

## Weather Emergency Plan

This plan outlines actions to be taken in the case of a weather emergency. Snow emergency information is available at:

Snow Closing Information: \_\_\_\_\_

A \_\_\_\_\_ 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 \_\_\_\_\_ 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 & 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 & 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 and Auxiliary Services

-Liaison with Housekeeping, Grounds, Maintenance, Facilities Scheduling

Chief of JCUPD

Director of Regulatory Affairs and Risk Management

Assistant Vice President of Marketing and Communications

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

Assistant Vice President of Human Resources  
Chief Information Officer  
The University Librarian  
Senior Director of Athletics  
Director of Recreation  
Director of Marketing/Communications

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

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 or early closing with specified timing
4. No on-campus classes; Remote classes only, as determined by professor
5. Evening classes *only*, canceled
6. All classes canceled
7. Weekend activities canceled
8. Classes and activities canceled, University closed for business

When classes are canceled, all University activities, including intercollegiate athletics generally also are canceled, 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.



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.

*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.

Classes scheduled during the hours affected by a delayed opening may be canceled or be moved to remote instruction, at the discretion of the professor, provided that the shift can be made in a timely manner to inform students of the change. As with classes canceled when the University closes early because of weather, individual faculty may, at their discretion, attempt to schedule a make-  
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