

Policy: Cancellation/Delay/Closure Policy	Reviewed: As needed.
Policy Owner: Provost	Policy Inception and Approval Date: 10/31/2017

Cancellation/Delay/Closure Policy

Purpose of Policy

This policy pertains to the decision making process prior to the potential canceling or delaying of college related activities due to threat of inclement weather or other catastrophic event. It also addresses cancellation of ongoing college activities when a potential threat is anticipated or discovered.

Owner(s)

Provost (owner), VP for Student Life and Dean of Students (backup), CFO and VP for Finance and Treasurer (backup), Director of Campus Safety and Associate VP of Facilities Management, Director of Environmental Health, Safety and Risk Management, Associate VP Auxiliary Services, and President’s Cabinet.

Scope

Over 2200 students reside in residential facilities on campus at Gustavus Adolphus College. Therefore, the campus is de facto always “open” even when certain extreme circumstances may force the College administration to cancel or delay College activities such as;

- Teaching conducted by faculty
- Work conducted by staff
- Other activities such as Church service, sporting events, concerts, performing arts or civic events

This policy applies to all on-campus events, including those that are not included on the on-campus calendar and those arranged by on- and off-campus entities.

Process

Information Gathering Phase¹: On-campus Campus Safety Staff will initiate the process of considering campus conditions. On-campus Facilities Management and Campus Safety staff shall report details of current campus environmental conditions to their respective department leaders (Associate VP of Facilities Management and Campus Safety Director and/or Assistant Directors). Department leaders shall discuss conditions and communicate a common recommendation to the Director of Environmental Health, Safety and Risk Management. The Director of Environmental Health, Safety and Risk Management shall take this on-campus

¹ This process will begin approximately 4:00 a.m. and conclude with decision and communication, either way, by approximately 5:00 a.m., or as needed to monitor conditions throughout the day.

recommendation, along with information from external sources (i.e. weather radar, road conditions, etc) and make a recommendation to the Provost, VP for Student Life and Dean of Students and CFO and VP for Finance and Treasurer.

Decision Making Phase: The Provost² will consider the final recommendation of the Director of Environmental Health, Safety and Risk Management and discuss the recommendation with the VP for Student Life and Dean of Students and the CFO and VP for Finance and Treasurer. In the event of a cancellation/delay/closing recommendation, the Provost shall take into account mandatory functions on campus, weather forecast and DOT recommendations. The Provost will discuss the deliberations with the President prior to issuing a final decision.

Dissemination of Information Phase: Once a decision has been made, the Provost will notify the President's Cabinet, including the VP for Marketing and Communication and the Associate VP of Auxiliary Services. The Office of Marketing and Communications shall broadcast the final decision within the Gustavus community and to other appropriate external media.

Cancellation Categories

Type 1: Cancellation/Delay/Closing Due to Weather

- 1) Certain employees' presence on campus is mandatory regardless of cancellation or delay of college functions. Each department leader shall maintain and regularly update a list of such individuals to assure timely communication during these circumstances.
- 2) Individuals normally scheduled to work during a time of canceled activities, are expected to be paid for regularly scheduled hours. If the College activities are not canceled and individuals choose to leave early due to inclement weather, the time off should be taken as unpaid leave, vacation, or PTO time with supervisor approval.
- 3) In the interest of personal safety, with the exception of those individuals whose presence is mandatory or specifically called upon by a department leader, all other Faculty, Staff, and Administrators shall remain off campus until notified that buildings have reopened and classes and activities have resumed.
- 4) The target time to finalize weather related decisions will be between 4:00 a.m. and 5:00 a.m., with announcements prior to the start of official college business hours.

Type 2: Cancellation/Closing Due to Catastrophic Event

- 1) When College facilities will be closed, classes cancelled or delayed during a work day

² If the Provost is off-campus or unavailable, the VP for Student Life and Dean of Students or CFO and VP for Finance and Treasurer will become the primary Cabinet member/s responsible for the decision-making phase of the process. If questions arise about the academic program/faculty, an Academic Dean will be consulted during the decision-making process.

due to catastrophic circumstances (chemical spill, major fire, widespread flooding, system outages etc.), announcements will be made as outlined above for weather related closings.

- 2) Certain departments or individuals may be requested to remain on duty at the college during emergency closures. In the interest of personal safety, with the exception of those individuals whose presence is mandatory or specifically called upon by a department leader, all other Faculty, Staff, and Administrators shall remain off campus until notified that buildings have reopened, classes and activities have resumed.

Policy Implementation Assistance

Contact the Director of Environmental Health, Safety and Risk Management, Finance Office, Provost Office or Dean of Students for questions and comments on this policy.

Policy Authority

The President's Cabinet has responsibility for this policy and will obtain necessary approvals and changes to this policy.

Related Policies or References

Administrative and Support Staff Handbook; All College Policies.

Attachments Flow Chart Links (cut and paste the link into a browser to view):

<https://drive.google.com/a/gustavus.edu/file/d/0B-9nvVX0deHvc1dHWDJUeXc2anY3al8xMmNFeVg4U2dvY2xj/view?usp=sharing>

<https://drive.google.com/a/gustavus.edu/file/d/0B-9nvVX0deHvVXhXMUdxSGZaeUdWTzNhRUxaejJQRldTdlc4/view?usp=sharing>

Revision History

10/31/2017 Initial issue of policy- President's Cabinet Approval.