

Pittsburg State University

Procedures for Canceling Classes or Curtailing Other University Operations

Whenever forecasts or weather conditions suggest that travel in the area could become hazardous, the following steps will be taken to decide whether classes or other University operations will be curtailed and to notify administrative personnel, faculty, staff and students of the decision(s).

1. During the nighttime hours, University Police will closely monitor street and road conditions due to severe weather conditions (snow, ice and windstorms). If weather conditions appear hazardous or dangerous, the patrol supervisor will contact the Director of Physical Plant no later than 4:00 a.m., to consult about current conditions of the city and campus streets and the University parking lots and sidewalks.
2. By 4:30 a.m., the Director of Physical Plant will report street and parking lot conditions on and near campus to the Vice President for Administration and Campus Life. In preparation for recommendation to the President, the Vice President for Administration and Campus Life shall make an assessment of weather conditions, including snow removal, streets and sidewalks, hazards to employees traveling to and from the campus and the ability to provide energy.
3. The Vice President for Administration and Campus Life will contact the Vice President for Academic Affairs and the President to decide whether to cancel classes and/or curtail other activities.
4. By 5:30 a.m., the President will make a decision to: a) Issue a Declaration of Inclement Weather and close the University, b) Keep the University open but cancel classes, or c) Keep the University open and classes in session. See **Inclement Weather Policy for University Employees**.
5. When a decision has been made, the President shall call the Director of University Communications or a designee who will notify University constituents as follows:
 - a. Notify the news media (television and radio stations) in the Pittsburg area.
 - b. Record a message on the President's Office Main Number.
 - c. Notify the Director of Physical Plant and University Officers who are members of the President's Council.
 - d. Notify all sponsors of campus events that the University is closed and that these events must be postponed or canceled. A fax release will be sent in a timely fashion to notify all media of changes in the University Calendar.
6. During the normal working hours, the same procedures to decide whether to dismiss employees early or to cancel afternoon or evening classes will be followed. The President's Office together with the Vice Presidents shall be responsible for disseminating information to campus offices on weather emergencies through Mr. Bulk-e, a "calling tree," and/or other established measures.