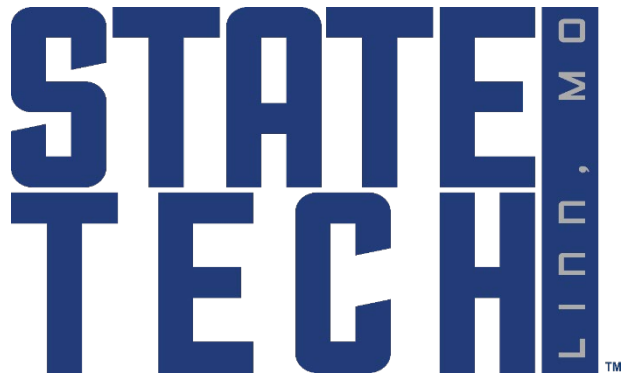




Chapter 8: Facilities Procedures

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Main Campus Operations Procedure

Whenever possible, State Tech will stay open for on-campus operations, including instruction and other business. When deemed necessary, as in emergency situations, the College will shift to one of the operational plans below.

Remote Learning and Working Day

The College may shift to remote working and learning, rather than ceasing operations. Supervisors should facilitate conversations to determine what options exist for offices or classes in the event employees cannot be on campus.

During a Remote Learning and Working Day:

- Students are expected to check Canvas and their State Tech email before the scheduled start time for each class to receive communication from instructors.
- Faculty are prepared to move learning forward remotely. Canvas and State Tech email should be used to communicate details to students.
- Staff should contact supervisors for details about remote work or what to do if you are unable to do your job remotely.
- Availability of Campus Services; including Activity Center, library, and dining; will be announced via Rave Alert email.

Campus Closure

In extreme situations, the College may announce campus closure.

During a Campus Closure:

- With the exception of those in student housing, students should not be on campus.
- All classes are canceled. Faculty should not assign any new work.
- Only essential employees should be on campus.
- Availability of Campus Services; including Activity Center, library, and dining; will be announced via Rave Alert email.

Remote Learning and Working Days and Campus Closures will be communicated by Rave Alerts via text and email.

Inclement Weather Dismissal Procedure

State Technical College of Missouri will hold classes beginning at the usual time unless announced otherwise on TV stations and/or social media sites listed below. Inclement weather notification will also be sent via text message and email through the State Tech RAVE Alert system. The announcement will specifically state “State Technical College of Missouri”. State Technical College of Missouri will either close campus, switch to remote operations (see campus operations procedure), or delay start/early release.

When it is determined and announced that class starting time should be delayed due to inclement weather, classes will meet on the “delayed start”. If State Tech is on “delayed start”, classes will begin at 10:10 am. Those that meet prior to 10:10 am will be canceled. Report to your 10:10 am class or the class that would normally be in session at 10:10 am. This will allow students and staff the opportunity to start classes after the roads have been cleared and the campus prepared. It is necessary that faculty and other personnel arrive as soon as they are able to carry on the

necessary functions of the College and be available for students as they arrive. When it is determined and announced that class will be released early, State Tech will cancel classes after 1:00 pm. This will allow students and employees the opportunity to go home early due to road conditions getting worse.

In all cases, the safety of our students and employees is our priority.

We will attempt to make a decision and notify the media prior to 6:00 am for closing campus, remote operations, or delayed start.

Notifications will be aired on:

Television Stations Channels

- KRCG-TV Channel 13/www.krcgtv.com
- KOMU-TV Channel 8/www.komu.com
- ABC17-TV Channel 17/www.abc17news.com
- KMOV-TV Channel 4/www.kmov.com
- KSDK-TV Channel 5/www.ksdk.com

Social Media

- State Technical College website – www.statetechmo.edu
- Facebook - @statetechmo
- Twitter - @statetechmo
- Instagram - @statetech

See Snow Clearing Procedure for details on what time everything will happen.

