



POLICY & PROCEDURE DOCUMENT

NUMBER: 0.2010

SECTION: General University

TITLE: Procedures during Severe Weather Warnings

DATE: November 29, 2010

APPROVED: Dr. Gary Ransdell, President

I. Purpose and Scope

This document proscribes actions to be taken during severe weather warnings that affect one or more of the WKU campuses, and delineates policy to address classes missed as a result of compliance with the actions described herein.

II. Policy

A. Definition of "Severe Weather"

For the purposes of this policy, "severe weather" is a meteorological phenomenon that causes a National Weather Service (NWS) warning (e.g., tornado, severe thunderstorm, winter storm) to be issued for a county in which a WKU campus is located (i.e., Warren, Barren, Daviess, or Hardin, as appropriate). Meteorological conditions that cause a watch to be issued are not considered "severe weather" for the purposes of this policy.

III. Procedure

A. Actions to be Taken during Severe Weather Warnings

The first priority during NWS warnings is the safety of persons in the affected area. Therefore, upon notification of the warning (e.g., sirens, text messages distributed via the Campus Safety Network), individuals should immediately seek appropriate shelter.

1. If a designated safe area (e.g., tornado shelter) exists in the building in which an individual is present at the time of issuance of the warning, then shelter should be sought in that designated area. A second priority is to remain in the building in an appropriate room (e.g., interior room with no windows). Individuals should not attempt to move to a neighboring building unless it is clearly safe to do so.
2. Individuals should remain in the chosen shelter area until the official "all clear" is given. Students and faculty who would otherwise have been engaged in instructional activities should return to the classroom/laboratory. Staff should return to their normal place of work.

3. Operation of Teaching and Research Laboratories. If a laboratory environment is such that it cannot be readily abandoned, then appropriate **essential personnel** (see III.E) should remain to the extent necessary to maintain, or shut down, the facility, as appropriate.

B. Closing Campus or Canceling Classes

1. *Bowling Green Campuses*

- a. In the event of severe or winter weather conditions, the Facilities Director and Chief of Police will survey campus conditions and review regional conditions and make a recommendation to the Provost regarding campus operations.
- b. The Provost will discuss with the President and will finalize the decision to cancel part or all of classes, to open late or to close the University.
- c. The Provost will communicate the decision to Public Affairs no later than 5:30 a.m. for day classes and 12:00 noon for evening classes.
- d. Public Affairs will begin notification process: emergency text message, web site, campus-all email, social media, recorded information line, campus operator and appropriate news media.
- e. Public Affairs will consult with Campus and Community and Events and Athletics to include information about major events impacted by the situation.

2. *Regional Campuses*

- a. Regional campus directors survey local and area conditions and communicate with Public Affairs
- b. In the event a host KCTCS institution closes (e.g., Elizabethtown), the associated WKU campus will also close. Public Affairs will work with KCTCS institutions to include information about both in media announcements.
- c. Public Affairs will begin notification process and will work with regional campus directors to notify appropriate news media. Regional campus contacts will also use their web sites and social media to communicate the decision.
- d. Since regional campuses draw from a wide area, decisions should be made no later than 5:30 a.m. local time for day classes and 12:00 noon local time for evening classes.

C. Other conditions

1. Should conditions other than weather warrant the cancellation of classes or the closing of all or part of the University, the decision will come from the President. University employees should direct questions to their supervisors.
2. The President's Office will notify the Office of Public Affairs, which will begin the notification process as outlined above.

3. In the event the President is unavailable, the Provost will assume responsibility, followed by the Vice President for Campus Services, then the Vice President for Student Affairs.

D. Academic Issues related to Missed Classes

Students shall not suffer any academic penalty that is a direct result of classes not held as a result of a severe weather event or campus closing at the campus where the missed class was scheduled. In making modifications for activities, assignments, or examinations that are missed due to such events, faculty should make every effort to ensure that students suffer no academic penalty. To the extent practicable, faculty should provide alternative accommodations for missed examinations.

E. Essential Employees

In the event any campus is closed, division leaders are responsible for designating and notifying personnel who are considered essential and who should still report to work. Each division should have a plan in place and be ready to implement.

F. Notification methods

Public Affairs will use a variety of venues to communicate any decisions to alter normal schedules. These will be communicated to the campus via emergency text and e-mail and all information will be posted on the WKU web site. Communication methods include:

1. Emergency text message
2. WKU web site
3. Campus-wide e-mail
4. Social media (Facebook, Twitter)
5. WKU recorded information line
6. Campus Operator
7. Selected news media (primarily radio and TV)
8. Campus CATV

Kelly Madole 12/10/10 11:25 AM

Comment [1]: 1) Efforts should be made to notify building coordinators of this policy and promote training of the building coordinators to ensure that the policy is being uniformly followed across campus.

Kelly Madole 12/10/10 11:25 AM

Comment [2]: might be revised to include an expanded range of media, for example, on-line versions of print media