

EMERGENCY WEATHER PROCEDURES

2015-2016 Academic Year

TABLE OF CONTENTS

- Weather Memo
- Closing Procedures
- Faculty/Staff/Resident Contact Information
- Emergency Phone Numbers – Elise Only
- Phone Greetings
- WKEF/WRGT ABC/FOX
- WHIO TV/RADIO
- NBC Fax Cover Sheets

URGENT MEMORANDUM

To: Payne Theological Seminary Students, Faculty and Staff
From: Business Office
cc: Dr. Michael Brown
SUBJECT: PAYNE SEMINARY EMERGENCY WEATHER PROCEDURES

Date: 2015-2016 Academic Year

December 15, 2015

Cold weather is here, and along with the cooler temperatures, snow and ice can cause school closings. Please see below information you will need to determine whether or not Payne Theological Seminary is closed due to weather conditions. If you are a student commuting from outside the vicinity, use your own judgment to decide whether driving conditions are too hazardous.

****If a Level 2 or Level 3 Snow Emergency is called in Greene County, the school will automatically close.****

<u>SCHOOL</u>	
PAYNE THEOLOGICAL SEMINARY MAIN PHONE LINE	School closing information will be on the main greeting when you call the school's phone number (937-376-2946); we will have the information on by 7:00 a.m. However, if the situation is such that weather conditions worsen throughout the day it may be necessary to cancel classes, <u>please</u> call for the status before traveling to the school.
<u>EMAIL/CELL PHONE</u>	
PAYNE THEOLOGICAL SEMINARY E-COMMUNITY & TEXT MESSAGING	You will be notified by email and text message with school closing information. Please ensure that the school has your current e-mail address and cell phone number in the Student Information System (SIS).
<u>RADIO/WEBSITES</u>	
Includes: WZLR (95.3 FM) , WHIO News-Talk (1290 AM and 95.7 FM), whiotv.com, wdtv.com, abc22now.com, fox45now.com	The radio stations update and repeat information every 15 to 30 minutes during morning commuting hours with hourly news updates during other times.
<u>TV</u>	
NBC- WDTN TV (CHANNEL 2) ABC- WKEF TV (CHANNEL 22) CBS- WHIO TV (CHANNEL 7) FOX- WRGT TV (CHANNEL 45)	These Dayton television stations run school-closing information continuously.
<u>STUDENTS</u>	
Thank you for your cooperation in this matter. Let us hope and pray that Mother Nature cooperates, too.	If classes are being held but you are unable to travel due to weather conditions, <u>it is your responsibility</u> to contact your professor to inform him/her that you will not be attending.

In the event of inclement weather....

GREENE COUNTY LEVEL 2 OR 3 SNOW EMERGENCY- AUTOMATICALLY CLOSED

Morning Procedures

<u>Persons Responsible</u>	<u>Action Plan</u>
Maryjo cell # 344-8741	Beginning at 6:00 a.m.- consults Dept. of Trans., checks St. Hwy. Patrol website & local news for closures (St. Hwy Patrol- 372-7671)
Elise cell # 215-5404	Beginning at 6:00 a.m.- checks local news stations for closures
Maryjo cell # 344-8741	contacts Elise regarding information gathered
Maryjo cell # 344-8741 Dr. Brown cell # 404-307-4060 Brandon cell # 731-693-6203	Consultation with Brandon Stewart/Dr. Brown to determine status recommendation: 1 - Campus Open 2 - Campus Closed 3 - Campus Open Delayed to 10am 4 - Campus Open - Classes Cancelled

Closing Procedures

Elise cell # 215-5404	Changes phone message, notifies Raye to post on Website, faxes notice to NBC
Maryjo cell # 344-8741	Posts notice on ABC, CBS, and FOX
Raye cell #513-258-1017	Posts notice to Website
Maryjo cell # 344-8741	Bulk email & text to students/faculty/staff from SIS

If weather worsens during the day and classes need to be cancelled, the above closing procedures are followed.

