Blake,  
This is what we use at The University of Findlay. However, the President, Vice President for Student Affairs, and the Vice President for Academic Affairs always consult prior to closing the campus. They will send out an email the evening before advising the campus to check their emails the following morning as a final decision will be made at 6am. We closed campus for three days last January due to the severe wind chill of 44 degrees below zero. The city was not under a level three at the time the decision was made.  
Meg

**INCLEMENT WEATHER POLICY**

During periods of inclement weather, The University of Findlay considers the safety of its employees and students of utmost importance.

During inclement weather, information on the status of University operations will be posted to the University Web site at [www.findlay.edu/offices/student/safetysecurity/Pages/Campus-Alerts/Weather-Related-Information.aspx](http://www.findlay.edu/offices/student/safetysecurity/Pages/Campus-Alerts/Weather-Related-Information.aspx)

The chart below describes the University policy in relation to city/county snow emergency classifications.

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>University Plans and Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Alert</td>
<td>Roadways are hazardous, drive with extreme caution.</td>
<td>Classes will be held and offices will be open to provide services. Employees of the University should report to work.</td>
</tr>
<tr>
<td>Level 2 Advisory</td>
<td>Roadways are extremely hazardous with blowing and drifting snow and/or flooding. Only those who feel it is necessary to travel should be on the roadways.</td>
<td>Classes will be held and offices will be open to provide services. Employees of the University should report to work. If they cannot report, they should contact their supervisor. Faculty members who must cancel a class meeting should contact students by email, notify their department director and dean, and schedule make-up class sessions if necessary.</td>
</tr>
<tr>
<td>Level 3 Emergency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Most roadways are closed and extremely hazardous/flooded. Employees should comply with workplace policies or contact their employer. Violators may be cited.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| The University of Findlay’s President or designee will assess the situation and determine whether classes will be canceled and offices closed. Information on the status of University operations will be posted to the University Web Site at www.findlay.edu/offices/student/safetysecurity/Pages/Campus-Alerts/Weather-Related-Information.aspx. Faculty members who must cancel a class meeting should contact students by email, notify their department director and dean, and schedule make-up class sessions if necessary. |

Personnel in areas critical to the maintenance of the physical plant, oversight of residential students, and other previously identified areas should report.

If the employee deems it necessary to leave work early or to arrive at work late due to weather conditions, the release time from work must be made up or vacation must be used for that time.

| THE OFFICE OF HUMAN RESOURCES | HR@FINDLAY.EDU | 419.434.6964 |

Meg Flemion
Executive Assistant
Office of the President
419-434-4510-Phone
PROTOCOL FOR UNIVERSITY CLOSURE/EMERGENCIES

The Executive Vice President will determine if classes are to be cancelled or that the school will close after a conference with the Vice President for Mission and Student Engagement, Director of University Relations, Director of Facilities, and Director of Residence Life. If the Executive Vice President of Academic Affairs will be out of town, he/she will notify the Vice President for Mission and Student Engagement to take on the responsibility. (The Office of the President will be kept informed)

All other administration, faculty, staff, and students will be notified of changes in operations via Connect Ed.

External communication (media outlets) is handled by the Office of University Relations.

Internal communication (including e-mail, phone recordings and web site) and Connect Ed is administered by Office of Information Technology.

WEATHER RELATED

Traditional classes – Fond du Lac campus
Closure before 8 a.m.: Weather conditions will be monitored each morning and a decision to cancel classes or close the university will be made by 6 a.m. If the university closes, only essential personnel need to report to work.

Closure after 8 a.m.: If weather conditions warrant closure of the university during the school day, the Executive Vice President will engage the following personnel for information dissemination

- Confer with Vice President for Mission and Student Engagement, Dean of Student Engagement, Director of University Relations, Director of Facilities, Executive Director of Adult and Graduate Studies, and the Athletic Director.
- Internal communication will be sent to all faculty, staff, and students from the Connect Ed by the Office of Information Technology, per the Office of the Executive Vice President.
- Email communication will be sent by the Office of Student Engagement and would include information such as library hours, coffeehouse hours, gym hours, cafeteria hours and emergency paging information for maintenance.

