United Theological Seminary

Emergency Closing Procedure

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

This document has two sections: Part One: 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.

Part Two: Appendix contains CONFIDENTIAL and PRIVATE information and is NOT meant for general distribution. It includes private phone numbers, certain security codes, and systematic procedures for use by essential personnel.

The entire procedure, Part One and Part Two, 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:
  o Weather.com
  o County Health Department
  o Local TV News/Weather
  o Police, Fire Departments
  o 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 staff 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, Wendy Deichmann: Backup: Senior Assistant to the President, JoAnn Wagner
- VP and Dean, David Watson; Backup: Associate Dean, Vivian Johnson
- VP of Finance, Ron Kuker
- Facilities Director, Roger Bowyer

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 of Finance 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 Dean will notify the VP for Finance (back-up, Senior 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 (Roger Bowyer) is to notify employees who come in early and to secure the building if necessary (Backup: Lead Custodian George Taylor). Roger would like to know about closings and delays by 5:30 a.m., if possible. *
   - Senior Assistant to the President (JoAnn Wagner) will update website, send mass email to students, faculty and staff, notify Springmyer Communications, notify Lorraine Dodds (who will update phone system) and serve as public
spokesperson, if necessary. (Backup: Communications Coordinator Angie Klosterman)

*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:

<table>
<thead>
<tr>
<th>Radio Station</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDTN/TV CH 2</td>
<td>WYSO/FM 91.3</td>
</tr>
<tr>
<td>WKEF/TV CH 22</td>
<td>WGTZ/FM 92.9</td>
</tr>
<tr>
<td>WRGT/TV CH 45</td>
<td>WRNB/FM 92.1</td>
</tr>
<tr>
<td>WING/AM 1410</td>
<td>WDHT/FM 102.9</td>
</tr>
<tr>
<td></td>
<td>WMUB/FM 88.5</td>
</tr>
</tbody>
</table>

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 Senior Assistant to the President, the President, the Dean and the Communications Coordinator are authorized to make 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 VP for Finance 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 Dean will notify the Senior Assistance to the President and all Academic offices.
3. The VP for Finance will notify the Director of Facilities.

4. The Senior Assistant to the President will update website, send mass email to students, notify Lorraine Dodds (to update phone system) and notify Springmyer Communications and WHIO. (Backup: Communications Coordinator). Springmyer Communications updates the following radio, TV, and sister stations:

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

Contact WHIO separately.

**Note:** Only the Senior Assistant to the President, the Communications Coordinator, the Dean and the President are authorized to make media announcements.

**PART TWO: APPENDICES OF REFERENCE CONTAINS:**

1. Contact List for Personnel Involved in Closing Procedure
2. Procedure for Changing Message on Main Phone Line
3. How to Contact Media

**APPROVED BY:**

_______________________________________________________________
Wendy J. Deichmann, President          David Watson, Dean

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Ron Kuker, VP for Finance