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| <p><b>Policy title</b></p> <p>Inclement Weather Policy</p>  | <p><b>Category</b></p> <p>Academic Affairs<br/>Administration<br/>Camps, Conferences, On-Campus Events<br/>Campus Communication<br/>Human Resources<br/>Marketing / Public Relations<br/>Student Life<br/>Travel and Off Campus Activities</p> |
| <p><b>Owner</b></p> <p>Public Relations/Human Resources</p> | <p><b>Approved by</b></p> <p>Threat Assessment Core Team</p>   |

## Purpose of this policy

### Procedures for closing the university due to weather conditions

## Policy statement

The decision to close the University due to dangerous or threatening weather conditions is made in consultation with the Provost, Vice President for Finance and Administration, Director of Public Relations and the Chief of Staff.

When a decision to close the University is made, the Director of Public Relations will notify faculty, staff and students immediately through the Wesleyan Alert System. A decision to close should be made by 6 a.m. for daytime closing and by 2:30 p.m. for cancellation of evening classes and events. (Times are subject to change when needed due to changing weather conditions.)

Weather closing announcements are initially made through the Wesleyan Alert System as well as sent via email, posted to the NWU website and announced through the local media. A list of local media who will announce school closing information can be found at [www.nebrwesleyan.edu/about-nwu/campus-safety/weather-closing](http://www.nebrwesleyan.edu/about-nwu/campus-safety/weather-closing).

Selected positions have been identified as essential during weather closings (e.g. security, residence life, food service, maintenance, grounds and custodial). Essential employees should report to work. Unless a position has been specifically identified as essential during a weather closing, the employee should assume their services are not required.

Typically, all public events will be cancelled. A decision not to cancel a previously scheduled public event will be made by a majority of Threat Assessment Core team members after consulting with the event sponsor. They will determine whether the campus building can be safely utilized, sidewalks and parking lots can be cleared to allow for safe passage of the public and predicted weather conditions are acceptable. In consultation with the event sponsor, a decision will be made on whether the event can be properly staffed. Providing essential services to residential students takes priority over service to a public event.

Questions pertaining to compensation for hours worked in such situations may be addressed to Human Resources (465-2570).