


<p>Name of Policy: Inclement weather or other emergency/disaster</p> <p>Policy Number: 3364-25-14</p> <p>Approving Officer: President</p> <p>Responsible Agent: Vice President for Human Resources and Campus Safety</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: December 1, 2008</p>								
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(A) Policy statement

The University of Toledo is committed to community safety and continuation of essential operations during inclement weather emergencies or disasters. In the interest of safety, classes and events on all campus may be delayed or cancelled during hazardous weather/disaster. Essential services on all campus will continue.

(B) Purpose of policy

To maintain essential services at the University of Toledo Medical Center and on the Health Science, Main, and Scott Park Campuses during periods designated as “weather emergency” or “disaster.”

(C) Procedure

(1) Emergency delay/closure

- (a) Academics: the vice president for human resources and campus safety and the provosts for the main and health science campus will determine the delay/cancellation of all academic events including classes.
- (b) The hospital/clinical enterprise: the hospital and clinical enterprise will always remain open and associated employees are considered essential.
- (c) Athletic events: the delay or cancellation of all athletic events will be determined by the athletic director.
- (d) Social events: The cancellation or delay of all social events is determined by the vice president for student affairs.

Note: the president or his designee is the only one permitted to declare a “Campus State of Emergency” as a result of an institutional disaster in accordance with the “UT Emergency Operation Plan.”

(D) Communication

Every effort will be made to notify the campus community in a timely manner of inclement weather closures. The decision to cancel morning classes will be made by 6 a.m.; afternoon classes by 10 a.m.; and evening classes by 3 p.m. After an inclement weather situation is declared, University Communications shall activate the emergency communication plan:

- (1) Local media: notify local television and radio stations;
- (2) SNOW hotline; provide inclement weather information at 419.530.SNOW (7669)
- (3) Email: send out a campus wide email
- (4) UT Alert: a text message to UT Alert subscribers.
- (5) Website: Update UT website

(E) Essential employee.

- (1) All UTMC employees associated with the clinical enterprise are considered essential employees. The UTMC badge is recognized as your essential employee card. The UTMC clinical enterprise includes, but is not limited to:

- Staff devoted to inpatient direct care/critical patient care services;
- Clinical/out patient services
- All emergency department staff;
- All health information management staff;
- All dialysis unit staff.
- Food and nutrition;
- Environmental services (those employees identified by ES leadership);
- Facilities maintenance (those employees identified by FM leadership);
- Information technology (those employees identified by IT leadership);
- Customer care department
- Department of lab animal medicine (those employees identified by DLAM leadership).

- (2) Employees identified by their department head or division vice president as an “essential employee.” Essential employees without hospital identification are issued an “essential employee” identification card through the associate vice president of safety and health via the Lucas County Sheriff’s Office. It is the responsibility of each department head to identify essential employees for cards, and the responsibility of each employee to possess the card during an emergency. Examples of essential employees for UT operations may include but are not limited to:

- Building maintenance
- Grounds

- Law enforcement services
- Cleaning services
- Time-sensitive administrative duties (such as payroll)
- Vehicle maintenance

Essential employees are encouraged to make every reasonable effort to come to work. If an essential employee cannot report for work at scheduled times, the employee must notify his or her supervisor or designee using the normal means of call-off communication. University police will not accept call-off information in place of the employee's supervisor. In a "weather emergency" or "disaster" (either internal or external), employees may not leave the university until released by the appropriate administrator or his/her designee (this applies to all campuses).

Essential employees should make every effort to get to work via their usual and customary means of transportation. Only in extreme weather conditions or other disasters will the university transport essential employees. Transportation will be facilitated through the University of Toledo police and will be considered on a case by case basis in conjunction with other institutional priorities.

Sleeping accommodations will be available.

(F) Employee pay / corrective actions

All employee compensation and personnel actions associated with inclement weather are in accordance with applicable contracts and or policies.

Failure to follow this policy by any university employee may result in corrective action up to and including termination.

(G) Evaluation

After each declaration of inclement weather, a detailed critique should be made and the report sent to the safety and health committee as soon as is feasible. This critique should include those people who were involved in decision-making and implementation, along with any lessons learned associated with the declaration.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p><u>April 15, 2009</u> Date</p> <p><i>Review/Revision Completed by: Vice President for Human Resources and Campus Safety</i></p>	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none">▪ <i>05-058 Inclement weather/weather emergencies (former Health Science Campus policy, revision date 1/25/07)</i> <p>Initial effective date: January 8, 2008 Review/Revision Date: December 1, 2008 Next review date: December 1, 2011</p>
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