EMERGENCY CLOSING POLICY

On Monday, January 21, SVSC daytime classes were cancelled because heavy snowfall had plugged campus roads and parking lots, as well as causing drifting on most area roads. In accord with college policy, employees were asked to report for work if at all possible.

Because this was the first weather cancellation in some time, there were many questions about college closing/cancellation policy. The complete text regarding college policy and procedures in weather and other emergencies can be found in the "SVSC Operations Manual." A condensed version appeared in the December 18, 1984 "Interior" (goldenrod pull-out sheet), and the faculty/staff directory contains a brief summary on page 2.

It should be noted that college policy calls for keeping the campus open if at all possible, and continuing classes and normal operations. This policy will be interpreted strictly, according to Jerry A. Woodcock, vice president for administration and business affairs. Generally, the college will close only in the case of extreme emergency caused by impassable roads, violent weather, energy loss, or conditions seriously endangering the health and safety of the campus community. When the campus closes, only emergency personnel will be asked to report.

When weather and road conditions make it difficult or impossible for an individual to report, it is the individual's responsibility to arrange with his/her supervisor to cover the missed day with accrued vacation or personal time, or to opt for an unpaid day. Likewise, students who miss class because of weather related circumstances are expected to make arrangements for makeup of missed class time and assignments. Unless the college is officially closed, faculty members are expected to make every effort to hold their classes as usual.

A final word of caution -- because it is impossible to rigidly control media announcements about college closings, such announcements are to be treated as indicators only. Students and employees should call the SVSC Information Line -- 790-4477 -- for precise information about the status of campus operations.

President Jack M. Ryder has scheduled an open forum for the purpose of reviewing the College's weather policy. The forum will be held at 4:00 p.m. Wednesday, February 20 in the lower level of Doan Center. Faculty, staff and students are invited to attend, ask questions and express their concerns.
Policies

1. The campus will be kept open if at all possible, and classes and other normal business will continue. Each employee and student is expected to make every reasonable effort to get to the campus while avoiding serious risks. An individual staff or faculty member who cannot report for work as scheduled must notify the appropriate dean or supervisor.

2. In the event weather conditions in a local area are more severe than in the campus area, each person should use his own judgment about driving to the campus. Those deciding not to attend class or come to work may be required to document road conditions between their home and SVSC.

3. All classes may be cancelled or the campus closed for any appropriate reason, but the decision will normally be made in consideration of available information concerning:
   a. The condition of principal roads leading to the campus.
   b. The condition of drives on the campus.
   c. The availability of a reasonable amount of parking space relatively free of snow.
   d. The condition of heat and other utilities on campus.

4. If adverse conditions necessitate closing, the decision to do so will be made prior to 6:00 a.m. for day classes which begin before 4:00 p.m.

5. Decision on cancelling evening classes (those scheduled to begin at 4:00 p.m. or later) will be made not later than 2:00 p.m.

6. Even when day classes have been cancelled, those held in the evening will be held unless a later announcement is made that they are cancelled.
Procedure:

1. The President or his designee will cancel classes or close the College after consultation with the Director of Plant Services.

2. The Director of Plant Services will notify the administrative staff members who are to call the media (and specific campus offices.)

3. If it seems necessary, use the same method to communicate that classes and normal operations can be resumed.

4. The Director of Plant Services will arrange for the appropriate tape to be placed on the telephone answering device. The emergency snow number is 790-4477.

5. Services to be provided in the event that sudden and severe weather conditions develop:

   a. Food Service - Emergency after 10:00 p.m.:

      Call Public Safety to ask for an extension of hours for coffee and food. Public Safety will contact John Curry. The cafeteria may be opened if more space is needed.

