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

This policy also explains how administration, faculty, staff and students will be notified of UConn Health’s decisions, and clarifies expectations regarding attendance and performance of job-related duties.

DEFINITIONS:
None

POLICY STATEMENT:
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, patient care, 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.

The nature of 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 Storrs or 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.

Decisions to alter UConn Health’s normal operations and schedules are made by the Chief Administrative Officer, based on recommendations from designated representatives from Facilities Management, Human Resources, Clinical Operations, the School of Dental Medicine, and the School of Medicine.

PROCEDURES/FORMS:
UConn Health will make announcements about closings or delayed openings as soon as feasible, but generally no later than 5:00 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.

• **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.

**REFERENCES:**
None

**RELATED POLICIES:**
[GME Inclement Weather Policy](#)

**ENFORCEMENT:**
Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

**APPROVAL:**

Andrew Agwunobi (Signed) 1/6/20
UConn Health Chief Executive Officer

Kiki Nissen (Signed) 1/2/20
Administrative Policy Committee Co-Chair

Janel Simpson (Signed) 1/2/20
Administrative Policy Committee Co-Chair

**POLICY HISTORY:**
New Policy Approved: 12/27/00
Revisions: 11/13/01, 12/10/04, 10/13/06, 3/27/09, 11/10/15, 12/4/19