

**Title: Inclement Weather Policy****Policy Reference: Campus Safety, Emergency Preparedness****Purpose:**

Benedictine University (the “University”) has implemented an Inclement Weather Policy (the “Policy”) for the Lisle, IL campus.

**Scope:**

This policy applies to all Benedictine University staff, faculty, students, and visitors.

**Objective:**

The objective of this policy is to establish guidelines by which decisions will be made to cancel classes, to close the University and/or to cancel or postpone University-sponsored or hosted activities or events during inclement weather conditions.

**Policy Statement:**

Benedictine 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, and/or cancel or postpone University-sponsored programs or activities is based on the overall concern for the safety and security of the University community.

Benedictine University will remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the University reserves the right to close or delay operations. Unless otherwise directed, all faculty, staff and students are expected to report to campus and remain throughout the course of their regularly scheduled work and/or class day. Staff and faculty members should notify their supervisor if they believe they cannot commute safely between their home and campus during periods of inclement weather.

**Lisle Campus - Closure of Campus and Cancellation of Classes**

Whenever forecasts or weather conditions suggest that travel in the area could become hazardous and unsafe, Campus Safety will assemble the Inclement Weather Advisory Team (the “IWAT”) that will confer to assess the conditions of surrounding roadways and the ability to clear the campus parking lots and walkways. The IWAT members will be designated by the Director of Campus Safety. The IWAT will include the Emergency Preparedness Manager, Director of Campus Safety, Dean of Students, Director of Facilities, and the Snow Management Vendor. The IWAT will also survey what steps surrounding K-12 and higher education institutions are taking. After determining a recommendation from the IWAT, the Director of Campus Safety, Director of Facilities and Dean of Students will meet with the Chief of Enrollment and Marketing, Chief Academic Officer, and Chief Financial Officer, to discuss the recommendation at the President’s Cabinet (the “Cabinet”) level. The Cabinet will then make a final decision which will be communicated to the President of the University. The Director of Campus Safety

will then work with the Emergency Preparedness Manager to send a BenAlert informing the campus community of the recommended action.

- If the storm is predicted to occur overnight into morning, the Cabinet will make the recommendation by 5:00 am to notify the campus community.
- If the storm is predicted to hit early afternoon, the Cabinet will make the recommendation by 9:00 a.m. to notify the campus community.
- If the storm is predicted to hit late afternoon, the Cabinet will make the recommendation by 2:00 p.m. to notify the campus community.

To minimize the potential disruption to the learning process, individual faculty members may decide to shift student learning to online or virtual classes on those days where in-person classes are canceled due to inclement weather.

### **Delayed Opening**

In some circumstances, delaying class start times and the start of the workday, may be the recommendation for morning classes. This decision will be made by 5:00 am.

### **Canceling or Postponing University-Sponsored Activities or Events**

The IWAT will examine the event calendar to determine if any University-sponsored activities or events are happening on campus that may be affected by a decision to close or delay the start of the day. If weather conditions or other environmental factors jeopardize the safety of visitors traveling to or from the event, a recommendation to cancel or postpone the activity or event will be made as soon as possible by the Cabinet so notification can be made in the timely manner.

### **Steps in Making the Recommendation**

1. Emergency Preparedness Manager monitors the weather and forwards any information received from the **National Weather Service** to Facilities, Campus Safety, Student Affairs and Residence Life to start the process of communicating with students to relocate their cars so the parking lots can be plowed.
2. If the predicted storm becomes severe in nature (accumulations over 6 inches, blizzard conditions, dangerous ice accumulations, extreme cold temperatures), Campus Safety will call the IWAT members together to discuss any recommendations. Any recommendations may be accepted or amended by the Cabinet.
3. If the Cabinet agrees with the IWAT's recommendation to delay or cancel classes a communication via BenAlert is required to be sent out. The Emergency Preparedness Manager uses one of the templates already set up or is provided wording for the alert by the Cabinet.
4. Once a decision to either delay or cancel classes is made the Emergency Preparedness Manager also utilizes <https://www.emergencyclosingcenter.com/> and enters our institution in the list which is then picked up by radio and TV stations.
5. In addition, once the BenAlert message goes out the Marketing and Communications Department adds the message to the University's Website under Emergency Information.

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### **Mesa Campus - Closure of Campus and Cancellation of Classes**

Whenever forecasts or weather conditions suggest that travel in the area could become hazardous and unsafe, Campus Safety will assemble the Inclement Weather Advisory Team (the "IWAT") that will confer to assess the conditions of surrounding roadways. The IWAT members will be designated by the Director of Campus Safety. The IWAT will include the Emergency Preparedness Manager, Director of Campus Safety, Director, Student Life and Athletics, Director, Facilities, and the Associate Chief of Staff/Director of Marketing. The IWAT will also survey what steps surrounding K-12 and higher education institutions are taking. After determining a recommendation from the IWAT, the Director of Campus Safety and Director, Student Life and Athletics will meet with the Dean of Students to discuss the recommendation at the President's Cabinet (the "Cabinet"). The Cabinet will then make a final decision which will be communicated to the President of the University. The Director of Campus Safety will then work with the Director, Student Life and Athletics and/or Assistant Chief of Staff to send a BenAlert informing the campus community of the recommended action. The Emergency Preparedness Manager is a back-up.

- If the storm is predicted to occur overnight into morning, the Cabinet will make the recommendation by 5:00 am to notify the campus community.
- If the storm is predicted to hit early afternoon, the Cabinet will make the recommendation by 9:00 a.m. to notify the campus community.
- If the storm is predicted to hit late afternoon, the Cabinet will make the recommendation by 2:00 p.m. to notify the campus community.

To minimize the potential disruption to the learning process, individual faculty members may decide to shift student learning to online or virtual classes on those days where in-person classes are canceled due to inclement weather.

### **Delayed Opening**

In some circumstances, delaying class start times and the start of the workday, may be the recommendation for morning classes. This decision will be made by 5:00 am.

### **Canceling or Postponing University-Sponsored Activities or Events**

The IWAT will examine the event calendar to determine if any University-sponsored activities or events are happening on campus that may be affected by a decision to close or delay the start of the day. If weather conditions or other environmental factors jeopardize the safety of visitors traveling to or from the event, a recommendation to cancel or postpone the activity or event will be made as soon as possible by the Cabinet so notification can be made in the timely manner.

### **Steps in Making the Recommendation**

1. If the predicted storm becomes severe in nature (flash floods, severe dust storm, extreme temperatures), Campus Safety will call the IWAT members together to discuss any recommendations. Any recommendations may be accepted or amended by the Cabinet.

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2. If the Cabinet agrees with the IWAT's recommendation to delay or cancel classes a communication via BenAlert is required to be sent out. BenAlert is set up with templates ready to use or wording is provided for the alert by the Cabinet.
  3. Once a decision to either delay or cancel classes is made the Emergency Preparedness Manager also utilizes <https://www.azfamily.com/weather/closings/> and enters our institution in the list which is then picked up by radio and TV stations.
  4. In addition, once the BenAlert message goes out, Marketing adds the message to the University's Website under Emergency Information.

Date of Issuance: 12/15/23

Last Revised: 7/10/24

Departments Responsible: Campus Safety, Emergency Preparedness