INCLEMENT WEATHER POLICY AND PROCEDURES

In the event of snow or inclement weather that prevents the college from maintaining a class schedule, the following contingency plans will be implemented. Please note that programs and activities are designated as either “essential” or “non-essential.” Essential activities are programs and services that must be provided, regardless of weather, because students are on campus. Non-essential activities are activities that are important but are not required to meet the basic needs of our students during the closing. In the event of school closure, all essential employees are encouraged to make every reasonable effort to arrive at the campus.

Academic Computing (non-essential)
In the event of snow or other emergency, which would disrupt the normal computer center lab hours, we will attempt to do the following:

1. The Director of Academic Computing will contact the computer lab assistants to see what hours the lab can be staffed.

2. This information will be compiled and security will be contacted in order to lock/unlock the labs.

3. This information will be posted on the network on the logon screen for PC users (no equivalent for Mac users) and sent out via E-mail. This information will also be relayed to the Residence Life Coordinators so they can post in appropriate places within the residence halls. The lab assistants and/or computer staff will post this information on the computer lab doors.

Communications is important. The college Web site will serve as the central source of information for the college community. This policy, as well as other information, can be found at www.cn.edu.

Counseling Services (non-essential)
Counseling Services will make every effort to maintain regularly scheduled hours (9:00 a.m. - 5:00 p.m.), Monday through Friday, in the event that classes are canceled due to adverse weather conditions. If students are on campus, attempts will be made to operate at full staff. If students are not on campus when bad weather occurs, the center may operate with a reduced staff.

Health Services (non-essential)
Health Services will be open if possible. The college will provide transportation to staff when road conditions are hazardous if necessary. Residence Life Coordinators are equipped with first aid kits for minor health concerns. Transportation will be provided by Security for health needs, unless inclement weather precludes the safe utilization of security vehicles. Security can be accessed by calling #3349 or 548-9067. For situations that cannot be handled through college resources, contact 911.

Library (non-essential)

1. The library will follow its general policy of being open the day and evening immediately preceding a day of scheduled classes. (For example, the library is currently open Sunday afternoon and evening prior to Monday classes, whereas it is not open on Friday or Saturday evenings since there are no classes on Saturday or Sunday.) Thus, the library will make every effort to be open on the day and evening immediately prior to the day classes are to be resumed.

2. A. The library will attempt to be open every day according to the following priorities: (1) daylight hours (2) evening hours
B. Librarians will share duties as circumstances permit. Very likely, not all services can be provided. Priorities for the provision of services are as follows:

1. Building open, no services provided.
2. Circulation desk (including reserve books).
4. Reference service.
5. Audio-visual services.

C. A contact list will be prepared listing telephone numbers of librarians, non-professional staff, and student assistants. The Dean of Library Services will contact librarians first, who in turn will contact non-professionals and students who work in their areas.

3. Walkways, steps, and parking areas around the library should be cleared of snow as soon as possible.

**Maintenance (essential)**

When snowfall occurs, the Maintenance Department will begin snow removal starting with the women’s residence halls and continuing on to the men’s residence halls, the academic and the administration buildings with the parking lots being the last.

If snow falls during the regular workday, a maintenance crew will first spread salt on the steps and sidewalks followed by sweeping, shoveling, and/or grading of snow. If necessary re-salting will be done after the above procedure is completed.

If snowfall occurs during the night or on weekends a maintenance crew will report to work at the direction of the Director of the Physical Plant and will first sweep, shovel and/or grade the snow followed by salting of the steps and sidewalks.

The Director of the Physical Plant will survey the campus and determine steps needed to be taken after the above procedure has been completed.

**Media Policy (essential)**

A media list is updated every year, which contains radio and television media outlets in this area, along with their snow code and newsroom phone number. For confidentiality reasons, this list is for select distribution to the President, Vice President for Advancement, Provost, Director of News and Publications, Assistant Director of News and Publications, and Staff Writer. The responsibility of calling the media falls to the News and Publications Director. The President will notify the vice presidents of school closing or delays. The President or the Provost will call the Director of News and Publications for notification of school closing or delays. In the absence of the Director, the cancellation call will be made by the Assistant Director or Staff Writer. Upon notification, the Director calls the Assistant Director to divide the media outlets on the list, who may in turn also call the Staff Writer. Media calls are placed. If mistakes or omissions are noted, the President or Provost calls the Director who in turn will call the media outlet Director. The Assistant Director or Staff Writer who originally placed the call can also make the call to correct mistakes or omissions. When the media are receiving multiple calls, it is best to keep the message as simple as possible. Choices include open, closed or opening late. Further, if the decision is delayed until the 30 to 45 minute timeframe, there is a good chance it will not make the next broadcast. The closer you wait until broadcast time, the greater your chance of getting omitted. If media must be contacted on a last minute basis, the first outlets that will be contacted are WBIR-TV (channel 10), WATE-TV (channel 6), WVLT (channel 8) and WIVK radio 107.7. These will reach the largest audience and many radio outlets will tune into television to pick up their closings. Finally, the media will assume that if your campus is closed that all events pertaining to your campus are also off. Specifically, they do not list event cancellations.

**Music Building (non-essential)**
The Music Building will open for practicing from 10:00 a.m. to 12:00 noon and 1:00 - 3:00 p.m. on days that school is closed due to snow. Only the doors that face Russell Street will be open. This will be dependent on a faculty member or a student worker being available to supervise the building.

