



Category	
POLICY:7-10 Inclement Weather Procedure	
Approval	
LT Approved: 8/24/12	
Effective Date: 8/27/12	
Revised:7/1/12	
Responsible Party: Manager Safety and Security	

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### **Policy Statement**

Severe local storms are the most common widespread hazard faced by WSU Tech. Effects of severe local storms - wind, snow, ice, hail and high winds - are immobility and loss of utilities. If electrical lines are damaged, other utilities such as telephone systems (cell and land lines), natural gas, water, and sewer systems may become inoperable. Transportation routes may be impassable leaving both staff and students without the ability to get to the college or worse, stranded.

Calling the WSU Tech closure hotline 677-9596 for information regarding the status of a college closure should be the first course of action for any student, faculty or staff member when in doubt.

If and when the College does close, students and non-essential employees need not report.

### **Implemental Procedures:**

Any WSU Tech faculty or staff member may bring to the attention of their department head details that may lead to the closure of the college including road conditions, news reports, or information from city, county and state resources as needed.

The department head will be responsible for reporting any information to their Vice President or Executive Director.

One of the Weather Emergency Decision Team members (VP of Finance and Administration or the VP of Academic Affairs) or their designee, will contact the Director of Marketing and Recruiting who will contact the College President and make a recommendation to either cancel or delay one or all the campus locations. The President or his designee will be responsible for making a decision to close/delay operations.

If the decision to **delay, close or to shelter in place** is made, Director of Marketing and Recruiting will create and send a media release to the appropriate medias, update the WATC website and social medias and ensure that an college wide text/e-mail/message is sent to all faculty, staff and students.

### **Communicating with employees/students**

Once the decision is made to close or cancel any portion of the college, this information will be relayed as early as possible and will be communicated through various communication methods.

- Emergency Campus Texts ○ Through local media stations ○ Through the campus phone tree ○ By runner to classes in progress ○ On loud speakers (where available)
- All WSU Tech E-mail ○ WATC Campus closure Hotline at (316) 677-9596

If the College does not close in the morning, and weather conditions and circumstances worsen throughout the day, a determination to close for evening activities will occur as soon as possible.

## **MESSAGES:**

### **WSU Tech - All**

The message "**WSU Tech – Weather Delay**" means morning classes and activities (7:00 – 11:30 AM) are cancelled

- Campus facility staff report as scheduled.
- Remaining Faculty and Staff report at 10:00 AM . Classes that begin at 11:30 AM or later will be held as scheduled.

The message "**WSU Tech – Closed – DAY Classes**" means cancellation of all WATC day time classes and activities on all the campuses. Evening classes that begin after 5:00 PM could still be held as scheduled.

- Campus facility staff report at 3:00 PM.
- Employees scheduled to get off work at or prior to 6:00 PM need not report to work, with the exception of designated (essential) personnel necessary to keep the College operational and secure. ○ Any other employees scheduled to work at 5:00 PM or later will work as scheduled.

The message "**WSU Tech – Closed – DAY & EVENING Classes**" means cancellation of all WSU Tech day time and evening at all campuses. ○ Employees need not report to work, with the exception of designated

(essential) personnel necessary to keep the College operational and secure.

**WSU Tech – Individual campuses may be closed or delayed separately and be announced by location. The same procedures listed above will be followed.**

“National Center for Aviation Training Closed”

- All WSU Tech operations, including meetings and special events, at the NCAT location will be canceled and/or dismissed. This does not include NIAR/WSU classes or events at this location. ○ All WSU Tech faculty, non-essential staff and students are excused.

“City Center Campus Closed”

- All WSU Tech operations, including meetings and special events, at the Grove location will be canceled and/or dismissed. This does not include USD 259 classes

or events at this location. ○ All WSU Tech faculty, non-essential staff and students are excused.

“WSU South”

- All WSU Tech operations, including meetings and special events, at the WSU South location will be canceled and/or dismissed. ○ All WATC faculty, non-essential staff and students are excused.

**Evening and weekend closures follow the same process and communications.**