

# Inclement Weather

Emory & Henry University has campus locations in Emory, Bristol, and Marion. Due to the difference in locations, it is possible that classes may be delayed or cancelled on one campus and not another. Because the Emory campus is primarily a residential university with a majority of its undergraduate students living on campus, it is the intention of the University to remain open during inclement weather conditions. Under rare circumstances, such as severe inclement weather, a natural disaster, or other emergency, the University may delay the opening of university activities or suspend operations early. When information is sent to local media, the information will clarify Main Campus, located in Emory, and Marion Campus for classes at that location. In the event of a delayed opening of the Marion campus, classes will be delayed but will meet for the normal length of time.

Emory & Henry offers "AlertAware", a state-of-the-art notification app, that is capable of sending notifications instantly and simultaneously to all registered wireless phones and email addresses. Registration is available by downloading the app on Google Play or the App Store. This is an opt-in program and you must register in order to receive the alerts. This is the surest way for you to receive notifications critical to your safety and well-being. In the event of a critical emergency, the campus siren will be activated. This is a signal to check your mobile phone or campus e-mail for information. If you have questions regarding the Campus Alert System, please contact the Dean of Students Office.

The decisions to cancel or delay classes and/or cancel or delay the opening of offices because of inclement weather will be made by 6:30 a.m. on the day of the university schedule change. When inclement weather or other circumstances lead to a delayed opening and/or cancellation of classes and office hours at Emory & Henry University, information will be communicated through a variety of sources in the order provided below.

1. Information will be distributed through the Campus Alert System, which provides an email and text message to registered users only. This is the university's preferred method of communicating emergency messages, and university community members are strongly encouraged to sign up for this free service at <http://www.ehc.edu/alert>.
2. Campus Alert Messages will be posted at the top of [www.ehc.edu](http://www.ehc.edu) for one hour following each alert.
3. Information will be sent to the following TV and radio stations, in order of contact: WCYB-TV 5 (Bristol); WJHL-TV 11 (Johnson City); WABN-FM 92.7 (Abingdon); WOLDFM 102.5 (Marion).

When the University cancels classes and office hours for the day, academic programming and business operations are not held on that day. When the opening of the University is on a two-hour delay due to inclement weather, the condensed class schedule listed below applies, with the exception of the Marion Campus and the Equestrian Center. On days when a two-hour delay is issued, Equestrian Center classes prior to 1:30 p.m. will be canceled due to the travel distance.

## Inclement Weather Plan-Delayed Schedule

### Monday, Wednesday, Friday

Regular Time	Inclement Day
8 a.m.	10:00-10:35 a.m.
9 a.m.	10:40-11:15 a.m.
10 a.m.	11:20-11:55 a.m.
11 a.m.	12:00-12:35 p.m.
12 p.m.	12:40-1:15 p.m.

### Tuesday, Thursday

Regular Time	Inclement Day
8:00 a.m.	10:00-10:55 a.m.
9:30 a.m.	11:00-11:55 a.m.
11:00 a.m.	12:00-12:55 a.m.

**Remaining class times will not change.**

In the event of inclement weather resulting in a delayed opening of the university, university offices will open at the time designated in the delayed opening message, and faculty and staff should report at that time. However, since conditions vary throughout the area, employees should exercise judgment as to whether travel conditions may be too hazardous for them to report to work.

An instructor who feels that it is best to cancel his or her class because of inclement weather will notify the Provost (or designee) so that appropriate action may be taken. When a class is canceled, the Registrar (or designee) will post an official notice. The instructor is responsible for communicating with individual students in the class concerning makeup work and other information.

Questions from faculty related to closings and/or delays should be directed to the Office of the Provost at extension 6168.

Questions from staff related to closings and/or delays, emergency work, or other issues should be directed to the Human Resources Office staff, extension 6814.

The decisions to cancel or delay classes and/or cancel or delay the opening of offices because of inclement weather are made by the Provost (or designee), who confers with the Dean of Students (or designee) and Security staff about road and other weather conditions. The Vice Presidents for Academic Affairs and Student Life are responsible for implementing the communication plan outlined in this policy.