

University of Central Missouri
Internal Procedure and Timeline
For Limited University Operations and Class Cancellations/Delays
Under Inclement Weather Conditions

I. Purpose

The purpose of this document is to describe internal procedures and timelines to be followed when considering limited university operations and/or the delay or cancellation of classes due to inclement weather so that a determination can be made at the earliest possible moment.

II. Definitions

- “Cancellation” or a “delay” in the start of classes means only that classes are not in session or will start late, and that all other activities and campus operations are conducted as usual.
- “Limited university operations” means the cancellation of classes and student/faculty/ staff activities and meetings, in addition to all general offices, with the exception of those offices or individuals considered “weather-essential,” being closed. Note: A decision to cancel “scheduled” events/activities on campus will be made on a case-by-case basis when a decision is made to limit university operations or cancel classes.

UCM provides the following definition of “weather-essential functions,” as those responsibilities that provide for the well-being and service activities available for students who live on campus during emergency closure. Other functions may be declared essential by the provost, vice president, or university director over that function. Weather-essential functions required during limited university operations include:

- University Relations
- Information technology functions;
- Facilities Management: non-clerical physical plant functions, garage functions, building services functions, and security functions;
- Student Affairs: residential life functions and Elliott Union functions; and
- Public Safety

Each vice president and university director is responsible for developing and implementing internal procedures and policies that identify positions and for informing employees who are required to work in weather-essential functions when university operations are limited.

III. Authority

The decision to limit university operations and/or delay/cancel classes rests with the university president.

IV. Procedures

UCM's Office of Public Safety regularly monitors the forecast for approaching inclement weather and **immediately** notifies the director of Public Safety when it first becomes known that inclement weather conditions could potentially affect the status of classes and university operations. **Within the first 30 minutes (or as soon as possible)** after being notified, the director of Public Safety or his/her designee will gather information from entities such as UCM's Facilities, Planning & Operations Office, the city of Warrensburg, the Missouri Department of Transportation and any other relevant entities for information about campus, city, county and state road conditions.

The director of Public Safety will then contact the president or his/her designee to advise him/her of the current conditions, and, if possible, provide a recommendation regarding the delay/cancellation of classes and university operations. If more time is needed to assess the conditions and to make a recommendation, regular updates will be provided to the president or his/her designee every 30 minutes, or sooner depending on how rapidly the weather pattern is changing. The director of Public Safety or his/her designee will also alert the University Relations representative.

The overarching goal is to make a decision regarding closure, cancellation or delays as early as possible. If conditions are such that they must continue to be monitored throughout the day or night before a recommendation can be made to the president, a recommendation must be made no later than 4:30 a.m./1:30 p.m. respectively, so that the President may make a decision to limit operations and delay/cancel classes by 5:00 a.m. for day classes and 2:00 p.m. for evening classes. As noted above, regular updates will be provided until such time that a recommendation and decision are made.

If the president makes a decision to limit university operations and delay/cancel classes, the Director of Public Safety will immediately notify and confirm with the University Relations representative so that notification can be made to all local media sources, and information can be posted to UCM's Web site, e-mail, voice mail system, and a text message can be sent to subscribers. (Public Safety or Information Services may be asked to assist with this.)

UCM Summit Center: A decision to cancel/delay classes at the UCM Summit Center (CSC) in Lee's Summit, Missouri, is the responsibility of the provost. The director of CSC is responsible for monitoring weather and road conditions in the Kansas City metropolitan area. At the first sign of inclement weather, the CSC director will alert the director of Extended Campus (EC). The EC director will then notify the provost and the University Relations representative of the impending weather conditions.

Recommendations to cancel/delay classes or to close the CSC site will be made by the EC director to the provost. Upon notification of canceled/delayed classes or closure of the CSC site, the University Relations representative will contact all local media sources, and post information to UCM's Web site, e-mail, voice mail system, and send a text message to subscribers.

As with the Warrensburg campus, it is important that a decision be made as early as possible. If conditions are such that they must be monitored through the night or day before a recommendation can be made, a decision to limit operations and delay/cancel classes should be made no later than 2:00 p.m. for classes held at CSC.

V. Notification to the Public

As previously noted, once a decision is made to delay/cancel classes and/or to limit university operations, a representative from University Relations will immediately notify all local media sources including radio and television news stations. It should be noted that once UCM notifies the media, it has no control over when these sources announce the information, which could result in a delayed communication. Messages will be posted to UCM's Web site, e-mail, and voicemail system, and text messages will be sent to all subscribers using the appropriate script(s) from the following list:

- **Delayed Opening** – “Due to inclement weather and road conditions, UCM's main campus in Warrensburg (CSC site) will delay its opening until **xxx** today. Personnel designated as “weather-essential” are expected to report to work as scheduled by their supervisor. Students are expected to report to classes scheduled to begin at **xxx** or later. All classes scheduled to start prior to **xxx** are canceled for today.

UCM offices will open at **xxx**, at which time all faculty and staff are expected to be at work.”

- **Limited Operations** – “Due to inclement weather and road conditions, UCM's main campus in Warrensburg (CSC site) will limit operations. All classes have been canceled. Only weather-essential personnel are required to report to work. Information pertaining to the operations of student service areas such as the library and recreational facilities may be found on UCM's Web site.
- **Cancellation of Afternoon/Evening Classes** – “Due to inclement weather and road conditions, UCM's main campus in Warrensburg (CSC site) is canceling all afternoon and evening classes beginning at **xxx** p.m.

Limited operations will go into effect for employees beginning at **xxx** p.m., and all non-essential personnel are excused for the remainder of the day.”

- **Cancellation of Evening Classes Only** – Due to inclement weather and road conditions, UCM's main campus in Warrensburg (CSC) is canceling all evening classes beginning at **xxx** p.m. or later.