Cancellation of evening classes – Adult & Graduate Studies (AGS)
The Executive Director will check all sites by noon when there is concern about inclement weather. The Executive Director will notify the Dean(s) as to specific site closures and/or class cancellations and will notify the Executive Vice President of such by 3 p.m.

Internal communication will be sent to faculty and staff from the Executive Vice President’s office or the Executive Director of AGS office.

External communication may be sent by the Office of University Relations to media outlets. The Marian web site and phone recordings will be updated by the Director of Student Services.

During weekdays when inclement weather is occurring, it is the responsibility of staff at the outreach sites (e.g. Appleton Center, Milwaukee Center) to monitor the weather in their areas and notify the Executive Director of AGS.

2/17/14
Cancellation of weekend classes/activities:

Classes: It is the responsibility of the Executive Director of AGS and the Deans of Schools offering weekend classes to monitor weather conditions on Saturday mornings. If the decision is made to cancel classes or close a center the Executive Director of AGS would then contact the appropriate departments to begin communication.

Activities: It is the responsibility of the Dean of Student Engagement and Athletic Director to monitor weather conditions. If the decision is made to cancel an event or activity, they are to contact the appropriate departments to begin communication.

General Information:

Closing Scenarios for web/media posting:

a) Due to inclement weather conditions, all traditional daytime and evening classes have been cancelled, and the University is closed today, (date). – FDL traditional
b) Due to inclement weather conditions, all traditional daytime and evening classes have been cancelled, however, the University remains open today, (date). – FDL traditional
c) Due to inclement weather conditions, all evening classes have been cancelled for (site) on (date).
-- AGS
d) Due to inclement weather conditions, all Saturday classes have been cancelled for (site) on (date).
-- AGS

As always, even if Marian University does not cancel classes or close during inclement weather, students, faculty and staff should use their best judgment regarding whether they can safely get to their designated locations.

Essential personnel include Sodexo employees, as designated by the Directors of Campus Services and Food Services.

2/17/14
EMERGENCY RESPONSE TEAM (ERT)
STANDARD OPERATING PROCEDURE
FOR
WINTER WEATHER EMERGENCY

APPROVED: ___________________________________________  DATE: __________
ERT Chair

2/26/14
THIS DOCUMENT SUPERCEDES ANY AND ALL PREVIOUS VERSIONS
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RECORD OF CHANGE TABLE
CONTENT REVIEW TABLE
AUTHORITY
By the authority of the University President and the Campus Emergency Operations Plan, this procedure has been approved for implementation by the campus ERT.

PURPOSE
The purpose of this procedure is to provide specific details concerning the means and methods used by the ERT in responding to a Winter Weather Emergency. This procedure is a supplement to, and is intended to be used in concert with, the university CEOP and other associated emergency management standard operating procedures as they apply.

SCOPE
The scope of this procedure includes any and all actual or potential winter weather emergencies at the University Park Campus of Governors State University. Winter weather emergencies can include snowfall, ice, extreme temperatures, and any combination thereof that may adversely affect operations at the University and/or commuting to and from the University.

SITUATION & BACKGROUND INFORMATION
Winter weather emergencies may include snowfall, ice, extreme temperatures, and any combination of those that result in hazardous situations. Severe winter weather situations will fall under one of the following categories:

Winter weather advisory- When a significant winter storm or hazardous winter weather is occurring, imminent, and is an inconvenience.

Winter storm watch- A significant winter weather event (i.e., heavy snow, heavy sleet, significant freezing rain, or a combination of events) is expected, but not imminent, for the watch area; provides 12 to 36 hours notice of the possibility of severe winter weather.

Winter storm warning- A significant winter storm or hazardous winter weather is occurring, imminent, or likely, and is a threat to life and property.

