



Inclement Weather/Emergency Conditions Policy

Carthage College recognizes that inclement weather or emergency conditions may impact College operations. While every attempt will be made to resolve barriers to regular services, circumstances could arise that would necessitate modification for reasons of safety and security. Modifications could include temporary closures contained to specific areas of campus, or to the campus as a whole depending on the scope of the situation. Inclement weather, or emergencies including such events as fire, power failure, civil community emergencies, and natural disasters will be evaluated thoroughly. Timely and necessary steps will be taken to ensure the safety of all faculty, staff, and students.

Procedure

In the event of weather conditions or other events impacting the normal operation of the institution, the President of the College or his/her designee will decide which operations may be modified due to the conditions, as well as when normal operations will resume.

The official announcement will be communicated through several methods that may include: the Carthage Emergency Notification System (ENS), the Bridge, the Carthage College website, the College's social media accounts, and local media outlets. When possible, notification of daytime cancellations and/or service interruptions will be posted by 6:30 a.m., and notification of evening cancellations and/or service interruptions (including campus activities) will be posted by 3 p.m. Additionally, decisions to close the campus when faculty, staff, and students have already reported to campus will be communicated via the College email system and by the methods mentioned above.

Types of Closure

Campus Closure: If the campus is closed, faculty and staff are not to report to work, except for essential personnel necessary to protect the College, maintain life safety systems, and provide for residential student needs.

Partial Campus Closure: If there is a partial closing due to a contained disruption, supervisors will notify individuals reporting to this area of the necessity to report to work. Supervisors will determine if individuals should not report to work, depart from campus early, or report to an alternate location. Should an emergency condition require the movement of work from the regular place of business to an alternate location, employees will be expected to report to the new location.

Classes Cancelled: There are certain circumstances in which College buildings may remain open but classes will not take place. If this situation should occur, all non-faculty staff are to report to campus for regular operations.

Definition of Essential Personnel

While we recognize the important contributions of all employees, weather, and emergencies necessitate a core group of individuals with roles essential to managing services on campus. Essential

Personnel have responsibilities involving the protection of people and property at the College, which can include maintaining life safety equipment, safety in the residential halls, and services for food and water to sustain our residential population.

The departments typically positioned to be involved in such work include Maintenance, EVS, Residential Life, Security, and Food Service. Employees who provide these essential functions will be notified in response to each specific emergency. Under certain circumstances, a limited number of non-essential personnel may also be asked to report based on the type of emergency and the specific needs of the campus. Individuals with a position classified as "essential personnel" will know ahead of time that their position is an essential function of operations. If you have questions about your position, please contact your area supervisor.