Payne Theological Seminary Contact Information

Name	Title and/or Department	Office Phone & Ext.	Cell Phone	Fax	Home Phone	Email
Augman, Dr. William	Faculty	N/A	614-204-0896	N/A	985-730-9949	baugman@aol.com
Avotri, Dr. Solomon	Core Faculty	376-2946 x-215	937-248-1425	937-376-2933	937-854-0184	savotri@payne.edu
Ayers, Lynn	Cataloger President Ofc Coordinator	376-2946 x-203	937-561-5025	N/A	937-717-6604	layers@payne.edu
Bagneris-McCloud, Felicia		376-+2946 x-209	818-470-9717	N/A	N/A	fbagneris@payne.edu
Brown, Dr. Charles	Core Faculty	376-2946 x-229	937-478-2038	937-376-2888	937-275-7828	cbrown@payne.edu
Brown, Dr. Michael Joseph	Interim President	376-2946 x-211	404-307-4060	937-376-2888	N/A	mbrown@payne.edu
Copely, Pat	Financial Aid	376-2946 x-207	937-369-9012	937-376-3330	937-275-5393	pcopely@payne.edu
Duffie, Christopher	Resident	N/A	937-708-6087	N/A	N/A	cduffie@student.payne.edu
Dunham Howie, Jules	Development Director	376-2946 x-144	443-474-4327	410-510-1720 937-376-2888	N/A	juleshouse@hotmail.com
Evans, Dr. Roger	Core Faculty	376-2946 x-208	614-429-8053	614-626-0413	N/A	revans@payne.edu
Hinton-Turner, Ouida	Resident	N/A	815-614-9388	N/A	N/A	ohintonturner@student.payne.edu
Holley, Dr. Betty	Core Faculty Marketing/Alumni Relations	376-2946 x-214	937-974-3502	937-318-8685	937-873-8411	bholley@payne.edu
Kimberlin, Raye		376-2946 x-145	513-258-1017	937-376-3330	513-282-6810	rkimberlin@payne.edu
Lewis, Maryjo	Registrar	376-2946 x-200	937-344-8741	937-376-3330	N/A	mlewis@payne.edu
Murrain, Shanee	Librarian/Archivist	376-2946 x-204	914-320-8906	N/A	N/A	smurrain@payne.edu
Peyroux, Elise	Controller	376-2946 x-205	937-215-5404	937-374-4962	937-767-1340	businessoffice@payne.edu
Roberson, Dr. J.T.	DMin Mentor	919-546-8569	919-368-8109	919-546-8571	919-367-7888	jtroberson@payne.edu
Roberts-Bryant, Anda	Resident Admissions/Community Relations	N/A	302-264-6246	N/A	N/A	aroberts-bryant@student.payne.edu
Smoot, Althea		376-2976 x-224	937-360-4048	937-376-2888	937-717-9636	asmoot@payne.edu
Stewart, Brandon	Chief of Staff Public Relations/Research	376-2946 x-230	731-693-6203	937-376-3330	N/A	bstewart@payne.edu
Thomas, Sonya		376-2946 x-147	419-537-5072	937-376-3330	N/A	stthomas@payne.edu
Turner, Phillip	Resident Manager	N/A	937-242-0978	N/A	N/A	pturner@student.payne.edu
Waag, Diana	Acctg Assistant	376-2946 x-228	937-478-2629	937-374-4962	N/A	businessoffice@payne.edu
Winburn, Mo	Facilities Support	N/A	937-478-4519	N/A	N/A	N/A

Payne Theological Seminary
1230 Wilberforce-Clifton Rd
PO Box 474
Wilberforce, OH 45384
937-376-2946
937-376-3330 Fax

NAME	NUMBER	CUSTOMER #
Phillip Turner GMZ#4	C - 2420978	
Elise Peyroux	C- 215-5404 H- 767-1340	
Brandon Stewart	731-693-6203	
MaryJo Lewis	344-8741	
Dr. Michael Brown	C - 404-307-4060	
Mo Winburn	478-4519	
Diana Waag	478-2629	
Buckeye - Rob Clary	308-0814	Internet/Network problems
DPL	877-468-8243	56916936580
Environment Control	937-669-9900	Lance - cell - 776-2361 ext 305
Greene County Sheriff	562-4800	
Megacity Fire Protection	937-879-5000	PAYNET
OVIS	937-492-0088	PAY0005
Reick- Dave (Serv Mgr)	274-1987	310PAYTH
Roby	254-2384	129452
Rumpke	800-223-3960 (option 3)	1100658912
Time Warner Cable	937-294-6400 800-425-2225	TV- 552481701
TYCO Security	800-289-2647	1300102509483
Vectren	1-800-227-1376	03-400134064-2131996 1 03-400134064-2346274 8
Windstream - Phone	800-600-5050	4390873
Xerox	Service - 800-835-6100 Supplies - 800-599-2198	719615791 Serial # color: XDC400279 Serial # b/w: BA9587904