Snow Clearing Procedure - Main Campus, Osage View, and Turf & Grounds Management Center

Main Campus

Responsible Departments: Facilities

Snow or Ice Event – Daytime Classes with start times between 7:10 and 3:10

- | | |
|------------------|---|
| 2:00 a.m. | Director of Facilities (or designee) determines if maintenance comes into clear snow and/or start placing salt. |
| 2:15 a.m. | Director of Facilities (or designee) contacts maintenance and custodians to help clear snow. |
| 3:00 a.m. | Maintenance crew starts clearing snow and salting sidewalks and roads. |
| 4:00 a.m. | Director of Facilities (or designee) calls Vice President of Operations (or designee) to give overall clearing and status update.
Vice President of Operations (or designee) reviews weather channels to determine if there are any closings and the MODOT road conditions. Vice President of Operations (or designee) notifies President of closings and road conditions and gives an update on clearing of snow. |
| 4:10 a.m. | President makes decision on canceling, remote learning, or late start |
| 4:15 a.m. | Vice President of Operations (or designee) notifies Director of Facilities (or designee) and Director of Marketing (or designee) of decision. |

- Vice President of Operations (or designee)
sends Rave Alert notifying all employees and students that campus status.
- 4:15 a.m. Director of Facilities (or designee) contacts local television stations:
- KRCG-TV Channel 13 - www.krcg.com (Jefferson City)
 - KOMU-TV Channel 8 - www.komu.com (Jefferson City/Columbia)
 - ABC-17 TV Channel 17 - www.kmiz.com (Columbia)
 - KMOV-TV Channel 4 – www.kmov.com (St. Louis)
 - KSDK-TV Channel 5 – www.ksdk.com (St. Louis)
- 4:10 a.m. Director of Marketing (or designee) puts out message on State Tech main website and social media that campus is closed or starting late.
- Campus website – www.statetechmo.edu
- IT updates the main campus phone line with the appropriate status message.

Snow or Ice Event – Night Classes starting at 4:10 or after

- 12:00 p.m. Director of Facilities (or designee) contacts maintenance and custodians to help clear snow. Maintenance crew start clearing snow and salting sidewalks and roads.
- 1:00 p.m. Director of Facilities (or designee) calls Vice President of Operations (or designee) to give overall clearing and status update.
Vice President of Operations (or designee) reviews weather channels to determine if there are any closings and the MODOT road conditions. Vice President of Operations (or designee) notifies President of closings and road conditions and gives an update on clearing of snow.
- 1:15 p.m. President makes decision on canceling or remote learning**
- 1:30 p.m. Vice President of Operations (or designee) notifies Director of Facilities (or designee) and Director of Marketing (or designee) of decision.
Vice President of Operations (or designee)
sends Rave Alert notifying all employees and students that campus status.
- 1:30 p.m. Director of Facilities (or designee) contacts local television stations:
- KRCG-TV Channel 13 - www.krcg.com (Jefferson City)
 - KOMU-TV Channel 8 - www.komu.com (Jefferson City/Columbia)
 - ABC-17 TV Channel 17 - www.kmiz.com (Columbia)
 - KMOV-TV Channel 4 – www.kmov.com (St. Louis)
 - KSDK-TV Channel 5 – www.ksdk.com (St. Louis)
- 1:30 p.m. Director of Marketing (or designee) puts out message on State Tech main website and social media that campus is closed or starting late.
- Campus website – www.statetechmo.edu
- IT updates the main campus phone line with the appropriate status message.

Snow or Ice Event – Weekend Snow or Ice Storm for Monday Classes

- 4:00 a.m. Director of Facilities (or designee) determines if maintenance comes into clear snow and/or start placing salt.
- 4:15 a.m. Director of Facilities (or designee) contacts maintenance and custodians to help clear snow.
- 5:00 a.m. Maintenance crew starts clearing snow or ice and placing salt on Main driveway, Activity Center, OV parking lots and campus sidewalks.

