



Inclement Weather Protocol

INTRODUCTION

This protocol provides an overview of objectives, policies and guidelines for administering Claflin University's Inclement Weather Protocol for all students, faculty and staff on our campus. Every effort has been made to explain the details of the protocol clearly and concisely. However, due to the unpredictability of severe weather, not every situation can be anticipated or covered. Therefore, decisions may be made outside of this protocol's guidelines if circumstances warrant. Any questions regarding the information contained in this protocol should be directed to your immediate supervisor. More detailed information is available in Claflin University's Emergency Preparedness/ Recovery Plan, available on our website at www.claflin.edu/weather.

DEFINITIONS

Essential Services or Personnel: Services and employees that are considered essential to running critical functions within their operations in the event of a declared emergency. Essential personnel would be personnel that are expected to assist with the mitigation of physical conditions deemed hazardous by campus emergency services personnel. Essential personnel should remain or report to their regular office if at all possible. If necessary, transportation to the University will be provided.

Essential personnel include:

- Cabinet Members
- Plant Operations HVAC/Electrical/Maintenance Response
- Public Safety Staff
- Auxiliary Services Staff
- Residential Life Staff
- Conditional Critical Need Staff (business functions such as Payroll)
- Medical
- Designated Communications and Marketing Staff
- Food Services
- Designated Information Technology Staff
- Faculty and Staff volunteers, as needed

Inclement Weather Conditions: Extreme weather conditions that might create hazardous driving conditions or impede the normal operations of the University. These conditions include, but are not limited to, snow, ice, tornados, flooding, hurricanes and other natural perils.

Delayed Opening: During a delayed opening, University officials will publicly announce the specific time the campus will open.

Early Closing: During an early closing, the University will cease all academic classes and regular business operations.

Closure: In the event of a closed campus, all academic classes will be cancelled and regular business operations will be closed. If closure is due to a declared emergency, essential personnel should report for duty.

Classes Canceled: All classes are canceled; however, University business operations continue.

NOTIFICATION

The Provost will assess weather conditions and consult with the President of the University to make a decision regarding the cancellation or delay of classes. The Provost will communicate the decision to the Assistant Vice President for Communications and Marketing, the Director of Information Technology, Deans, the Executive Director of the Center for Professional and Continuing Studies, and the Director of Online Education.

The Vice President for Student Development and Services will communicate the decision to the Director of Public Safety and the Assistant Vice President for Student Development and Service/Residential Life.

The Vice President for Administration will communicate the decision to the following directors: Director of Auxiliary Services, Director of Plant Operations, Director of Food Service; Director of Human Resources, Director of the Campus Bookstore and Director of Athletics.

The Director of Plant Operations will monitor and give weather updates to the Office of Communications and Marketing and activate Emergency Preparedness Recovery Plan as necessary and appropriate.

The Assistant Vice President for Information Technology will confirm primary communication and develop secondary source of communication in case primary source of communication is interrupted.

The University Office of Communications and Marketing will disseminate the notification to all students, faculty and staff through all available means. Information will be disseminated through the University's emergency notification system via email, phone, text messages, the University's website and local media outlets. A listing of media outlets is available online in the Inclement Weather Directory at www.claflin.edu/weather.

Notifications of closures, delayed openings and early dismissals will be made public as early as possible.

OPERATIONS

If an inclement weather hazard impedes academic classes and normal business operations and an official decision has been made by the President and Provost of the University, all academic classes and business operations will be suspended. However, essential employees are still required to report to work and maintain critical University functions. Departments will designate in advance those expected to report to work during inclement weather. Essential employees should not risk their own safety or the safety of others while reporting to work. If an essential employee cannot safely report to work, their supervisor should be notified immediately. If necessary, transportation to the University will be provided.