

## **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 events that lead to canceling classes and/or closing the institution require that certain key personnel are available and ready to perform 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 extremely cold temperatures, 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. 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. The same is true if a weather event occurs during the day and an employee feels they need to leave early due to deteriorating conditions.
2. If a Level 1 Snow Emergency is called in Greene County, the Vice Presidents for Business and Academics, in consultation with the Associate Vice President of Operations 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 Snow Emergency is declared will not necessarily 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 “Emergency Essential Personnel” will be excused from traveling to 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 canceled. If any faculty or staff not deemed “Emergency Essential Personnel” have already arrived at work prior to this announcement, they will be excused immediately.

## DECISION-MAKING CRITERIA

A decision to delay the start of classes and the arrival of faculty and staff for 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 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, and the severity of the situation both in Greene County and the adjacent counties including Montgomery, Clark, Madison, Fayette or Clinton.

<b>2-HOUR CAMPUS DELAY</b>	<b>CAMPUS CLOSING</b>
<p>If one or more of the following conditions exist, the University will consider delaying classes:</p> <ul style="list-style-type: none"> <li>● The Greene County Sheriff’s Office issues a Snow Emergency (usually a Level 2)</li> <li>● Other area college campuses (i.e., Central State, Wilberforce, Wittenberg, Clark State, Wright State, or University of Dayton have a delay because of inclement weather.</li> <li>● Physical plant personnel are unable to sufficiently clear the campus sidewalks, roads, and parking lots.</li> <li>● Access roads to campus or extremely slick or dangerous.</li> <li>● Extremely cold temperatures</li> </ul>	<p>If one or more of the following conditions exist, the University will consider closing the campus:</p> <ul style="list-style-type: none"> <li>● The Greene County Sheriff’s Office issues a Level 3 Snow Emergency.</li> <li>● The Greene County Sheriff’s Office issues a Level 2 Snow Emergency, and conditions on campus or in our county are so severe that driving to campus or access to parking lots and buildings is unsafe.</li> <li>● One or more major access roads (i.e., US-72, US-42, or US-35) to campus become impassable or are temporarily closed due to unsafe road conditions.</li> <li>● Extremely cold temperatures</li> </ul>

## 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 having a delayed opening or remaining closed, the following procedures will be followed:

1. The Vice Presidents for Business and Academics, in consultation with the Associate Vice President of Operations and Director of Campus Safety, will make the determination as to whether to declare a campus delay or a closing.
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 typically be sent out by ~5:30 a.m. This will be accomplished in the following manner:
  - a. The Director of Campus Safety initiates a message to all faculty, staff, and students through the use of our **Emergency Notification System**. The pertinent information is sent to all registered cell phones, email addresses, and home phones and will be delivered via voicemail, email or text message.
  - 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](http://cedarville.edu)) by the Director of Web Services or the Director of Public Relations.
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 stations. This information will typically 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.
  5. Other departments with operations involving external groups are responsible for communicating the closing to their respective constituents. For example: Admissions, Event Services, Athletics, etc., should notify any scheduled visitors.

## **SPECIFIC CLOSING RELATED POLICIES**

1. A “campus delay” will typically mean a two-hour delay in opening the University. Early classes will be canceled and the University day will start with chapel at 10 a.m.; regular classes will begin at 11 a.m. “Emergency Essential Personnel” are to report to work as directed by their supervisors.
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 and communicated as needed by relevant parties. “Emergency Essential Personnel” are to report to work as directed by their supervisors.
3. Generally, the following areas will be open during a campus delay or closing at the times listed below. All other buildings will remain locked for the day.
  - a. Stevens Student Center (6 a.m. to midnight); the Dining Hall and Stinger’s will maintain normal operating hours
  - b. Center for Biblical and Theological Studies\* (10 a.m. to 10 p.m.)
  - c. Fitness Center and Doden Field House (10 a.m. to 10 p.m.)
  - d. Centennial Library\* (noon to 10 p.m.)

\*In case of a power outage, Centennial Library and the Center for Biblical and Theological Studies may NOT open since they do not have a backup generator. Opening for limited hours during the day may be considered if lighting is sufficient for safe use.

Student employees working in the dining hall, Fitness Center, and Centennial Library should report for duty if they reside on campus. Students who do not live on campus should consult their supervisor to determine if they should report to work.

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 predetermined essential personnel and establish modified hours of operations, if needed.
5. All of the previously scheduled activities on the EMS (room) scheduler will be canceled and areas not indicated in #3 above will remain closed.
6. During all Level 3 Snow Emergencies, the campus will be closed and only Emergency Essential Personnel should come to work as directed by their supervisors. All others should remain home until the emergency level is reduced.
7. Employee delayed arrival, leaving early or missing work during undeclared weather situations: Many employees do not reside in the immediate Cedarville area. 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 Staff Handbook Section 5.3), 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, then 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://www.weather.gov/>

<b>Blowing/Drifting Snow Advisory</b>	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/new snow.
<b>Freezing Rain or Freezing Drizzle Advisory</b>	Generally used only during times when the intensity of freezing rain or drizzle is light and ice accumulations is less than ¼ inch.
<b>Sleet Advisory</b>	Issued for expected sleet accumulations of less than ½ inch.

<b>Snow Advisory</b>	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".
<b>Winter Weather Advisory</b>	Used when a mixture of precipitation is expected such as snow, sleet, and freezing rain or freezing drizzle, but will not reach warning criteria.
<b>Short Term Forecast (NOWCAST)</b>	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.

<b>Winter Storm Outlook</b>	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.
<b>Winter Storm Watch</b>	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.
<b>Winter Storm Warning</b>	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.

<b>Blizzard Warning</b>	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.
<b>Heavy Snow Warning</b>	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.
<b>Ice Storm Warning</b>	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.
<b>Short Term Forecast (NOWCAST)</b>	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.