UNIVERSITY POLICY P- 09.00-10/02

DATE: October 7, 2002

TO: University of West Florida Community

FROM: John C. Cavanaugh, President

SUBJECT: Severe Weather

AUTHORITY: Section 240.227, F.S., CM-M-18.00

Policy/Purpose: Interprets CM-M-18.00; Describes, Standard UWF practice
With Regard to Closing the University due to Severe Weather

The University of West Florida will disrupt normal operations when severe weather poses a substantive threat to the safety of faculty, staff, or students. Actions taken may include the suspension of classes, the closure of all or specific buildings, and/or the cancellation of scheduled events.

Only the President or designee is authorized to close the university due to emergencies including severe weather. This decision will be made in consultation with the vice presidents.

The University will close and cease all but essential safety operations on the Pensacola campus as quickly as possible following the issuance of a hurricane warning for the Pensacola area. The UWF Fort Walton Beach Center and other class locations in Okaloosa and Walton counties will follow the directives of Okaloosa-Walton Community College with regard to closure. The downtown Historic Pensacola Village facilities and the UWF Institute for Human and Machine Cognition will follow the directives issues by their respective executive directors.

Decisions regarding closing the university due to severe weather, such as tropical storms, ice or snowstorms, flooding, tornadoes, etc. will be made after evaluation of available information from state and local emergency agencies and the national weather service. Evaluation criteria will include the duration and severity of the problem and the size of the geographic area impacted. In all instances of severe weather, university personnel and students should evaluate their own personal circumstances to determine actions appropriate and necessary to insure their personal safety and the safety of their families. When possible, a decision regarding the next day’s operations will be made by the president or designee by 8:00 p.m. Announcements will be communicated via ThE News, Student News, WUWF 88.1 FM radio, the UWF web site, voice mail and forwarded to other local media outlets prior to 10:00 p.m. Those
notifications also will include the time when the next update will be issued, but employees and students should continue to monitor media for updates throughout severe weather threats in case the situation worsens and another update is necessary. Employees should direct questions regarding their work schedules to their supervisors.

Make-up classes and workdays may be required if classes and work operations are suspended for more than two days in any semester. This decision will be made by the President on a case-by-case basis. "Make-up of academic work is under the purview of the individual instructor."

APPROVED:                                      DATE:
Dr. John C. Cavanaugh, President       10/07/02