Indiana University Northwest
Severe Weather Emergency
Class Cancellation and/or Closing Procedure
Last Updated: October 30, 2012

THE CAMPUS WILL OBSERVE THE FOLLOWING PROCEDURE IN THE EVENT OF AN EMERGENCY CLASS CANCELLATION AND/OR CLOSING:

Indiana University Northwest is committed to providing the campus community a safe, comfortable learning and work environment. While it is the policy of the University to be fully operational during normal operating hours, it is also recognized that there may be occasions, particularly during the winter months, when snow, ice, and/or extreme temperatures may require the campus Chancellor, or his designee, to cancel classes and/or close the campus. Effectively immediately, the campus will implement the following decision-making process.

SEVERE WEATHER - 10:00 p.m. – 5:00 a.m.

IF THERE IS SNOW or SEVERE WEATHER DURING THE NIGHT: Police Chief Patricia Nowak, or her designee, will call Vice Chancellor Joe Pellicciotti by approximately 4:30 a.m. Before calling him, she will consult with the Weather Bureau for projected additional snowfall or severe weather, with Physical Plant about the parking lots, and with the State Police for road conditions.

Vice Chancellor Pellicciotti will contact the Chancellor, or his designee, by approximately 5:00 a.m. and provide the latest weather information, the condition of campus parking lots and sidewalks, and a general assessment of local streets and area state and interstate highways. After consultation with the Chancellor or his designee, should the decision be made to cancel classes and/or close the campus for all or part of the day, Vice Chancellor Pellicciotti will contact Chief Nowak and Marketing and Communications Director Chris Sheid. Campus notification will occur via IU Notify’s community outreach function, which will be launched by Chris Sheid, or his designee, and which is capable of providing, after launch, near instantaneous notification to the IU Northwest community by telephone, email and text message. Chris Sheid, or his designee, also will place a notice banner on the campus homepage, update the campus social media sites (Facebook/Twitter), and notify the appropriate radio and television stations using the IU Northwest code words. Every effort will be made to submit that information to the media by 6:00 a.m. Chief Nowak will contact the University Police radio operator. Upon receiving her IU Notify information, Admissions Director Linda Templeton will modify the campus switchboard voicemail greeting.
SEVERE WEATHER - 5:00 a.m. – 10:00 p.m.

IF IT SNOWS OR THERE IS SEVERE WEATHER DURING THE DAY, Chief Nowak, or her designee, will gather the same data from Physical Plant, the State Police and the Weather Bureau. Vice Chancellor Pellicciotti will follow the process described above. Should a decision be made to cancel classes and/or close the campus “early,” the procedure noted above will be followed. Chris Sheid, or his designee, will launch IU Notify, place a notice banner on the campus’s homepage, update the campus’s social media sites, and notify the media. If evening classes need to be canceled, every effort will be made to submit that information to the campus and media by 3:00 p.m. If Vice Chancellor Pellicciotti is away from the campus, Chief Nowak will confer with Vice Chancellor for Student Services Georj Lewis, and they will follow the same procedure described above.

Administrators will generally stay at the campus until they are reasonably sure most incoming calls have been handled and students and faculty are safely on their way. Linda Templeton will arrange to have a message about class cancellation and/or closing included on the campus switchboard voice mail greeting. Relevant administrators should put a message on their voice mail so that callers have accurate information.

All Indiana University Northwest facilities will adhere to the cancellation and/or closing decision made for the campus. This includes classes that are held at the Portage Learning Center.

Indiana University Northwest classes held at the Academic Learning Center in Merrillville are subject to the decision of Purdue University Calumet.

A list of media sources you can consult to obtain information about IU Northwest weather-related class cancellations and/or closings is attached to this memo and is available at the following website:

http://www.iun.edu/~preparen/closings.shtml

Note: The Chancellor, or his designee, may elect to cancel classes, rather than to close the campus. In such cases, classes are not held, but campus employees remain in work status. The cancellation of classes does not mean that the campus is closed. Closing the campus is a specific action of the Chancellor separate from a decision to cancel classes.
SEVERE WEATHER CLOSING

