



Opportunity Lives Here

## Southern Virginia Higher Education Center Policy

---

**Policy # 1104**

**Policy Title: INCLEMENT WEATHER & EMERGENCY CLOSING  
POLICY**

**Responsible Oversight Director: Chief Finance & Operations Officer (CFOO)**

**Date of Current Revision or Creation: March 2008**

---

### **A. PURPOSE**

The Southern Virginia Higher Education Center (SVHEC) Emergency Closing Policy is to ensure inclement weather and emergency closing decision-making is coordinated and systematic. Circumstances that require emergency closings include inclement weather, utility failure, hazardous materials, fire, flooding, hurricane, tornado or other forced evacuations from the campus.

### **B. AUTHORITY**

Virginia Code Section 23-231.24-29, as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations. The Governor gives authority to Agency heads outside the Metro Area to make closing decisions for their agencies.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

### **C. DEFINITIONS**

Emergency Situation – Any situation that hinders access to the campus or use of the facilities such as power outage, accident, hazardous materials spill, area evacuation, fire, gas leak or other such conditions.

Inclement Weather – Snow, sleet, hail, heavy rain, stormy conditions, ice, tornado, hurricane, or other such weather conditions.

### **D. SCOPE**

This policy is applicable to all members of the SVHEC community which includes SVHEC staff, partners, faculty, students and other users of the facilities unless otherwise stated. SVHEC Policies and procedures are applicable to all members of the SVHEC community unless a specific policy states otherwise. SVHEC policies are located on the website, [www.svhec.org](http://www.svhec.org).

### **E. POLICY STATEMENT**

The SVHEC operations may be closed when the weather or other situations create hazardous operating and/or travel conditions. The SVHEC may be closed for inclement weather or other emergency situation a specific period of time when determined by the appropriate Director(s): Chief Finance & Operations Officer, Executive Director, or Operations Managers in communications with the Community Colleges Director if necessary. Established channels of communication will be activated to notify everyone of operation status. The SVHEC is never responsible for bringing employees to work, or taking them home. However, all supervisors are asked to be sure that her/his employees have safe means of getting home before the supervisor departs.

Every effort will be made to keep the SVHEC open during inclement weather. However, when conditions dictate, a decision will be made to either: delay class start time, cancel classes for the day/evening, or close the campus completely. Employees are expected to come to work if the campus is not closed due to inclement weather. Each employee is expected in the final analysis, to decide whether it is possible or safe to come to the campus. When inclement weather develops during the work day, employees cannot cancel classes, office hours, nor leave their customary duties until the SVHEC has been officially closed or the employee has made arrangements with their immediate supervisor to take annual leave, compensator leave, or personal leave.

Until the SVHEC is officially closed, all offices must remain open. Procedure or protocol is documented and maintained in the CFOO, Executive Director, and Operations Manager's Offices.

**F. RELATED INFORMATION**

[Department of Human Resource Management Policy #135 Emergency Closings](#)

<sup>1</sup>Procedures are not a part of the policy document. They are maintained separately.

**POLICY HISTORY**

\*\*\*\*\*

**Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:**

Patricia M. Nelson

Responsible Oversight Director's Signature

7/1/2013

Date

**Executive Director – Provisional Approval of Policy:**

Betty A. Cole

Executive Director's Signature

7/1/2013

Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

**Board of Trustee – Approval of Policy:**

\_\_\_\_\_  
Chairman's or Designee's Signature

\_\_\_\_\_  
Date

**Policy Revision Dates: December 10, 2013**

**Scheduled Review Date: December 2018**

