



# INCLEMENT WEATHER POLICY AND PROCEDURES

Harris-Stowe State University is committed to the safety and security of its students, faculty, staff and visitors. As such, the decision to cancel classes, close the university is based on the overall concern for the safety and security of the university community. In general, however, HSSU's practice is to remain open and conduct business as usual during periods of inclement weather. Unless otherwise directed, all employees are expected to report to work at their regular time and to remain at work throughout the course of their regularly scheduled workday. Appropriate media outlets will be kept apprised of the status of the University.

The President has the authority to close the university due to inclement weather conditions or other environmental factors that may jeopardize the safety of the persons traveling to or from the university. Only employees designated by the President's office as essential personnel will be required to report to work. Employees so designated are notified in writing from the Office of Human Resources prior to the winter season of each year. Essential personnel who do not report to work when the university is declared closed will be charged personal leave and are required to submit leave documents.

## **INCLEMENT WEATHER PROCEDURES FOR DAY CLASSES AND THE WILLIAM L. CLAY EARLY CHILDHOOD CENTER**

The decision to close the University or to cancel day classes will be announced to the news media prior to 5:00 am. The media listing will separately denote the closings of (1) Harris-Stowe State University – Day Classes Only & (2) Harris-Stowe State University - William L. Clay Early Childhood Center.

Listed below is the sequence of events that should be followed:

1. Should conditions appear to warrant possible cancellation/closure, the public safety officer on duty will contact the Director of Public Safety by 3:00 a.m. The Director of Public Safety will contact the Dean of Student Success and the Provost. After consultation with the President, or his designee, a decision whether or not to close the University or to cancel day classes will be made.
2. If day classes are canceled, the Director of Public Safety will contact the following of the school cancellation/closing (using the appropriate code), **specifically denoting "Day Classes Only"** :
  - a. Director of Communications

- i. The Office of Communications and Marketing will notify the following radio/TV stations of a University closure: KMOX AM 1120, KTVI-Channel 2, KMOV-Channel 4, and KSDK-Channel 5.
    - ii. The Office will also place an announcement on the University home page- **Due to inclement weather, day classes have been cancelled. Continue to check the website for evening class information. Due to inclement weather the William Clay Early Childhood Center is closed.**
    - iii. The University community will also be notified of closings via an email notification to students, faculty and staff and a message on the University's social media platforms (Facebook, Instagram, and Twitter)
  - b. Dean of the College of Education
    - i. Will notify the Director of the William L. Clay Early Childhood Center of closures
    - ii. Will notify parents and caregivers via Brightwheel of any closures to the Early Childhood Center
  - c. Public Safety
    - i. Will notify the University community through HSSU's Emergency Notification System. All members of the University community who are registered to receive notifications will receive automatic phone, email, and text notifications regarding closures, as well as other important information during emergencies
      - 1. All members of the University community are encouraged to register, update or verify their telephone number and email at [www.hssu.edu/AlertMe](http://www.hssu.edu/AlertMe)
- 3. If classes are officially cancelled because of weather, efforts will be made to maintain services in the following operations:
  - a. Public Safety
  - b. Dining Services
  - c. Maintenance
  - d. Residential Life
  - e. IT Services

### **INCLEMENT WEATHER PROCEDURES FOR EVENING CLASSES**

Since the decision to cancel day classes due to inclement weather does not pertain to evening classes (classes beginning at 4:00 pm and after), a separate decision will be made later in the day.

The following procedures will be followed:

1. Between 10:00 am and 11:00 am, the Director of Public Safety will consult with the Provost and Dean of Student Success concerning the condition of the parking lots and their possible availability during the late afternoon and evening hours and will review information from the National Weather Bureau, the Missouri

State Highway Patrol District Office, and area public school offices concerning road conditions and impending weather changes.

2. At 11:30 am the Provost and Dean of Student Success will consult with the President's office and a decision will be made.
3. The University reserves the right to alter its decision if weather conditions change during the afternoon.
4. The Director of Public Safety will be responsible for informing the following people and/or offices of the decision:
  - a. Provost- who in turn will contact their department heads
  - b. Director of Communications – will release this information to the public media in time for the 12:00 noon news, will put information on HSSU website, share the closure via social media and HSSU e-mail
  - c. Public Safety- will send communication to University community via the E 2 Alert System (automatic text alerts, e-mail, and phone notification for information regarding the cancellation of classes)

### **SNOW AND ICE CLEANING PROCEDURES**

Each winter brings an increased exposure to slip and fall accidents to employees due to snow and ice accumulations. It is important that the necessary measures are taken to be prepared for the winter's snow and ice storms. It is imperative that entrance areas and general walking surfaces be kept clear of snow and ice. Snow removal team members are to be on call pending upcoming inclement weather and should anticipate notification from the Director of Facilities.

The snow removal team will adhere to the following general procedures as required due to snow and ice concerns:

1. Check the operations of all snow equipment on a regular basis to ensure its trouble free operation. When the daily weather forecast is calling for any possible accumulation of snow or ice, check equipment operation, gasoline supply, and ice melt supply to be sure you are prepared. Both the Director of Facilities and the Grounds Foreman will monitor weather conditions and advise or make recommendations to the school administrative team. A two (2) inch or more snowfall requires the grounds workers to start work as early as 4:00 a.m. to have the driveways and parking areas cleared of snow before 7 a.m. It is then necessary for the grounds/maintenance crew to continue their efforts during the day to remove snow from remote sidewalk areas. Alerting staff members for anything, less than two inches will be determined by the Director of Facilities and the Grounds Foreman unless notified by school administration.
2. Snow removal team members are to be on call pending upcoming inclement weather and should prepare to come in as early as is necessary to clean snow and

ice from the entrance areas of their building on the morning following and during a snow storm. This is necessary to provide a head start prior to employees arriving at your building. Minimally, you would plan on coming in one hour early following one to two inches of accumulated snow fall; two hours or as necessary when required due to heavier accumulations of snow or ice.

3. Snow removal team members should work closely with the Director of Facilities and the Grounds Foreman to determine the priority entrance areas to be cleared first. Be sure to clean the snow from the entrance area all the way out to the street or parking lot. Apply the necessary amount of ice melt to these areas. When the entrance areas are open, continue to clean the remaining sidewalk areas around your buildings.
4. As situations arise where particularly difficult and unsafe areas are identified, please assist the Director of Facilities and Grounds Foreman in any way that you can to assure that the area is maintained safe for your staff and all visitors.
5. Following snow removal work, be sure to check oil levels on snow equipment, gasoline and ice melt supplies, and be prepared for the next snowstorm or a re-freeze.