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### Title: (Interim) Adverse Weather and Emergency Event Regulation Process Standard Operating Procedure

### PRR Adverse Weather; Emergency Events; leave; closure; delayed opening; early closure of campus operations

**Authority: Associate Vice Chancellor for Human Resources, pursuant to ECU (Interim) Regulation** REG 06.45.02.

**History: East Carolina University’s former policies, Adverse Weather/Conditions and Emergency Closings are immediately revoked and replaced with the University of North Carolina System mandated (Interim) Adverse Weather and Emergency Event Policy effective January 1, 2016. Updated January 23, 2018 and October 29, 2018.**

**Related Policies:** [UNC System Adverse Weather and Emergency Event Policy](https://old.northcarolina.edu/hr/policies/FINAL-University_Adverse_Weather_and_Emergency_Event_Policy-.pdf)

**Additional References:** [Human Resources](http://www.ecu.edu/hr/)

 [Adverse Weather Guidelines Memo (UNC System Office)](https://cdn.ecu.edu/docs/prr-uploaded-docs/Adverse%20Weather%20Guidelines%20Memo_UNC%20GA.pdf)

**Contact for Info:** Questions about emergency notifications should be directed to Environmental Health and Campus Safety (252-328-6166), questions about campus operations should be directed to Campus Operations (252-328-6858) and questions about the policy should be directed to Human Resources (252-328-9847).

**1. Introduction**

# Two of East Carolina University’s former policies, Adverse Weather/Conditions and Emergency Closings are immediately revoked and replaced with the University of North Carolina System (“UNC System”) mandated Adverse Weather and Emergency Event Policy effective January 1, 2016, which is restated in its entirety in the (Interim) Adverse Weather and Emergency Event Regulation, found on the ECU PRR Website at: <http://www.ecu.edu/prr/>.

# 2. Employees Covered

As stated in the (Interim) Adverse Weather and Emergency Event Regulation, East Carolina University (ECU) follows this policy and it applies to all employees of ECU, including those subject to the State Human Resources Act, employees who are exempt from the State Human Resources Act (EHRA employees), including but not limited to ECU faculty, non-faculty, and Clinical Support Services (CSS) staff.

Exception (ECU Physicians): In order to ensure the safety of employees and patients, ECU Physicians, acting through the Vice Dean for BSOM and the Medical Director for ECU Physicians, is authorized to determine an operational schedule for ECU Physicians locations during times of adverse weather and other emergency events. Operating schedules for ECU Physicians will be determined by consultation with the Associate Vice Chancellors for Campus Operations and Environmental Health and Campus Safety for any Condition 1 or 2 event.

Exception (SoDM):  In order to ensure the safety of employees, students and patients at multiple geographical locations in clinical environments across the state, the ECU School of Dental Medicine, acting through the Associate Dean for Clinical Affairs and/or the Assistant Dean for Extramural Clinical Practices, is authorized to determine an operational schedule for these locations during times of adverse weather and other emergency events. Operating schedules for the School of Dental Medicine will be determined by consultation with the Associate Vice Chancellors for Campus Operations and Environmental Health and Campus Safety for any Condition 1 or 2 event and will be based on the operating schedules of closest higher education institutions (i.e., UNC Institution, Community College or Technical School).

For UNC System Office official Adverse Weather and Emergency Event reporting, written justification is required for any changes to operational schedules for any facility. The facility designee shall submit to the Associate Vice Chancellor for Campus Operations one or more sources of documentation within 24 hours from the end of the event, to include but not limited to, reports from city/county government, NCDOT, reports from the Associate Vice Chancellor for Campus Operations, and/or operation schedules of closest higher education institutions (i.e., UNC System Institution, Community College or Technical School).

**3. Mandatory Employees**

 At East Carolina University, authority to designate an employee as “mandatory” and to remove that designation is

maintained by the ECU Department of Human Resources and is delegated as follows, each delegate being authorized to act separately and independent of the others:

• For each employee, her or his direct supervisor and anyone in her or his supervisory chain,

 including but not limited to and vice chancellors and the Chancellor;

• For employees assigned to work at any ECU Physicians Clinic, the Executive Director of ECU

 Physicians or his or her designee;

• For the School of Dental Medicine Service Ross Hall and General Practice Residency, Associate Dean

 for Clinical Affairs;

• For the School of Dental Medicine Service Learning Centers, Assistant Dean for Extramural

 Clinical Practices;

• For employees assigned to the Coastal Studies Institute (“CSI”), the Executive Director of CSI;

 and

• The Associate Vice Chancellor for Environmental Health and Campus Safety.

**4. Declaration of Condition(s)**

The decision to declare an Adverse Weather or Emergency Event condition will be made by the Chancellor (or designee); with the exception of ECU Physicians and SoDM, as explained in Section 2. This decision will be made after consultation with others including, but not limited to, Facilities Services, Environmental Health and Campus Safety, Health Sciences, the ECU Police Department, Human Resources and/or other applicable departments/agencies.  The Associate Vice Chancellors for Environmental Health and Campus Safety and Campus Operations will confer and provide a recommendation to the Vice Chancellor for Administration & Finance, who will consult with the Chancellor (or designee). Once the determination has been made, every effort will be made to provide a minimum 2-hour notification to the ECU community prior to the effective date/time of the change in condition.

**5. Criteria for Declaring Closure (Condition 3)**

ECU does not have the authority to declare a Condition 3 closure and will only utilize Condition 1 or 2 as appropriate for adverse weather and emergency events. If the Chancellor (or designee) believes that a specific event warrants consideration for a Condition 3 designation, then Condition 2 shall be declared at the time of the event. Human Resources, on behalf of ECU, will then request UNC System Office to consider granting a Condition 3. If granted, ECU may apply the Condition 3 paid leave provision retroactively. ECU Alert will notify employees at ECU Main and Health Sciences Campuses of Condition 3 status.

# 6. Communicating University Operational Status

Non-Mandatory Employees are encouraged to contact their supervisor for any clarifications regarding whether or not to report to work as each supervisor is responsible for appropriate communications to staff members.

ECU-affiliated properties outside of Greenville/Pitt County are responsible for communicating changes in facility operational status with constituents.

ECU Alert is the collection of communications tools the university uses to distribute emergency notification and information. The specific communications tools used will be based on the type of emergency and conditions at the time.

• ECU webpage at: <http://www.ecu.edu/>

• ECU Alert webpage at: <http://www.ecu.edu/alert/>

• ECU e-mail account

• ECU Alert text messages for cell phones and PC pop-up screen messages: register at

 <https://alertinfo.ecu.edu/receive-ecu-alerts-for-ecu-students-staff-and-faculty/>

• ECU Faculty, Staff and Students Hotline: 252-328-0062

• ECU Physician’s Staff Hotline: 252-744-5080 or 1-800-745-5181

• Outdoor & Indoor Speakers

• VoIP phone speaker interface (voice and text)

• Digital LCD screen messages

• Follow ECU ALERT on <https://twitter.com/>