



# Inclement Weather Policy

**Policy Title:** Inclement Weather Policy

**Issued By:** Department of Safety and Security Services

**Responsible Office:** Campus Services

**Responsible Officer:** Vice President, Campus Services

**Effective:** June 18, 2009

**Last Revised:** September 17, 2024

**Next Scheduled Review:** September 17, 2026

**Policy Statement:** An emergency delay or closure of a campus or location of Franklin University will be implemented when weather conditions are expected to threaten the health or safety of students, faculty or staff.

**Purpose:** This policy establishes guidelines for notifying the University community whether the University will remain open, delay any operations, or close all buildings due to inclement weather conditions at specific Franklin University locations.

**Scope:** This policy applies to the University community at all Franklin University locations.

**Definitions:** **Snow Emergency Classifications**

Level 1: Motorists are urged to drive very cautiously

Level 2: Only those who feel it is necessary to drive should be out on the roads. Motorists should use extreme caution.

Level 3: All roadways are closed to non-emergency personnel. No one should be driving during these conditions unless it is absolutely necessary to travel, or a personal emergency exists. Those traveling on the roads may subject themselves to arrest.

**University Community** – faculty, staff, and students

**Policy Details:** This policy addresses main campus and affects only face-to-face classes. Students are expected to report for class during inclement weather conditions unless the University declares a closing or delay. Courses taught online will be held regardless of decisions to close campus locations or course sections.



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A decision to cancel morning classes or delay the beginning of the work day may not indicate that courses will not be held that evening. Students, faculty, and staff should refer to the Franklin University website, sign up to receive SMS and email messages through the Franklin Alerts emergency notification system, call (877) 341-6300 or (614) 797-4700 and monitor local media to determine cancellations, delays, and rescheduling of University operations or courses. For additional weather-related information, consult the local media outlets in your area.

The University will not publish a public message on its websites unless the University has been closed or delayed.

Faculty and staff are expected to report for work during inclement weather conditions unless the University declares a closing or delay. It is expected that our employees utilize good judgment where a safety risk is present. During periods of inclement weather, when the University has not officially closed, any faculty or staff member who encounters severe conditions that preclude safe travel to the work destination should immediately notify and consult with their supervisor. This includes emergency advisories implemented by local authorities.

Students, staff and faculty residing in or traveling through counties under a Level 3 snow emergency should remain at home.

### **Other Severe Weather (Tornado, Flood, Heat Advisory, etc.)**

The Department of Safety and Security Services (DSSS) may issue such notifications in the event of anticipated or realized severe weather that poses a danger to the safety of on-campus students, faculty, and staff, or potential damage to campus infrastructure.

Initial and follow-up notifications may include:

- A brief description of the threat or event,
- Immediate actions to be taken to preserve life,
- “All clear” when a threat is no longer present,
- Additional information regarding campus closure, delays, etc.

On-campus students, faculty, and staff should follow all instructions issued through the emergency mass notification system as well as those issued by local authorities.

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### **References:**

Ohio Emergency Management Agency – Snow Emergency Levels

Franklin University Employee Handbook



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**Associated Policies**

**& Procedures:**

Inclement Weather Process, Franklin University Emergency Management Guide

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**Contacts:**

For more information:

Assistant Director of Safety & Security Services, (614) 902-2755

Assistant Director of Emergency Operations, (614) 947-6913

On-Duty Security Technician/Officer, (614) 947-6902

University Regulations:

Vice President, Campus Services, (614) 947-6080

Senior VP of Administration, (614) 947-6540

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**Review/Evaluation**

**Timeline:**

This policy will be reviewed every two years, or as needed.

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**Revision History:**

June 18, 2009; July 9, 2012; February 13, 2013; February 24, 2015; July 20, 2015; April 29, 2019; September 7, 2022, September 17, 2024

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**SharePoint:**

<https://franklinu.sharepoint.com/:f:/r/sites/Community/Shared%20Documents/Documents%20and%20Resources/University%20Policies?csf=1&web=1&e=IVxkP>

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