      Call John Curry - 686-8848 for approval and Public Safety - x.4250.

   b. Sleeping Accommodations - Emergency after 10:00 p.m.:

      Call Carol Thomas ext. 4421, Lori Chisolm ext. 4464, or contact Information Desk in Doan Center ext. 4260 to arrange for pillows and blankets if students are stranded on campus.

   c. Game Room Activities - Activities after 12:00 p.m.:

      Carol Thomas ext. 4421, Lori Chisolm ext. 4464, to staff activities and game area if students need recreation or something to do when they are stranded on campus.

   d. Emergencies:

      Call Public Safety - ext. 4141.
Standard Announcements:

1. To assure their getting on the air and to minimize the chances for confusion, announcements will be given to the radio/TV stations as briefly as possible. Typical standard announcements and their expanded meanings are as follows:

"Classes scheduled to begin before 4:00 p.m., will **not** be held at Saginaw Valley State College."

Meaning: Daytime classes scheduled to begin before 4:00 p.m., are cancelled; those scheduled to begin at 4:00 p.m. or later in the day will be held unless a later announcement is made that they are cancelled. All employees other than faculty should report if they can safely travel. (If a later announcement is needed, it will be released before 2:00 p.m.)

"Classes will **not** be held at Saginaw Valley State College this evening."

Meaning: Classes scheduled to begin at 4:00 p.m., or later are cancelled.

"The Saginaw Valley State College campus will be closed today for students and employees."

Meaning: Only employees who are assigned to work when the campus is closed, should come to the campus.

2. In addition by direct dialing 790-4477, a recorded message similar to the above will provide information regarding closing.

3. There will be no public announcement that classes are to meet or that the campus is to remain open.

4. The media will announce only complete closings, and not the cancellation of individual classes.

5. When road conditions are so bad that only those employees in essential areas such as Plant Services, food service, housing and the switchboard should report for work, the media announcement will indicate "The Saginaw Valley State College campus will be closed today for students and employees." Those employees who are required to provide vital services will have instructions from their supervisor regarding reporting to work.
Policy:

The Director of Continuing Education will determine whether classes are to be cancelled at off-campus sites and notify the Director of Information Services by 9:00 a.m.

Procedure:

1. The Office of Continuing Education is responsible for contact with the various off-campus centers to determine if weather conditions in the area warrant cancellation of classes in these centers.

2. Responsible person(s) at each of the off-campus centers(s) should notify the Office of Continuing Education if adverse weather conditions have required closing of their facilities.

3. As soon as the Continuing Education Office is aware of circumstances preventing the holding of classes at the off-campus site, they should immediately notify the Director of Information Services and Evening Services Office, the appropriate Dean, and the designated office at the off-campus site.

4. An appropriate message for radio/TV stations serving the off-campus site would be:

"Caro or Macomb or Oscoda classes will also (will not) be cancelled for this evening."

This message will be conveyed to the following radio/TV stations:

- Oscoda: W10S, WWTV, WWTVFM
- Caro: WKYO
- Macomb: WBRB, WJR

5. Information regarding closings will also be provided for the College's emergency snow number. For information, individuals are encouraged to also dial (517) 790-4477.
Policy:
A faculty member may cancel a class or event if he/she is unable to attend due to adverse driving conditions along their route of travel to the College. Permission for cancellation must receive the approval of the Dean or his/her designee.

Procedure:
1. The faculty member between 7:30 a.m. to 4:30 p.m. will call the:
   Office of their Dean:
   - Arts & Behavioral Sciences ext. 4062
   - Business and Management ext. 4064
   - Education ext. 4059
   - Nursing and Allied Health Sciences ext. 4145
   - Science, Engineering and Technology ext. 4144

2. All of the above offices which receive notification of class cancellation should contact the SWITCHBOARD and Office of Evening Services.

3. Deans' Offices are responsible for posting cancelled classes between 7:30 a.m. - 4:30 p.m.

4. Between 4:30 p.m. and 7:00 p.m.:
   The Evening Services Office should be notified of all class cancellations.

5. Faculty members may also call the Evening Services Office - ext. 4092.

6. Evening Services will post notices of class cancellations after 4:30 p.m.

7. Individual faculty members who cancel a class are responsible for notifying students for each class they teach of the class's cancellation. Secretaries, evening services, information services, physical plant or other offices are not responsible for this task.

8. Radio and television stations and the college weather line will announce only complete closings, not individual cancellations or events.