POLICY

1.01 During inclement weather, OSU Institute of Technology (OSUIT) will make a decision whether or not to close campus based on all available information.

1.02 The decision of whether or not conditions warrant canceling classes and closing the campus is made through consensus of the Inclement Weather Committee. This committee is comprised of persons in the following positions:
   A. OSUIT Executive Vice President
   B. OSUIT Emergency Manager
   C. OSUIT Physical Plant Director
   D. OSUIT Public Safety/Police Chief
   E. OSUIT President
   F. OSUIT Communications/PIO

1.03 The OSUIT website (osuit.edu), OSUIT email, the Cowboy Alert system, and university-sanctioned social media networks are the official means of communicating all information concerning weather-related closings. Local television and radio stations will also be notified but should not be relied upon for accuracy.

1.04 When necessary, the university will announce a separate decision about canceling night classes (those classes starting at 4:30 p.m. or after) by 2:00 p.m., if possible.

1.05 When the university is closed, all classes, events, and activities scheduled for the specified period and learning site(s) are canceled. Requests for exception should be addressed to the Executive Vice President in writing by the appropriate unit leader (or designee). Decisions will be communicated to the requesting party and the Inclement Weather Committee.

1.06 No employee will communicate a message to students or subordinates regarding OSUIT’s main campus status that is counter to the university decision.

1.07 Due to varying travel conditions statewide, some circumstances may warrant a separate decision for remote learning sites.
   A. The Director of each OSUIT remote learning site (e.g. OSUIT-MidAmerica Industrial Park) will be responsible for informing the Director of Marketing & Communications regarding their operational status if varying from the main campus decision.
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B. For remote learning sites not operated by OSUIT, responsibility to determine the facility’s operating status rests with the student or employee.

C. The decision of the remote learning site will supersede decisions made for the Okmulgee campus.

1.08 Vice presidents are responsible for seeing that necessary services are provided in their respective areas when the university is closed. Employees required to provide such services will be identified by their supervisors. Classified employees who must report to work when the university is closed due to inclement weather will be allowed compensation time for each hour worked. Persons who are not required to work when the campus is closed will be granted authorized absence.

1.09 During campus closings due to inclement weather, those employees recognized as “essential personnel” may still be required to report to work. Essential personnel are defined as those individuals who provide services that relate directly to the health, safety, and welfare of the university, ensure continuity of key operations, and maintain and protect OSUIT property.

1.10 Employees who do not report when the campus is open will be charged annual/compensatory leave or leave without pay. The Office of Human Resources will prescribe reporting and timekeeping details.

1.11 The Vice President of Academic Affairs will recommend to the President if and when missed class days should be made up.

1.12 Weather and road conditions vary from place to place. Employees and students are expected to exercise good judgment regarding the safety of travel when road conditions are affected by the weather.

PROCEDURES

2.01 OSUIT’s Emergency Manager will serve as the lead in coordinating the assessment of the severity of weather conditions and analyzing data from the National Weather Service along with other agencies and departments as needed.

2.02 The decision to close campus or delay opening shall be made by 4:30 a.m. so that official information may be posted on the OSUIT website by 5:00 a.m.

2.03 In the event of a delayed opening, classes will begin meeting at the new time (e.g., a class scheduled to meet from 8:30 a.m. to 10:30 a.m. will begin meeting when the campus opens at 9:30 a.m.). All classes that are scheduled to begin and end previous to the delayed start time will be canceled.

2.04 The Office of Marketing & Communications will use official channels to communicate the operational status of the Okmulgee campus and its own remote learning sites.
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2.05 OSUIT’s plan does not call for making public announcements if there is no disruption of operations or closing of campus. “No news” means all operations continue as normal.

2.06 In the event of conflicting media information, the OSUIT website shall be considered the principal source for official information.

2.07 Documentation will be maintained after each event outlining recommendations and actions taken by administration. This report will be maintained in the Emergency Operations Center.

Adopted: February 2014
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