In case of severe weather, the decision about cancelling classes and/or closing the campus will be reported to the following radio/television stations and newspapers, as well as at:

http://webdb.iu.edu/iun/cal/Daily_Mobile.cfm?t=562

<table>
<thead>
<tr>
<th>AM</th>
<th>FM</th>
<th>TV/CABLE</th>
<th>Newspapers</th>
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<tr>
<td>720 (WGN)</td>
<td>103.9 (WXRD)</td>
<td>2 (WBBM) - Chicago</td>
<td>The Post-Tribune</td>
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<tr>
<td>780 (WBBM)</td>
<td>105.5 (WLJE)</td>
<td>5 (WMAQ) - Chicago</td>
<td>The NWI Times</td>
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<tr>
<td>890 (WLS)</td>
<td>107.1 (WZVN)</td>
<td>7 (WLS) - Chicago</td>
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<tr>
<td>1230 (WJOB)</td>
<td>28 (FOX) - South Bend</td>
<td>9 (WGN) - Chicago</td>
<td></td>
</tr>
<tr>
<td>1500 (WAKE)</td>
<td>32 (FOX) - Chicago</td>
<td>28 (FOX) - South Bend</td>
<td></td>
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Merrillville
Cable (CLTV) Chicago

17 OR 56 (WYIN)

The NWI Times
INDIANA UNIVERSITY NORTHWEST SEVERE WEATHER
Telephone Switchboard Voice Mail Greeting

People calling the main Indiana University Northwest telephone number for campus cancellation and/or closure information will be greeted by a modified switchboard voice mail greeting. The modified voice mail greeting will state:

a. Message creation date and time (Optional; person’s name and title)
b. Current decision / future decisions
c. Additional sources of information
d. Thank you

(e.g., Linda Templeton’s voice)

“Monday, January 14, 2013. Time: 5:30 a.m. This is Linda Templeton, Admissions Director. Due to inclement weather, IU Northwest has cancelled classes (or, as the case may be, is closed) today. Additional campus class cancellation (or, as the case may be, closure) information may be found at the IU Northwest web page (www.iun.edu) or on a local news station or local news website. If this is an emergency, please wait and this call will be transferred to the University Police. Thank you for calling Indiana University Northwest and be safe.

Voice Mail 6500 Greeting Change Instructions:

1. From home, dial 980-6999 or 980-6996
2. At the voice mail system prompt, enter 6500* (the “*” indicates ownership)
3. Enter confidential password xxxx
4. Press 8 for user options
5. Press 4 to change greeting
6. Press 7 to record the greeting (press 3 to discard greeting and start over)
7. Press # to finish recording
8. Press 9 to save greeting
9. Hang up
10. Call IUN’s main telephone number and test the message
## BACK-UPS FOR SEVERE WEATHER

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<tr>
<th>RESPONSIBILITY</th>
<th>PRIMARY</th>
<th>BACK-UP</th>
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<tr>
<td>DECISION FOR CLASS CANCELLATION AND/OR CLOSING CAMPUS</td>
<td>Chancellor Lowe</td>
<td>Executive Vice Chancellor for Academic Affairs David Malik</td>
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<tr>
<td>RECOMMENDATION</td>
<td>Joe Pellicciotti</td>
<td>Vice Chancellor for Student Services, Georj Lewis</td>
</tr>
<tr>
<td>UPDATE OF WEATHER/PARKING</td>
<td>Chief Patricia Nowak</td>
<td>Lt. Ed Davies</td>
</tr>
<tr>
<td>SWITCHBOARD MESSAGE</td>
<td>Linda Templeton</td>
<td>Chris Sheid</td>
</tr>
<tr>
<td>MEDIA CONTACT</td>
<td>Chris Sheid</td>
<td>Emily Banas</td>
</tr>
<tr>
<td>WEBSITE UPDATE</td>
<td>Chris Sheid</td>
<td>Emily Banas</td>
</tr>
</tbody>
</table>

Note: The following personnel have the codes and/or passwords for notifying radio/television stations: Chris Sheid, Emily Banas, Erika Rose, and Ryan Shelton. The following personnel have the passwords for the switchboard message: Linda Templeton and Chris Sheid. The following personnel have the passwords for the website update: Chris Sheid and Emily Banas. The following personnel have credentials to launch IU Notify: Chris Sheid, Emily Banas, Ryan Shelton, and Executive Director for IT Carol Wood.

A complete copy of the cancellation/closing procedures and supporting documentation is available on the Administration Office’s website.


For additional information, please see “Adverse Weather,” CWA 4.2, revised July 1, 2006, available at [http://www.indiana.edu/~uhrs/policies/ss/4.0/4.2.html](http://www.indiana.edu/~uhrs/policies/ss/4.0/4.2.html).

For additional information, please see “Adverse Weather,” Hourly 5.5, revised April 1, 2008, available at [http://www.indiana.edu/~uhrs/policies/hourly/weather.html](http://www.indiana.edu/~uhrs/policies/hourly/weather.html).