

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