

Policy # 1104

Title: INCLEMENT WEATHER & EMERGENCY CLOSING POLICY

Responsible Oversight Director: Chief Finance & Operations Officer (CFOO)

Date of Current Revision: **May 1, 2020**

A. PURPOSE

The Southern Virginia Higher Education Center's (SVHEC) Emergency Closing Policy is to ensure inclement weather and emergency closing decision-making is coordinated and systematic. Circumstances that require emergency closings include inclement weather, utility failure, hazardous materials, fire, flooding, hurricane, tornado or other forced evacuations from the campus.

B. AUTHORITY

Virginia Code Section 23-231.24-29, as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations. The Governor gives authority to Agency heads outside the Metro Area to make closing decisions for their agencies.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

C. DEFINITIONS

Emergency Situation – Any situation that hinders access to the campus or use of the facilities such as power outage, accident, hazardous materials spill, area evacuation, fire, gas leak or other such conditions.

Inclement Weather – Snow, sleet, hail, heavy rain, stormy conditions, ice, tornado, hurricane, or other such weather conditions.

D. SCOPE

This policy is applicable to all members of the SVHEC community which includes SVHEC staff, partners, faculty, students and other users of the facilities unless otherwise stated. SVHEC Policies and Procedures are applicable to all members of the SVHEC community unless a specific policy states otherwise. SVHEC policies are located on the website, www.svhec.org.

E. POLICY STATEMENT

The SVHEC operations may be closed when the weather or other situations create hazardous operating and/or travel conditions. The SVHEC may be closed for inclement weather or other emergency situations for a specific period of time when determined by the Executive Director or the Chief Finance and Operations Officer. The Executive Director and CFOO will work with the Community Colleges and other Educational Partners as necessary in making this decision. Established channels of communication will be activated to notify everyone of operation status. The SVHEC is not responsible for bringing employees to work or taking them home. However, supervisors should ensure that their employees have a safe means of transportation before they depart the campus.

Every effort will be made to keep the SVHEC open during inclement weather. However, when conditions dictate, a decision will be made to either delay class start times, cancel classes for the day/evening, or close the campus completely. Employees are expected to come to work if the campus is not closed. Each employee is expected, in the final analysis, to decide whether it is possible or safe to come to the campus. When inclement weather or other emergency situations develop during the work day, employees cannot cancel classes, adjust office hours, or leave their customary duties without approval from their department director or division chief. The employee can make arrangements with their immediate supervisor to take annual leave, compensatory leave, or personal leave as needed.

Until the SVHEC is officially closed, all offices must remain open. Procedures and protocols are documented and maintained in the CFOO, Executive Director, and Director of IT and Operations' offices.

F. RELATED INFORMATION

[Department of Human Resource Management Policy #135 Emergency Closings](#)

¹Procedures are not a part of the policy document. They are maintained separately.

POLICY HISTORY

Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:

Patricia M. Nelson

Responsible Oversight Director's Signature

7/1/2013

Date

Executive Director – Provisional Approval of Policy:

Betty H. Cole

Executive Director's Signature

7/1/2013

Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

Board of Trustee – Approval of Policy:

Chairman's or Designee's Signature

Date

Policy Creation Date: March 2008

Last Revision Dates: July 1, 2013

This Revision Date: May 1, 2020

Next Scheduled Review Date: May 1, 2025

POLICY HISTORY (Revision of Policy)

Brenda Semy
Revisions Author's Signature

5/5/20
Date

Brenda Semy
Responsible Oversight Director's Signature

5/5/20
Date

Executive Director – Provisional Approval of REVISED Policy:

Patricia Adams
Executive Director's Signature

May 1, 2020
Date

Does this policy need to go before the Board for this 2020 revision approval?

Yes

No

Brenda Semy
CFOO Signature

5/5/20
Date

Policy Creation Date: March 2008

This Revision Date: May 1, 2020

Next Scheduled Review Date: May 1, 2025