Inclement Weather Policy
Mount St. Joseph University

Revised September 2026

Mount St. Joseph University (the "University") prioritizes the safety of its students and employees. In the event that inclement weather could potentially make travel conditions to and from campus dangerous for the University community, the Emergency Response Team Leader (the "ERTL"), in consultation with the Chief of Police and Provost, shall determine whether or not to cancel classes, delay opening, or close portions or all of the University.

The University is reluctant to cancel classes, delay opening or to close without necessity. Weather conditions throughout the area are often not uniform and careful consideration of the safety of the entire University community is given by the ERTL prior to making any inclement weather safety decisions. The use of University Remote Operations is expected to be the most common choice for most inclement weather.

Inclement weather safety decisions will typically be made by 6:00 a.m. for daytime classes and by 3:00 p.m. for evening classes. Any class cancellations, delays or closings will be communicated to all employees and students through MountSafe using their registered phone number(s), email(s), or text(s). MSJ will also provide notice of inclement weather safety decisions to local radio and TV stations that announce local school and business closings. Additionally, messaging will be added to the www.msj.edu webpage announcing the University's status. When University Remote Operations is deployed, the team's goal is to make the decision the prior evening to allow faculty and staff to update online messaging and resources which will allow all community members to prepare for remote operations the next day.

Essential personnel should plan to report to campus in all statuses and scenarios unless otherwise instructed by the Director of their immediate department.

This policy is the purview of the Emergency Response Team. Employees who have questions about how this policy applies to your work team or department, should contact their direct supervisor. Students who have questions about how this policy applies to your coursework or team should contact their Instructor/Professor, Program Director, or Coach.

Plan C – University Closed.

- MountSafe Messaging: See the attached appendix
- Further Context: Physical campus is closed. All classes are cancelled. Essential Personnel are expected to report to campus.
    - This option will be used rarely, in response to community-wide, extreme weather events, as it closes nearly all operations.
    - This option may also be used for a non-weather-related campus emergency
    - Plan C affects all University classes and events for the day and evening.
    - Students reporting to off-site locations should follow the inclement weather protocols of the location to which they are reporting.

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Plan R – University Remote Operations

- MountSafe Messaging: See the attached appendix
- Further Context: Physical campus is closed but all classes and University departments will operate virtually on normal hours and schedules. Essential Personnel are expected to report to campus.
    - Students should expect to conduct their day virtually and refer to instructions posted to Canvas or official communication protocols from their instructors or programs.
    - Students reporting to off-site locations should follow the inclement weather protocols of the location to which they are reporting.
    - Faculty and Staff will revise online and voice messaging to reflect the temporary operating status and provide direction to students and the community.
    - Plan R allows for programs and teams to plan alternate times / activities and schedule events as road conditions allow.
    - Plan R is expected to be the University's most common response to inclement weather.

Plan D1 / D2 – University Delayed Start 1 hours or 2 hours

- MountSafe Message: See the attached appendix
- Further Context: Physical campus will open 1 hour (D1) or 2 hours (D2) late. Classes and events occurring during the delay period are cancelled. Essential Personnel are expected to report to campus.
    - Students should expect their day to continue normally after the delay period but should refer to instructions posted to Canvas or official communication protocols from their instructors or programs.
    - Students reporting to off-site locations should follow the protocols of the location to which they are reporting.
    - Faculty and Staff will revise online and voice messaging to reflect the temporary status and provide direction to students and the community.

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Other Considerations

1. Individual Discretion

- Regardless of the University's status, individuals must use personal judgment based on local travel conditions.
- Instructors are expected to be understanding of students who choose not to travel in unsafe conditions and of students who may not be able to participate due to other obligations, a lack of technological resources, or other impediments.
    - Students are responsible to contact instructors to obtain any missed content
- If the University is open and an instructor is unable to attend, the instructor must notify students and make arrangements to cover missed content.
- Students should wait 30 minutes for an instructor before leaving a classroom if no prior notice is given.
- Essential personnel should plan to report to campus in all statuses and scenarios unless otherwise instructed by the Director of their immediate department. Essential personnel not able to report should contact their immediate supervisor as soon as possible regarding their inability to report.

2. Changing Conditions

- The University may update weather-related decisions throughout the day, based on evolving conditions. Partial-day closures or evening-only decisions are possible. As weather safety conditions change, decisions may be altered by the ERTL.

3. Previously Scheduled PTO

- Employees with pre-approved PTO scheduled on a day when the University unexpectedly closes will be charged PTO for this time.
- In the event of University Remote or University Delay:
    - Staff and faculty should conduct business via phone, email, and virtual meetings, and report to campus at the announced start time.
    - Staff who do not report to campus or perform remote operations must request a full PTO day.

