

Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.09
		ADMIN. CODE:	3362-5-10
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	1/19/91
SUBJECT:	CANCELLING CLASSES & CLOSING THE UNIVERSITY DUE TO EMERGENCY CONDITIONS	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	

1.0 General

When conditions exist that affect the majority of the members of the campus resulting in the potential for risk to personal safety, the University may be required to close, or selected sites for work/classroom may need to be closed or relocated. In such case, the following procedure will be followed. In the absence of a University decision to close or relocate, the campus community is expected to make a good-faith effort to fulfill their obligations, using prudent judgment regarding personal safety.

2.0 Cancelled Classes Due to Emergency Conditions

- 2.1 Cancellation of classes does not mean that the University will be closed.
- 2.2 Cancellation of classes does not mean that the assigned work required to meet the class objectives will be cancelled. The assigned work will be expected to be completed and/or make-up work will be assigned depending upon the decision of the appropriate instructor (see 2.5 below).
- 2.3 The President or designee, normally the Provost, determines if emergency conditions require classes to be cancelled and for what length of time.
- 2.4 When the decision is made to cancel classes, the appropriate administrators will attempt to notify members of the faculty and student body through announcements via area radio stations and through the posting of notices in campus buildings.
- 2.5 Faculty are expected to arrange alternative ways of covering the course content missed when classes are cancelled due to an emergency.
- 2.6 If an individual staff member cannot report to work due to an emergency condition, the appropriate supervisor is to be notified. If the supervisor cannot be contacted, the staff member is expected to leave a message for the supervisor either in "message mail," with one of the offices listed in 5.0 below, or with the switchboard operator. If an emergency condition should arise during the work day and an individual staff member does not wish to remain at work, that staff member may request approval to leave from the immediate supervisor; such approval will not be unreasonably withheld.
- 2.7 In such case of 2.6 above, the staff member may be allowed to apply earned vacation time, personal time, or available comp time.

3.0 University Closing

- 3.1 If the President or designee determines that the University will be closed (as well as the cancellation of classes) due to emergency conditions, staff are not expected to report to or remain at work.
- 3.2 When the decision to close the University is made before the beginning of the normal work day, an attempt will be made to notify members of the University community through announcements over area radio stations. For verification of a closing, members of the University community are encouraged to call the switchboard or, if the switchboard is not operable, contact the Security Office at 355-2232.
- 3.3 No charge to personal or vacation leave accrual will be made when the University is closed due to an emergency.
- 3.4 If a staff member elects to report to or remain at work when the University is closed, no additional compensation (i.e., time or pay) will be given for that period of time. Only those staff members who have been identified by their supervisors as providing "essential services" will receive the appropriate compensation (as dictated by applicable policies and/or collective bargaining agreements).

4.0 Building Emergencies

- 4.1 In the event a building or part of a building becomes dysfunctional, every attempt will be made through the Facilities Planning Office to provide an alternative work or classroom site.
- 4.2 If an alternative classroom site cannot be arranged, classes will be cancelled.
- 4.3 Where it is not possible to arrange alternative work sites, staff will be relieved of their responsibilities by their supervisors, without charge to personal or vacation leave, during the time of the emergency.

5.0 Emergency Telephone Numbers

- 5.1 When the switchboard is not operable and an emergency message needs to be left, the telephone numbers below are direct lines to campus offices:

355 - 2232	Security Office
355 - 2205	Business Affairs
355 - 2259	Student Affairs
355 - 2264	Academic Affairs
355 - 2429	Director of Physical Facilities