

## PROTOCOL FOR UNIVERSITY CLOSURE/EMERGENCIES

The Chief Academic Officer will decide whether or not classes will be cancelled or the University will be closed due to inclement weather or emergencies.

The Chief Academic Officer will confer with the Director of Facilities and/or the Vice President for Student Life as appropriate. (Director of Facilities will call the Chief Academic Officer **by 5:00 a.m.** if weather concern warrants possible closure.)

If the Chief Academic Officer determines that the University will close, s/he **must** call the following individuals:

- Assistant Vice President for Marketing and Communications
- Director of Information Technology
- Director of Community Standards (call before 5:30 a.m.)
- President

**External Communication** will be sent by the Office of Marketing and Communications to media outlets, social media, and posted on the Marian web site. Phone recordings will be updated by the Operations Coordinator of Student Life.

**Internal Communication for weather closure** is done via phone recordings, MyMarian, and Connect Ed by the Office of Information Technology.

**Internal Communication for emergencies** will be sent to all faculty, staff, and students (even when school is not in session) via email, phone recordings, MyMarian, and Connect Ed by the Office of Information Technology.

***Directors, Deans and Vice Presidents may choose to call their direct reports.***

If the Chief Academic Officer is out of town or unavailable, s/he must notify the Vice President for Student Life and the Director of Facilities. *The Vice President for Student Life will then take the place of the Chief Academic Officer in the above protocol.*

**Weather-related** closure decisions will be posted **by 6:00 a.m.** Upon closure, only essential personnel need to report to work.<sup>1</sup>

### **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 the Director of Facilities will notify the Chief Academic Officer 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 Chief Academic Officer (or next in line) will notify the appropriate personnel for information dissemination as below:

- Confer with Vice-President for Student Life, Assistant Vice-President for Marketing and Communications, Director of Facilities, and Athletic Director.
- Internal communication will be sent to all faculty, staff, and students via email and Connect Ed by the Office of Information Technology, per the Chief Academic Officer.

<sup>1</sup>Essential personnel include Sodexo employees as designated by the Vice-President of Business and Finance and General Manager of Food Services; Campus Safety and Security; and Residence Hall Directors.

- Email communication will be sent to students by the Office of Student Life in conjunction with the Director of Athletics and will include information such as library hours, coffeehouse hours, gym hours, cafeteria hours, status of campus events, and emergency paging information for maintenance.
- The Office of Marketing and Communications will post closure information on Marian's social media platforms, external website, and MyMarian. The OMC is also responsible for contacting media outlets in the Fond du Lac, Appleton, and Milwaukee areas.

### **Cancellation of evening, non-traditional, and graduate classes**

The Chief Academic Officer will check all sites by noon when there is concern about inclement weather and will notify the School Deans as to specific site closures and/or class cancellations by 2:00 p.m. Staff at Outreach sites should be vigilant of changing weather conditions and call the Chief Academic Officer if s/he has not made contact.

**Internal Communication** will be sent to all faculty, staff, and students via email and Connect Ed by the Office of Information Technology, per the Chief Academic Officer.

**External Communication** will be sent by the Office of Marketing and Communications to social media, and posted on the Marian web site. Phone recording will be updated by the Operations Coordinator for Student Life.

### **Cancellation of weekend classes/activities:**

**Classes:** Faculty, students, and site coordinators will communicate Friday night or Saturday morning when weather is bad and make individual determinations of whether classes will be held.

- Instructors who live where they teach will determine if they are going to hold class and notify their students and the site coordinator.
- Faculty that live elsewhere might not know what the weather is like where their class is held. The site coordinator and/ or students should notify faculty member that weather is bad and they need to decide what to do about class. The faculty member will notify students and site coordinator (if s/he doesn't already know) that class is cancelled.
- DEANS, SITE COORDINATORS, AND FACULTY COORDINATORS - PLEASE NOTIFY FACULTY OF THIS RESPONSIBILITY!

**Activities:** It is the responsibility of the Vice President of Student Life 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:**

**Standard Closing Messages for web/media posting:** *Date and time stamp all messages*

- a) Due to inclement weather conditions, all daytime and evening classes have been cancelled, and the University is closed today, (date). – *FDL*
- b) Due to inclement weather conditions, all daytime and evening classes have been cancelled, however, the University remains open today, (date). – *FDL*

- c) University opening will be delayed due to inclement weather. Established schedule of classes will resume at [*specify time, for example 10:00 a.m.*]. Please check MyMarian or Marian's social media platform for updates.

**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.**

**Special Notes:** Please keep in mind that delays and/or closures are to help protect the safety of our faculty, staff and students. It is critical that we abide by a set of behaviors and standards that contribute to and enhance this outcome, not detract from it. Please see bullets below:

- "Closed" means closed. If doors are locked it is because the University is really closed. Please do not expect doors to be open, and do not open doors for others; this is a large liability. Also, please do not prop doors open!
- Please do not call Maintenance and/or Security to open doors for you as they are busy clearing snow and making our walkways, parking lots, and buildings safe for all of us.
- Plowing will be done as quickly as possible; however, the most critical areas will be completed first. Please do not complain if your area is not done if and when you come in – remember, we're closed!

Last Updated: 10/30/2019