

UConn HEALTH

POLICY NUMBER 2001-02

November 10, 2015

**POLICY: EMERGENCY CLOSING POLICY
For Employees and Students**

I. Purpose and Application of the Policy

During inclement weather and other emergency situations at UConn Health, the safety of our faculty, staff, students, and patients is paramount. At the same time, UConn Health has very important research, teaching, service, and outreach missions, and must maintain continuous and effective business operations. With due consideration to safety, UConn Health will remain open and operate normally to the greatest extent possible. Faculty, staff, and students should evaluate their own circumstances carefully, exercise appropriate judgment, and take responsibility for their safety when making decisions during inclement weather.

This policy defines the decision and notification process for the emergency closing of non-essential service units at UConn Health, as well as delayed openings, early dismissal, class cancellations, closing of special programs or for localized areas.

The nature of the UConn Health's activities requires that emergency closing decisions be made ONLY by UConn Health. General closing announcements from any other State office, including the Governor's office, do not constitute authorization for any UConn Health unit to close or any UConn Health employees to be absent from work. **Unless officially notified in accordance with this policy, all UConn Health units must maintain normal operations.**

This policy also explains how employees will be notified of the UConn Health's decisions, and clarifies expectations regarding attendance and performance of job-related duties. The policy applies to the entire UConn Health community, including administration, faculty, staff, and students.

II. Decision Process

The decision to close non-essential service units or modify their work schedules will be made by the Chief Administrative Officer based on recommendations from the Associate Vice President of Facilities Management, the UConn Health Police Chief, the Vice President for Human Resources, designated representatives of Clinical Operations, the School of Dental Medicine, and the School of Medicine.

By October 1 of each year, departments with Essential Service employees must provide of a list of these employees to UConn Health's Labor Relations Unit. On occasion, the nature of an emergency may require changes to the list of Essential Service/Non-Essential Service personnel for that incident only. In the event of changes, employees will be notified in writing by their manager. It is the employee's responsibility to know whether their unit is designated as essential or non-essential.

III. Notification

UConn Health will make announcements about closings or delayed openings as soon as feasible, but generally no later than 5 a.m. When conditions change rapidly or unexpectedly, however, UConn Health may need to make or update decisions about classes and business operations on short notice. Announcements about closing or delayed openings or cancellations will be communicated in the following manner:

- **UConn Health Emergency Notification System:**
The system is activated immediately to send text and voice messages.

Operational Status Hotline, 860.679.2001:

- The Hotline is updated immediately and in the unlikely event that service of the Operational Status Hotline is disrupted, employees and students should call 860.486.9292, UConn Health's backup operational status number.
- **Broadcast Message:** Information about UConn Health's operating status is announced through UConn Health's Broadcast Message system as soon as decisions are made.
- **Closing and Cancellations Webpage, health.uconn.edu/closing-and-cancellations:** All information about changes to UConn Health's operating status affecting faculty, staff, students, patients, and events is posted to this site as soon as decisions are made.

IV. Emergency Transportation

The UConn Health Police Chief will evaluate emergency transportation issues on a case-by-case basis. Contact UConn Health's Police Department for assistance.

Carolle Andrews (Signed)

11/18/15

Carolle Andrews
Chief Administrative Officer
Interim Vice President for Human Resources

Date

Andrew Agwunobi (Signed)

11/23/15

Andrew Agwunobi, M.D., M.B.A
Interim Executive Vice President for Health Affairs

Date

New Policy 12/27/00
Revised: 11/13/01, 12/10/04, 10/13/06, 3/27/09, 11/10/15