- 6:00 a.m. Director of Facilities (or designee) calls Vice President of Operations (or designee) to give overall clearing and status update on Main driveway, Activity Center, and OV.
Vice President of Operations (or designee) reviews weather channels to determine if there are any closings and the MODOT road conditions. Vice President of Operations (or designee) notifies President of closings and road conditions and gives an update on clearing of snow.
- 6:10 a.m. **President makes decision on whether to close, open late, or open as normal for AC and OV.**
- 6:15 a.m. Vice President of Operations (or designee) notifies Director of Auxiliaries (or designee) and Director of OV (or designee) of decision.
Vice President of Operations (or designee) sends Rave Alert notifying that the Activity Center is Closed or is Opening Late.
Vice President of Operations (or designee) notifies Vice President of External Relations and Director of OV (or designee) of decision. Director of OV (or designee) puts out messages on website and social media that OV is closed or starting late.
IT updates the main campus phone line with the appropriate status message.
- 1:00 p.m. Director of Facilities (or designee) calls Vice President of Operations (or designee) to give overall clearing and status update.
Vice President of Operations (or designee) reviews weather channels to determine if there are any closings and the MODOT road conditions. Vice President of Operations (or designee) notifies President of closings and road conditions and gives an update on clearing of snow.
- 1:15 p.m. President makes decision on canceling or remote learning**
- 1:30 p.m. Vice President of Operations (or designee) notifies Director of Facilities (or designee) and Director of Marketing (or designee) of decision.
Vice President of Operations (or designee) sends Rave Alert notifying all employees and students that campus status.
- 1:30 p.m. Director of Facilities (or designee) contacts local television stations:
- KRCG-TV Channel 13 - www.krcg.com (Jefferson City)
 - KOMU-TV Channel 8 - www.komu.com (Jefferson City/Columbia)
 - ABC-17 TV Channel 17 - www.kmiz.com (Columbia)
 - KMOV-TV Channel 4 – www.kmov.com (St. Louis)
 - KSDK-TV Channel 5 – www.ksdk.com (St. Louis)
- 1:30 p.m. Director of Marketing (or designee) puts out message on State Tech main website and social media that campus is closed or starting late.
- Campus website – www.statetechmo.edu
- IT updates the main campus phone line with the appropriate status message.
- 3:00 p.m. All communication is out on the status of closing or not closing.

Snow or Ice Event - Weekends (Activity Center and Housing)

- 4:00 a.m. Director of Facilities (or designee) determines if maintenance comes into clear snow and/or start placing salt.
- 4:15 a.m. Director of Facilities (or designee) contacts maintenance and custodians to help clear snow.

- 5:00 a.m. Maintenance crew starts clearing snow or ice and placing salt on Main driveway, Activity Center parking lots and sidewalks.
- 6:00 a.m. Director of Facilities (or designee) calls Vice President of Operations (or designee) to give overall clearing and status update.
Vice President of Operations (or designee) reviews weather channels to determine if there are any closings and the MODOT road conditions. Vice President of Operations (or designee) notifies President of closings and road conditions and gives an update on clearing of snow.
- 6:10 a.m. **President makes decision on whether to close, open late, or open as normal**
- 6:15 a.m. Vice President of Operations (or designee) notifies Director of Auxiliaries (or designee) of decision.
Vice President of Operations (or designee) sends Rave Alert notifying that the Activity Center is Closed or is Opening Late.
Director of Marketing (or designee) puts out message on State Tech main website and social media that campus is closed or starting late.
- Campus website – www.statetechmo.edu
- IT updates the main campus phone line with the appropriate status message.

Osage View and Turf & Grounds Management Center

Responsible Departments: Facilities and Osage View

Snow or Ice Event - Osage View and Turf & Grounds Management Center - For detailed Snow Clearing Procedure for Osage View and Turf & Grounds Management Center see below.

- 4:00 a.m. Director of Facilities (or designee) determines if maintenance comes into clear snow and/or start placing salt.
- 4:15 a.m. Director of Facilities (or designee) contacts maintenance and OV staff to help clear snow.
- 5:00 a.m. Maintenance and OV crew starts clearing snow or ice and placing salt on main driveway, parking lots, and sidewalks.
- 6:00 a.m. Director of Facilities (or designee) calls Vice President of Operations (or designee) to give overall clearing and status update.
Vice President of Operations (or designee) reviews weather channels to determine if there are any closings and the MODOT road conditions. Vice President of Operations (or designee) notifies President of closings and road conditions and gives an update on clearing of snow.
- 6:10 a.m. **President makes decision on whether to close, open late, or open as normal**
- 6:15 a.m. Vice President of Operations (or designee) notifies Vice President of External Relations and Director of OV (or designee) of decision. Director of OV (or designee) puts out messages on website and social media that OV is closed or starting late.
IT updates the main campus phone line with the appropriate status message.