Blizzard warning- Winds that are at least 35 mph or greater, blowing snow that will frequently reduce visibility to 1/4 mile or less for at least three hours, and dangerous wind chills are expected in the warning area.

Wind chill index- The calculation of temperature that takes into consideration the effects of wind and temperature on the human body. This is not the actual air temperature, but what it feels like to the average person.

Winter storm watches, warnings, and advisories are issued by local National Weather Service Forecast offices and will be broadcast by local television stations and local news radio stations.
RESPONSIBILITIES
By the authority of the University President, the GSU Emergency Response Team (ERT) is ultimately responsible for the mitigation, preparation, response and recovery during emergency situations. This includes the development and management of the CEOP as well as standard operating procedures governing emergency actions throughout campus. The ERT, as a whole, is responsible for gathering information, allocating and directing both personnel and financial resources toward responding to, and recovery from an incident, as well as communicating with the President’s Cabinet, the campus community, and third parties as necessary during and after an incident. Specific responsibilities for ERT members (and their respective departments) are detailed below (if one of the members is not present, their respective backup(s) will be responsible in their stead):

<table>
<thead>
<tr>
<th>MEMBER</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief of Police</td>
<td>o Notifying the ERT Chair of potentially hazardous winter weather conditions.</td>
</tr>
<tr>
<td></td>
<td>o Monitoring severe weather conditions and impacts upon the campus and general commuting area.</td>
</tr>
<tr>
<td></td>
<td>o Providing the ERT Chair with timely updates on campus conditions.</td>
</tr>
<tr>
<td>ERT Chair</td>
<td>o Reviewing and approving implementation and changes to this procedure.</td>
</tr>
<tr>
<td></td>
<td>o Convening the ERT or select members as necessary.</td>
</tr>
<tr>
<td></td>
<td>o Re-convening the ERT for response evaluation.</td>
</tr>
<tr>
<td>ERT</td>
<td>o Being familiar with their individual roles during a winter weather situations.</td>
</tr>
<tr>
<td></td>
<td>o Reviewing this procedure on an annual basis.</td>
</tr>
<tr>
<td></td>
<td>o Gathering at the EOC, if safe to do so, or other designated safe location.</td>
</tr>
<tr>
<td></td>
<td>o Assessing the winter weather threat and recommending actions based upon this procedure.</td>
</tr>
<tr>
<td>AVP, M&amp;C</td>
<td>o Issuing Regroup/Internet messages to the community as directed.</td>
</tr>
<tr>
<td>AVP, Facilities</td>
<td>o Monitoring severe weather conditions and impacts upon the campus.</td>
</tr>
<tr>
<td></td>
<td>o Providing the ERT Chair with timely updates on campus conditions.</td>
</tr>
</tbody>
</table>

INCIDENT RESPONSE

PHASE 1- INCIDENT RECOGNITION
(In this phase, the organization determines whether emergency response actions are needed. This includes identification of the anomaly and a rapid assessment process)
During a potential severe winter weather situation, National Weather Service, local television stations, local news radio stations, and internet sources will be monitored by DPS. DPS will notify the ERT via email when it is possible that a severe winter weather situation will impact the GSU campus.

PHASE 2- INITIAL NOTIFICATION/ACTIVATION
(In this phase, Notification refers to the actions taken to inform the appropriate person(s) about the onset of an anomaly and provides important information about an actual or potential hazard. Activation refers to the determination of the response level within the organization and the beginning of the
transition from normal operations to emergency operations. Notification and Activation may often occur simultaneously.

For late evening or overnight snow/severe winter weather, the following schedule of communication shall be followed to ensure that the ERT Chair has gathered the appropriate information to make an informed decision as to how the University should proceed:

4:00am  FDM and DPS gather feedback from their respective staff on campus concerning the weather conditions.

4:15am  FDM and DPS provide feedback to ERT Chair who then discusses with pertinent ERT members.

4:30am  ERT makes decision to remain open, close campus, temporarily close campus, or delay the opening of campus.

