

## Weather Emergency Plan

### JCU Weather Emergency Plan

This plan outlines actions to be taken in the case of a weather emergency. It is reviewed annually and distributed to the JCU community. Faculty, staff, and students should familiarize themselves with the plan, as available on the website at

Snow Closing Information: <http://go.jcu.edu/36>

Full JCU Weather Emergency Plan: <http://go.jcu.edu/35>

A **Weather Emergency** results from severe inclement weather (ice, snow, extreme cold, excessive wind and wind-chill, limited visibility, flooding) that has the potential to disrupt the normal operations and activities of the University and have a significant impact on the safety of students and University employees.

*The University's policy is to close only in the event of extreme weather conditions; decisions are made based on short- and long-term meteorological reports.*

*The University realizes that some students and employees live a significant distance from campus. Students and employees are not expected to place themselves in danger to get to campus. Use your best judgment in deciding whether it is safe to drive to campus.*

The **Weather Emergency Team (WET)** includes employees who are responsible for the implementation or coordination of the Weather Emergency Plan. It meets annually to review this policy and at the call of the Provost and Academic Vice President or designee. The WET will be on stand-by, available by phone and email, if severe weather is expected within the next 24 to 48 hours.

WET members include the following or their designees:

Provost and Academic Vice President

Associate Academic Vice President

Vice President for Student Affairs

-Liaison with Dean of Students, Residential Life, Student Health Center, Aramark  
Food Services

Associate Vice President of Facilities

-Liaison with Housekeeping, Grounds, Maintenance, Facilities Scheduling

Chief of JCUPD

Director of Regulatory Affairs and Risk Management

Executive Director of Media Relations

The following will be consulted at least annually concerning the impact of Weather Emergencies on their areas of responsibility:

Director of Human Resources  
Chief Information Officer  
Associate Chief Information Officer  
The University Librarian  
The Director of Athletics  
Assistant Vice President of Integrated Marketing and Communications  
Executive Director of Marketing

### **Weather Conditions That Would Prompt Cancelling or Delaying Classes and/or Activities – or – the Closing of the Campus**

- Level III Snow Emergency as declared by the Cuyahoga County Sheriff
- other declarations of local authorities
- weather conditions and their local effects that – in the judgment of the WET – would disrupt the normal activities of the University and have a significant impact on the safety of students and employees

### **Response Categories**

1. Open for regular University business with classes being held
2. Open for regular University business when classes are not in session
3. Delayed opening:      two-hour delay, opening at 10 a.m.  
   three-hour delay, opening at 11 a.m.
4. Evening classes *only*, cancelled
5. All classes cancelled
6. Weekend activities cancelled
7. Classes and activities cancelled, University closed for business

When classes are cancelled, all University activities, including intercollegiate athletics are also cancelled, as are activities and events scheduled on campus by outside users of University facilities. *Exceptions will be considered on a case-by-case basis by the WET.*

The impact of severe weather on campus services will be announced on the JCU website. Ordinarily, food service and housekeeping will continue to operate (on an adjusted schedule if necessary); the Library will remain available on a reduced schedule as staffing allows; student recreation facilities will remain available as staffing allows. A Weather Emergency that occurs on a weekend may also have an impact on campus services and activities. These will be announced on the JCU website and Weather Emergency telephone: 216-397-4666.

## Early Morning Weather Emergency – Implementation of Response

1. The overnight shift of the JCUPD will monitor weather reports when severe inclement weather is expected.  

Weather Channel Website	<a href="http://www.weather.com">www.weather.com</a>
National Weather Service	<a href="http://www.noaa.gov">www.noaa.gov</a>
Buckeye Traffic	<a href="http://www.buckeyetraffic.org">www.buckeyetraffic.org</a>
2. The designated JCUPD officer on duty will consult with the designated Grounds staff person/Director of Physical Plant and the snow plowing contractor to determine if conditions for opening can be assured.
3. By 5:15 a.m., the Director of JCUPD will contact the Provost and Academic Vice President (or designee) if there is a reasonable concern about the safety of opening the University for the day.
4. By 5:30 a.m., the Provost and Academic Vice President will contact the Executive Director of Communications should it be decided that a change in the daily schedule is necessary.
5. By 5:45 a.m., the Executive Director of Communications will
  - a. Contact the Senior Director of Media Relations who will notify media outlets about changes in the University's daily schedule, and initiate internal calling tree/chain communications. Media outlets include:
    - Local TV and radio stations
    - Weather Emergency call-in telephone line **216-397-4666** with referral to the JCU Website
  - b. Contact the Executive Director of Marketing who will
    - Initiate the JCU Alert, with referral to the JCU website
    - Update the JCU website to include a Weather announcement
    - Set up referrals to other website pages as the situation warrants
  - c. Send out Email notification to campus faculty, staff, and student mailing lists
6. If evening classes are to be cancelled, a decision will be made by 1:15 p.m. with notification through media outlets by 2:00 p.m.

The status of **Essential Services Personnel**, those whose responsibilities require them to report for work even when classes are cancelled or the University is closed, will be determined by the appropriate Vice President or administrator for their department. Exempt employees who are Essential Services Personnel are expected to report for work as part of their responsibilities; non-exempt employees will be compensated according to the policy of Human Resources.

## **Information about the Status of University Operations**

In the absence of any announced changes in University operations, students and employees should assume that the University will be operating on a normal schedule.

Information about changes will be available after 6:30 a.m. (or 2:00 p.m. in the event of evening closing) via JCU Alert, the JCU website, local TV and radio stations, the call-in phone line (216-397-4666), and campus-wide emails.

## **Individual Judgment**

*As stated above, The University realizes that some students and employees live a significant distance from campus. Students and employees are not expected to place themselves in danger in order to travel to campus. Use your best judgment in deciding whether it is safe to drive to campus.*

Students and employees should not travel to campus from counties where a Level III snow emergency is in effect.

## **Cancelled Classes and Related Issues**

Classes scheduled during the hours affected by a delayed opening are cancelled. As with classes cancelled when the University closes early because of weather, individual faculty may, at their discretion, attempt to schedule a make-up class. These make-up classes can only be scheduled if they do not penalize students who are unable to attend. Faculty may also wish to consider alternative modes of instruction through Blackboard or Canvas.

Faculty who choose to cancel classes because they cannot get to campus are asked to contact their classes through Blackboard, Canvas, class emails, or other means, including remotely placing a voice message on their office phone.

Faculty are asked to be considerate of commuter students who are unable to get to campus during inclement weather when the University is open and classes are held.