

SAFETY COMMITTEE
Marshall University/Marshall Community & Technical College

MINUTES

Called Meeting, Friday, June 17, 2005, 3:00 p.m.
HR Services Conference Room, 207 Old Main

Present: Jeff Ellis, Karen Kirtley, Dale Osburn, Ashley Salyer, Jim Stephens, Jim Terry

This called meeting was requested by Karen Kirtley who needed to obtain Safety Committee approval for several items arising from BRIM and which require compliance on a tight schedule.

The first issue is a related to a requirement that the latest inclement weather statement be incorporated into the Emergency Procedures statement. The Committee examined both the Interim Policy 7 and the statement that appears in the Classified Staff Handbook and voted to include the version in the Handbook. It is attached to these minutes.

The second issue is related to a requirement that building representatives be identified for each building on campus. The group reviewed existing names and proposed new names for a list of building contacts. Karen Kirtley will contact the proposed new persons and see if they agree to serve in that capacity. If/when all have agreed, Karen will notify Jim Stephens who will edit the list and upload it to the Safety and Health website. For information it was noted that all the buildings should have at least one building representative, but Old Main has persons assigned to individual doors and is the only building on campus so organized.

The third issue is related to emergency exit maps that are required to be posted in all building locations. These will indicate where the reader is located as they read the map, where fire extinguishers, fire alarms, etc. are located, and what is the route to emergency exits from that location. Dale Osburn stated that these are being prepared and printed. They will be laminated and placed on walls in the required locations.

The fourth issue has to do with a requirement that all buildings participate in a fire drill at least once a year. Since there are important considerations with regard to when to schedule these in teaching environments with students present, Karen Kirtley said she will confer the Sarah Denman and report back to the Committee about the best time to schedule these. The Committee took no further action on this item except to recognize the requirement.

A motion was made, seconded, and approved unanimously that Karen Kirtley is authorized to take the actions outlined in the first three issues above with the contingency that the building representatives list is tentative until the new persons actually agree to serve. The fourth item is an informational item and did not require Committee action.

There being no further business, the meeting was adjourned.

INCLEMENT WEATHER

Generally it is Marshall University's policy to maintain its normal schedule, even when conditions are inclement. However, that is not always possible. In those instances when it is necessary to alter the schedule in response to weather conditions, the University will announce one of several types of closing, cancellation or delay:

UNIVERSITY CLOSED: All classes suspended and offices closed.

CLASSES CANCELLED: All classes suspended; offices open.

DELAY CODE A: Means a delay in the opening of classes BUT no delay in the opening of offices. Delays will usually be in the range of one to two hours. Employees are expected to report to work at their normal starting times unless they feel that travel is unsafe. If an employee feels that he/she cannot travel safely to work, they may charge accrued annual leave for the portion of the workday from 8:00 a.m. (or their normal start time) until their arrival at work.

DELAY CODE B: Means a delay in the opening of classes AND a delay in the opening of offices. Delays will usually be in the range of one to two hours. Employees do not have to report to their offices until the stated delay time. If they believe they cannot travel to work safely by the stated delay time, they may charge accrued annual leave for the work hours from the stated delay time until they can next report to work.

Sources of information: The University will attempt to publish information about the status of the institution through the following means: (1) notification to television and radio stations in Huntington and Charleston (and notification to Huntington and Charleston newspapers if publication deadlines permit); and (2) posting messages to the Huntington AUDIX system (696-6245) and to the University response number (696-3170). Television and radio stations may not publish the University's announcement correctly. Therefore, the authoritatively correct statement of the University's situation is stipulated to be the message on the AUDIX system or the University response number.

Class operation under delays: Under both categories of delay, students should go to the class that would begin at the stated delay time or the class that would have convened within 30 minutes of the stated delay time. A two-hour delay means that classes that begin at 10:00 a.m. begin on time. Classes that begin at 9:30 a.m. meet at 10:00 a.m. and continue for the remaining period of that class.

Exceptions with regard to certain employees: Certain critical and emergency employees may be required to report to work on time or earlier than normally scheduled (or remain on campus) despite the particular delay code published.

Safety: Individual employees may, in their best judgment, determine the risk of travel to be too great and elect to remain home. Those who do should contact their respective supervisors and indicate they are (1) taking annual leave that day, or (2) taking compensatory time, in the event compensatory time is owed to them.

Area interruptions: In the event a building, or section of a building is closed (because of heat loss, power outage, etc.), employees working in that affected area will be permitted to take their work to another area or building on campus. Or, in consultation with the supervisor, the employee may elect to take annual leave that day, or take compensatory time off.

Policy basis and decision-making: The basis for the University's inclement weather policy is Executive Policy Bulletin 7, *Policy Regarding Weather-Related and/or Emergency Closings and Delays*. Decisions about closing, cancellation and/or delay are made by the Senior Vice President for Academic Affairs

and/or the Senior Vice President for Finance and Administration. Human Resource Services assists employees as required with questions related to this policy.

NOTE: Marshall Community & Technical College participates in the procedure set forth above. However, the above information applies only to the Huntington campus area. The Marshall University Graduate College in South Charleston and the associated education centers have different policy and definitions as set forth below:

Marshall University Graduate College (South Charleston campus) and Other Education Centers:

The Marshall University Graduate College (South Charleston campus) and the associated education centers outside Huntington follow a different inclement weather policy as set forth below. Decisions about closings, delays, or cancellations are made for MUGC and the education center by the Vice President for Regional Operations and/or education center directors.

Marshall University Graduate College – South Charleston Campus: Since MUGC classes do not generally meet until late afternoon, an effort will be made to decide about classes by noon. Notification of delays or cancellations at the South Charleston Campus will be announced by (a) local media, (b) MUGC telephone system, and (c) University web site. Any delay will be placed on the MUGC automated switchboard. Students may check the status of their classes by calling the MUGC telephone system (746-2500) or checking the Graduate College web site.

Point Pleasant, Beckley, Teays Valley and Other Educational Centers: Procedures for delayed openings and class cancellations are similar to those for the MUGC. At Point Pleasant, Beckley, and Teays Valley local media will provide information regarding cancellations. In addition, each site has a weather hot line: (a) Point Pleasant, 674-7239; (b) Beckley, 252-0719; (c) Teays Valley, 757-7223.

Remote Locations and Other Education Centers: Because the Marshall University Graduate College may have several classes meeting on an irregular schedule in a geographically dispersed area throughout the semester, decisions about whether to meet during inclement weather will be made by the instructor. Those decisions will be transmitted to students by e-mail or other methods as agreed by students and the instructor.

Definitions for MUGC (South Charleston):

MUGC Closed: All classes cancelled and offices closed.

MUGC Classes Cancelled: All classes cancelled. Details provided by site.

MUGC Delay: A delay in the beginning of non-class activities, e.g. a two-hour delay would mean the normal work day would begin at 10:00 a.m. rather than 8:00 a.m.