

CWU Emergency Commencement Plan STUDENT NOTICE

In case of severe inclement weather or other state emergencies, Central Washington University has established emergency procedures based on best practices:

1. Commencement can be cancelled for many reasons. Most situations are out of our control due to bad weather. If University officials feel that anyone will be in any danger the ceremony should be canceled.
2. A commencement ceremony is merely a formality. Students will graduate regardless of the ceremony, and the degree date will still be posted as the last day of the quarter. However, the graduates and their families perceive the ceremony as a key component of the education experience. This should be taken into careful consideration when deciding on whether to cancel a ceremony or to reschedule a ceremony.

Emergency Commencement Procedures will be posted on the web at www.cwu.edu/~commencement. In the case of option 2 or 3 below, students should tune into the local news and radio stations for a formal announcement or review updated information on the CWU homepage www.cwu.edu.

Facilities back-up plan if Commencement Ceremonies need change venues:

- The Eastside Commencement Ceremonies will utilize option 1, 2 or 3 for an emergency back-up plan.
 - If the ceremonies need to be moved inside, Nicholson Pavilion on the south side of Tomlinson Field will be utilized as our primary venue for the back-up plan. This space was chosen because of location, and ease of moving equipment inside, and the capacity to accommodate a larger audience.
 - A backup system will be prepared for broadcasting the emergency ceremony to the Recital Hall in the Music Building.
- The Westside Commencement Ceremony will utilize option 3 as an emergency back-up plan since option 1 and 2 will not be an issue since the ceremony is held inside.

Option 1: Severe downpour prior to or during ceremony.

Ceremony will still be held outside. However, the ceremony would be cut short by eliminating the steps below.

1. The Registrar will make an announcement to change the format of the ceremony.
2. Student names will not be individually read. Students will stand in mass, masters, followed by undergraduates. Degrees will be conferred after each group stands. Students will not walk across stage to receive diplomas.
3. The commencement speech will be reduced to 3-5 minutes.
4. The honorary degree can be eliminated (if necessary).
5. College Dean's congratulatory remarks will be eliminated; however each Dean will have their faculty and students stand to prepare for the confirmation of degree.
6. Photography staff will be available after the ceremony to take pictures of the graduates on the south side of Nicholson Pavilion.

Option 2: Extreme inclement weather or other adverse conditions.

1. Upon the advice of the Registrar and the Chief of Police, the President will need to make the decision to utilize this option by 6:30 a.m. to accommodate the time required to move the ceremony inside. The President will notify Charlotte Tullos, Vice President of SAEM and Tracy Terrell, Registrar. The Registrar will expedite the move process, and be responsible for contacting University Relations to broadcast a radio announcement. Judy Miller will be notified by the Registrar.
2. Commencement will still be split into the 2 ceremonies by college:
 - a. College of Arts & Humanities, College of the Sciences, and General Studies, Individual and Interdisciplinary Studies programs - 10:30-12:00,
 - b. Break for reset 12 – 1:30
 - c. College of Business, and College of Education & Professional Studies - 1:30-3:00
3. Commencement will be moved to Nicholson Pavilion (NP).
4. Graduates would be lined up in 2 lines in the hall leading to the dance studio. Lines A&B will make line 1, and C&D will make line 2. CWU staff will be available to guide students and their families.
5. Graduates will be seated in the middle of the gym floor, but the first row will be reserved for remaining members of the Presidential Party and Master Hooding Faculty, followed by remaining faculty in the second row.
6. An area should be roped off for ADA seating and Hard of Hearing on the NW side of the gym near the stage.
7. Each graduate will be allowed 4 guests (the pavilion seating will hold approximately 2800 guests).
8. Since it is difficult to monitor the numbers of guests per graduate we will need to close the doors to NP when capacity is met. The Music Building Recital hall will be open to accommodate the overflow.

Option 3: Natural Disaster – Cancel or Hold Two Weeks Later.

1. Contact Presidential Party/Administration.
2. Contact candidates - press release to all local news and radio stations.
3. Contact Support Agencies - facilities, photographer, sound, dining services, security.
4. Contact Dignitaries - Speakers
5. Pertinent rescheduling information will be sent to all dignitaries.
6. If the event is rescheduled, a follow-up card containing new instructions will be sent to graduates.