**Programming (essential)**
The following activities will be implemented in the event of school closure due to snow:

<table>
<thead>
<tr>
<th>Snow</th>
<th>Activity</th>
<th>Department</th>
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<tbody>
<tr>
<td>1st day</td>
<td>Movie Night</td>
<td></td>
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<tr>
<td>1st day:</td>
<td>Alumni &amp; Burnett Board games and popcorn</td>
<td>Intramurals</td>
</tr>
<tr>
<td>2nd day</td>
<td>Spades Tournament</td>
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<tr>
<td>2nd day:</td>
<td>Open Mic in SAC</td>
<td>Heritage</td>
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<tr>
<td>3rd day:</td>
<td>Campus Dance</td>
<td>Student Activities</td>
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<tr>
<td>3rd day</td>
<td>Roommate Game</td>
<td>Swann &amp; Butler</td>
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<tr>
<td>4th day:</td>
<td>Talent Show</td>
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<tr>
<td>4th day</td>
<td>Alumni &amp; Burnett Pizza &amp; movie</td>
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<tr>
<td>5th day:</td>
<td>&quot;Snow-in,&quot; snow cream sundaes</td>
<td>Heritage</td>
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<tr>
<td>5th day</td>
<td>&quot;Snow-in,&quot; snow cream sundaes</td>
<td>Campus Ministries</td>
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<tr>
<td>6th day:</td>
<td>TBA</td>
<td>Swann &amp; Butler</td>
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<tr>
<td>6th day</td>
<td>TBA</td>
<td>Movie in Gentry &amp; snow sculpture</td>
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<tr>
<td></td>
<td></td>
<td>Student Activities</td>
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</tbody>
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**Note:** The schedule will be active on a rotating basis throughout the winter months. For example, if the college were closed for two days during the first snowstorm, the third day for programming would be implemented in the event of a second snowstorm resulting in the college being closed.

**Residence Halls (essential)**
In the event of a snowstorm leading to the closing of the college, the Residence Life staff will implement the following plan of action.

**Staff Meeting:**
The Residence Life staff should conduct a staff meeting the first day of closing to affirm any plans, adjustments or needs. Each Residence Life Coordinator will meet with their respective RA's as well.

**Sidewalks:**
In the Event that maintenance cannot make it to campus residence life staff will be provided with snow shovels (at least two per building) and salt. Equipment should be delivered to the residence halls by December.
Trash Collection:
Since the garbage truck may not be able to run after a snow storm, the Residence Life Coordinators and RA's in each building will be responsible for gathering up trash, replacing trash bags, and storing the trash in a central location until it can be picked up. When the trash truck is able to pick up the trash, the Residence Life Coordinators and RA's will take the trash to its normal pick-up location.

In the event that the residence halls run out of trash bags, the Residence Life Coordinators will call Security to let them into the Housekeeping Office.

Open House:
Open House privileges will be in place each day the college is closed unless changed by residence life staff.

Lobby Hours:
Lobby hours will remain in place. If security is unable to make it to work and no other officer can be used to fill in then residence life staff will be responsible for monitoring desk from 12:00am to 8:00am.

Cafeteria:
Residence Life Coordinators will keep residents posted about mealt ime changes. At least one Residence Life Coordinator should be present during the lunch and dinner meal times. Times should be staggered to cover the meal time hours.

Communication:
After changes/announcements are made concerning class schedules, etc. and the Director of Residence Life is notified, he will contact the Residence Life Coordinators. Updated signs will be posted in the lobby, Residence Life Coordinators apartment doors and RA room doors, concerning class, SAC, and cafeteria schedules.

Desk Coverage:
RA's will cover the front desk during their normal times (7:00 p.m. - 11:00 p.m.). In the event that a security guard cannot make it into work in the female residence halls, the front desk will be covered by either RA's or desk employees.

Safety and Security (essential)
When students are present during a time that a major snowstorm has been announced, the following plans will be implemented:

   All cars parked in faculty/staff areas and along the front of the Fite Building should be moved immediately so these areas may be scraped as soon as possible. Residence hall parking lots may be filled to the maximum, as long as the cars do not block emergency lanes, etc. In this way, Maintenance can have the freedom to scrape all of the other lots without being impeded.

   Students should be asked to bring extra blankets/sleeping bags and warm clothing during winter months in the event a major power out age occurs and the college cannot furnish heat in the residence halls. This information is also outlined in our Community Living Policies and Eagle Eye Security Guide.

   A list of volunteers at the college who have four-wheel drive vehicles will be maintained which can be used in severe weather to take employees, who are deemed critical, back and forth to work, i.e. cafeteria workers, security. These vehicles will also be used for transporting patients to the local clinic and hospital when EMS vehicles cannot run (and this happens many times in Jefferson County).

   If the water lines fail to function (and these in town do at times), we will continue to maintain good rapport with the local fire department, as they have told us in the past they can provide water, if they can get here.

Student Activities Center (essential)
The Student Activities Center recreational area will be open during the hours of 10:00 a.m. to 10:00 p.m. most days, with a two-hour free swim period.

**Switchboard (essential)**
The college should have its switchboard up and running at least 15 hours a day during the emergency or have an updated recording of what is being planned for classes, especially for commuters.

An updated recording needs to be on the message for 471-2000.

The central switchboard should have a message related to the school closing connected to the 1-800 number notifying callers that the school is closed. Additionally, the central switchboard should have a message related to school closing for after-hours calls.

**Tutoring Lab (non-essential)**
Every attempt will be made to open the tutoring lab during regularly scheduled hours in the event that classes are canceled due to adverse weather conditions. In the event that the director is unable to get to campus, a tutor who lives locally will open the lab. If students are on campus when bad weather occurs, consideration will be given to extending the hours depending on various factors (finances, personnel, etc.). If students are not on campus, the lab may reduce the hours of operation (depending on demand).