Greeting Boxes

- 1. Main Greeting**
- 2. Directory**
- 3. Closing Early**
- 4. 2 hr Delay opening at 10:30 am**
- 5. Classes Cancelled/Seminary open 10-3**
- 6. Seminary Closed**
- 7. Thanksgiving**
- 8. Christmas Break**
- 9. Dr. Martin Luther King**
- 10. Memorial Day**
- 11. July 4th**
- 12. Easter**

WKEF/WRGT ABC/FOX

ID- 4116 PSWD - 772702

By Phone : 263-0942

Once you have called you will be asked to select one of the following ID#s for your closing:

SCHOOL DELAY PROMPTS

ID#

- 1 Closed**
- 2 1 Hour Delay**
- 3 2 Hour Delay**
- 4 1 Hr. Delay, No AM KDG
- 5 2 Hr Delay, No AM KDG
- 6 1 Hr. Delay, Plan B KDG
- 7 2 Hr. Delay, Plan B KDG
- 8 3 Hr. Delay**
- 9 School Closed, Childcare OPEN
- 10 AM Classes Cancelled
- 11 PM Classes Cancelled**
- 12 Athletic Events Cancelled
- 13 Boys Basketball Cancelled
- 14 Girls Basketball Cancelled
- 15 Meeting Cancelled
- 16 PM Activities Cancelled**
- 17 ALL Activities Cancelled
- 18 Campus Closed**
- 19 Morning Service Cancelled
- 20 Evening Service Cancelled
- 21 Early Dismissal
- 22 1st Shift Closed
- 23 2nd Shift Closed
- 24 No Bus Service
- 25 Open**

Closing procedures for WHIO TV Channel 7

You may call the station or update the status via the website using the PIN and Password assigned to Payne

ID Code: 1256
Password: 9842

By Phone: 937-256-0170

Follow the Voice prompts – make sure you hear “Your selection has been accepted” before ending the phone call

By Internet <http://www.whiotv.com/closings/accounts/>

You will see

Closings

Enter your ID Code and Password below to submit your organization's closing or delay condition online. You can update your organization's condition as many times as you like.

Note: Your ID Code is what we used to refer to as your Pin Number or Institution code. The 4 digits associated to your Pin number/institution code are now the same 4 digits associated to your ID Code)

You must enter your ID Code and Password.

ID Code:
Password:

**Ms. Elise Peyroux
Business Office
Payne Theological Seminary
P.O. Box 474
Wilberforce, OH 45384
(937) 376-2946, Ext 205
(937) 374-4962(FAX)**

Fax

To: Peter Bour - WDTN **From:** Elise Peyroux

Fax: 296-7147 **Pages:** 1

Phone: **Date:**

Re: School Closing Info **CC:**

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

Please add the following to your list of closings

PAYNE THEOLOGICAL SEMINARY - SEMINARY CLOSED

Thank you,

Elise Peyroux
Business Office
Payne Theological Seminary

**Ms. Elise Peyroux
Business Office
Payne Theological Seminary
P.O. Box 474
Wilberforce, OH 45384
(937) 376-2946, Ext 205
(937) 374-4962(FAX)**

Fax

To: Peter Bour - WDTN

From: Elise Peyroux

Fax: 296-7147

Pages: 1

Phone:

Date:

Re: School Closing Info

CC:

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

Please add the following to your list of closings

PAYNE THEOLOGICAL SEMINARY - ALL CLASSES CANCELLED – SEMINARY OPEN

Thank you,

Elise Peyroux
Business Office
Payne Theological Seminary

**Ms. Elise Peyroux
Business Office
Payne Theological Seminary
P.O. Box 474
Wilberforce, OH 45384
(937) 376-2946, Ext 205
(937) 374-4962(FAX)**

Fax

To: Peter Bour - WDTN

From: Elise Peyroux

Fax: 296-7147

Pages: 1

Phone:

Date:

Re: School Closing Info – 2 HR DELAY

CC:

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

Please add the following to your list of closings

PAYNE THEOLOGICAL SEMINARY WILL OPEN AT 10:30 A.M.

Thank you,

Elise Peyroux
Business Office
Payne Theological Seminary