

SEVERE WEATHER CLOSING POLICY AND PROCEDURES

In accordance with the core values at BGSU, the Severe Weather Closing Policy equally values the safety and lives of students, faculty, and staff, while recognizing that the effective operation of the University must be maintained.

Severe weather may result in transportation/safety problems for employees and students. If weather warrants closing or limiting the hours of the University, the decision to close will include both classes and nonessential areas on campus. If classes are cancelled, nonessential areas will be closed as well. The only services remaining open would be operations deemed essential, such as preparation and serving of meals to students, provision of lighting and heating to University buildings, law enforcement and public safety, and snow removal from parking areas and sidewalks.

In the event of severe weather that could affect safety, health, or access to the University, the President or designee will have the final authority to make the decision to close the University (classes and all non-essential areas on campus). If closure is determined, the University will remain closed until the beginning of the next workday. Non-essential shift employees should contact their immediate supervisors if clarification is needed.

In the event of an extended closing (more than a 24 hour period), the President or designee may reevaluate the availability of certain services (such as the library, Student Recreation Center, Student Health Service, etc). Supervisors in those areas shall create a list of employees who may be called in on day 2 or after and notify them if they are needed.

A decision to close the Firelands campus will be made by the Dean of Firelands. The Dean will notify all appropriate individuals, media, and the Main campus.

For the duration of the closure, only designated essential employees (individuals who have been issued ID cards identifying them as such) will be expected to report to, or remain at, work. All units must submit an updated list of essential employees to the Office of Human Resources by October 15th of each year. The Office of Human Resources will issue the required ID cards for all essential employees. Cards will be valid for one year (through October 31st). Supervisors will devise a system to notify those among the pool of designated essential employees who will be expected to work during closure. Classified staff, specifically advised in advance or called in specifically for the severe weather closure, will be paid two-and-one-half (2-1/2) times their hourly rate of pay for all hours worked during the emergency. Administrative staff, specifically advised in advance or called in specifically for the severe weather closure, will receive time off at the rate of 2 hours off for each hour worked. All other employees except for student employees will be compensated at their regular rate of pay whether they report to work or not.

Student employees who are paid on an hourly basis are paid ONLY for time worked. Students who work in excess of 40 hours per week (Sunday through Saturday) are paid at the rate of one and one-half times their hourly rate in accordance with the Fair Labor Standards Act. Bowling Green State University makes no provision for vacation pay, holiday pay, sick pay, or other leave time for student employees. Student employees are covered, however, under Ohio Worker's Compensation (<http://www.ohiobwc.com/>) in the event of a work-related injury or illness.

Notwithstanding any announcement of closure, faculty, staff, and students must assume responsibility for their own health and safety, as well as for their class or work responsibilities. If closure is not announced, employees who are concerned about their safety may choose to arrive late to work, leave early from work, or not report to work. For the time missed, employees may choose to use accrued vacation, personal leave (in one hour increments) or comp time, or, with approval of their immediate supervisor, use leave without pay.

Consideration of conditions

A decision to close the University may be based on weather information gathered from the State Highway Patrol, local police agencies surrounding the main campus, official weather reports and forecasts, and consultation with BGSU physical facilities and public safety offices. In most cases, the University will not close for winter conditions unless the Wood County Sheriff’s Department declares a Level 3 emergency. Below are the winter weather conditions classified by the Sheriff’s Department:

- **Level 1. Snow Alert.** Roadways are hazardous with blowing and drifting snow. Roads are also icy, drive carefully.
- **Level 2. Snow Advisory.** Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.
- **Level 3. Snow Emergency.** All roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. All employees should contact their employers to see if they should report to work. Those traveling on the roadways may subject themselves to arrest.

If a level 3 emergency is not declared, additional factors that will enter into the decision to close the University are: hazardous road conditions; the presence of ice, snow, or both; amount of wind; presence of daylight; the weather forecast; severe cold; and, consultation with the BGSU Police Department and the sheriff’s office.

Wind Chill Factor Chart

ACTUAL THERMOMETER READING (F) FAHRENHEIT												
WIND MPH	50	40	30	20	10	0	-10	-20	-30	-40	-50	-60
Calm	50	40	30	20	10	0	-10	-20	-30	-40	-50	-60
5	48	37	27	16	6	-5	-15	-26	-36	-47	-57	-68
10	40	28	16	4	-9	-24	-33	-46	-58	-70	-83	-95
15	36	22	9	-5	-18	-32	-46	-58	-72	-85	-99	-112
20	32	18	4	-10	-25	-39	-55	-67	-82	-98	-110	-124
25	30	16	0	-15	-29	-44	-59	-74	-88	-104	-118	-133
30	28	13	-2	-18	-33	-48	-63	-79	-94	-109	-125	-140
35	27	11	-4	-20	-35	-51	-67	-82	-96	-113	-129	-145
40	26	10	-6	-21	-37	-53	-69	-85	-100	-116	-132	-148
(Wind speeds greater than 40 mph have little additional effect.)	LITTLE DANGER (with proper clothing)			INCREASING DANGER Danger from freezing of exposed flesh				GREAT DANGER				

Earle, A. Scott , et al. *Patient Care*. Dec 1972.:92.

Communication

In the event of severe weather, the President's or designee's decision to close the University will be communicated by the Office of Marketing and Communications, which will notify the University Fact Line (372-2445), WBGU-FM (88.1), WFAL-AM (1610), WFOB-AM (1430), WCWA-AM (1230), WLQR-AM (1470), WFIN-AM (1330), and WGTE-FM (91.3). In addition, WBGU-TV (Channel 27) and four Toledo television stations (Channels 11, 13, 24 and 36) will be notified. Faculty, staff, and students will be sent an email announcement, and information related to the emergency will be posted on the University web site and sent out to subscribers of Alert BG (text-messaging system).

Efforts will be made to notify media, send email, and post web announcements and text-messages by 6:30 a.m. on the day of closing. In the event of an evening closure, Marketing and Communications will attempt to notify the campus and the media by 4 p.m. Employees and students may also call the University answering service number (419-372-SNOW) to confirm whether the University is closed or open. Employees and students should verify media announcements by consulting multiple official sources.

If the University is open but an individual faculty member cancels class, the faculty member will make a reasonable effort to notify students enrolled in the class.

Implementation:

Lists: Supervisors should create their lists of essential employees and "day 2" employees and forward them to the Office of Human Resources. The lists should be updated by October 31st of each year.

Cards: The Office of Human Resources will review lists and distribute cards to essential employees. Employee records will also be annotated to indicate "essential" status.

Position announcements: As supervisors create position descriptions, they should indicate that employees in essential areas may be called in to work in the event of an emergency.

Approved by President's Cabinet, December 2002

Media outlets updated February 2007

Alert BG information added December 2007

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