

Appendix B

Emergency Closing Procedure

United Theological Seminary's **Emergency Closing Procedure** outlines the steps necessary to cancel classes or close the Seminary.

This Emergency Closing Procedure contains comprehensive information on rationale and procedures and is available for all staff, students and faculty, and is housed on United's website at <http://united.edu/Weather-Closings/Weather-Closings/menu-id-116.html>.

The entire procedure is housed with Executive Staff and back-up personnel. Hard copies are to be kept in offices and at home.

Part One: Emergency Closing Procedure

I. RATIONALE

A. Reasons to Close the School

- Inclement weather
- Environmental threats – fire, flood, power, HVAC
- Health – contagious disease
- Security – threat to safety and security of personnel

If one or more of the following conditions exist, the President or Academic Dean will consider delaying the opening of the Seminary or closing the Seminary:

- If Montgomery County or neighboring counties are under a level two or a level three snow emergency
- Other local colleges and universities are closed or on a delay (Sinclair Community College, University of Dayton, Wilberforce University, Central State University, Clark State Community College, Wright State University)
- Dayton Public Schools has announced a closing
- Wright Patterson AFB is closed or on a delay
- Other Resources to consult:
 - Weather.com
 - County Health Department
 - Local TV News/Weather
 - Police, Fire Departments
 - WHIO.com

B. Reasons to Cancel Classes

Conditions particular to students may require the canceling of classes without necessitating the closing of the entire campus. Instances where the safety of students is

jeopardized will demand classes to be canceled. These conditions could include, for example, the following:

- Poor weather conditions in Montgomery County making it hazardous for students to travel from a distance into Dayton.
- Given that employees live locally, weather conditions may not bear the same negative impact on staff as upon commuters and normal business of the school may still take place.

II. WHO MAKES DECISION TO CLOSE?

- President, Backup: Administrative Assistant to the President
- Vice President for Academic Affairs and Academic Dean; Backup: Associate Dean for Academic Programs
- Vice President for Finance and Administration
- Facilities Director

III. CLOSING PROCEDURE

The decision to close the campus is to be communicated to all essential personnel and media by **6 a.m.** The decision to close after the building has already been opened needs to be made **at least 2 hours** prior to the next scheduled class if possible.

The following procedures are based on the announcement not to open the school. In the event the campus is already open, the same procedures will follow as applicable.

1. Academic Dean and President (if available) or two of the following: Academic Dean, VP for Finance and Administration, and Facilities Director assess situation **(between 5 and 5:30 a.m.)** and determine whether to:

- Close school
- Delay Opening

2. Once the decision to close or delay has been reached, the President or Academic Dean will notify the VP for Finance and Administration (Backup: Administrative Assistant to the President), who is responsible for coordinating the closing process, serving as the central communications point. He/she will notify the following people of closing or delay:

- **Facilities Director** is to notify employees who come in early and to secure the building if necessary (Backup: Lead Custodian). This needs to occur by **5:30 a.m., if possible.** *
- **Associate Director of Communications** will update website, send mass email to students, faculty and staff, notify Springmyer Communications, update phone system and serve as public spokesperson, if necessary. (Backup: Communications Associate or Vice President for Development)
- **Receptionist/Security Officer** is to notify the opening receptionist.

***Note:** If there is questionable weather, employees who start work early (**6-7 a.m.**) should check with their supervisor or wait to hear if the school is closing or if there is a delay.

Springmyer Communications updates the following radio, TV, and sister stations:

WDTN/TV CH 2	WYSO/FM 91.3	
WKEF/TV CH 22	WGTV/FM 92.9	
WRGT/TV CH 45	WRNB/FM 92.1	
WING/AM 1410	WDHT/FM 102.9	WMUB/FM 88.5

Contact WHIO separately.

Note: When considering a delay, please note that at least one of the TV stations does not allow you to specify a time for opening. You must use 2-hour delay. For these purposes, we use the time of **8 a.m. as start time**, so a 2-hour delay would mean we would open at 10 a.m. This needs to be specified on the website and email announcements.

Note: Only the President, the Academic Dean, Vice President for Development, Associate Director of Communications and the Communications Associate are authorized to make emergency closing media announcements.

For Early Closing:

All of the above steps are to be followed in the event that the school is open and must close early. The additional steps are to be added to the above process.

- Vice Presidents are to notify their direct reports, Directors their direct reports, and so on.
- All employees are to do what they can to inform and assist students and other visitors to exit the building.

IV. PROCEDURE FOR CANCELING CLASSES

The decision to cancel classes is to be communicated to all students and related personnel by **6 a.m.** or at least two hours prior to the next scheduled class, if possible.

1. Academic Dean or President will confer with the Vice President for Finance and Administration to assess situation (**between 5 and 5:30 a.m.**) and determine whether classes should be canceled.

2. Once the decision to cancel classes has been reached, the Academic Dean will notify the Associate Director for Communications and all Academic offices.

3. The Vice President for Finance and Administration will notify the Director of Facilities.
4. The Associate Director for Communications will update website, send mass email to students, update phone system and notify Springmyer Communications and WHIO. (Backup: Communications Associate or Vice President for Development).

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