4. Snow Emergencies and Travel Advisories

- The University will adhere to snow emergencies and travel advisories issued for Hamilton County, Ohio.
- Regardless of the University's operating status, individuals are expected to exercise personal judgment based on local travel conditions and comply with the travel advisories issued by their respective counties.

Note: This policy is subject to change at any time without prior notice to reflect operational needs, holidays, or when classes are not in session.

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Appendix – Example MountSafe Messaging

Plan C – University Closed Messaging Examples

- **Text Message Script**
  - ***(228 characters not including the "MountSafe Alert:")***
  - MountSafe Alert: Campus closed on _/_/_ due to weather (Plan C). All classes and events are canceled, and students at off-site locations must follow local site protocols. Essential personnel must report to campus. More info: www.msj.edu/weather
- **Email & Phone Script**
  - **Subject: MountSafe Alert: University Closed on [Day of Week], _/_/_**
  - The physical campus is closed today, and all University classes, activities, and day and evening events are canceled. If you are a student reporting to an off-site location, please follow the inclement weather protocols of your specific site. Essential personnel are expected to report to campus as scheduled.
  - For more information on Plan C, please visit www.msj.edu/weather. Thank you for your attention. Stay safe.

Plan R – University Remote Operations Messaging Examples

- **Text Message Script**
  - ***(295 characters not including the "MountSafe Alert:")***
  - MountSafe Alert: Campus remote on _/_/_ due to weather (Plan R). Students & employees will operate virtually on normal schedules. Students should follow instructor/program protocols. Students at off-site locations follow local site protocols. Essential personnel report to campus. More info: www.msj.edu/weather

- **Email & Phone Script**
  - **Subject: University Remote Operations on [Day of Week], _/_/_**
  - The University is operating remotely and physical campus is closed.
  - All classes and University operations will operate virtually on normal schedules. Students should refer to instructions posted to Canvas or official communication protocols from their instructors or programs, and students reporting to off-site locations should follow the protocols of their specific site. Essential personnel are expected to report to campus as scheduled.
  - For more information on Plan R, please visit www.msj.edu/weather. Thank you for your attention. Stay safe.

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Plan D1 / D2 – University Delayed Start 1 hours or 2 hours Messaging Examples

Note: For these, simply select or swap [1 Hour / D1] or [2 Hours / D2] depending on the situation.

- **Text Message Script**
  - ***(296 characters not including the "MountSafe Alert:" I left 5 characters blank for the time campus opens, i.e. 10:30 a.m.)***
  - **MountSafe Alert:** 1-hour delay on _/_/_ (Plan D1). Campus opens at _____ a.m. Classes & events held during this delay are canceled. Normal schedule resumes after. Refer to program protocols. Students at off-site locations follow site protocols. Essential personnel report to campus. More info: www.msj.edu/weather *OR*
  - ***(296 characters not including the "MountSafe Alert:" I left 5 characters blank for the time campus opens, i.e. 10:30 a.m.)***
  - **MountSafe Alert:** 2-hour delay on _/_/_ (Plan D2). Campus opens at _____ a.m. Classes & events held during this delay are canceled. Normal schedule resumes after. Refer to program protocols. Students at off-site locations follow site protocols. Essential personnel report to campus. More info: www.msj.edu/weather
- **Email & Phone Script**
  - **Subject: MountSafe Alert: University Delay on [Day of Week], _/_/_**
  - The University is operating on a 1-hour delay due to weather. Campus will open at __ a.m.
  - All classes and campus events scheduled during this delay period are canceled. Normal classes will resume after the delay period, but students should refer to instructions posted to Canvas or official communication protocols from their instructors or programs. Students reporting to off-site locations should follow the protocols of their specific site. Essential personnel are expected to report to campus as scheduled.
  - For more information on Plan D1, please visit www.msj.edu/weather. Thank you for your attention. Stay safe. *OR*
  - **Subject: MountSafe Alert: University Delay on [Day of Week], _/_/_**
  - The University is operating on a 2-hour delay due to weather. Campus will open at __ a.m.
  - All classes and campus events scheduled during this delay period are canceled. Normal classes will resume after the delay period, but students should refer to instructions posted to Canvas or official communication protocols from their instructors or programs. Students reporting to off-site locations should follow the protocols of their specific site. Essential personnel are expected to report to campus as scheduled.
  - For more information on Plan D2, please visit www.msj.edu/weather. Thank you for your attention. Stay safe.