i.e., US-72, US-42, or US-35) to campus is/are becoming impassable or are temporarily closed because of unsafe road conditions. 	<p>If one or more of the following conditions exist, the University will consider closing the campus:</p> <ul style="list-style-type: none"> • The Greene County Sheriff’s Office issues a Level 3 Snow Emergency (SEE NOTE BELOW). • The Greene County Sheriff’s Office issues a Level 2 Snow Emergency (SEE NOTE BELOW), and conditions on campus or in our county are so severe that driving to campus or access to parking lots and buildings are unsafe. <p><i>Note: The Greene County Sheriff’s Office will seldom call a Level 3, so in some situations a Level 2 may have to be considered as a Level 3. This will usually occur if all surrounding counties are in Level 3 status</i></p>

WHAT IS A SNOW EMERGENCY?

Defined by the Ohio Sheriff’s Commission for the State of Ohio

Snow Emergency Level 1 – Roadways are hazardous with blowing and drifting snow. Roads are also icy. Drive very cautiously.

Snow Emergency Level 2 – Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.

Snow Emergency Level 3 – All roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. All employees should contact their employer to see if they should report to work. Those traveling on the roadways may subject themselves to arrest.

CHANNELS OF COMMUNICATION

For any event that results in the University delaying opening or remaining closed, the following procedures will be followed:

1. The Associate Vice President of Operations, in consultation with the Academic Vice President and Director of Campus Safety, will make the determination as to whether to declare a University delay or a closing. This will generally occur under snow emergency conditions declared by the county sheriff's office outlined above and in our decision chart.
2. Once a decision to have a delay or to close has been made, the Director of Campus Safety or a representative will initiate a process of communicating this information to the campus community. If the decision is made during the early morning, this message will be sent out by 5:30 a.m. This will be accomplished in the following manner:
 - a. The Director of Public Relations initiates the message to all faculty, staff, and students through the use of our **Blackboard Connections – Mass Notification System**. The pertinent information is sent to all registered cell phones, e-mail addresses, and home phones and delivered via voice mail and/or e-mail.
 - b. The information is posted by the Director of Public Relations on the University Emergency Information website. <http://emergency.cedarville.edu>.
 - c. A brief information statement is posted on the University homepage (cedarville.edu) by the Director of Web Development or the Director of Marketing.
3. The Director of Campus Safety or a representative will initiate communications to the public via the media. Announcements related to closings typically appear on the following television and radio stations. This information will be called into each of the following stations.
 - a. WHIO TV Channel 7 – Dayton
 - b. WDTN TV Channel 2 – Dayton
 - c. WRGT TV Channel 45 – Dayton
4. If regular day classes are canceled, this will typically result in the cancelation of all evening classes as well. Any exceptions to this policy will generally be made by 4 p.m. in the afternoon. The Academic Vice President is responsible for communicating that decision to students and faculty. The methods of communication indicated above can be utilized as necessary.
5. Other departments with operations involving external groups are responsible for communicating the closing to their respective constituents. For example: Admissions, Event Services, etc. should notify any scheduled visitors.

SPECIFIC CLOSING RELATED POLICIES

1. A “Campus Delay” will typically mean a two (2) hour delay in opening. Early classes will be cancelled and the University will start with chapel at 10 a.m.; regular classes will begin at 11 a.m. Emergency essential and essential personnel are to report to duty at their normal time.
2. A “Campus Closing” will typically mean that activities such as music and theatre performances, intramural activities, special class meetings, hosting group activities, athletic practices and events, (i.e. basketball games, etc.) will also be canceled. Specific decisions may be made on a case-by-case basis.
3. Generally, the following areas will be open, although hours may be limited:
 - a. The Dixon Ministry Center – music practice rooms and Alumni Hall lobby areas
 - b. Steven’s Student Center – dining hall and computer labs; the post office and bookstore will be closed
 - c. Center for Biblical and Theological Studies – public lounge areas will be opened for students to utilize for study and/or gathering
 - d. Fitness Recreation Center
 - e. Centennial Library
 - f. Certain designated computer labs
 - g. Tyler Digital Communication Center – accessibility to the Writing Center can be permitted upon request by the department chair; otherwise, this facility will remain closed

Student employees in these areas should consult their supervisor to find out if they should report to work. Those considered as *essential personnel* may be required to help staff these areas as determined by the department manager and whether the severity of the situation prevents them from getting to campus.

4. Food Service Operations are considered emergency essential and dining hall hours will be maintained and announced on the “Emergency Information” website. Pioneer College Caterers will staff the cafeteria with their pre-determined essential personnel and establish modified hours of operations, if needed.
5. All of the previously scheduled activities on the EMS scheduler will be canceled and areas not indicated in policy #3 will remain closed.
6. In Level 3 situations, the campus will be closed and only emergency essential personnel should come to campus. All others should remain home until the level is reduced.

