

## **85.21 Weather Emergency and Class Cancellation**

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**1. Decision to Cancel.** Circumstances such as inclement weather, national or state tragedies, threat to the safety of students and personnel, or other unforeseen events may dictate that the Eastern New Mexico University-Roswell (ENMU-Roswell) administration cancel classes or close the institution.

- A. Such decision to cancel shall be made by the President ENMU-Roswell or designee. This decision will be made in consultation with the President ENMU-Roswell.
- B. Provided, however, in the event of an immediate threat to the safety and well-being of students and staff, Campus Security has authority to vacate buildings or areas.
- C. Emergency class dismissal shall be coordinated with the Vice President for Academic Affairs.

**2. Procedures.** In the event that an administrative decision is made to cancel instructional activities or close ENMU-Roswell, the following guidelines prevail:

- A. The Director of College Development shall advise all local radio stations that ENMU-Roswell is canceling classes and/or that ENMU-Roswell is closed for any part of the day or the complete day. The Director of College Development shall ask the radio stations to make announcements during the broadcast day on a periodic basis.
- B. In the event classes are canceled during instructional hours, appropriate notice shall be circulated to the appropriate instructional areas and should be announced to the students by the faculty member.
- C. In the event ENMU-Roswell is to be closed during regular business hours, an electronic mail notice will be sent to all employees.

### **3. Winter Storms**

- A. ENMU-Roswell will be closed before travel conditions become dangerous and will not reopen until the environment is safe. Therefore there are no special on-campus safety guidelines for non-storm personnel and students.
- B. Since no building or building content damage is expected, Faculty and Staff are not required to secure their work areas prior to being released.

### **4. Thunderstorms**

- A. Observe the following rules if lightning is occurring or is about to commence:
- B. Avoid water fixtures, telephone lines, and any electrical conducting materials.
- C. Stay inside buildings and off campus grounds.
- D. Campus buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail and lightning strikes.

E. If you are working outdoors or not at work, depending on your location, keep the following in mind:

1. In your home or a building - follow the above-mentioned rules.
2. In your car - because cars are low profile and supported on rubber tires (an effective electric insulator) they are generally (but not always) safe from lightning strikes. Electrical current will also generally follow a path around, rather than through, the passenger compartment (not necessarily true for convertibles).
3. In an open area - go to the nearest ditch or ravine and drop to your knees. There are a number of **“don’ts”** to keep in mind. **Do not** do any of the following:
  - stand in an open area
  - stand underneath a tall tree (especially if it is in an isolated area)
  - seek shelter in a small structure in an open area
  - stand in or around a body of water
4. In a wooded area – go to a low area of small trees / bushes
5. Stay away from anything metal – farm equipment, golf clubs, wire fences, etc.
6. If you feel your hair standing on end, drop to your knees bend forward putting your hands on your knees. Do not lie flat on the ground.