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**POLICY TITLE:** Inclement Weather Policy

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**POLICY PURPOSE:** Address campus closure when severe weather threatens to disrupt classes or office schedules.

**BACKGROUND:**

**APPLIES TO:** **FHSU faculty, staff, students**

**DEFINITIONS:** **Severe Weather Incident Team (SWIT)** –Includes the vice presidents, the chief of university police, general counsel, the director of grounds and custodial services and the chief communications officer. The SWIT may bring in additional advisors as appropriate.

**The University** in this policy refers to the physical campus at Hays, Kansas unless specifically stated otherwise.

**The University is closed.** With this declaration, all operations will be curtailed except the Power Plant, University Police, University Farm, Grounds Department and Residence Halls. Essential employees must report. All other employees will be dismissed and granted time off with pay, with the caveat that employees approved by the Human Resources office to work remotely are not affected by the Inclement Weather declaration and are not eligible for the Inclement Weather paid time off.

Classes not requiring the presence of the students or faculty on the Hays campus, such as online classes and on-campus classes that instructors elect to designate as not being canceled and meeting remotely pursuant to this policy, will continue as scheduled unless explicitly canceled or delayed by the instructors.

Note the University may close for only part of the day, i.e., late start or early release.

**The University is open, and classes will meet as scheduled.** Employees who are unable to be at work will be charged leave time for hours missed, as applicable. Making up missed time is not an option.

**CONTENTS:**

**POLICY STATEMENT:** The Severe Weather Incident Team (SWIT) will assist the administration and provide advice on severe weather and its effect on campus operations, taking into consideration emergency management reports and local school

district actions.

If administration, based upon advice from the SWIT, determines the University will be closed (or late start/early release), the Chief Communications Officer or designee(s) will take action to notify faculty, staff, and students and contact media and/or other sources to make public announcements in a timely manner. For overnight and early morning conditions, efforts will be made to make such contact before 6 a.m. The Chief Communications Officer or designee(s) may contact local radio stations and news media, post on the university webpage or social media accounts, and/or communicate via other available messaging systems, such as university email and/or the university's emergency alert system.

If the administration selects the alternative option -- the University is open, and classes will meet as scheduled -- generally no announcement will be made. Experience has shown that announcing there is no change in normal operations tends to create confusion. Students, faculty and staff should assume there has been no change in status unless they hear a public announcement to the contrary.

In the event the University is closed, students shall not be required to meet on campus for classes. Individual instructors, however, may elect to designate their class(es) as not being canceled and meeting remotely. In such cases, the individual instructors shall be responsible for timely communication of this message to the impacted students and ensuring that appropriate technology (and any other necessary classroom resources) are in place to support the class meeting remotely.

NCAA athletic-related events will be discussed in consultation with the Director of Athletics or their designee, to determine how to proceed. Be advised that separate internal and/or external communication will accompany any such determination.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

**Policies:**

**Forms:**

**Other:** The severe weather procedures in detail are located:  
<https://www.fhsu.edu/crisis/protocol/index>

**KEYWORDS:**

Severe, Weather, emergency

**RESPONSIBLE  
OFFICE:**

Office of General Counsel

**RESPONSIBLE  
UNIVERSITY  
OFFICIAL:**

General Counsel

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