



Policy *Procedure* Rule Regulation Form

Approval: *CM*

1.0 INTRODUCTION

No one in the academic community—faculty, staff, or students—is expected to place him/herself in jeopardy or to work or study in an unsafe environment. When conditions exist that affect the majority of the members of the academic community or when a campus building becomes dysfunctional, either the college will be closed or the sites of work/classroom assignments will be relocated, depending upon the severity and expected duration of the prevailing condition. If the college cancels classes due to an emergency situation, the college is considered closed.

In the absence of a collegewide decision, everyone is expected to make a good-faith effort to fulfill their obligations, given that it is safe to do so. In this instance, organizations leasing space from the college are responsible for their own decisions and for notification to participants.

2.0 COLLEGE CLOSING DUE TO EMERGENCY CONDITIONS

- 2.1 The president or designee, normally the dean of academic & student affairs, determines if emergency conditions require the college to be closed and for what length of time.
- 2.2 When the decision is made to close the college, the administration will attempt to notify members of the college community through announcements on the class cancellation line (802-626-6767), on the LSC portal, and on area radio stations:

On the AM Band...

1340 WSTJ St. Johnsbury
1490 WIKE Newport
550 WDEV Waterbury-Montpelier
1400 WLTN Littleton

On the FM Band...

105.5 WKXH-FM St. Johnsbury "Kix 105.5"
97.7 WGMT-FM Lyndon "Magic 97.7"
92.1 WMOO-FM Derby Center-Newport
99.3 FM St Johnsbury (low-powered simulcast of WMOO-FM)
93.9 WLVB-FM Morrisville "Vermont Country 94"
96.1 WDEV-FM Warren (full-time simulcast of AM 550 WDEV)
96.7 WLTN-FM Lisbon-Littleton

- 2.3 Faculty are expected to arrange alternative ways of covering the course content missed when classes are cancelled due to an emergency.

- 2.4 Staff shall receive their regular pay on any day in which the college fails to open because of emergencies. If the college closes early and the employee is allowed to go home, he/she shall receive his/her regular pay for the remainder of that day. No charge to personal or vacation leave accrual will be made when the college is closed due to an emergency.
- 2.5 If the college requires a nonexempt staff employee to work on a day in which the college does not open or closes early, that employee will be paid at one and one-half his/her hourly rate for each hour worked after closing.

3.0 WEATHER PROTOCOL

- 3.1 Decisions to delay opening, keep the college closed, or to cancel classes later in the day owing to adverse weather conditions are made by the dean of academic & student affairs. In his/her absence, responsibility passes to the dean of administration.
- 3.2 Early morning decision
 - 3.2.1 Normal monitoring of weather reports will be supplemented by a telephone report to the dean of academic & student affairs from the student meteorologists preparing the 5:30 p.m. LSC-TV forecast.
 - 3.2.2 The director of physical plant will contact the dean of academic & student affairs at home by 5:30 a.m. to advise about conditions on campus and the likelihood of creating satisfactory conditions.
 - 3.2.3 Decisions that can be made are:
 - a. College is open and operating.
 - b. College opening is delayed to a specified time. *Staff essential to the safety and well-being of the resident student population will be required to report as usual (compensation as directed by provisions of the relevant Agreements). Under provisions of the relevant Agreements, the college is considered closed until the specified time. Deans—and directors in consultations with deans—should pre-identify staff required to report.*
 - c. College is closed. *All college offices are closed. Only staff essential for the safety and well-being of the resident student population will be required to report as usual (compensation as directed by provisions of the relevant Agreements).*
 - 3.2.4 Any of these decisions will be normally be reached before 6 a.m.
 - 3.2.5 Once a decision has been made, as appropriate, the following notifications will be made by the dean of academic & student affairs, normally by 6 a.m.:
 - a. president
 - b. director of physical plant
 - c. director of public safety
 - d. regional radio stations
 - e. course cancellation line
 - f. LSC portal
 - 3.2.6 Individuals with authority to contact radio stations are the president, the dean of academic & student affairs, the dean of administration, the dean of institutional advancement, the assistant academic dean, the director of physical plant, the director of public safety, and the staff assistant to the dean of academic & student affairs.

3.3 Cancellation/closure later in the day

- 3.3.1 Decisions to cancel classes or close the college later in the day owing to unexpected or rapidly deteriorating weather conditions will be made by the dean of academic & student affairs, after consultation with the president, available members of the Deans' Council, and the director of physical plant, as necessary.
- 3.3.2 In addition to notifications as in 3.2.5. above, an LSCALL/LSCSTUALL e-mail is issued.