

New River Policy



POLICY NAME	Inclement Weather and Emergency Procedure		POLICY NO.	NR 1.3	
RESPONSIBLE OFFICE	Administration Academic Affairs	EFFECTIVE DATE	February 7, 2007	DATE APPROVED	July 23, 2021
DATE OF LAST REVISION	July 22, 2021	DATE OF NEXT REVIEW	July 2024		

SCOPE

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

Compliance – Legislative Rule

West Virginia Code § 18B-1-6(c)(3), Title § 133-54-Campus Safety Procedures

POLICY STATEMENT

Safety is a priority for New River Community and Technical College. These basic emergency procedures are designed for the protection of lives and property through effective use of campus resources.

PURPOSE

The purpose of this policy is to establish procedures for the cancellation of classes or closure of facilities due to inclement weather or emergency situations.

GENERAL PROVISIONS

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.

TERMS AND DEFINITIONS

TERM	DEFINITION
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.
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 Campus Director and/or Supervisor.
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 Campus Director and/or Supervisor.
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 Campus Director and/or Supervisor.
Class Cancellation	Classes are canceled; however, the College is open for business.
College Facility Closure	The College or one or more campuses or facilities will be closed for business for the day and/or evening activities.
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.
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.
Notification	The College will utilize the Regroup Alert System to notify members of the campus community. Public announcements will be coordinated with local radio and television stations.

SECTION 1: Procedure

- 1.1 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 Campus Director in consultation with the Vice President for Academic and Student 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.
- 1.2 Campus Director and/or Vice President for Academic and Student Affairs' Responsibility – In consultation with the President, the Campus Director and the Vice President for Academic and Student 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.
- 1.3 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 emergency notification system. The President's staff will notify their immediate staff.
- 1.4 **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. 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 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.

- 1.5 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 maintenance personnel as deemed necessary. Additionally, all classes, public meetings/events/activities scheduled at the facility prior to 10:00 a.m. will be canceled. The non-exempt essential employees will be eligible for overtime or compensatory time.
- 1.6 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.
- 1.7 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.
- 1.8 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.
- 1.9 Emergency Alert System** – The Vice President for Technology Services, Director of Communications, and Campus Director 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.

SECTION 2: Media Notification

- 2.1 Media Stations** - 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 are:

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 (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	WCHS-TV
WOAY-TV	WVVA-TV	WVNS -TV	
	WOAY-TV		

- 2.2 Procedure Posting** – The Campus Director 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 Director of Communications is to be contacted by each Campus Director or Vice President to post the information to the website/social media/alert messaging system.

2.3 **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.

2.4 **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

SECTION 3: Lost Time

3.1 **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.

3.2 **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, may be charged against accumulated annual leave or the employee may work an alternative schedule to make up the time.

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**).

3.3 **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 the Personnel Administration Policy.

EXCEPTIONS/EXCLUSIONS

Under certain circumstances of a closure, delayed start, etc., telework options may be available for employees whose job duties allow remote work. The option to telework under certain circumstances must be approved in advance and comply with NR 6.1 Telework Procedure.

REVIEW

This policy shall be reviewed on an annual basis to ensure all media avenues are still relevant and contact information is current. Upon such review, the President or President's designee may recommend that the policy be amended or repealed.

APPROVAL SIGNATURES

DocuSigned by:
Bonny B. Copenhaver
President
Date

RELATED POLICIES, OTHER REFERENCES AND ADDITIONAL NOTES

ASSOCIATED FORMS

Essential Personnel Contact Information

HISTORY	
REVISION DATE	DESCRIPTION OF CHANGE
12/12/2020	Clarification of essential personnel to report to work and Emergency Alert System.
11/2/2020	Updated Essential Personnel Contact Information

New River Community and Technical College expects all faculty, staff and students to be familiar with and adhere to all applicable college policies.

