

## APPENDIX IV

### 3358:11-4-06 Campus closings/delays policy.

- (A) Purpose. ~~Delaying the opening of the campus or closing the campus due to circumstances beyond the college's control may require delaying the opening of a campus or advancing the closing of a campus. Delays or closings are executed in accordance with college procedures.~~
- (B) Implementation. The executive vice president of business affairs/chief financial officer will implement procedures consistent with this policy.
- ~~(B) Guidelines.~~
- ~~(1) Communicating closings/delays. When a decision is made to cancel classes, a public announcement will be communicated to the following radio or television stations.~~
- ~~(a) Toledo radio. WYSZ (89.3 FM), WCWA (1230 AM), WSPD (1370 AM), WRVF (101.5 FM), WVKS (92.5 FM), WIOT (104.7 FM), WWWM (105.5 FM), WRQN (93.5 FM), WXKR (94.5 FM), WTOD (1560 AM), WLQR (1470 AM), WJUC (107.3 FM), WPOS (102.3 FM), WKKO (99.9 FM), WBUZ (106.7 FM).~~
- ~~(b) Findlay radio. WIMJ (107.7 FM), WFIN (1330 AM), WBVI (96.7 FM), WFOB (1430 AM), WKXA (100.5 FM), WQTL (106.3 FM), WCKY (103.7 FM).~~
- ~~(c) Northwest Ohio television. WTVG TV 13, WTOL TV 11, WNWO TV 24, WUPW TV 36.~~
- ~~(2) Timeframe for closing/delay decisions. When feasible, decisions for closing the college will be made prior to six thirty a.m. for day classes and before three forty five p.m. for evening classes. Announcements will apply to both credit and non credit classes and to all other scheduled events on the campus.~~
- ~~(3) Faculty reporting guidelines. When classes are cancelled, faculty do not need to report during the hours that the classes are cancelled by the college.~~
- ~~(4) Administrative/support staff reporting guidelines.~~
- ~~(a) When classes are announced as cancelled, all administrative and support staff personnel will be notified by their supervisors by telephone when they are to report to the college.~~
- ~~(b) If an employee does not report to work due to inclement weather but is responsible for being on duty, the duty time missed will not be compensated.~~
- ~~(5) Severe weather. During the spring and summer months, severe thunderstorm, tornado or other severe weather warnings are more prominent. The security department (recognized by blue or gray uniforms) and the buildings & grounds department (recognized by red shirts) will implement an emergency procedure to warn employees, students, and guests. When a designated staff member appears with warning information, listen carefully and follow the emergency instructions that are given. Time is limited during emergency situations and designated personnel will not have time to answer questions.~~

Effective date: XX/XX/XXXX

Certification

Date

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