



University Closing Guidelines

For Inclement Weather and Emergency Situations

Sayre Site/Health Sciences Programs

ISSUING DEPARTMENT	Environmental Health & Safety
ISSUED DATE:	January, 2017
REVIEWED DATE:	January, 2017
APPROVING AUTHORITY:	Cabinet
DATE REVISED:	April, 2017

BACKGROUND: In the event of inclement weather, declared emergency situations or other unusual conditions, it may be necessary to delay operations or close Mansfield University, Sayre Site of Health Sciences (The Guthrie Clinic). The authority to suspend University operations at the Sayre, PA location is delegated to the President or his/her designee, or The Guthrie Clinic. ***In the event of a weather closure or delay at the Mansfield University Campus, the Sayre Site will follow the same closure or delay schedule.***

Exceptions: If there is a utility interruption or other issue that causes a delay or closure at the Mansfield University Campus, and does not affect the Sayre Site, the clinical and classroom activities at the Sayre site should continue as scheduled. Also, if there is an emergency that affects only the Sayre site, students will follow the directions of the Guthrie Clinic.

PURPOSE: This document conveys information regarding a clear and consistent procedure for identifying and communicating a closing/suspension of clinical activities in order to safeguard the welfare of University students, employees, and guests during inclement weather, emergency situations, or hazardous environmental conditions.

The Guidelines address: those responsible to authorize the closings/suspension of classes and clinical activities; partial and full-day suspension of clinical and program operations; student activities and employee leave applications.

PROCEDURE: In the event of inclement weather, emergency situations or hazardous environmental conditions, Mansfield University or The Guthrie Clinic may delay or cancel operations. The decision to delay or cancel classes and clinical activities will be made by the MU President (or his/her designee) or The Guthrie Clinic Administration in consideration of available information. If it is determined that conditions warrant action, one of the following decisions may be made regarding the status of classes and clinical activities and be considered an Official University/Guthrie Site Health Sciences Closing:

- **PARTIAL DAY CLOSING:** All classes, clinical activities, and offices are cancelled/closed except residence halls until a time determined by the MU President or The Guthrie Clinic (Delayed Opening) or University/The Guthrie Clinic operations are suspended after the normal start of business (Early Closing). A decision to amend the Delayed Opening to closing the University or The Guthrie Clinic for the day will be made as soon as feasible to ensure the safety and security of students, employees and guests. Notification will be made to students and employees in the usual method.

- **FULL DAY CLOSING:** All classes, clinical activities, and offices are cancelled/closed except resident halls. The University will strive to make its decision to close no later than two hours prior to the start of classes, or as soon as possible. The Guthrie Clinic will make the decision based on their designated policies and procedures for closing or suspending services.

Official University Closings begin at the time set forth in the formal closure announcement and end at the earlier of the time operations resume following a delayed opening or at 11:59 p.m. of the same day of the closure, unless extended by the President.

DEFINITIONS:

- **Delayed Opening** – Delay of the start of designated daytime University operations as a result of inclement weather or other emergency circumstances;
- **Early Closing** – Suspension of designated University operations prior to the regular closing time as a result of inclement weather or other emergency circumstances;
- **Full-Day Closing** – Complete suspension of all University Operations, other than those deemed essential, for a particular work shift or full day of operations;
- **Mansfield University** – Main Campus - Mansfield, PA
- **Guthrie Clinic** – Guthrie Clinic, Outpatient services – Sayre, PA
- **Guthrie Alert** – The system for Guthrie employees to be notified of emergency situations on the Guthrie main campus.
- **Mansfield University, Sayre Site of Health Sciences** – Includes Nursing, Respiratory Therapy, and Radiologic Technology Programs.

EMPLOYEE AND STUDENT EXPECTATIONS:

Faculty/Clinical Coordinators

- Faculty members/Clinical Coordinators are not expected to work during hours of Partial or Full-Day Closing; if unable to perform faculty responsibilities during the University's open hours, Faculty members should follow leave procedures prescribed by the Office of the Provost. Pursuant to Article IV of the ASPCUF collective bargaining agreement, Faculty employees will be responsible for making a reasonable effort to ensure the provision of class materials.

Students

- Students are not expected to report for classes or clinical activities during hours of University/The Guthrie Clinic closure; students assigned to off-campus locations for clinical experiences, etc. should follow any additional directions of the agency or institution where they are assigned. Recognizing that commuting students come from a wide geographic area and that travel conditions can vary greatly throughout the region, students are urged to use good judgment and caution in inclement weather and other emergency situations.

RESPONSIBILITIES: Mansfield University and The Guthrie Clinic's goal is to keep the campus/facility open whenever safely possible. In the event of inclement weather or other emergency circumstances, University or The Guthrie Clinic officials will make every attempt to render a prompt decision regarding curtailment of classes and clinical activities.

Decisions will be based on weather forecasts, campus conditions and conditions of the surrounding geographic area.

For all Closings (Partial and Full-Day), Public Relations will initiate the public website announcement with Campus Technology, record the appropriate voice mail message for the MU telephone alert line, and notify the appropriate news and media outlets. Additional Campus alerts to cell Phone, Text message, Email, and Alertus Notifications will be initiated through Public Relations/Marketing with Campus Technologies assistance as necessary. Campus notification of a return to normal operations will be handled similarly.

For a Sayre area/Guthrie Clinic emergency, notifications will be made through The Guthrie Alert system and through local and regional news and media outlets.

UNIVERSITY RIGHTS AND PRIVILEGES: Mansfield University reserves the right to make exceptions, to modify or eliminate these guidelines and or its content.