

# APPENDIX G

## OBU Policy for Severe Weather Conditions

Only during the most severe weather conditions – which could potentially endanger the safety of students or staff – will OBU consider closing or moving to a snow day schedule. The decision to close or to adopt the snow day schedule will be made as early as possible and will be released for broadcast on the following radio and television stations:

KGFF (AM 1450)	Shawnee
KIRC (FM 105.5)	Seminole/Shawnee
KTOK (AM 1000)	Oklahoma City
KWTV (Channel 9)	Oklahoma City
KOCO (Channel 5)	Oklahoma City
KFOR (Channel 4)	Oklahoma City

If there are no announcements from the above media, the assumption may be made that OBU will be operating on its regular schedule. The OBU switchboard operator will be informed of the decision and OBU students and personnel can call the switchboard at 275-2850, or the University’s news and information office at 878-2107, for 24-hour information regarding the University’s operating schedule.

### Snow Day Schedule for Monday-Wednesday-Friday Classes

<u>Regular Class Time</u>	<u>Snow Day Schedule</u>
8:00-8:50 a.m.	9:30-10:15 a.m.
9:00-9:50 a.m.	10:25-11:10 a.m.
11:00-11:50 a.m.	11:20 a.m.-12:05 p.m.
12:00-12:50 p.m.	12:15-1:00 p.m.
1:00-1:50 p.m.	1:10-1:55 p.m.
2:00-2:50 p.m.	2:05-2:50 p.m.
3:00-3:50 p.m.	3:00-3:50 p.m.

NOTE: The 10:00 a.m. period has been absorbed into the adjusted schedule, leaving no free period or Chapel-Assembly during the snow day schedule.

### Snow Day Schedule for Tuesday-Thursday Classes

<u>Regular Class Time</u>	<u>Snow Day Schedule</u>
8:00-9:15 a.m.	9:30-10:25 a.m.
9:30-10:45 a.m.	10:35-11:30 a.m.
11:00 a.m.-12:15 p.m.	11:40 a.m.-12:35 p.m.
12:30-1:45 p.m.	12:45-1:40 p.m.
2:00-3:15 p.m.	1:50-2:45 p.m.
3:30-4:45 p.m.	2:55-3:50 p.m.

### Snow Day Schedule for January Term

<u>Regular Class Time</u>	<u>Snow Day Schedule</u>
8:00-10:00 a.m.	9:30-11:00 a.m.

University administrative offices will open at 9:30 a.m. when OBU is following the snow day schedule. The offices will be informed of closing times on days when the snow day schedule is utilized. Student workers should contact their supervisors concerning work schedules on such days.

10:15 a.m.-12:15 p.m.

1:00-3:00 p.m.

3:15-5:15 p.m.

11:15 a.m.-12:45 p.m.

1:00-2:30 p.m.

2:45-4:15 p.m.

**EVENING CLASSES** will meet as scheduled unless otherwise announced.

## OBU Snow Day Procedures

### 1. Timetable for Decision

The decision regarding implementation of a snow day schedule or canceling of classes should be made by 9:30 p.m. on the night before the day in question if possible. This deadline allows for communication of the decision to media and on-campus personnel.

### 2. Chain of Communication

The President and the Vice President for Academic Affairs should make the final decision. After the decision is made, the Vice President for Academic Affairs should use the following chain of contact:

#### A. Director of Public Relations

**Contacts:** Radio Stations

Television Stations

Newspapers

Executive Vice President

Vice President for Development

**Contacts:** Development Staff

#### B. Dean of Students

**Contacts:** Director of Residential Life

**Contacts:** Residence Hall Directors

Director of the Geiger Center

**Contacts:** Food Service Director

Groups with events scheduled for day in question

Director of Student Services

**Contacts:** Student Services Staff  
Dean of Admissions

**Contacts:** Admissions Staff  
Vice President for Religious Life

**Contacts:** Religious Life Staff

C. Assistant Vice President for Business Affairs

**Contacts:** Director of Business Services

**Contacts:** Switchboard operator

Institutional Services Staff

Business Services/Personnel Staff

Assistant Vice President for Physical Plant

**Contacts:** Campus Safety

**Contacts:** Physical Plant crews

Assistant Vice President for Information Systems and Services

**Contacts:** IS&S Staff

Executive Office Staff

Director of Student Financial Services

**Contacts:** Student Financial Services Staff

Controller

**Contacts:** Business Office Staff

D. Academic Deans

**Contacts:** Division Heads

**Contacts:** Faculty