

Policy and Procedures Governing University Closing and Delays  
During Inclement Weather

---

**Policy**

**General**

- A. The President of the University will make the final decision as to what extent, if at all, the institution will be closed during an episode of inclement weather. Administrative offices may remain open even though classes are cancelled.
- B. The sole criterion for closing is to ensure the safety of students, faculty, and staff.
- C. Consistent with the safety of the students, faculty, and staff, offices and classrooms will be kept open whenever possible.

**Procedure during Evening and Night Hours**

- A. The Vice President for Administration and Finance (VPAF) will initiate the conversation with the President and the Provost to determine the class cancellation decision.
  - Facilities Management will collect weather and other information with which to inform the decision as to how to respond to the inclement weather.
  - This information will be communicated by the VPAF to the President and the Provost/Vice President for Academic Affairs no later than 5:00 a.m. of the inclement weather day.
- B. Once the decision is made:
  - a. The VPAF will notify University Relations, the Chief of the University Police Department and then the University Vice Presidents; and
  - b. The Provost/Vice President for Academic Affairs Office will notify the Academic Deans.
- C. University Relations will notify the radio and television stations of class cancellations, delays, and/or campus closings with all deliberate speed.

In the event of class cancellations, delays, and/or campus closings due to inclement weather, one of the following will be reported to the media, posted on the University's website, recorded on the main telephone information line, and sent via the campus Blackboard Connect text message alert system:

## Policy and Procedures Governing University Closing and Delays During Inclement Weather

---

1. “University is closed” – in this case, only essential personnel are expected to report to work (non-essential personnel will be granted administrative leave);
  2. “Day classes are cancelled, offices are open (evening classes will continue unless specified in the announcement)” – in this case, all non-faculty staff are expected to report to work at their regularly scheduled start time (or use annual leave); faculty are expected to maintain their normal posted office hours;
  3. “School will open at \_\_\_\_\_” – in this case, all faculty and staff are expected to report by the time indicated in the announcement. So that the school opening time aligns as much as possible with the class schedule, the school opening time will be on the hour on MWF and at 9:30 or 11:00 on TTh.
  4. Status of off-site centers will be specified in the announcement if different than status of main campus.
- D. Each Vice President should maintain his/her own list of essential personnel and is responsible for the individuals knowing they are considered essential for the purposes of this policy. There is no intent to have anyone listed as an essential person unless his or her services are truly essential to dealing with the inclement weather episode.

### **Procedure during Office Hours**

- A. The VPAF will initiate the conversation with the President and the Provost/Vice President for Academic Affairs to determine the class cancellation decision.
  - a. Facilities Management will collect weather and other information on which to base the decision as to how to respond to the inclement weather.

- B. Once the decision is made:

The announcement will come from the President’s Office by e-mail to the campus.

- a. The VPAF will notify University Relations, the Chief of the University Police Department and each of the Vice Presidents in this order.
- b. The Provost/Vice President for Academic Affairs Office will notify the Academic Deans.

Policy and Procedures Governing University Closing and Delays  
During Inclement Weather

---

- C. The Office of University Relations will contact radio and television stations.
- D. University Relations will work with the Division of Information Technology so that this time-sensitive information can be posted on the Coppin website, recorded on the main telephone information line, and sent via the campus text message alert system.
- E. In the case of satellite events, off-campus activities, or non-class scheduled events, the President's Office, the Provost's Office, the Deans and Vice Presidents should give a complete list of cancellations and postponements in their areas to University Relations so that appropriate notification can be made.

**Radio and Television Stations to be Used for Announcements**

Baltimore Metro Area

WWMX Radio (106.5 FM)	WMAR-TV (Channel 2)
WEAA Radio (88.9 FM)	WBAL-TV (Channel 11)
WLIF Radio (101.9 FM)	WBFF-TV (Channel 45)
HEAVEN 600 Radio (600 AM)	WJZ-TV (Channel 13)
WQSR Radio (105.7 FM)	
WERQ Radio (92.3 FM)	
WWIN Radio (95.9 FM)	
WXYV Radio (102.7 FM)	
WBAL Radio (1090 AM)	

Washington D.C. Metro Area

WTOP Radio (1500 AM)	WJLA-TV (Channel 7)
WHUR Radio (96.3 FM)	WRC-TV (Channel 4)