

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE PROCEDURE NO. 3

TITLE: Inclement Weather and Emergency Procedure

EFFECTIVE DATE: February 7, 2007

PROCEDURE

1. PURPOSE

The purpose is to establish procedures for the cancellation of classes or closure of facilities due to inclement weather or emergency situations. The basic emergency procedures are designed to enhance the protection of lives and property through effective use of campus resources. Whenever an emergency affecting the campus reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the President, or his/her designee, may declare a state of emergency for a distinct campus or College-wide.

2. SCOPE AND APPLICABILITY

This procedure applies to all classes (credit and non-credit), facilities, and central administrative units and grounds operated by the College.

3. DEFINITIONS

- A. Emergency – Adverse weather and/or road conditions, floods, extreme heat or cold with utilities turned off for extended periods of time or when local or state public safety officials declare a state of emergency.

DEFINITIONS OF AN EMERGENCY

- i. Minor emergency: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the College. Report minor emergencies immediately by telephone to the Regional Director of Operations and/or Supervisor.
- ii. Major emergency: Any incident, potential or actual, which affects an entire building or buildings which will disrupt the overall operations of the campus and/or the College. Outside emergency services will probably be required, as well as major resource efforts from campus support services. Major policy considerations and decisions will usually be required from the Administration during times of crisis. Call 9-911 and report by telephone to the Regional Director of Operations and/or Supervisor.
- iii. Disaster: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the campuses and/or the College. In some cases, personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all

cases of disaster, a Central Command Center will be activated, and the appropriate support and operational plans will be executed. Call 9-911 and report to the Regional Director of Operations and/or Supervisor.

TYPES OF EMERGENCIES

- Evacuation, Medical, First Aid, Fire
 - Utility Failure
 - Violent or Criminal Behavior, Chemical or Radiation Spill, Bomb Threat
 - Explosion, Aircraft Down, Crash on Campus, Civil Disturbance or Demonstration Psychological Crisis
 - Flood
 - Severe Windstorm/Tornado
- B. Class Cancellation – Classes are canceled. However, the College is open for business.
- C. College Facility Closure – The College or one or more campuses or facilities will be closed for business for the day and/or evening activities.
- D. Delayed Start – The College will open for business at 10:00 a.m. Only essential personnel report for duty at their regularly scheduled time unless otherwise instructed by the supervisor. Classes will begin at 10:00 a.m. on their regularly scheduled time. All classes prior to 10:00 a.m. will be canceled.
- E. Adjusted Operating Hours – The College will open for business or College will close or classes will be canceled before the end of the regularly scheduled day.
- F. Eligible Employee – Those employees defined by WVCCTCE Series 38 deemed eligible to receive annual and/or sick leave.
- G. Employee - Faculty, including adjunct, classified staff, and non-classified staff.
- H. Media Notification – The following six notifications are the only notifications that will be used when notifying media outlets of our situation.
- i. Morning (8:00 a.m. to noon) Classes Canceled
 - ii. Afternoon (Noon to 4:00 p.m.) Classes Canceled
 - iii. Evening (4:00 p.m. to Close) Classes Canceled
 - iv. “Specific” Campus/Locations Closed, i.e. Advanced Technology Center, Raleigh County Campus, Mercer County Campus, Greenbrier Valley Campus, Nicholas County Campus
 - v. Delayed Start - College Closed until 10:00 a.m.
 - vi. College Closed

