

# **Inclement Weather Protocol**

## **INTRODUCTION**

This protocol provides an overview of objectives, policies, and guidelines for administering the University of North Georgia Inclement Weather Protocol for all students, faculty, and staff on our five campuses. Every effort has been made to explain the details of the protocol clearly and concisely. However, due to the unpredictability of severe weather, not every situation can be anticipated or covered. Therefore, decisions may be made outside of this protocol's guidelines if circumstances warrant. Also, decisions will take into account the location and population of each campus and may, in fact, be campus-specific. Any questions regarding the information contained in this protocol should be directed to your immediate supervisor. More detailed information is available in the University of North Georgia's Human Resources Policy manual.

## **DEFINITIONS**

**Essential Services or Personnel:** Services and employees that are considered essential to running critical functions within their operations in the event of a declared emergency or inclement weather. Essential personnel would be personnel that are expected to assist with the mitigation of physical conditions deemed hazardous by campus emergency services personnel. These employees should be identified in advance of any event.

**Inclement Weather Conditions:** Extreme weather conditions that might create hazardous driving conditions or impede the normal operations of the university. These conditions include but are not limited to snow, ice, tornados, flooding, or other natural perils.

**Delayed Opening:** During a delayed opening, University officials will publically announce the specific time the campuses will open.

**Early Dismissal:** During an early dismissal, the University will cease all academic classes and regular business operations at a publically announced time.

**Closure:** In the event of a closed campus, all academic classes will be cancelled and regular business operations will be closed. Only essential personnel should report for duty.

## **NOTIFICATION**

The Chief of Police for the University will notify the Vice President for Business and Finance and the University Provost about any hazardous conditions on any of the campuses and the immediate surrounding areas. They will then notify the President of these conditions who will make the final determination on actions to be taken.

The University's police department and Office of University Relations will disseminate the notification to all students, faculty, and staff through all available means. Information will be disseminated through the university's emergency notification system via email, phone, text messages; the university's website; and local media outlets.

Notifications of closures or delayed openings will be made public no later than 6:00 AM on the effective date. Early Dismissals will be made public as early as possible.

During emergency weather situations such as a tornado, the University's police department may alert the university community through the mass notification system without prior approval from the President.

### **OPERATIONS**

If an inclement weather hazard impedes academic classes and normal business operations and an official decision has been made by the President of the University, all academic classes and business operations will be suspended. However, essential employees are still required to report to work and maintain critical university functions. Departments will designate in advance those expected to report to work during inclement weather. Essential employees should not risk their own safety or the safety of others while reporting to work. If an essential employee cannot safely report to work, their supervisor should be notified immediately.