

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. – AR- 6.3**

TITLE: **NOTIFICATION DURING AN INCLEMENT WEATHER OR EMERGENCY SITUATION**

GENERAL SUMMARY STATEMENT OF ADMINISTRATIVE REGULATION PURPOSE: This regulation describes the process by which employees, students and the public are notified when classes are cancelled or the College is closed due to inclement weather or an emergency situation.

EFFECTIVE DATE: **OCTOBER 29, 2015; APRIL 22, 2005**

PROCESS:

DEFINITIONS: For consistency, the following definitions are to be used when relaying announcement information with regard to schedule changes.

Classes Cancelled: Classes are not being held during the announced timeframe. Administrative offices are open and staff is expected to report for work.

College Closed: Classes are not being held during the announced timeframe. Administrative offices are considered closed and staff is not expected to report for work.

Open at: Classes will begin at a delayed start time. If a class falls in between the timeframe, students and instructors will not report to class.

Closed at: Classes will end at an earlier time than the normal dismissal time. Instructors will make up instruction time if the time is during their class time.

STATEMENT: It is the intent of Eastern West Virginia Community & Technical College to close facilities or cancel classes only in extreme emergency situations. When these situations occur, students, faculty and the general public are encouraged to tune to media identified below for cancellation information regarding classes, events or meetings. Cancellation information may also be found at the Eastern website, www.easternwv.edu or at www.cancellations.com. In the event that an off-campus instructional facility (i.e. high school, vocational school, etc.) is closed, Eastern's classes in that facility will not be held. However, faculty will need to inform their students of any variance. When classes are cancelled, faculty members are required to make up lost instructional time.

Approved by LOT: 09/21/15

Approved by President's Cabinet: 10-29-15

This regulation is intended to identify the process for notifying students, faculty and the general public of changes in the class schedule due to an inclement weather or emergency situation. Eastern staff will be notified of operating changes or closure of the administrative offices through contact with a President's Cabinet Member or designee during activation of the school messenger.

Appropriate staff contact information will be maintained and posted to the Shared File. A list of media contacts will be updated annually and distributed to the President's Cabinet.

MEDIA NOTIFICATION:

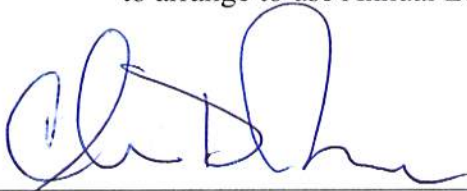
The President's Cabinet members will share the responsibility of notifying the media of changes to Eastern's regular schedule. The webmaster is responsible for updates to the Eastern site and cancellations.com.

STAFF NOTIFICATION:

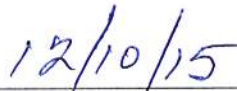
When Inclement Weather/Emergency Situation Occurs During the Work Day: The decision to cancel classes and/or close the College will be determined through consultation among the President and the Deans. Once the decision has been made, staff members are to be notified by his/her supervisor and/or the school messenger system. The President's Cabinet will make the appropriate media calls, and the announcement will be posted to the Eastern website, social media and Cancellations.com. Signage will be posted on exterior doors to indicate the change in schedule. Appropriate calls will be made to part-time/evening personnel regarding changes.

When Inclement Weather/Emergency Situation Occurs While the College is Closed: The decision to cancel classes and/or close the College will be determined through consultation among the President and the Deans. The decision to close the college will be made as early as possible in the morning to provide time for the school messenger service to be activated and contacts to be made prior to staff departures from home.

In the event that it is determined that the staff is to use his/her discretion regarding safety of travel to work, it is the responsibility of the employee to arrange to use Annual Leave for any time missed.



DR. CHARLES TERRELL, PRESIDENT



DATE