

PROCEDURE NO. 301.1

AREA: General Administration

Adopted : December 7, 1999

Certified by _____

Dr. Adolphus Andrews
Vice President
Administration and Finance

Revisions Approved:

SUBJECT: EMERGENCY CLOSINGS

In the event of hampering snow conditions, physical plant problems or a National/State/Local Emergency situation, it may become necessary that the University close for the safety and/or protection of all employees and students. For purposes of identification, employees are designated as follows:

- A. Teaching Faculty
- B. Contract Employees
- C. Bi-Weekly Employees
- D. Essential Staff
 - 1. Security Staff
 - 2. Maintenance Personnel (designated by director)

In the case an emergency closing of the University for faculty and students, the President or his designate will be solely responsible for notifying the radio and TV stations of the closing. Staff, faculty and students will be informed of the closing over the following stations:

- Television: WHIO-Channel 7, WDTN-Channel 2, WKEF-Channel 22
- Radio: WCSU, WHIO

Local stations will identify schools by name, i.e., Central State University.

Thus, if an employee feels that he/she cannot, in all good conscience, get to work because of inclement weather then he/she may opt to use vacation time.

Essential staff employees, as previously defined, are expected to report to work under all circumstances.

