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: **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.

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 news media identified below for cancellation information regarding classes, events or meetings. Cancellation information may also be found at the Eastern website, www.eastern.wvnet.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. When classes are cancelled, faculty members are required to make up lost instructional time.

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 senior administrator or designee during activation of the calling diagram.

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 Senior Administrative Leadership Team.

MEDIA NOTIFICATION:

The Senior Administrative Leadership Team 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.

The following news media will be contacted to announce information on closures or cancellations in affected areas.

WVPR
WHSV TV Harrisonburg
WUSA TV Washington DC
WDNE 1240 AM Elkins
WELD AM/FM Fisher
WELK/WBTQ Elkins
WHAG TV Hagerstown
WINC AM/FM Winchester
WKCY AM/FM Harrisonburg
WQWV FM Petersburg
WJJB FM Cumberland
WFRB FM Frostburg
WQZK FM Keyser
WBOY TV Clarksburg
WKHJ Loch Lynn, MD
WKGO FM Cumberland

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. The Senior Administrative Leadership Team will make the appropriate media calls, and the announcement will be posted to the Eastern website 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 calling diagram 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.

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LINDA S. DUNN, PRESIDENT DATE