

Subject: Hazardous Weather and Emergency Policy  
Number: 210  
Issued by: Vice Chancellor for Finance and Operations  
Revised: July 31, 2007

The University of South Carolina Beaufort will remain open during normal business hours unless notified to close by the Governor or, in the event of major local weather disturbances or other emergency occurrences; the Chancellor or their designee determines that closing the institution is in the best interest of the students, faculty, and staff.

In the event of hazardous conditions, or the potential for such conditions to develop, occurring after hours, the decision should be made by 6:00 am, by the Chancellor. In the absence of the Chancellor, the Executive Vice Chancellor for Academic Affairs, in consultation with the senior administrators of the campus will make the decision. In either case, the Director of Facilities and or the Director of Public Safety will notify the Chancellor or designee of existing conditions and any pertinent information available from local law enforcement or other EMA agencies. At that time, the Chancellor or designee will notify the senior campus administrators. The appropriate media will be contacted.

All messages to the media should be clear and concise, A sample of options is provided below:

1. The University is closed. Classes have been cancelled and all employees should not report to work,
2. All University classes are cancelled. Employees are expected to report for work as soon as safe travel will permit.
3. Classes will be held and all employees are expected to report for work.
4. The above stated options may be modified to include a specific time that the University will open.

#### COMPENSATION DURING DECLARATION OF EMERGENCY

Employees who do not report to work shall use annual or compensatory leave time, take leave without pay, or make other arrangements such as working additional make-up hours at a time to be scheduled by the University. In the event the Governor makes other alternatives available to the University in this vein all employees will be notified.

<http://hr.sc.edu/policies/hr118.pdf>