

Emergency Closing/Cancellation Policy

Effective Date: November 1, 1994
Revised: December 7, 2016
Issued by: Finance & Administration
Contact: Finance & Administration Office, 814-393-2240

Purpose:

To define the process to be used in determining when the University will cancel classes or close due to emergency weather conditions

Policy:

Only under extreme circumstances which create a state of emergency will the University close.

It is the policy of Clarion University to maintain services on a normal basis throughout the year. In some instances, weather-related emergencies arise which require the University to determine if it is prudent and reasonable to offer classes or require employees to report to or remain at work. In those instances, a management team, headed by the Vice President for Finance & Administration, will follow the process as outlined in order to provide a recommendation to the president or designee regarding the need to cancel classes or close the University and whether nonessential employees are to report to work.

This management team will consist of the following individuals:

- Provost
- Vice President for Student Affairs
- Vice President for Finance & Administration
- Vice President for University Advancement
- Dean, Clarion University, Venango
- Associate Vice President for Administration
- Director of Marketing and Communication
- Director of Facilities*
- Director of Public Safety/Chief of Police/Emergency Management*

*As needed based on determination of Vice President for Finance & Administration

Since the Clarion campus is a residential campus, special consideration will always be given to the fact that a majority of students live on or in close proximity to the campus. This always requires that the University be certain that regular services, outside of classroom instruction, are provided for resident students in the event of an emergency.

Cancellations and closings at the Venango campus will be handled by the management team as a separate recommendation. This is due to the fact that the Venango campus is a commuter campus and the fact that conditions can vary between the two campuses. Due to this variation in conditions, the Vice President for Finance & Administration will be responsible for establishing a contact person from the Venango campus who resides in close proximity to the campus or for establishing a means of communications with personnel present on the campus.

The management team must work to ensure that recommendations to the President are provided in a time frame which assures adult and commuter students are aware of cancellations or closings prior to leaving home for the University.

Faculty members unable to meet a class because of weather conditions must notify their Department Chairperson or Dean (except in instances in which classes are cancelled or the University is closed). Additionally, if the class is held at the Venango campus, the faculty member must notify the Dean of the Venango campus. This notification may be oral or in writing; however, within one week of the cancelled class, the faculty member must provide the Department Chairperson with a written confirmation of the cancellation and a plan for making up the class.

CANCELLATION/DELAY SCENARIOS

Possible decisions on University operations in the event of a weather-related emergency will be communicated via the [Eagle Alert](#) emergency text system. To receive text alerts on your cellphone about Clarion University cancellations or closing, sign up for [Eagle Alerts](#).

CANCELLATIONS

If Clarion University classes or University operations are canceled or if University operations are canceled after the work day has started, return to this page (www.clarion.edu/emergency) for more information.

Other off-campus locations where classes are held may be included/substituted as appropriate. Appropriate references will be made regarding athletic events and other campus activities. In the case of University operations being canceled, only individuals identified as essential personnel should report to campus according to their regular schedules unless directed otherwise by their supervisors.

DELAYS

If classes starting prior to the delayed start time are canceled or if Clarion University operations at the Clarion and/or Venango campuses are delayed until an indicated time, return to this page (www.clarion.edu/emergency) for more information.

Other off-campus locations where classes are held may be included/substituted as appropriate. Specific references will be made regarding the status of athletic events and other campus activities.

University teaching faculty and students should not report to classes scheduled before the time stated in the delay announcement. Student employees, including Graduate Assistants, should not report to work until after the time stated in the delay announcement. All other employees shall report to work according to their regular schedules.

If the opening of the University is delayed, only individuals identified as essential personnel should report to campus according to their regular schedules.

NOTE: When classes are delayed (or all operations delayed), faculty and students will follow their regular class schedule after the delay has ended. Classes that occurred during the delay period will not be made up. For classes that extend through multiple periods (e.g., class runs from 9:00 a.m. to noon), faculty and students should report for the remaining segment of the class period.

BEAR SAFETY

Black bears are native to the area. Be safe whenever you're participating in outdoor activities as some have been spotted close to campus. Here are some [bear safety tips](#) if you should encounter a black bear.

RADIO STATIONS:

- WWCH 1300 AM/C93 92.7 FM
- MegaRock 105.5 FM
- WCUC Clarion University 91.7 FM
- CUTV Clarion University
- WCED 1420 AM
- WDSN (SUNNY) 106.5 FM
- Forever Radio Stations
- WKQW Oil City 96.3 FM
- WMGW Meadville 1490 AM
- KOOL 103.3 FM

TELEVISION STATIONS:

- WTAE Radio and Television
- KDKA Radio and Television
- WJAC-TV
- WTAJ-TV
- WPXI-TV