



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

University Emergency Operations and Inclement Weather Policy

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

1. Purpose

To ensure consistent and orderly processes for shifting campus operations and learning in an effort to best reply to unique and individualized emergency situations, including inclement weather.

2. Scope

All members of the Commonwealth University of Pennsylvania community will be affected by this policy, this shall include students, faculty, and staff.

3. Definitions, Roles and Responsibilities

3.1. Definitions

3.1.1. **Campus Closed:** In extreme emergency conditions a campus location or multiple campus locations may be designated as closed. This means the designated physical campus or campus(es) is closed for traditional in-person instruction and residential functions.

3.1.2. **Delay Opening Class Schedule:** Classes and/or administrative offices begins at a later time than usual

3.1.3. **Emergency Incident Team** is comprised of the The Chief Facilities & Safety Officer (or designee) will confer with the Provost (or designee), Campus Administrator (or designee) and AVP of Human Resources (or designee)

3.1.4. **Essential Employees:** Employees who are designated as required to work when a university closure or liberal leave is authorized. These positions are usually in



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operations that provide direct student facing services and/or are engaged in around the clock operations. See appendix below for list of essential employees

- 3.1.5. **Liberal Leave:** Under conditions of liberal leave, employees must utilize annual, personal or compensatory time for any hours not worked in their scheduled workday. When liberal leave is declared, all supervisors/department chairpersons shall approve submitted leave requests. Essential employees will be expected to work during times of liberal leave designations. Liberal leave may be designated for any part of campus, Idepartment, an entire singular campus or multiple campuses depending on emergency/weather event impact.
- 3.1.6. **Telework: conducting normal** workduties at home for all or part of the employee's normal workday. Telework arrangements must be approved in advance by management.
- 3.1.7. **Remote work location:** Any pre-approved work location (i.e. home office, alternate site, etc.) other than the employee's regular on-campus work location that provides a safe working environment and provides for security of information being processed and ability to conduct work in a professional environment.

3.2. Roles and Responsibilities

- 3.2.1. Emergency Incident Team will determine the status of classes/administrative offices and campus operations during a weather or other emergency event.
- 3.2.2. The decision to shift classes to an online modality, delay starting classes for the day, the designation of liberal leave , and/or the closing of part or all of a campus or campuses, will be made as soon as possible and often in the early a.m. of the impacted weather day or as soon as possible for other emergency events. **Essential employees (see below) must remain and/or report, unless otherwise directed by their supervisor;**

4. Policy

- 4.1. If classes have begun for the day and weather conditions have deteriorated, classes may shift to an online modality for the remainder of the day at a designated hour; this is to include evening classes. Liberal leave and/or campus closure(s) may also be considered if conditions significantly deteriorate during the course of the day.
- 4.2. If classes and/or administrative office day has yet to begin (a delayed opening), all classes will remain at their regularly scheduled time once campus is deemed safe. In this case no condensed schedule will exist in order to eliminate conflict between face to face and online classes.



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4.3. Upon determining the necessity to modify University activities/operations, the Emergency Incident Team may invoke the options below:

4.3.1. Level 1 - Instructional Activities online: On-campus activities and/or services may be limited during a Level 1 operation. Liberal leave may be offered in addition to moving courses to an online format.

4.3.1.1. When liberal leave is in effect, changing modality is acceptable with understanding to provide flexibility for students with technology issues. Faculty will adjust their instructional modality as necessary and in addition to emailing the class, the faculty should post their intentions in the announcement section of their Learning Management System for students to review. Faculty are also encouraged to include a statement in their syllabus about their inclement weather policy.

4.3.1.2. On campus activities at the impacted campus may be modified, limited, or curtailed. Please visit (insert webpage link) to receive live and on-going updates on the activities and services available and impacted during the emergency or weather event. If you would like to share a campus update, please email stratcomm@ email.

4.3.1.2.1. Under conditions of campus closures or remote learning mandates, Athletics may continue to hold optional and voluntary in-person practice sessions at the discretion of the head coach and with the approval of the Director of Athletics and Campus Administrator. Conducting these optional and voluntary practice sessions must not penalize student-athletes in any manner, regardless of their presence.

4.3.1.2.2. Decisions about the continuation of contests will be made in consultation with each campus Director of Athletics and Campus Administrator.

4.3.1.3. Students, Faculty, and staff driving to another campus for face to face learning and events should be cautious and consider both home and visiting campus conditions.

4.3.1.4. Students doing clinical rotations as part of their educational experience should follow protocols set forth by the partner site.

4.3.1.5. In the event of a delay, all classes will resume once the delay is lifted. Classes will follow their regularly scheduled time; there will be no compressed schedule.



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4.3.2. Level 2: Campus Closure

- 4.3.2.1. The event of a closure, all face to face classes will be cancelled due to unsafe conditions.
- 4.3.2.2. Whenever possible, Classes shall continue online during a campus closure event.
- 4.3.2.3. It is important during a campus closure event to limit foot traffic on campus and or near the impacted area as much a possible, this will allow our facilities and other emergency responders to more efficiently bring the campus back to a functioning capacity.
- 4.3.2.4. During a campus closure, Please visit (insert webpage link) to receive live and on-going updates on the activities and services available and impacted during the weather event. If you would like to share a campus update, please email stratcomm@ email.

5. Procedures, Standards, and Guidelines

- 5.1 In the event of a level 1 or Level 2 emergency or weather event, departmental procedures may be developed to support campus operations during times of designated campus weather events. For example, departments that house clinical education programs may elect to develop program specific procedures that would apply to their specific learning environment and needs of their students. These department procedures must be developed in compliance with this policy and with the spirit and intent of campus safety, and continued learning whenever possible.
- 5.2 In the event of emergency or severe weather conditions, the emergency incident team will evaluate the ability to keep campus roads, parking areas and walkways cleared throughout the day by discussing with campus operations and other key stakeholders.
- 5.3 Upon confirming the necessity to alter the University's activities/operations, emergency incident team, will contact Strategic Communications to ensure the decision to close and/or move to remote learn is appropriately communicated to the university community.
- 5.4 Notifications will be made using university email during normal business hours and through emergency notification system outside of normal business hours, and other regional media outlets, based upon the nature and timing of the weather event or emergency condition.
- 5.5 Essential employees are notified by their leadership to ensure appropriate staffing is present based upon the campuses operating condition.
- 5.6 Positions designated as essential will include this requirement in the job posting, appointment letters and/or positions descriptions to such positions. In addition, the employee will will notified of the essential employee requirement.



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5.7 If severe weather conditions exist prior to the start of the class/administrative office schedule, a decision will be made, whenever possible by 5:15 a.m.

6 Compliance and Enforcement

- 6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

6.3 Supporting Documents

- 6.3.1 [Include title of supporting documentation here.] [[Link](#)]

6.4 History

- 6.4.1 [Indicate whether the policy is a new policy, or whether it supersedes an existing policy. Include the effective date of the original policy as well as the date(s) of any subsequent amendments (if known).]
- 6.4.2 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]
- 6.4.3 Revised - [Date of Revision]
- 6.4.4 Next Review Date - [Date of Revision]

6.5 Related Policies - [Reference related policies]

6.6 Contacts for Additional Information and Reporting

[Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]