

KWU CAMPUS ALERT

Kansas Wesleyan University has two policies that you should know about: Inclement Weather and Campus Notification. I encourage you to visit the KWU website for any updates. We also will contact media outlets – particularly KSAL radio and KSN-TV – should we decide that it is necessary to adjust our schedules.

Dr. Fletcher M. Lamkin, President & CEO

INCLEMENT WEATHER POLICY

POLICY

Kansas Wesleyan University will remain open except in the most severe weather conditions unless there is a request from the city or state authorities to curtail activities. The University president [or designee] may cancel classes, suspend campus activities, or close entirely because of extreme weather conditions.

It is not intended that students, faculty or staff should be put in dangerous situations. Should any individuals determine that it is not safe to travel in order to attend to their responsibilities, they should be excused from these activities with no penalty.

PROCEDURES

1. Students, faculty and staff will be notified according to the **CAMPUS NOTIFICATION POLICY** and through local media outlets of the status of classes and activities.
2. If the University is open, all faculty, administrators and staff are expected to make every reasonable effort to maintain regular work schedules. They should use good judgment when snow or ice makes driving hazardous.
3. If the University remains open and if a faculty member is unable to meet an assigned class, the faculty member is to inform the dean and the appropriate department chair requesting a notice to be posted indicating that the class will not be meeting according to its scheduled time and location.
4. If the University is closed, essential services will continue to operate.
5. The library will remain open as a service to students and faculty if weather conditions permit.
6. Students are responsible for academic work they miss due to absences caused by inclement weather. Students must take the initiative to make up missed class work. Faculty should provide a reasonable opportunity for students to complete assignments or missed examinations due to such absences.

CAMPUS NOTIFICATION POLICY

POLICY

In the event of an incident, the University President [or designee] shall be responsible for informing the campus community. It shall be the responsibility of each Administrative Cabinet Officer to inform other persons within his/her operating unit(s). Each unit is expected to have a notification procedure in place for the systematic and timely process of notifying campus members.

PROCEDURES

1. The University President [or designee] shall consult with Administrative Cabinet Officers as appropriate and determine both the extent of the situation and the anticipated outcome.
2. The University President will contact each Administrative Cabinet Officer to inform the officer of the situation.
3. Each Administrative Cabinet Officer will be responsible for informing all persons assigned to his/her work unit(s).
4. The University President will designate an official University spokesperson, usually the Director of Public Relations, to be in contact with media outlets and the Webmaster as appropriate. All inquiries from the media are to be forwarded to the designated spokesperson.
5. The Vice President for Student Development will be responsible for informing resident students.