

December 6, 2004

YOUNGSTOWN STATE UNIVERSITY CANCELLATION OF CLASSES/ CONTINGENCY CLOSING

Cancellation of Classes

Youngstown State University is open year around except for designated holidays. There are circumstances that are beyond the control of the University and may require a decision to cancel classes. The essential question to be answered in making the decision is whether or not the primary instructional functions of the University can be maintained.

Classes may be cancelled when severe weather creates difficulty in maintaining clear access to the University and its parking areas and buildings. Although classes would not be in session, the **University would remain open and employees would be expected to report to work.** In event individual judgment is exercised not to report to campus, affected employees, who communicate this action to their supervisors, shall have access to accumulated vacation time, available personal days, or accrued compensatory time. The severity of the weather conditions might also necessitate the cancellation of scheduled events such as national testing sessions, athletic events, and Fine and Performing Arts programs.

The authority to cancel classes rests first with the President, and then with the Provost, and the Vice President for Administration, the Vice President for Student Affairs and the Executive Director of Facilities.

Communications

1. **WYSU-FM 88.5 (Ashtabula 90.1, New Wilmington 97.5) radio is the official source** regarding information about the cancellation of classes. Employees should tune in to WYSU-FM on the hour and half-hour for University information.

Among the official statements may be:

- “YSU is closed. Only emergency personnel should report to work.”
- “YSU is open; however classes are cancelled. Employees should report to work.”
- “YSU is closed this morning. Classes will resume at noon. Faculty and staff should report to work at noon. Stay tuned for further details.”
- “YSU classes are cancelled after five p.m. Emergency personnel should report to work.”

2. All area media will be contacted with the same statement regarding the cancellation of classes.
3. Each office and department should have a **telephone tree** in place in the event that calls are appropriate. However, often it will not be necessary to utilize the department telephone tree. WYSU-FM (88.5) radio should be your first source of information; then, if still in doubt, call the campus information number at 330-941-3000 or visit the University homepage at www.yzu.edu as two other recommended sources of official notification.

Contingency Closing

Youngstown State University is open year around except for designated holidays. There are circumstances that are beyond the control of the University and may require a decision to cancel classes. The essential question to be answered in making the decision is whether or not the primary instructional functions of the University can be maintained.

Closing Levels

Localized Closing/ Evacuation. During a localized/ evacuation, a single building will be temporarily evacuated or closed (and employees in such buildings, depending upon with circumstances, may or may not be sent home.) Examples would include a gas leak, bomb report, fire within or near a building, etc.

The need for some localized closings/ evacuations would be obvious and would not require senior-level administrators to declare the closing/ evacuation. (Maag Library may often be the only building open on campus during the weekends, and a separate procedure has been developed to enable the person in charge to declare a localized closing/ evacuation for that building.)

Localized closings/ evacuations are; again, often self-evident and would not require a specific administrative decision to evacuate; however, decisions to release employees from work following an evacuation should be referred to the normal administrative chain outlined below.

University Closing. During a University closing, University employees should **not** report to work, except for essential emergency personnel such as snow removal crews, as well as other personnel involved in operations that must continue (e.g. Campus Police, WYSU-FM, and some Facilities employees, etc.). Premium pay for employees who are *required to work during closing*, if applicable, will be in accordance with the appropriate bargaining agreement.

All buildings, except residence halls and the dining facilities that support those halls, would be closed.

The authority to declare a localized closing rests first with the President, and then with the Provost, the Vice President for Administration, Vice President for Student Affairs, and the Executive Director of Facilities.

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