
SUBJECT:	College Delay and Closure Policy
REVIEWED/REVISED:	7/13; 8/15; 4/16; 9/2020; 12/2020
PURPOSE:	This policy communicates procedure for College delays or closures and the expectations for work during occasions of adverse weather, utilities failure, or other emergencies.
POLICY OWNER:	VP Institutional Effectiveness

Below are Nebraska Methodist College's policies and procedures related to adverse weather, utilities failure, and other emergencies and the announcement of campus closure, class delays or cancellation. Students, faculty and staff are encouraged to review the policies and procedures before the onset of adverse weather, utilities failure, and other emergencies in order to be familiar with how the College operates in the event of inclement weather and where to go for announcements concerning class delay or cancellation.

Nebraska Methodist College primarily serves students in the greater Omaha area, but also has many students throughout Nebraska and nationwide online. Because of this geographical diversity, it is impossible for the College to make effective emergency closure decisions for all geographic areas reached by the College. The College will be as comprehensive as possible when making announcements concerning emergencies, but the ultimate decision for safety rests with the individual student, faculty or staff member.

The College expects to remain open and conduct classes according to the regular schedule. In the case of adverse weather, even if public schools are closed, the College will likely remain open. Therefore, please plan accordingly. Faculty and staff are to report to the College or clinical site when able, but the ultimate decision concerning personal safety in adverse weather is the responsibility of the individual. Students, faculty, and staff should take normal precautions regarding their ability to travel safely to the campus, clinical site, or college-related function.

Policy and Procedure:

When adverse weather, utilities failure, or other emergencies exist, the decision to alter class schedules or College operations will be made by the College President or the President's designee. The College announces delays and closings by 5:00 a.m. whenever possible. In the event that inclement weather, utilities failure, or emergency exists, one of three options may be invoked: **1) Two-Hour Delay or Late Start; 2) Campus Closed—Remote Learning; 3) Campus Closed—Classes Cancelled.**

It is the responsibility of each individual to learn about announcements of closing or delays when adverse weather, utilities failure, or other emergencies exist. Delays and closings will be communicated by e2Campus and TV stations will be notified of the event and may broadcast the news of the College closing. Students are not to report to the College if campus is closed. Departmental and program guidelines apply to specific clinical attendance. Refer to program handbooks for more information.

1. Two-Hour Delay or Late Start

A two-hour delay is interpreted as 10:00 a.m. since the College officially opens for business at 8:00 a.m. However, administrative personnel are aware there are earlier clinical and course start times. Please verify exact start times with your instructors.

For a two-hour delayed start at 10:00 a.m., please report to wherever you normally would be at 10:00 a.m. that day — even if that is in the middle of a class with a 9:30 start time. Only classes that end before 10:00 a.m. are cancelled entirely. Delays for evening classes or events will be announced by 4:00 p.m. on the day of the classes.

For clinical, students are to follow guidelines within their program handbook. You are to attend clinical with permission from your clinical coordinator and the clinical site and at your discretion for safely traveling to and from the clinical site.

Commuters, particularly those commuting from outlying areas, should exercise personal judgment concerning road conditions regardless of College announcements.

2. Campus Closed—Remote Learning

When the College is affected by adverse weather, utilities failure or other emergencies, campus may close, but remain open for virtual learning. Remote learning means classes for students and faculty move to the virtual environment if possible, including evening classes and College-sponsored activities. Your instructor will contact you concerning course or lab status for the day. Such closings may be for an entire or partial day/evening or extended period.

For clinical, students are to follow guidelines within their program handbook. You are to attend clinical with permission from your clinical coordinator and the clinical site and at your discretion for safely traveling to and from the clinical site.

When campus is closed, only personnel essential to maintaining College safety and security will report to campus for work. Different emergencies may require different personnel. Some employees due to the nature of their jobs and/or area of expertise will be designated essential and identified as such by a Vice President. Employees able to function remotely will do so. Employees unable to function remotely will utilize PTO.

Please note, employees and students who work or attend clinical in locations not affected by the adverse weather, utilities failure, or other emergency, which has caused campus to close or delay opening, are expected to work or attend clinical as normally scheduled. Employees contact your program supervisor for further instructions. Students contact your clinical coordinator for further instructions.

3. Campus Closed—Classes Cancelled:

In extremely rare cases, the College will close campus and cancel classes due to adverse weather, utilities failure or other emergencies. For the College to close campus and cancel classes conditions at the College and/or immediate surrounding areas are extremely dangerous or the College is in a non-functioning condition. Such closings may be for an entire or partial day/evening or extended period.

For clinical, students are to follow guidelines within their program handbook. You are to attend clinical with permission from your clinical coordinator and the clinical site and at your discretion for safely traveling to and from the clinical site.

When campus is closed, only personnel essential to maintaining College safety and security will report to campus for work. Different emergencies may require different personnel. Some employees due to the nature of their jobs and/or

area of expertise will be designated essential and identified as such by a Vice President. Employees able to function remotely will do so. Employees unable to function remotely will utilize PTO.

Please note, employees and students who work or attend clinical in locations not affected by the adverse weather, utilities failure, or other emergency, which has caused campus to close or delay opening, are expected to work or attend clinical as normally scheduled. Employees contact your program supervisor for further instructions. Students contact your clinical coordinator for further instructions.