



## Winter Weather Communication

<b>Date</b>	[Day], [Date]
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	Campus Email	Text Alert	Twitter	Facebook	Instagram	Media Release
<b>Lead</b>						
<b>Time Sent</b>						

**TWITTER**

Due to inclement weather, all University courses on all campuses will have a delayed start time. All classes starting before [time] are cancelled. If feasible, University employees should strive to follow their normal assigned work schedules using remote options.

**INSTAGRAM STORY**

Due to inclement weather, all University courses on all campuses will have a delayed start time. All classes starting before [time]. are cancelled. If feasible, University employees should strive to follow their normal assigned work schedules using remote options.

**FACEBOOK**

Due to inclement weather, classes at Idaho State University [CITY] campus locations will have a delayed start time. All classes starting before [TIME] have been cancelled for [DAY AND DATE]

If feasible, University employees should strive to follow their normal assigned work schedules, teleworking when possible. However, safety is our primary concern, so in some situations, a late arrival is expected. Use your best judgment when determining travel to campus and notify your supervisor of a late arrival.

The Early Learning Center in both Idaho Falls and Pocatello will also begin operations at [TIME]. Parents who have questions can call the Early Learning Center at (XXX) XXX-XXXX.

Clinics will have a delayed start and earlier appointments will be canceled.

The safety of our students, faculty, and staff is always at the forefront of our considerations. Today's delayed start was made after a careful and thorough review of road conditions, weather forecasts, and visibility reports.

#### **TEXT ALERT**

ISU ALERT: Due to inclement weather, classes held before [TIME] on [CITY] campus are cancelled today, [DATE]. Please check your ISU email for more information.

#### **EMAIL ALERT: STUDENTS, FACULTY, AND STAFF**

[Date]

Due to inclement weather, Idaho State University will have a delayed start on [Day/Date]. All classes starting before 10 a.m. have been cancelled.

If feasible, University employees should strive to follow their assigned work schedules or telework with supervisor approval. However, safety is our primary concern, so in some situations, a late arrival is expected. Use your best judgment when determining travel and notify your supervisor of a late arrival. Supervisors are instructed to allow for flexibility and work with employees who may need to delay their arrival. For more information on employee operations during inclement weather, visit our website.

The Early Learning Center in Pocatello will also begin operations at 10 a.m. Parents who have questions can call the Early Learning Center at (XXX) XXX-XXXX.

Clinics will also have a delayed start and earlier appointments will be canceled.

The safety of our students, faculty, and staff is always at the forefront of our considerations. Today's delayed start was made after a careful and thorough review of road conditions, weather forecasts, and visibility reports. Please be aware of snow removal operations on campus by utilizing cleared walkways, stairwells, and lot areas and by not parking in areas that are currently being cleared.

For more information, visit the University's winter weather website.

#### **MEDIA RELEASE**

[DATE]

Due to inclement weather, classes on the [CITY] campus will have a delayed start. All classes starting before

[TIME] have been cancelled for [DATE] .

If feasible, University employees should strive to follow their assigned work schedules or telework with supervisor approval. However, safety is our primary concern, so in some situations, a late arrival is expected. Use your best judgment when determining travel and notify your supervisor of a late arrival. Supervisors are instructed to allow for flexibility and work with employees who may need to delay their arrival. For more information on employee operations during inclement weather, visit our website.

The Early Learning Center in both Idaho Falls and Pocatello will also begin operations at noon. Parents who have questions can call the Early Learning Center at (XXX) XXX-XXXX.

\*\*\*Need to include clinic information. With urgent care available at University Health...

The safety of our students, faculty, and staff is always on the forefront of our mind. Today's delayed start was made after a careful and thorough review of road conditions, weather forecasts, and visibility reports.

Normal campus operations and schedules remain in place at our campus locations in [CITY].

## WEBSITE

In the event of inclement weather that necessitates cancellation of classes, Idaho State University's campus will remain open. Employees are designated as either mission critical or non-mission critical as it relates to campus operations. Mission critical employees are generally expected to report to campus, while non-mission critical employees are expected to telework and/or travel to campus when safely possible. Any employee that is unable to telework and cannot travel to campus because of severe weather and/or road conditions while the campus remains open, should report the use of vacation time. If inclement weather necessitates the closure of a campus or the institution, impacted employees will be paid administrative leave.

### **Mission Critical Employees**

Employees that are designated by their University Vice President as mission critical are expected to report to work as normal to ensure that essential student services are provided for the students that live on-campus and those that rely on campus services. If a mission critical employee is not able to report to work as scheduled, they should notify their supervisor as soon as possible.

### **Non-Mission Critical Employees**

In the event of inclement weather, non-mission critical employees should strive to follow their normal work schedules or telework if approved by their supervisor. Employees should use best judgment when determining travel and notify your supervisor of a late arrival. Supervisors are instructed to allow for flexibility and work with employees who may need to delay their arrival or telework.

**Please initial after you have reviewed:**

Name/Position	
Name/Position	
Name/Position	
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