

Inclement Weather Framework

At times, the College may choose to cancel classes or, on rare occasions, to close, due to the severity of weather conditions. ***Unless notified to the contrary, assume classes and college events are being held and the college is open. Please do not call Campus Security/Public Safety unless it is an emergency.***

We anticipate three general scenarios to guide decision making:

- **Ordinary weather:** No changes to ordinary schedules or operations needed.
- **Inclement weather/campus open:** Weather which may make it difficult for some, but not most, students and employees to travel safely to campus; does not require campus closure.
- **Severe weather/campus closed:** Weather which is so severe and creates so many dangers that even travel within town is not safe, roads are impassible, city officials request individuals stay home, etc.

During **inclement weather/campus open**, faculty are expected to meet with their class and employees are expected to work. Depending on individual situations (e.g., based on the location of your home it is not safe to travel to campus, and if remote learning is consistent with the learning goals for the day, faculty may move to an online format (synchronous or asynchronous). *Moving to online/remote should be considered on a case-by-case basis and tied to personal safety* rather than preference. The department chair/program director should be informed of the decision to move to online. For staff, remote work may be approved on a case-by-case basis, if basic job duties can be met remotely; otherwise, individuals may discuss the option of using PTO with their supervisor. Essential operations and personnel have been identified and have established procedures for reporting to campus. The library will remain open during the day; decisions will be made about evening hours based on safety. Even when classes are not canceled and the college remains open, those who commute to campus will need to evaluate for themselves whether they can travel safely to and from work. Employees who are unable to get to campus safely should notify their supervisors and, if relevant, students. As faculty make decisions about their classes, please consider flexibility in order to accommodate students who cannot travel safely to campus.

During **severe weather/campus closed**, faculty are not expected to meet with their class and employees are not expected to come to work. Faculty may offer class online (synchronous or asynchronous) consistent with their class policy. If a faculty intends to require virtual learning during a campus closure, they are expected to communicate this in a weather-related attendance policy on the syllabus. *No required or optional learning experiences for students will take place on campus.* The library will be closed. Essential operations and personnel have been identified and have established procedures for reporting to campus. The decision whether to close the college is made by the Provost in consultation with the President. The college monitors weather forecasts and reports. Ordinarily, discussions about canceling classes or closing the college begin around 5:00 am and, when possible, decisions to alter ordinary

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operations are announced prior to 6:30 am. Decisions to close the college will be announced on-campus through Concordia email, the e2campus alert text messaging system, the CobberNet home page, and the main information line (299-4000). Off-campus announcements will be provided to local radio and television outlets.

College staff at Concordia Language Villages in Bemidji will receive separate communications regarding weather-related issues specific to their location and operations.

If you have not done so already, now would be a good time to [sign up for e2campus](#), the college's primary emergency communication system. Besides emergency notifications, e2campus is also used for notification of delayed opening and campus closure due to inclement weather.