4:35am  ERT informs AVP, Marketing and Communication of their decision.

4:45am  AVP, Marketing and Communication releases the announcement to the campus community via Regroup and internet resources.

5:00am  GSU students, faculty, and staff are made aware of the campus status.

For daytime snow/severe winter weather, a similar process will be followed, but the ERT Chair may decide to convene the ERT in the EOC while gathering the appropriate information. In any scenario, it must be understood that there is at least one hour of time required by the ERT from when the discussion/information gathering begins to the time when the community is notified. It is critical that the schedule of daytime/evening classes, events on campus, etc. are considered.

PHASE 3 - MOBILIZATION
(In this phase, the organization (or a part thereof) completes the transition from normal operations to emergency operations)

If determined by the ERT that the winter weather threat is not significant enough to warrant a closing, no action will be taken. The ERT will continue to monitor conditions until the winter weather has passed.

If determined by the ERT that the severe winter weather is producing a serious threat to the campus community, the decision will be made by the ERT to close campus, temporarily close campus, or delay the opening of campus for both daytime classes (scheduled to begin prior to 4:30pm) and evening classes (scheduled to begin after 4:30pm)
CLOSE CAMPUS All classes are cancelled for the day, only essential University personnel are allowed on campus.

TEMPORARILY CLOSE The University and all classes are closed until further notice. Only essential University personnel are allowed on campus.

DELAYED OPENING May occur when conditions are severe in the early morning but are likely to improve. ERT will specify the time of re-opening, until which, all classes are cancelled and only essential University personnel are allowed on campus.

This decision by the ERT will be communicated to the AVP, Marketing and Communication, who will issue a message to the campus community via Regroup and internet resources.

“add appropriate language”

PHASE 4- INCIDENT OPERATIONS
(In this phase, all of the necessary actions are taken to address the response objectives in the CEOP, aside from mobilization and demobilization activities. Incident Operations may be divided into “initial”, “on-going”, or “long-term” as necessary. In the GSU scenario, this section is divided into “Campus Community” and “ERT”.

INCIDENT OPERATIONS- CAMPUS COMMUNITY
(This section describes the actions to be taken by the general campus community. The language here will be the standard for all other sources of GSU emergency instruction, including the GSU Safety Booklet (Guide), emergency posters, department/area emergency actions plans, and any emergency information on the website.)

In the event of an impending winter weather event:

- Monitor your phone(s) and email in the event of a campus closure.
- If you are travelling, make sure your vehicle has plenty of gas and drive carefully due to potentially hazardous road conditions.
- Bring emergency items with you in the car including a cell phone, extra jacket, hat, gloves, boots, a blanket, and water.

INCIDENT OPERATIONS- ERT
(This section details the actions that will be taken by the ERT during the incident)
The ERT will continue to monitor weather conditions for the duration of the winter weather event. If the weather conditions change for the worse, or if the weather has adversely affected the campus warranting further closure, the ERT will follow the schedule of communications provided previously.

**PHASE 5- DEMOBILIZATION**
(This phase describes the transition of resources from emergency operations back to normal operations. Demobilization is triggered by the achievement of response objectives.)

Following the re-opening of campus, the entire campus community should proceed back to normal operations.

**PHASE 6- RECOVERY & PREPARATION**
(This phase details the necessary recovery activities following the incident, as well as actions necessary to return the organization to a state of readiness for the next emergency.)

If a closure of the university was ordered, the ERT Chair will re-convene the ERT within one week to perform an evaluation of the incident response. The evaluation will address each phase of the incident response, and identify/assign corrective actions as necessary.

**REVIEW**
This procedure must be reviewed by the ERT annually from the date of inception, when significant changes occur to personnel, facilities, or operations that may warrant updating of the plan, or whenever deemed necessary by the ERT. Reviewing of the procedure must be recorded in the Content Review Table. Necessary changes should be made, recorded, and approved by the ERT Chair in the Record of Change Table.