Adverse Weather and Emergency Event Regulation and Standard Operating Procedure

Please be reminded of East Carolina University’s Adverse Weather and Emergency Event Regulation (Regulation) and the related Standard Operating Procedure (SOP). ECU’s Regulation and SOP are consistent with The University of North Carolina System Adverse Weather and Emergency Event Policy (approved by the Office of State Human Resources and effective on January 1, 2016) and the September 20, 2016 Memorandum from the University of North Carolina General Administration (UNC-GA).

As a reminder, consistent with the State’s requirements, there are three condition levels relative to adverse weather and emergency events:

**Condition 1 (Reduced Operations):** The University is open, but due to weather or emergency events, travel to or from campus, or conditions on campus, may negatively affect campus operations. Employees should report to work if possible, arrange with their supervisor to make up the time, or otherwise use their available paid leave.

**Condition 2 (Suspended Operations):** The University has suspended all but mandatory operations due to severe weather or emergency events. Non-mandatory employees must not report to or not remain at work and should either work from home with supervisory approval, arrange with their supervisor to make up the time, or use their available paid leave.

**Condition 3 (Closure):** The University is closed due to the most severe situations, and all but the most critical mandatory operations have been shut down. All but the most critical employees must not report to or remain at work. Employees will be paid for the closure time and will not be required to use their available paid leave or make up the time.

The State requires a substantially higher threshold of severity in order to declare closures (Condition 3) that would also provide compensation to employees for missed work time due to the event. As a general rule, most tropical and winter storms are not considered triggers for Condition 3 (closure) unless they are accompanied by one or more of the following conditions: widespread and dangerous flooding, significant presence of downed trees and power lines throughout the local commuting area, sustained failure of critical campus utilities, or a threat to building structures due to accumulated snow, water, or ice. As events of this severity are unusual, Condition 2 is generally the highest-level response for the vast majority of severe weather events. Please note that only UNC-GA can declare a Condition 3 event.

Employees should have been advised of their mandatory/non-mandatory status either by email last year or by their supervisor during the new hire process. This designation will remain unchanged unless the employee is notified in writing about the change. Employees who are unsure about their status should contact their immediate supervisor.

Questions about emergency notifications should be directed to Environmental Health and Safety (252-328-6166) and questions about the policy should be directed to Human Resources (252-328-9847).