4. PROCEDURES

- A. Procedure Responsibility – It is the intent to close facilities or cancel classes **only** in emergency situations. **The President is the only person who can sanction closure or delayed start of the entire College, one or more campus locations, or a single facility.** The Regional Director of Operations in consultation with the Vice President for Academic Affairs or her/his designee is responsible for overseeing and implementing procedures related to the cancellation of classes and/or closure of facilities, and is responsible for contacting the appropriate news media. Every effort will be made to announce the decision to close a campus by 6:00 a.m. for morning classes, 10:00 a.m. for afternoon classes, and 2:00 p.m. for evening classes.
- B. Regional Director of Operations and/or Vice President for Academic Affairs' Responsibility – The Regional Director of Operations in consultation with the Vice President for Academic Affairs will determine if it will be necessary to cancel or adjust classes, and/or operating hours (Adjusted Operating Hours). Students, employees, and the general public should listen and/or watch news media and review the College website, social media, and/or alert messaging system for cancellation or closure information.
- C. President's Responsibility - The President or her/his designee will determine if it is necessary to close a facility (College Facility Closure). The President will notify the Board of Governors Chair and the Chancellor (only when the College is closed) and will notify all members of the President's staff utilizing the telephone tree. The President's staff will notify their immediate staff.
- D. Campus Closure – In the event that facilities are closed, employees of the College do not need to report to work until the facility is reopened. Annual leave must be used per Section 6B of this procedure. Additionally, all classes and public meetings/events/activities scheduled at the facility will be canceled. The closure of a campus requires only essential personnel to report to work. The essential personnel for the campus consist of the **Regional Director of Operations and/or Vice Presidents and all maintenance personnel**. The non-exempt essential employees will be eligible for overtime or compensatory time. If classes are canceled and the College remains open, all employees are required to report to work at their regularly scheduled time.
- E. Delayed Start – In the event that the College is on a delayed start, employees of the College do not report to work until 10:00 a.m. except essential personnel. Additionally, all classes, public meetings/events/activities scheduled at the facility prior to 10:00 a.m. will be canceled. The essential personnel for the campus must report to work at their regularly scheduled time unless otherwise instructed by their supervisor. The non-exempt essential employees will be eligible for overtime or compensatory time.

- F. Adjusted Operating Hours – In the event hours of operation are adjusted (NOT delayed start), facilities will remain open for all employees to report to work. Employees are encouraged to use discretionary judgment in their decision to report to work. Those not reporting must take annual leave. Additionally, public meetings/events/activities scheduled during affected hours may be rescheduled. College employee(s) responsible for scheduling the event must contact the parties affected.
- G. Class Cancellation – If cancellations or closures cause the loss of instructional time, faculty members have the responsibility for making up instructional time lost. Public meetings/events/activities scheduled during affected hours may or may not be rescheduled. College employee(s) responsible for scheduling the event must contact the parties affected.
- If an IVN receiving campus is closed, the originating site will record the class and forward a copy of the recording to the closed site. If the originating site cancels the class, all sections will be canceled.
- H. Off-Campus Facility Closure – In the event that an off-campus instructional facility (i.e. high school or technical school building) is closed, New River CTC’s classes in that facility will not be held. Section 6B of this procedure must be followed regarding employee absences and notification of employee absences.
- I. Emergency Alert System – The Regional Director of Operations or designee will send the appropriate text message to the cell phone or computer of all registered users of the Emergency Alert System for the affected campus.

5. GENERAL PROVISIONS AND MEDIA NOTIFICATION

Cancellation or closures may affect only one building, campus, off-campus facility, or the entire College. Media will be requested to specifically announce the affected location/facility. The following news media will be contacted to announce information on closures or cancellations in affected areas:

Raleigh County Campus/ Advanced Technology Center	Mercer County Campus/Advanced Technology Center	Greenbrier Valley Campus	Nicholas County Campus
WJLS 99.5 FM	WHIS / J104 / KICKS COUNTRY	WVMR 1370 AM	Summit Media Group (Multiple Radio Stations)
WTNJ 105.9 FM	WKOY / WKMY WELC/WAEY	WRON 103.10	WOAY TV
WVVA-TV	Star 95.9	WOAY-TV	WSAZ-TV
WVNS-TV	WVNS-TV	WVVA-TV	WOWK-TV
WOAY-TV	WVVA-TV	WVNS -TV	WCHS-TV

	WOAY-TV		
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6. RESPONSIBILITIES AND PROCEDURES

