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 Adverse Weather and Emergency Event Policy effective January 1, 2016.

Related Policies: UNC System Adverse Weather and Emergency Event Policy

Additional References: Human Resources

Contact for Info: 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).

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”) 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 Chancellor for Campus Operations for any Condition 1, 2, or 3 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 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 Chancellor for Campus Operations for any Condition 1, 2, or 3 event.

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 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 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). This decision will be made after consultation with others including, but not limited to, Facility Services, Environmental Health & Safety, Health Sciences, Human Resources and/or other applicable departments/agencies. The Associate Vice Chancellor for Environmental Health & Campus Safety and/or Campus Operations will advise or provide recommendations 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 will only utilize Condition 1 or 2 as appropriate for adverse weather and emergency events. If our 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. After the fact, UNC General Administration will work promptly with ECU to determine if Condition 3 is warranted and if so determined, the institution may apply the Condition 3 paid leave provision retroactively.

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 Alert is the collection of communications tools the university will use to distribute emergency notification and information through the Rave Mobile Safety. This system allows the University to send emergency notification via select methods of ECU Alert:

Information Sources for Closure Status and Opening/Closing Times:

- ECU Webpage at: http://www.ecu.edu/
- ECU Alert Webpage at: http://www.ecu.edu/alert
- ECU e-mail account
- PC pop-up screen messages: register at http://www.ecu.edu/cs-ecu/alert/popup.cfm
- 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
- IP Phone speaker interface (voice and text)
- Digital LCD/Plasma Screen messages
- Twitter: Follow ECU ALERT on Twitter.com
- Cell phone text messaging: register at www.ecu.edu/cs-ecu/alert/Register.cfm