

UNIVERSITY OF CINCINNATI

WINTER WEATHER CLOSURE POLICY AND PROCEDURES

DEPARTMENT OF PUBLIC SAFETY

2015 to 2016 Academic Year

WINTER WEATHER CLOSURE POLICY

In the event of a severe winter storm that could affect student and/or employee access to the University, the Sr. Vice-President for Administration and Finance will decide whether a closure, class cancellation or delay will be declared due to weather conditions. The Director of Public Safety, or his designee, will gather necessary information and confer with the Sr. VP for Administration & Finance regarding potential closures or cancellations related to weather. Every effort will be made to communicate a weather related delay or closing to the campus community by 5:30AM.

Individual campuses, such as the Medical Campus, Blue Ash Campus, and Clermont Campus, may have specific concerns or issues that require they be addressed separately from the Uptown Campus. The academic heads of these campuses should contact the Director of Public Safety or his designee for consultation in such cases. The recommended action will then be referred to the Sr. VP for Administration and Finance for consideration and a decision.

If a campus unit designated as non-essential seeks to hold a campus event during a weather related delay or closing, they must first receive approval from the Sr. VP for Administration & Finance.

WINTER WEATHER CLOSURE PROCEDURES

A. TERMINOLOGY

1. **SNOW WATCH:** Declared at such time the National Weather Service predicts the possibility of heavy accumulation of snow.
2. **SNOW WARNING:** Declared at such time that the National Weather Service predicts large quantities of snow.
3. **WINTER WEATHER CLOSURE FOR COLLEGE OF MEDICINE CAMPUS AND/OR THE UC READING CAMPUS:** All classes are cancelled for the time period specified, and only essential employees are to report to work. Declared only by the President after consultation with the Sr. Vice President for Administration and Finance, the Provost, and the Vice President for Health Affairs.
4. **CLASS CANCELLATION WITHOUT CLOSURE:** Cancellation of classes for an entire day, or a portion thereof, for one or more campuses. The University remains open for normal business other than classes, and all employees are expected to report to work. The Sr. Vice President for Administration and Finance may declare class cancellation based on the following circumstances:
 - a. Weather conditions exist such that students' walking to the campus or between buildings on campus is hazardous.
 - b. Road conditions allow employees to travel to work.
 - c. This typically will be considered when the National Weather Service declares a wind chill warning (approximately -25 degree range) for an extended period of time during the daily commute or normal operating hours, the University will most likely issue a delay or closing.

5. **SNOW EMERGENCY:** Pursuant to Attorney General Opinion 86-023 the Sheriff of a County may declare a snow emergency and temporarily close County and Township roads within his jurisdiction for the preservation of the public peace. Attorney General Opinion 97-015 also allows the Sheriff to close State and Municipal roads.

In order to clarify the definition of the snow emergency, Ohio Sheriff's adopted guidelines to be followed when closing highways due to severe weather. The policy is as follows:

Level I SNOW ALERT - Roadways are hazardous with blowing and drifting snow.

Level II SNOW ADVISORY - Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work. If the applicable county sheriff declares a Level 1 or 2 snow emergency, the University will most likely issue a delay or closing.

Level III SNOW EMERGENCY - All Municipal, Township, County, and State roadways are closed to Non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. Those traveling on the roadways may subject themselves to arrest. If the applicable county sheriff declares a Level 3 snow emergency, the University will close.

For severe weather where no county-wide declaration is made, the University will assess the need for a delay or closing based on multiple complex variables such as: road conditions, driving visibility, forecast conditions, temperature, ice, implications for the academic calendar, etc.

6. **ESSENTIAL EMPLOYEES:** Each division and office of the University is responsible for identifying employees who are essential, and are required to report to work despite a campus closure. Public Safety will issue those employees identifying stickers for their UC ID's as essential upon request of their supervisor.

B. PREPAREDNESS

1. Salt, sand and gravel procured by contract by Parking and/or Grounds for their use throughout the university.
2. Coordination meetings with City of Cincinnati, ODOT, will be attended annually or as needed by the Director of Public Safety or his designee
3. News releases on snow emergency procedures issued by the Director of Public Relations or the Public Safety Public Information Officer.