- A. Loss of Instructional Time – If cancellations or closures cause the loss of instructional time, faculty members have the responsibility for making up instructional time lost. Faculty members are to notify their respective Academic Dean in writing as to when and how instructional time will be made up.
- B. Employee Absences – Absences from work by eligible employees due to cancellations or closures called in accordance with this policy, other than closure of State agencies by the Governor or closure of the entire College or College-wide Delayed Start sanctioned by the President, must be charged against accumulated annual leave. If the eligible employee does not have sufficient annual leave, the eligible employee will be removed from payroll for the appropriate period of time. Sick leave may not be charged for absences under this procedure. In the event that one campus is closed, employees with approval of their supervisors may be permitted to work at another location.

The essential personnel for the campus must report to work at their regularly scheduled time unless otherwise instructed by their immediate supervisor. The non-exempt essential employees will be eligible for overtime or compensatory time during the delayed start.

Employees must notify her/his supervisor immediately for absences due to inclement weather. The notification shall be given to the **immediate supervisor** or designee (**next higher level supervisor**).

- C. Employee Absence Under Declared State of Emergency – In the event that WV State agencies are **closed** by the Governor, work hours missed shall be considered regular work time for pay purposes. This time will not require use of annual leave. Should any employee be required to work by the President, the time worked shall be compensated according to provisions of WVCCTCE Series 8.
- D. Procedure Posting – The Regional Director of Operations must post information at prominent locations regarding emergency closing and cancellations. Whenever possible, messages regarding delayed start, adjusted hours, closing, and reopening of facilities will be placed on campus telephone systems and campus doors. The Chief Communications Officer/Special Projects Administrator is to be contacted by each Regional Director of Operations or Vice President to post the information to the website/social media/alert messaging system.
- E. Student Notification – Faculty are to provide this procedure information to students at the beginning of each semester. Additionally, the information will be

published in the College Catalog, Schedule of Classes and on the website, www.newriver.edu.

7. WEATHER LINES

Location	Phone #
Advanced Technology Center	304.929.3333
Raleigh County Campus	304.929.5483
Greenbrier Valley Campus	304.647.6587
Mercer County Campus	304.818.2008
Nicholas County Campus	304.883.2421

8. ESSENTIAL PERSONNEL*

Title	Name	Cell Phone #
Regional Director of Operations (Advanced Technology Center, Mercer County Campus and Raleigh County Campus)	Jill Holliday	304.860.7672
Regional Director of Operations (Greenbrier Valley Campus)	Roger Griffith	304.661.5305
Regional Director of Operations (Nicholas County Campus)	Mary Igo	304.619.4188
Director of Facilities and Campus Safety	Bob Runion	304.575.9001
Chief Communications Officer/ Special Projects Administrator	Libby Belcher	304.222.0944
Vice President, Academic Affairs	Richard Pagan	304.657.5232
President	Marshall Washington	717.587.0528
Maintenance Departments		Office #
Advanced Technology Center/Mercer County Campus	Raymond Frost	304.929.3314
Raleigh County Campus	Julius Brown	304.929.5481
Greenbrier Valley Campus	Aubrey Houck	304.647.6589
Nicholas County Campus	Roger Spinks	304.872.1236

***ALL Maintenance Staff is considered Essential Personnel and MUST Report**

9. Other President's Staff*

Vice President, Technology Svcs.	David Ayersman	304.663.0998
Interim Executive Director, New River CTC Foundation	Michael Green	304.553.1274
Vice President, Admin. Svcs.	Leah Taylor	304.575.9023
Chief Financial Officer	Heike Soeffker- Culicerto	304.222.0290
Exec. Sec. to the President	Lori Midkiff	304.575.0989
Chancellor's Office	Sarah Tucker	304.558.0265

* Not required to report for weather related emergencies.

RELATED POLICIES AND/OR PROCEDURES: None

RESPONSIBLE OFFICE: Vice President for Academic Affairs

Revised: October 16, 2012

Updated: February 1, 2013, December 2013, February 2014, October 2014, October 2015, January 2016, October 2016