



POLICY TITLE: Inclement Weather Policy

POLICY PURPOSE: Address campus closure when severe weather threatens to disrupt classes or office schedules.

BACKGROUND:

APPLIES TO: **FHSU faculty, staff, students**

DEFINITIONS: **Severe Weather Crisis Team (SWCT)** – will include the three vice presidents, the chief of police, the director of grounds and custodial services and the Chief Communications Officer.

The University in this policy refers to the physical campus at Hays, Kansas unless specifically stated otherwise.

The University is closed. With this declaration, all operations will be curtailed except the Power Plant, University Police, University Farm, Grounds Department and Residence Halls. Essential employees must report. Classes not requiring the presence of the students or faculty on the Hays campus will continue as scheduled unless explicitly canceled or delayed. All other employees will be dismissed and granted time off with pay.

The University is open, and classes will meet as scheduled. Employees who are unable to be at work will be charged leave time for hours missed, as applicable. Making up missed time is not an option.

CONTENTS:

POLICY STATEMENT: The Severe Weather Crisis Team (SWCT) will assist the administration and provide advice on severe weather and its effect on campus operations, taking into consideration emergency management reports and local school district actions.

If administration, based upon advice from the SWCT, determines the University will be closed the Chief Communications Officer or designee(s) will take action to contact media and other sources to make public announcements in a timely manner. For overnight and early morning conditions, efforts will be made to make such contact before 6 a.m. The Chief Communications Officer or designee(s) may contact local radio stations, post on the webpage, Facebook, Twitter, and/or communicate via

other available messaging systems.

If the administration selects the alternative option -- the University is open, and classes will meet as scheduled -- no announcement will be made. Experience has shown that announcing there is no change in normal operations tends to create confusion. Students, faculty and staff should assume there has been no change in status unless they hear a public announcement to the contrary.

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

RELATED DOCUMENTS:

Policies:

Forms:

Other: The severe weather procedures in detail are located: <https://www.fhsu.edu/crisis/protocol/index>

KEYWORDS:

Severe, weather, emergency

RESPONSIBLE OFFICE:

Office of General Counsel

RESPONSIBLE UNIVERSITY OFFICIAL:

General Counsel

ORIGINATION DATE: 7/24/2018

REVIEW CYCLE: Every 3 years

POLICY ADDRESS:

LAST APPROVED ON:

Adopted by President's Cabinet 1/21/2020

REVIEW/CHANGE HISTORY:

Adopted by President's Cabinet 2/27/2019

NEXT REVIEW DATE:

1/2023
