

3357:13-18-13 College/Campus Closing Policy and Procedure

- (A) North Central State College strives to maintain a safe and comfortable environment in order to accommodate the learning process. This includes making every effort to keep the College open despite inclement weather or other conditions while keeping student and employee safety at the forefront. Whether closing the College or closing the campus, closure is always a difficult decision to make in view of the large geographical area North Central State College serves and the vast array of activities students and employees are involved in as part of their learning/teaching experience.
- (B) During periods of inclement weather, the conditions both on campus and throughout the region are monitored very closely for projected snowfall, the potential for ice, as well as the expectation of dangerously frigid temperatures. The decision to close is not typically based on any one individual circumstance or location alone, rather a combination of factors either occurring or in the immediate forecast that present the potential for hazardous conditions.
- (C) Whether inclement weather or other conditions exist on or enroute to campus or another College activity location, the assumption of risk is a decision each individual must make even if the College/campus remains open.
- (1) It is likely the College will remain open during emergency snow levels 1 and 2 in Richland County. Students/employees should not attempt travel to the College under any circumstances if an emergency snow level 3 has been issued for Richland County or any other county the student/employee may travel through enroute to the College or other College activity destination.
 - (2) Students have the responsibility to notify instructors, employees their supervisor, if they cannot attend or deem the conditions too unsafe to attempt (including online courses if necessary). Students/employees must communicate with their instructors/supervisor as soon as possible if they decide not to attend due to inclement weather or other hazardous conditions.
- (D) If it becomes necessary to close the College/campus during the day and/or evening when classes are in session, every effort will be made to send an announcement via the emergency notification system and to local radio/TV, and to post on the College website by 3:00 p.m. If weather conditions deteriorate overnight, a decision shall be made by 6:00 a.m. Monday through Saturday.
- (1) Timing is important during the day as well as the evening, as students and faculty may have responsibilities in a clinical setting as well as students, faculty and staff may already be enroute to the campus at the time the decision is made.
 - (2) The decision to close the College/campus may include online, hybrid and traditional classes offered by North Central State College at area learning centers throughout the District (the Kehoe Center, Crawford Success Center, etc.).

Clarification about which modality will be closed will be included in each closing notification, including a potential shift to remote learning.

- (3) If the College/campus is closed, it means unsafe conditions exist. Do not come to campus for any reason.
- (E) For students involved in clinical setting experiences, the clinical faculty and/or clinical coordinator must work with the clinical site to determine the effect of the College/campus closing on the student's clinical participation. Students are responsible for assuring close communication with appropriate College/clinical personnel to ensure that their attendance record and patient care is in no way compromised.
- (F) Definitions: It is important to note that while we are part of a shared campus with The Ohio State University at Mansfield, closing the College and closing the campus are two different actions. The following definitions will help clarify the appropriate closing language and expectations for each:
 - (1) Campus Closure - effects students of both North Central State College and The Ohio State University at Mansfield.
 - (2) College Closure - effects only students of North Central State College.
 - (3) Closure for Inclement Weather –closure based on weather conditions such as actual or anticipated snowfall, ice accumulation, dangerously frigid temperatures, or other weather related occurrences.
 - (4) Closure for Other Reasons – closure based on other hazardous, unhealthy, or inconvenience issues (i.e., power outages, water line breaks, etc.)
 - (5) Partial Closures may refer to a portion of the day for closure or a portion of the College for closure:
 - (a) Partial Location Closure –special situations that may require the cancellation of activities at a particular area of the College (Kehoe Center Crawford Success Center) while activities at the main campus, or elsewhere continue as scheduled.
 - (b) Partial Day Closure - the College/campus may close only for morning classes and reopen for the afternoon and evening classes or close later in the day.
 - (6) Delayed Opening – delay based on conditions that are expected to improve or become less hazardous after a certain amount of time:
 - (a) Classes that have 50 or more minutes of meeting time remaining following the opening time will meet.

- (b) Classes that have less than 50 minutes of meeting time remaining following the opening time will be cancelled.
- (7) Remote learning-instruction where the student and educator are not physically present in the traditional classroom environment. Instruction is disseminated through technology tools such as discussion boards, video conferencing, and virtual assessments.
- (G) In the case of closure or delayed opening, announcements will be made on or listed on the webpage of every major radio station in the surrounding counties. Notifications are also made available via text alert, and social media.
- (1) All North Central State College student email addresses are automatically entered into the Mansfield Alert System at the beginning of each semester and updated monthly. This service will send an email to the student with information about any closing or delay due to weather, or other circumstance. Each student is encouraged to personalize his or her alert notification so that he or she can receive text and voicemail alert. Students may also choose to have alerts sent to additional family members.
- (2) As soon as the alert system is activated regarding a closing or delayed opening, the College will post the information on the homepage of the website, on social media, as well as update the recording at the College main phone number. We encourage students to follow these social media pages for up to date information.
- (3) See the following website for current information:
<https://ncstatecollege.edu/safety-and-security/weather-closing/>
- (4) Please, listen carefully to one of the following radio or television stations for closure/delay information. Many of these media outlets will also update their closing messages on webpages. In addition, Gannett and Richland Source provide listings for closings and delays on their websites. WMFD provides text notifications for those who sign up to receive them on its website.

90.7 FM Mansfield	106.1 FM Mansfield
91.7 FM Mansfield	107.7 FM Fredericktown
92.7 FM Bucyrus	1340 AM Ashland
98.3 FM Fredericktown	1400 AM Mansfield
100.1 FM Mansfield	1440 AM Mansfield
101.3FM Ashland	1540 AM Bucyrus
102.3 FM Ashland	WMFD-TV
105.3 FM Mansfield	Richland Source

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