Snow Clearing Procedure – Osage View and Turf & Grounds Management Center

1. Purpose

To establish clear procedures for snow and ice removal at State Technical College of Missouri's

main campus, Osage View, and Turf & Grounds Management Center.

These procedures ensure safe and timely access for students, employees, and visitors during winter weather events while maintaining safety, accessibility, and operational continuity.

2. Scope

This procedure applies to Facilities staff, Osage View staff, custodial staff, and students residing in the Turf & Grounds housing area. It defines roles, priorities, and coordination expectations during snow and ice events.

3. General Guidelines

Snow removal operations will vary depending on:

- The timing, duration, and type of winter precipitation.
- Staff availability and their ability to safely report to campus.
- Road and weather conditions impacting safe travel.

The Facilities Department will assess each situation and determine appropriate response levels. The following priority order applies unless otherwise directed due to emergency conditions.

4. Priority Order

- State Tech Main Campus and Turf and Grounds Management Center– First Priority
The main campus will always receive first priority for snow and ice removal to ensure classes, operations, and essential services can continue safely and on schedule.
- Osage View – Second Priority
Osage View will be cleared after the main campus is complete, except when snowfall occurs on a weekend or during times when classes are not in session, in which case Osage View may be addressed first if conditions warrant.
- Turf & Grounds Residence – Third Priority
The Turf & Grounds residence will be maintained on an ongoing basis by residents and custodial staff, with Facilities support as needed.

5. Responsibilities

A. Facilities Department

- Monitor weather forecasts and initiate snow removal operations as conditions require.
- Clear and maintain all roads, drives, and parking lots on for Turf and Grounds Management Center and Osage View.
- Provide and distribute salt, ice-melt, and related materials as needed.
- Support Osage View and Turf & Grounds with additional resources once campus priority areas are addressed.
- Maintain safe access to and from Osage View, including the hill leading up to the facility, to ensure that employees, delivery drivers, and emergency vehicles can reach the site safely.
 - The hill will be cleared collaboratively by Facilities and designated Osage View personnel (e.g., Joe), based on available equipment, timing, and conditions.
 - When necessary, Facilities will prioritize additional salting or plowing to maintain safe traction for vehicles traveling up or down the hill.
- Coordinate available staff, equipment, and response timing based on severity and safety.

B. Osage View Staff

- When safely able to report to work, Osage View staff will:
 - Clear and salt sidewalks and walkways surrounding the facility.
 - Ensure all entryways and emergency exits remain accessible.
- Facilities will clear parking lots, the main access drive, and the hill in collaboration with Osage View staff.
- In the event that the primary custodian (Rodney) is unavailable due to illness, weather, or other absence, a backup response plan will be activated:
 - Available staff (such as Mike, Joe, or other assigned personnel) will assist with critical sidewalk and entry clearing.
 - If additional assistance is required, Facilities may temporarily reassign personnel from other areas.

C. Turf & Grounds Residence

- Students residing in the Turf & Grounds residence are responsible for:
 - Clearing and salting sidewalks and pathways immediately surrounding the residence only (not instructional or shop areas).

6. Collaboration and Support

- Assistance from any Osage View or Turf & Grounds staff familiar with snow removal equipment such as a skid steer with a plow, a truck with a snow blade, or a side-by-side with a salt spreader will be greatly appreciated when conditions allow and equipment is safely available.
- Snow clearing is a shared, cooperative effort across departments, and all contributions are valued.
- While every effort will be made to meet expectations, staff will perform to the best of their ability within the limits of weather, safety, and available resources.

7. Coordination and Communication

- The Facilities Director or designee will communicate snow response activation via phone, email, or text notification based on forecasted conditions.
- Adjustments to assignments or timelines may occur depending on event severity, staffing levels, or safety conditions.
- Employees should prioritize personal safety when reporting to work during inclement weather.
- Communication between Facilities, Osage View, and Turf & Grounds will remain open during each event to ensure the hill, parking lots, and walkways remain safe and passable.