PERTINENT HUMAN RESOURCE POLICIES

1. Relevant Personnel Designations

There are two categories of personnel that may be required to be at work even when the university is otherwise closed. These categories are: *essential personnel* and *emergency essential personnel*.

a. Essential Personnel

Non-emergency personnel who are needed on-site to maintain areas of the campus that remain open during the weather emergency. These would primarily include any personnel needed to maintain the open areas described in policy #2 above. All emergency closing work hours must be *pre-approved and verified* by the department manager, who may decide that these areas are to remain closed (i.e. Centennial Library).

Note: This designation must be included on the employee's job description.

b. Emergency Essential Personnel

Emergency essential personnel hold positions that, due of the nature of their duties, are required to maintain conditions on the campus during a weather emergency. Individuals identified as emergency essential personnel must report to work during emergency closings unless specifically notified by their manager not to report. The department manager in consultation with his/her respective vice president will determine the criterion that establishes a particular position as emergency essential.

Note: This designation must be included on the employee's job description.

2. Pay During Emergency Closing

In the case of a declared emergency closing, all excused exempt and non-exempt full-time employees will continue to receive their wages. Non-exempt regular part-time and temporary employees are not eligible to receive compensation for lost time (per Chapter 11.3.5 of the Staff Handbook). Non-exempt, essential and emergency essential personnel who must work during an emergency closing will receive his or her regular rate of pay plus time-and-one-half for hours worked.

3. Employees Delaying Arrival, Leaving Early or Missing Work During Undeclared Weather Situations

Many employees do not reside in the immediate Cedarville area but choose to live in more distant locations. This may make travel more difficult due to varying conditions or more severe emergency levels where they live. Employees should use their discernment in attempting to come to campus in these situations.

In the event that an employee decides they cannot make it to work due to weather conditions when the University has not declared a delay or closing, they should notify their supervisor or manager as soon as possible. They will be eligible to use sick/emergency leave with pay (per Chapter 8.14 of the Staff Handbook), subject to the approval of the department manager. In some cases, the departmental workload may not permit approval. If the employee is out of sick time, than the use of vacation time may be utilized.

Winter Weather Advisory Terms

The following is a list of forecast and warning terms that you may hear during the winter months. All of these severe weather warnings and advisories are issued by the National Weather Service (NWS). <http://weather.noaa.gov>

Blowing/Drifting Snow Advisory	Used when wind-driven snow intermittently reduces visibility to ¼ mile or less. Travel may be hampered. Strong winds create blowing snow by picking up old or new snow.
Freezing Rain or Freezing Drizzle Advisory	Generally used only during times when the intensity of freezing rain or drizzle is light and ice accumulations is less than ¼ inch.
Sleet Advisory	Issued for expected sleet accumulations of less than ½ inch.
Snow Advisory	Used when snowfall amounts are below warning criteria, but nonetheless pose a hazard to the public. Issued for average snowfall amounts of less than 4" in a 12 hour period. Forecast amounts would be 1-2", 1"-3", 2"-4", or around 3".
Winter Weather Advisory	Used when a mixture of precipitation is expected such as snow, sleet, and freezing rain or freezing drizzle, but will not reach warning criteria.
Short Term Forecast (NOWCAST)	A short term forecast designed to give specific, detailed forecast information for the next 1 to 6 hours on a county-by-county basis. Contains non-severe and advisory information.

Winter Weather Warning Terms

The following terms are used to warn of more serious winter weather situations that may cause severe traveling conditions and could pose a threat to life and property.

Winter Storm Outlook	Issued when there is sufficient confidence that a major winter storm may cause a significant hazard to public safety. This term is generally issued from three to five days in advance of an event.
Winter Storm Watch	Issued when conditions are favorable for the development of hazardous weather elements, such as heavy snow or sleet, blizzard conditions, significant accumulations of freezing rain or drizzle, or any combination thereof. Watches are usually issued 12 to 48 hours in advance of an event.
Winter Storm Warning	Issued when hazardous winter weather

	conditions are imminent or very likely, including any occurrence or combination of heavy snow, sleet, and/or freezing rain/drizzle. Winter Storm Warnings are usually issued for up to 12-hour duration, but can be extended out to 24 hours if the situation warrants. The term “near –blizzard” may be incorporated into the “winter storm warning” for the serious situations which fall just short of official blizzard conditions.
Blizzard Warning	Issued for winter storms with sustained winds or frequent gusts of 35 miles per hour or greater and considerable falling and /or blowing snow reducing visibility to less than ¼ mile. These conditions are expected to last at least 3 hours.
Heavy Snow Warning	Issued for expected snowfall amounts of 4 inches or more in 12 hours or 6 inches or more in 24 hours. Snow is the only precipitation type expected.
Ice Storm Warning	Issued when damaging ice accumulations are expected during freezing rain situations; walking and driving becomes extremely dangerous. Ice accumulations are usually ¼ inch or greater.
Short Term Forecast (NOWCAST)	A short term forecast designed to give specific, detailed forecast information for the next 1 to 6 hours on a county-by-county basis. Non-severe watch and warning information are contained.