

## **ST. NORBERT COLLEGE SEVERE WEATHER PROCEDURES**

In the event of severe weather, St. Norbert College monitors conditions to ensure the safety of our community. As a residential campus, it is rare that classes would be canceled and/or the campus closed. However, if the decision is made to close the College due to an emergency weather event, limited campus services will remain open with essential personnel and limited hours and services.

The decision to close the College is made by the Vice President for Student Affairs in conjunction with the Vice President for Academic Affairs and the Vice President for Business and Finance. Any decisions related to canceling classes and closing the College will be made by 5:00 a.m., and employees and students will be notified accordingly. The decision is made based on the amount of snowfall or ice predicted, temperatures considered to be extremely cold, and/or high winds causing blowing and drifting, which may result in hazardous driving conditions.

### **Notifications**

In the event of a weather-related closing, students, faculty, and staff will be notified through the Alertus emergency notification system, which provides text, email, and phone messages. Information will also be posted on the College's website. Students and employees should ensure that they are registered with the Alertus system in order to receive messages. You can find information on how to register here: [snc.edu/campussafety/alertus.html](http://snc.edu/campussafety/alertus.html).

If a severe weather event occurs during the working day, deeming it appropriate to cancel classes and close the College, the Vice President for Student Affairs will notify Campus Safety, who will initiate the emergency notification system; information also will be made available on the College's website. Members of the President's Cabinet also will notify their department heads of the decision.

### **Alternative Work Arrangements/Course Delivery**

If the College officially does not open, opens late, or closes early, alternative arrangements are available for staff who are able to work remotely. Virtual classes will continue as planned. In the case of in-person courses, faculty are encouraged to move their class meetings online when feasible in order to avoid a negative impact on course progress. Students should monitor communication from faculty for each of their courses.

### **Essential Workers and Services**

Some areas are essential to the continued functioning of the College during a weather emergency. Supervisors will inform staff who are required to work on campus. Hourly staff will be paid time and a half for the times they are required to work when the College is officially closed. While the nature of the emergency will affect departments differently, generally those areas that must be staffed include: the Kress Inn, Dining Services, Campus Safety, Residential Education & Housing, the snow removal crew, and conference staff deemed essential by their supervisor if outside events remain scheduled as planned.

**Severe Weather Precautions**

The safety of the College's faculty, staff, and students is of utmost importance. If at any time, you feel it is unsafe to travel to campus, please work with your supervisor to determine an alternative work arrangement, adjust your start or ending time, or request use of PTO or a vacation day.

And, please remember to take the following precautions to protect yourself in the event of a major snowstorm or extremely cold temperatures:

- Allow extra time to arrive for classes and/or meetings.
- Wear weather-appropriate clothing and footwear.
- Watch your step. Although the SNC grounds crew does their best to keep sidewalks and parking lots clear, walking on ice can be dangerous.
- Be sure to check the SNC website and Alertus notifications for updates.