

December 7, 2009

## MEMORANDUM

To: The University of Findlay Community

Re: Operations During Inclement Weather

1. The University appreciates the cooperation and commitment of faculty, staff, and other full-time and part-time personnel who, over the years, have reached campus during periods of inclement weather and kept operations as near normal as possible. That has led to continuing operations of the University for all except three times during the last twenty years, one of which occurred during the Christmas period when students were not on campus and classes were not being held.
2. The University has the obligation to operate as normally as possible during inclement weather or other variations from normal conditions. Over 1300 students live on campus and services must be provided to them. An estimated additional 1000 students live within a mile of campus and regularly walk to campus.
3. UF prepares students for service professions and it is appropriate to set an example, when possible, that is consistent with the expectations of graduates in their service professions. It follows that, except under extremely adverse conditions, classes should be held as scheduled, offices should be open and operating, and employees should report for work. This does not mean that classes would be held if conditions which prevailed would likely endanger those involved, but it means that classes should be held in the normal course of events unless there are circumstances which would preclude them.
4. University faculty, staff, and students traverse up to seven county jurisdictions in coming from their homes to campus. All of the jurisdictions may not have the same road hazard condition status. Road and weather conditions within about a five mile radius of campus and conditions within the City of Findlay are those which have the prevailing impact on the ability of the University to operate effectively. Conditions on campus have been controllable in recent years in most cases and should be in the future unless there is a sustained loss of electricity or other critical service.
5. Preplanning involves individuals and organizations making careful plans to be on site as needed to be adequately staffed, and to be prepared to operate as near normal as possible. Once inclement weather arrives, key features are to get an early start to reach campus and, on campus, an early start of snow removal. Attempting to stay ahead of snow or sleet in order to have clear walkways and parking lots to the extent possible contributes greatly to holding classes and other events as scheduled, and having near normal operations. That has largely occurred.
6. During inclement weather, information on the status of University operations will be posted to the University website at [www.findlay.edu/academics/weather](http://www.findlay.edu/academics/weather). The presumption should always be that the University is open and operating unless specific information to the contrary is posted.

7. Any cancellation of classes will be on the University website. The website will reflect the official position of the University and not area radio or TV which can easily be in error or infrequently updated. The University telephone switchboard operator will also be provided with the status of operations, as well as the Security Office.
8. If weather or other circumstances are threatening for the next day, University personnel may remain overnight in campus facilities which will be provided without charge.
9. Employees in maintenance, housekeeping and security should report as scheduled and check with their immediate supervisors if there are questions. Temporary accommodations will be made available for employees who need to remain on campus during severe weather conditions.
10. Weather emergency classification declared by public agencies and the University's plan to respond to different levels of weather conditions are at Appendix A.
11. Sample notices during periods of inclement weather are at Appendix B.
12. The Hancock County Sheriff's Office classifications of weather conditions, thunderstorms, tornadoes, and floods, are at Appendix C.

**Weather Condition Classification by Public Agencies, such as County Sherriff's Office**

Level	Description	University Plans and Operations
Level 1 Alert	Roadways are hazardous, drive with extreme caution.	Classes will be held and offices will be open to provide services. Employees of the University should report to work.
Level 2 Advisory	Roadways are extremely hazardous with blowing and drifting snow and/or flooding. Only those who feel it is necessary to travel should be on the roadways.	<p>Classes will be held and offices will be open to provide services.</p> <p>Employees of the University should report to work. If they cannot report they should contact their supervisor.</p> <p>Faculty members who must cancel a class meeting should contact students by email, notify their department director and dean, and schedule make-up class sessions if necessary.</p>
Level 3 Emergency	Most roadways are closed and extremely hazardous/flooded. Employees should comply with workplace policies or contact their employer. Violators may be cited.	<p>Classes will be held and offices will be open to provide services unless otherwise noted on the University Website at <a href="http://www.findlay.edu/academics/weather">www.findlay.edu/academics/weather</a></p> <p>Employees of the University should report to work if they can do so. If they cannot do so, they should contact their supervisor.</p> <p>Faculty members who must cancel a class meeting should contact students by email, notify their department director and dean, and schedule make-up class sessions if necessary.</p>

**SAMPLE NOTICES for INCLEMENT WEATHER CONDITIONS**  
For UF Website during Inclement Weather Periods

1. University is Open and Operating.

The University is open and operating. Classes are being held and operations are proceeding as normal. Any change will be posted on the website.

2. Worsening Conditions and Potential Need to Restrict Some Operations.

The University is open and operating but weather conditions may necessitate some limitations through \_\_\_\_\_. The limitations will be posted on the website. In the absence of such notice, the University will continue to be open and operating, classes will continue to meet for faculty and students who can reach the campus. Other operations will be as near normal as possible.

Faculty, staff, and students should report to campus as scheduled and as they are able to do so.

3. Partial Closing Due to Inclement Weather.

The University will continue to serve resident students but on-campus classes are temporarily cancelled. On-line classes will continue. The anticipated time of resuming regularly scheduled on-campus classes and other normal operations is \_\_\_\_\_.

Employees who are involved in maintenance of the campus and those who provide services to residential students should report to campus as they are able to do so.

4. University Returns to Normal Operations

The University returns to normal operations effective \_\_\_\_\_. Classes will meet as scheduled. Faculty, staff and students should report to campus as they are able to do so for resumption of on-campus classes and other normal operations.

5. Information on the status of operations on campus will be available on the UF website and through the University telephone switchboard operator.

If you have any questions regarding this policy, contact your supervisor and/or the Office of Human Resources.

## The Hancock County Sheriff's Office- Findlay, OH

Weather Conditions	
Level	Description
1 Alert	Roadways are hazardous, drive with extreme caution.
2 Advisory	Roadways are extremely hazardous with blowing and drifting snow and/or flooding. Only those who feel it is necessary to travel should be on the roadways.
3 Emergency	Most roadways are closed and extremely hazardous/flooded. Employees should comply with workplace policies or contact their employer. Violators may be cited.

Thunder Storms	
Watch	Conditions are favorable for a strong thunder storm to occur within the time period defined
Warning	Severe weather has been spotted and is headed our way. May be dangerous lightning, high winds, large amounts of rainfall, hail, and thunder. Seek shelter away from windows.
Tornado	
Watch	Conditions are favorable for a tornado to occur within the time period defined
Warning	A funnel cloud has been spotted and may be coming our way. Emergency sirens will sound throughout the city and in areas of the county. Tornadic storms may also contain high winds, dangerous lightning, large amounts of rainfall, hail, and thunder. Seek shelter away from windows and in a secure area such as in a basement.

Flood	
Watch	Indicates that local water levels (lakes, ponds, rivers, and streams) are rising to dangerous levels and could overrun their banks.
Warning	Indicates that the former has happened, making roadways hazardous, and in severe cases causing areas to be evacuated. Flash floods happen in a very short time, and can recede nearly as fast as they appear. Flash floods can make roadways treacherous and rivers dangerous.