8. Review and Revision

This procedure will be reviewed annually prior to the winter season to confirm staffing, assignments, and communication protocols. Updates will be coordinated through the Office of Operations.

Campus Event Cancellation Procedure (Inclement Weather)

This procedure supplements Chapter 8: Facilities Procedures by addressing the cancellation of campus events due to inclement weather. While the Inclement Weather Dismissal Procedure governs the schedule for classes and general campus operations, campus events require their own cancellation framework.

Events present unique challenges because they often involve outside attendees, contracts with vendors, and coordination across multiple departments. The President of State Technical College

of Missouri holds final authority over event cancellation decisions during inclement weather.

Scope

This procedure applies to all campus events held at the following locations:

- Main Campus – classrooms, auditoriums, and outdoor grounds
- Activity Center
- Osage View
- Turf & Grounds Management Center
- Any off-campus venue used under the State Tech banner

Departments Responsible: Facilities, Marketing, Event Coordinators, and all departments hosting or co-sponsoring events.

When Events Are Canceled

Event cancellation decisions are guided by the same safety standards used for routine campus operations. The following conditions will typically trigger cancellation or postponement of a campus event:

Snow or Ice

Campus roads, parking areas, or walkways are unsafe or remain uncleared prior to the event start time. The Director of Facilities will assess conditions and advise the Vice President of Operations accordingly.

Campus Closure

If campus closure has been declared by the President under the existing Campus Closure procedure, all campus events are automatically canceled.

Delayed Start

If State Tech is on a delayed start, any event scheduled to begin before 10:10 a.m. is canceled. Events scheduled at or after 10:10 a.m. will be evaluated individually based on conditions at that time.

Early Release

If an early release is declared, all events scheduled after 1:00 p.m. are canceled. This allows students and employees the opportunity to travel home before road conditions worsen.

Severe or Ongoing Storm

Events may also be canceled when the National Weather Service has issued a winter storm warning or advisory for the Linn area, or when MODOT road condition reports indicate unsafe travel on routes to campus.

Decision Authority and Timeline

The following timeline applies to event cancellation decisions. All times are approximate and may shift based on the nature and severity of the weather event. The Vice President of the area in which the event originates plays a central role in the cancellation process — advising not only on whether the event should be canceled, but also on how the cancellation will be managed and

communicated. The Vice President of Operations remains an integral part of the process, but the majority of planning and coordination will be led by the originating area. The President holds final decision-making authority.

Daytime Event – Decision Timeline

48 hours before event:

- Event Coordinator monitors weather forecasts and confirms venue status with the Director of Facilities.

24 hours before event:

- Director of Facilities provides an update on road and ground conditions.
- Vice President of the originating area is notified of weather conditions and begins advising on both the cancellation decision and the plan to manage the process and its impact.
- Event Coordinator notifies vendors and participants of the possibility of cancellation.

Morning of event:

- Director of Facilities (or designee) calls Vice President of Operations (or designee) to give overall clearing status and conditions update.
- Vice President of the originating area reviews conditions with the Vice President of Operations and advises on both whether to cancel and how to manage the process and its impact on attendees.
- Vice President of Operations (or designee) reviews weather channels to determine if there are any closings and the MODOT road conditions. Vice President of Operations (or designee) notifies President of closings and road conditions and gives an update on event-venue readiness.

Decision point:

- President makes the cancellation decision after consulting with the Vice President of the originating area and the Vice President of Operations.
- After decision: Vice President of Operations (or designee) notifies the Vice President of the originating area, Event Coordinator, Director of Facilities (or designee), and Director of Marketing (or designee) of decision.
- Vice President of Operations (or designee) sends Rave Alert notifying all employees and students of the event status.
- Event Coordinator notifies all parties invited to the event.
- Director of Marketing (or designee) makes announcement on website and social media channels.

