

## **Emergency Closing**

In the event that weather conditions or other emergencies necessitate the cancellation of work, an announcement will be made as soon as possible using local TV (Channel 7, Channel 2), WCDR radio station (90.3 on the FM dial), or refer to the campus e-mail.

## **Emergency Plans for University Closings and Delays**

Emergency “**OPTIONS**” used for closings and delays during periods of inclement weather for Cedarville University.

### **Option 1**

**CLOSED** – emergency essential personnel report to work!

### **Option 2**

**2 HOUR DELAY** – means the university will hold Chapel at 10:00 am and classes will begin at 11:00 am. Emergency essential personnel are to report to duty at the normal time.

### **Option 3**

**PLAN B** – this refers to a **2 HOUR DELAY** with additional **special stipulations**. Chapel will be held at 10:00 am and classes will begin at 11:00 am, however, commuter students and faculty/staff are to use discretion in attempting to come to campus. If you reside in an area that makes it unsafe or unwise to drive to campus, you will not be required to report to work, teach or attend classes.

Staff should notify their supervisor if they are unable to report for duty. Faculty should contact their department secretary (if available) and let them know of their status. Employees will not be subject to lost wages for not reporting.

## **Emergency Essential Personnel**

Emergency Essential Personnel are non-exempt emergency crews and other essential personnel previously identified as holding essential positions because of the nature of their duties. All those identified as essential personnel must report to work during emergency closings. The supervisor will determine the criterion that establishes a particular position as essential and the size of the crew needed. All emergency closing work hours must be approved and verified by the department supervisor.