



Procedures Manual

Snow Emergency

Number:

Policy Number (if applicable):

Office of Primary Responsibility: Executive Vice President / Chief of Staff

Effective Date: January 12, 2022

Purpose:

Hocking College is committed to the safety of students, faculty, staff, and the community. This procedure sets forth protocol related to snow emergencies. College priorities include the health, safety and well-being of our students, faculty, staff and community; maintaining students' academic progression; and to continue business operations with established safety protocols.

Definitions:

Snow Emergency – A snow emergency is the active response plan when a snow storm severely impacts a city, county or town.

Snow Emergency Classifications – Pursuant of Ohio Attorney General Opinion 86-023, the sheriff of a county may declare a snow emergency and temporarily close county and township roads within his jurisdiction for the preservation of the public peace. Attorney General Opinion 97-015 allows the sheriff to close state and municipal roads.

Snow Emergency Classifications include:

LEVEL 1: Roadways are hazardous with blowing and drifting snow. Roads may also be icy. Motorists are urged to drive very cautiously.

LEVEL 2: Roadways are hazardous with blowing and drifting snow. Roads may also be very icy. Only those who feel it is necessary to drive should be out on the roads. Contact your employer to see if you should report to work. Motorists should use extreme caution.

LEVEL 3: All roadways are closed to non-emergency personnel. No one should be driving during these conditions unless it is absolutely necessary to travel or a personal emergency exists. All employees should contact their employer to see if they should report to work. Those traveling on the roads may subject themselves to arrest.

To view the state's weather-related road closures and restrictions, visit the Ohio Department of Transportation's traffic website at www.ohgo.com.

Hocking College Campus – means all property owned, leased, or controlled by Hocking College, including surrounding areas such as sidewalks, bike paths, driveways, and parking lots.

Procedure

Remote Operations

LEVEL 3 at 6 am

If the Sheriff of a county has declared a level three snow emergency at 6 am, all classes and operations held on a Hocking College campus in that county will operate remotely.

Essential personnel will report to work as scheduled. Student workers that live on campus who work in food, facilities, or animal care should contact their supervisor before reporting to work.

All classes will be held using Blackboard Collaborate during the regularly scheduled time. For example, if the class meets on Mondays at 1 pm, it will meet in Blackboard Collaborate at 1 pm.

LEVEL 3 after 6 am

If a county is declared a level three after 6 am all classes and operations located in that county will transition to running remotely, as outlined above, at the time the county has been declared a level three snow emergency by the Sheriff of that county.

Once a Hocking College campus transitions to remote operations it will remain remote the remainder of the day.

Campus operations and classes will continue as normal during LEVEL 1 and LEVEL 2 snow emergency classifications. Classes being held in LEVEL 1 or LEVEL 2 counties require approval by the Dean to be offered remotely. Students will be notified via Hocking College email by their faculty at least two (2) hours before the scheduled class time if their class will be held remotely using Blackboard Collaborate.

Some areas of the College may have special arrangements for operating.

Student, Faculty, and Staff Expectations

All students, faculty, and staff must be prepared to monitor and respond accordingly pursuant to this procedure to the snow emergency status of the county(s) where they live/work/attend class and operate remotely when there is a forecast for bad weather that could result in a county declaring a snow emergency.

Students

If you are unable to attend class due to weather, you must contact your faculty member (before your scheduled class time) to create a plan to stay on track academically.

Faculty and Staff

If you are unable to report to work for your regularly scheduled work hours due to weather, you must contact your supervisor (at least 30 minutes before your scheduled time to report to work) to make arrangements for your work to be covered until you are able to report to work.

You must submit appropriate accrued leave (vacation or personal) within 24 hours of notification to your supervisor using the College's electronic payroll system.

This includes staff who live in a county that is a LEVEL 3 snow emergency and the county that they report to for work is a LEVEL 1 or LEVEL 2.

Ongoing Operations

Dining Services and the Hocking College Police Department will remain open during regular hours.

All other offices may be contacted via email from 8 am – 5 pm, Monday - Friday. Contact information may be found in the College Directory located here: <https://www2.hocking.edu/directory>

Remote Work in LEVEL 1 and LEVEL 2 Counties

Remote work in counties that are declared LEVEL 1 or LEVEL 2 require Cabinet Member approval.