Note: Certain events — such as the Career Expo or other gatherings where attendees are traveling from off-campus or out of the area — may require that the cancellation decision be made the evening before the event rather than the morning of. For these events, the "Morning of event" steps above should be carried out the evening prior, and the Vice President of the originating area will advise on the appropriate decision timeline when the event is first planned.

Communication Plan

When a campus event is canceled due to inclement weather, notifications will be issued through the following channels:

1. Internal Notifications:

- Rave Alert – text message and email to all students and employees
- Event-Specific Channels – direct contact with registered attendees and participating teams or groups

2. Public Notifications:

Notifications will be aired on: State Technical College website – www.statetechmo.edu, and Facebook - @statetechmo

Event Coordinator Pre-Event Weather Checklist

All Event Coordinators should complete the following checklist for any campus event scheduled during the October through April weather season. This checklist should be reviewed no later than 48 hours before the event.

1. Confirmed the event venue and identified a backup location, if available.
2. Reviewed the National Weather Service forecast and MODOT road conditions for the 48-hour window prior to and during the event.
3. Notified the Director of Facilities of the event date, location, and any outdoor elements that may be weather-sensitive.
4. Identified an indoor backup plan or determined that relocation is not feasible for the event type.
5. Confirmed that any contracts or agreements with vendors, performers, or external partners include a weather-cancellation clause.
6. Established and documented the refund or rescheduling policy for registered attendees.
7. Set up the communication contact chain, including the Director of Facilities, Director of Marketing, and all other important event members.
8. Communicated the cancellation policy to all event participants, attendees, and stakeholders in advance of the event.

General Reminders

The safety of students, employees, and community members is the top priority in all inclement weather decisions. No event regardless of its significance will proceed if conditions are deemed unsafe.

Employees who are unable to safely travel to campus during an inclement weather event are not required to report. The same safety considerations that apply to class cancellations apply to event personnel.

If weather conditions deteriorate during an event that is already in progress, the event coordinator and Director of Facilities will work together to make a real-time decision about whether to continue, pause, or end the event. Safety will guide that decision.

Review and Revision

This procedure will be reviewed annually prior to the fall semester to confirm that all contacts, communication channels, backup venues, and coordination protocols remain current. Updates will be coordinated through the Office of Operations.

Restricting Access to College Property

Related Policy: State Tech No Trespass Policy

1. Purpose

These procedures establish a consistent process for restricting access to College property when necessary to protect the safety, security, and operations of State Technical College of Missouri. They implement the College's existing No Trespass Policy and are intended for legal and administrative review.

2. Authority

The President delegates administration of these procedures to the Vice President of Operations, who may authorize designated officials to issue Notices of No Trespass.

3. Scope

Restrictions may apply to all or part of College property, including State Tech Lake, buildings, parking areas, trails, athletic facilities, and other College-controlled property. Restrictions should be no broader than reasonably necessary.

4. Grounds for Restricting Access

- Threatening, violent, or harassing conduct.
- Criminal activity or suspected criminal activity.
- Property damage or theft.
- Repeated violations of College policy or posted rules.
- Refusal to comply with lawful directions of College officials.
- Conduct creating a legitimate safety, security, or operational concern.

5. Documentation Requirements

- Incident report (Maxient general complaint)
- Witness statements (if applicable)
- Photos/video (if available)
- Law enforcement case number (if applicable)
- Prior warnings (if any)
- Copy of issued notice

6. Notice Procedures

The Notice should identify the restricted area, effective date, duration, general basis for the restriction, enforcement language, and contact information for the Office of Facilities. Delivery may be by personal service, certified mail, or other reasonable method.

7. Enforcement

Individuals who enter restricted property after notice may be directed to leave. If they refuse, law enforcement may be contacted to determine appropriate enforcement under applicable Missouri law.

8. Reconsideration

A restricted individual may submit a written request to the Vice President of Operations asking that the restriction be modified or rescinded. The decision should be documented in writing.

9. Forms are located as indicated below:

- a. Notification of Restriction to College Policy – Located in Chapter 10 of the online Policy Library.
- b. Incident Report – The incident report is found in the Ready to Report web page. Use the General Compliant form.
- c. Restriction Appeal and Review form - Located in Chapter 10 of the online Policy Library.