

Kutztown University plan for severe weather conditions affecting classes and administrative offices

Kutztown University plan for severe weather conditions affecting classes and administrative offices.

In the event severe weather conditions threaten to disrupt class and/or administrative office schedules, the primary concern will be the safety and welfare of the students, faculty and staff. In such situations, the following plan will be initiated:

The President (or designee) will contact the Pennsylvania State Police and/or Pennsylvania Department of Transportation to ascertain the condition of roads accessing Kutztown University. In addition, the President (or designee) will confer with the Facilities Department to evaluate potential difficulties in keeping campus roads and parking areas cleared throughout the day.

The President (or designee) may confer with other members of the cabinet to develop a recommendation on the status of classes/administrative offices. If severe weather conditions exist prior to the start of the class/administrative office schedule, a decision will be made as early as is reasonably possible.

The President may invoke one of the following three options: **The highlighted copy is how the message will be stated in news announcements.**

•KUTZTOWN UNIVERSITY, CLASSES BEGIN AT _____/SEVERE WEATHER LEAVE. If the classes and/or administrative office day have yet to begin, a delayed class schedule may be put into effect. Essential employees must report at the regular time, unless otherwise directed. All staff employees must report on time or use *severe weather leave.

•KUTZTOWN UNIVERSITY, CLASSES CANCELED/SEVERE WEATHER LEAVE. This decision will be made prior to or during the class and/or administrative office schedule. If the class schedule has begun, classes may be curtailed for the remainder of the day at a designated hour including evening classes. Essential employees must remain and/or report, unless otherwise directed and all offices are open. All staff employees must report on time, remain at work or utilize *severe weather leave.

•KUTZTOWN UNIVERSITY, CLOSED. In dangerous or extreme weather conditions the university will be closed. Essential employees must remain and/or report, unless otherwise directed. Except in the rare case of multiple consecutive full day closings (Re: Management Directive 530.17), other employees are not required to take leave.

Following the President's decision, his designee will immediately inform the appropriate outlets to disseminate the information to students, faculty/staff and the general public.

Cabinet members will initiate methods in place (phone trees, etc.) to inform the employees under their direction. Updates will be issued if the weather affects more than one class/administrative office day.

In severe weather conditions, safety is foremost. Each individual non-essential employee will have factors unique to his/her situation and must decide if travel in inclement

weather is appropriate. However, non-essential employees must inform their supervisor/department chairperson of their decision to remain at home and must take appropriate leave unless the University is closed.

Outlets for information regarding status of classes/administrative offices during severe weather conditions (Employees may refer to any outlet; however, the highlighted outlets will be the first to receive the information).

INTERNAL

Employee Hotline 683-4191

(Non-instructional employees should always check this line for clarification of other announcements)

University Police 683-4001

HOTLINE 683-4649

EXTERNAL

Television

KU - TV WRKU	Kutztown Univ.
KYW - TV 3	Philadelphia
WPVI - TV 6	Philadelphia
WGAL - TV 8	Lancaster
NBC - TV 10 WCAU	Philadelphia
WNEP - TV 16	Wilkes-Barre
WYOU - TV 22	Scranton
WBRE - TV 28	Scranton
WFMZ - TV (Channel 69)	Allentown

Radio

WAEB - AM 790	Allentown
WAEB - FM 104.1	Allentown
WCTO - FM 96	Allentown
WEEU - AM 830	Reading
WEEX - AM 1230	Easton
WFMZ - AM 1400	Allentown
WIOV - AM 1240	Ephrata
WIOV - FM 105.1	Ephrata
WLEV - FM 100.7	Allentown
WODE - FM 99.9	Easton
WRAW - AM 1340	Reading
WRFY - FM 102.5	Reading
WTKZ - AM 1470 (Spanish)	Allentown
KYW NEWS RADIO	Philadelphia (KU ID #1480)

Web Sites

Kutztown University - www.kutztown.edu/weather

Accu Weather - www.cancellations.com

Channel 3 - www.kyw1060.com

***Severe Weather Leave - Non-Instructional Employees must utilize annual, personal or documented compensatory time for work missed if they choose to leave campus or not report to work. Under conditions of Severe Weather Leave, all supervisors/department chairpersons will grant submitted leave requests. (In the absence of available paid leave, Leave Without Pay - AO will be approved)**