

Section IV: Services Provided by the Academic Department and University

1. Resources/Services by the Department

To the extent possible, secretarial support will be provided through the department secretary. Please see the department chair and secretary for further information on supplies, overhead transparencies, and other classroom needs.

2. Office Hours and Space

Upon request, adjunct/part-time faculty must be regularly available to students for consultation. Since office space is limited on campus, please discuss these needs for office space with the department chair. Every effort will be made to accommodate space for consultation with students.

3. Mailboxes

Mailboxes are located in the department office. Please check mailboxes regularly.

4. Identification Cards

Adjunct faculty members may secure ID cards, free of charge, which may be used for admission to University functions, at the Information Desk in the David Student Union by presenting a copy of their teaching contract and drivers license.

5. Inclement Weather

Instructors do not have the authority to cancel classes due to inclement weather. The president or his designee may close the University for reason of inclement weather or emergencies. Students, faculty, and staff will be informed when the University closes due to inclement weather. Announcements of whether the University will close or remain open are given on local television and radio stations. Announcements will be listed on the Daily Press 1-Line (928-1111). If the University closes during its normal hours of operation, the provost and vice president inform faculty and staff by telephone. The following news media will be notified:

TV Stations:

WTKR TV - 3

WAVY TV- 10

WVEC TV- 13

6. Emergency Procedures

Christopher Newport University is concerned about the safety and welfare of all members of the CNU family and their guests and is committed to providing a safe and secure environment.

The University maintains a safe campus through the activities of the University Police Department. The Department is staffed by sworn police officers 24 hours a day, every day. Located at 340 Prince Drew Road, the University Police Department business office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. After business hours, a University Police officer can be reached by calling the 24-hour University Police emergency telephone number (757) 594-7777. If you are not near a telephone, please use one of the emergency call boxes. These call boxes, which are easily identified by the illuminated blue light, are located across the campus. A police officer will be dispatched to your location.

Sudden Illness or Injury

- ! Notify University Police at 594-7777 (from a campus telephone, 4-7777).
- ! Give exact location where police officer should respond (University Police will contact Newport News Emergency ambulance for prompt and accurate response).
- ! Perform necessary first aid, if qualified.

University Fire Alarm System

The University fire alarm system consists of a horn signal that can be activated from any pull box or from the alarm control panel. Everyone will evacuate the building upon activation of the fire alarm and University Police shall be notified of the situation. The University fire alarm system should be activated only in case of fire, fire drills, bomb threats, hazardous gas leaks or danger of explosion.

In the event of fire, the following actions should be taken:

- ! Activate the University fire alarm system in the building in which the fire is suspected by pulling the nearest fire alarm box.
- ! Notify University Police. Tell the communication officer the type of emergency and exact location where fire department should respond. University Police will contact the fire department and advise them of the exact location of the incident.
- ! Unless threatened by fire, smoke, or heat, the individual should use available fire extinguishing equipment and remain on the scene until assistance arrives. When in doubt, evacuate the building.

Faculty, staff, and students, other than those assigned specific duties, will comply with the following:

- ! Evacuate the building, closing office or classroom doors when exiting respective areas and taking all personal belongings.
- ! Follow orders issued by delegated authority. All persons who have evacuated buildings will move to an open grassy area away from the building and to stay clear of roads and fire hydrants.
- ! Throughout the duration of a fire alarm all building patrons should remain calm, move promptly to a point well outside the building and follow directions provided by members of the administration and emergency personnel. Patrons having evacuated the building should not depart the campus until an announcement has been made to that effect, nor should they return to the building until appropriate notice has been announced by University Police or other appropriate administrator.

Power Failure

It is possible for the University to experience power outages, either a full outage or a partial outage. Both types of outages can be inconvenient but can also cause damage to computers and electric motors in equipment. Both outage types must be reported.

In case of a power failure, battery emergency lights will activate. Battery emergency lights are not located in all University buildings and will operate for a limited amount of time.

In addition, the fire alarms will not operate. Under all circumstances, day or night, when it has been determined that the power will be off for an extended period of time, all buildings affected will be notified and evacuated.

- ! If the power outage occurs between the normal business hours of 7:00 a.m. to 4:00 p.m., Monday through Friday, contact Plant Operations at 594 7035. All computer systems should be turned off so a power surge will not damage the computer when the power is resumed.

1. If the outage occurs after normal working hours, or during the weekend, University Police should be notified. University Police will notify on-call Plant Operations personnel.

Inclement Weather

Inclement weather that originates during the normal business hours of 7:00 a.m. to 4:00 p.m., Monday through Friday, will result in the commencement of the Grounds Department foul weather plan. The Grounds Department will start plowing/sanding/de icing as required.

If snow or ice begins between 4:00 p.m. and 7:00 a.m., and significant accumulations develop to warrant cancellation or postponement of events, an announcement will be made on the following television stations:

WVEC TV-13
WAVY TV-10
WTKR TV-3

The announcement will also be made available on the Daily Press 1-line (928-1111).

One of the following announcements will be given to the news media to broadcast:

1. University Open
All classes in session. All offices open. All students, faculty and staff report for work at their normal reporting time. No liberal leave authorized.
2. Delayed Opening
All 12-month employees and teaching faculty, 9-month teaching faculty and students will report at the delayed opening time. Classes normally scheduled at that delayed time will begin at that hour (i.e. if delay opening is at 10 a.m. or two hours late, 10 a.m. classes will be in session and all classes prior to that time are canceled). Only personnel who report at 8 a.m. or another time prior to the delayed opening hour will report at the delayed time. All other personnel will report at their normal reporting time if the delayed opening does not fall within their normal reporting time.
3. University Closed
All activities are canceled. All classes canceled. All offices closed. Essential personnel only report for work. No liberal leave authorized.
4. Day and Evening Classes Are Canceled
9-month teaching faculty and students do not report for classes. 12-month employees and faculty report at their normal work hours. Liberal leave policy in effect with approval of supervisor except for essential personnel. All essential personnel must report for work.
5. Day Classes Canceled
9-month teaching faculty and students do not report for day classes (8 a.m. - 4 p.m.). 12-month employees and faculty report at their normal work hours. Liberal leave policy in effect with approval of supervisor except for essential personnel. All essential personnel must report for work.
6. Evening Classes Canceled
9-month teaching faculty and students do not report for evening classes (4 p.m. – 11p.m.). 12-month employees report at their normal work hours. Liberal leave policy in effect with approval of supervisor except for essential personnel. All essential personnel must report for work.

The longer, more specific announcements can be heard by calling the Daily Press 1 LINE or University Information at 594-7000.

7. Captain John Smith Library

Link for Library website

Important telephone numbers:

Circulation Desk (757) 594-7133

Media Center (757) 594-7136

Reference Department (757) 594-7132

8. University Bookstore

The University Bookstore is located in the David Student Union. The Bookstore is charged with providing class textbooks for our students, but also carries a variety of school and administrative supplies, convenience items, and specialty clothing.

The Bookstore is able to accommodate different textbooks for the same classes, but many departments require that the same book(s) be used for all sections of a class. A standard text results in less confusion and, frequently, less cost to the student. All textbook orders should be arranged with and through the department chair and submitted to the bookstore by the required submission date.