SEVERE WEATHER

UNIVERSITY CLOSURE/EMERGENCIES

The Executive Vice President for Academic & Student Affairs will determine whether the University will close and/or whether classes will be cancelled.

With all campus closure decisions, if the Executive Vice President determines that the school will close, the following individuals must be called: (*all other administration, faculty, staff, and students will be notified via Connect Ed that will be issued)

- Executive Vice President for Academic & Student Affairs
  - President; Director of University Relations; Director of Information Technology;
  - Dean of Students; Director of Facilities

  Directors, Deans and VP’s may choose to call direct reports.

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 Information Technology.

If the Executive Vice President of Academic and Student Affairs will be out of town, he/she will notify the Dean of Students, who will advise security to call the Dean of Students if situation warrants possible closing. The Dean of Students will use necessary and appropriate information to make that decision.

WEATHER RELATED - The decision to close the university will be made shortly after 6 a.m. If the University closes, only essential personnel need to report to work.

Traditional classes – Fond du Lac campus

Closure before 8 a.m.: Security will monitor the weather conditions each morning, including checking the Weather Channel, and will notify the Executive Vice President if weather conditions warrant consideration of closure.

Closure after 8 a.m.: If weather conditions warrant closure of the University during the school day, the Executive Vice President (or next in line) will notify all above personnel for information dissemination as below:

- Internal communication will be sent to all faculty, staff, and students from the Connect Ed by Information Technology, per the Office of the Executive Vice President.
- Email communication will be sent by the Office of Student Life and would include information such as library hours, Common Grounds coffeehouse hours, cafeteria hours and emergency paging information for maintenance.

Cancellation of evening classes – Adult and Graduate Studies

Deans of respective Schools will check all sites by noon when there is concern about inclement weather. They will notify the Director of Administration for Adult and Graduate Studies 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 Director of Administration for Adult and Graduate Studies office.

External communication will be sent by the Office of University Relations to media outlets. The Marian web site and phone recordings will be updated by Information Technology.
Cancellations will be updated on the necessary phone lines, as well as the Marian Web site. 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 Director of Administration for Adult and Graduate Studies.

Cancellation of weekend classes:

It is the responsibility of the Director of Administration for Adult and Graduate Studies 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 Director of Administration for Adult and Graduate Studies would then 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).
   -- Adult and Graduate Studies
d) Due to inclement weather conditions, all Saturday classes have been cancelled for (site) on (date).
   -- Adult and Graduate Studies

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.

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