



Revised November 2013

Inclement Weather Closing Policy and Procedure

The decision on whether to close the ENMU-Ruidoso campus will be based on the condition of the campus parking lot, area streets and highways. Determinations to close the campus will be approved and announced by the President's office and communicated to all faculty, staff, students and media outlets as listed herein. All ENMU-Ruidoso departments, including the New Mexico Workforce Connection (NMWFC) are included in the policy.

Each year, ENMU-Ruidoso's inclement weather policy and procedure will be communicated to the entire campus community.

Severe Weather Information

Weather closing information will be made available in the following ways.

- ENMU-Ruidoso Information line: 257-2120
- ENMU-Ruidoso Website www.ruidoso.enmu.edu
- ENMU Marquee
- Facebook

Radio Stations

- KBUY – 1360 AM
- KEDU – 102.3 FM
- KIDX – 101.5 FM
- KNMB – 96.7 FM
- KRUI – 1490 AM
- KWES – 93.5 FM
- KMWM – 105.1 FM

TV Stations

- KBIM – TV (Roswell)
- KOAT – TV (Albuquerque)
- KOB – TV (Albuquerque)
- KOB – www.kob.com
- KOBR – TV (Roswell)
- KRQE – TV (Albuquerque)

Inclement Weather Closing Policy

- When ENMU-Ruidoso opens late, a precise opening time, such as 10 a.m. or 11 a.m. will be announced instead of a statement such as "ENMU-Ruidoso will open two hours late".
- Classes and labs regularly scheduled to begin prior to the delayed opening time will be cancelled and instructors will make provisions to make up the course work.
- Employees may charge an absence to annual leave or other available balance without advance supervisory approval if weather conditions make the commute to work too hazardous even though the college is still open.
- Support staff required to work during an ENMU-Ruidoso closure will receive compensatory time off-or overtime consistent with college policy.

- On inclement weather days when ENMU-Ruidoso remains open while other institutions are closing or opening late, no external announcement will be made. However, internal announcements will be made.
- During the day, the decision to shorten the workday with an early closing or cancellation of evening classes will normally be made by 2 p.m.
- Regarding closings or late openings, every attempt will be made to have the decision made and announced by 7 a.m.

Faculty Considerations

- The VP of Student Learning and department chairs will ask faculty to discuss the college's inclement weather policy with their classes and make known their own expectations and plans of action, including review of how students will be informed of weather-related classroom decisions such as via e-mail, telephone, or posting notes on classroom doors.
- When the weather is bad but ENMU-Ruidoso remains open, some students may be unable to get to class because of the treacherous conditions. Faculty should take this into consideration.
- Department Chairs should make every effort to inform students when an individual faculty member is unable to make it to campus because of inclement weather.
- Faculty may not cancel classes without prior approval of the VP's office.

Outside Groups/Renters

- In the event of a closure, external groups will be notified and any events must be re-scheduled or cancelled.

Campus Notification: Communications and Procedures

The President will determine whether the campus will close or if there will be a delay. The following individuals are responsible for dissemination of this information:

- A. VP of Student Learning will notify all employees reporting to that department and academic departments. Department Chairs will notify department faculty. Faculty will notify the students in their affected courses.
- B. Director of Public Relations & Marketing will notify media and employees of that office. A second email notification will be sent to faculty and staff. Information will be made available on the campus phone system, marquee, and website.
- C. Staff of the Business Affairs, Physical Plant, and NMWFC will be notified by their directors.