C. WEATHER MONITORING AND DECISION PROCESS

1. The Director of Public Safety or his designee will monitor weather forecasts via National Weather Service and contract weather service, as well as road conditions by ODOT and ARTIMIS systems. Gathers information on conditions from highway maintenance and police as needed.
 - a. Notifies Emergency Preparedness Committee of potential severe weather by e-mail.
2. Police officer in charge on nights and weekends will notify Dispatch of serious winter weather conditions, and Dispatch will notify The Director of Public Safety or his designee. For overnight weather conditions, this notification must occur by 4:00 AM.
3. If and when necessary, the Director of Grounds Maintenance will call in snow removal crews. The Director of Grounds Maintenance will call Grounds Superintendents who will, in turn, call in people to start clearing procedures. The Asst. Director of Parking Maintenance will call in snow removal crews for parking facilities.
4. If necessary, before 5:30 AM (or before 10:00 PM), The Director of Public Safety or his designee will confer with the Sr. Vice President for Administration and Finance to discuss road and parking conditions and future weather.
 - a. The Director of Public Safety or his designee will confer with the Dean (or delegate) for Blue Ash College and/or Clermont College as necessary prior to contacting the Sr. VP for A&F.
 - b. Should unusual circumstances indicate a schedule change or closure may be necessary for the Academic Health Center Campus, the Director of Public Safety or his designee will consult with the Vice-President for the Academic Health Center.
5. If a decision is made to close or alter classroom or office schedules, the Sr. VP for Administration and Finance will notify the Provost. The Sr. Vice President for Administration and Finance will then notify the Director of Public Safety or his designee who will, in turn:
 - a. Issue an email to all UC email accounts advising of the closure or change in schedule
 - b. Issue a text message to all UC students and employees who have not opted out of the emergency text notification system
 - c. Issue a text message and email to all persons who have signed up for notifications via the Campus Safety Network
 - d. Change the voice message on the campus status recording (556-3333)
6. The Director of Public Relations (or designee) and Public Safety's Public Information Officer will post the schedule change or cancellation on the University home page (www.uc.edu). Public Safety will activate text messages, email, Twitter via Nixle and/or Campus Safety Network update the 556-3333 phone line and contact University Communications. If needed digital signage boards and the voice capable alarm system may also be utilized to communicate a winter weather closure. University

Communications will draft a statement to be placed on the UC web page by Digital Communications.

7. UCit's Tom Ridgeway or Greg Lang will change the voice message on the University main phone line (556-6000).
8. Based upon conditions and circumstances, the regional campuses may be considered for schedule changes or closure separate from any decisions made on the Uptown campus.
9. Unless specifically stated otherwise, the Academic Health Center is excluded from general schedule changes or closures.
10. It should be kept in mind that classes are held beyond the Monday-Friday schedule and that snow removal cannot always be delayed over a weekend. Likewise, schedule changes or cancellations may be needed for evening or weekends.

SNOW REMOVAL PROCEDURES

In the event of a snow or ice storm that will affect safe travel around campus, either on foot or in vehicles, the Police shift supervisor will notify Public Safety Dispatch. The dispatcher will notify contact personnel for Grounds and Parking by text, e-mail, or telephone (as appropriate), and will also advise the Director of Public Safety, or his designee.

The Asst. Director of Parking Maintenance and the Director of Grounds, Moving & Transportation will call in appropriate personnel to effect snow removal as necessary.

The managers of maintenance operations at the regional campuses will call in appropriate personnel to effect snow removal as necessary.

SNOW REMOVAL PRIORITIES

- A. After a decision is reached by Director of Grounds, Moving & Transportation (or his/her alternate), and Asst. Director of Parking Maintenance to remove snow, the following order of priority is in effect for Grounds Maintenance crews:
 1. All sidewalks, steps and handicap ramps and curb cuts.
 2. Parking Maintenance crews will clear all lots, garage entrances, ramps, exposed top decks of garages, and all campus drives including Academic Health Center and Victory Parkway lots.
 3. Call out procedures for the Regional Campuses will take place at the same time the decision is made on the Uptown Campus. Roads, sidewalks and lots will be cleared by Regional Campus crews and/or contractors, except Victory Parkway, which will be serviced by Parking Maintenance. At Victory Parkway, Grounds Maintenance will clear sidewalks, entries and steps.

4. UC Reading Campus snow removal is by contract services, which is coordinated by Parking Maintenance.

CAMPUS CLOSURE – UNIVERSITY RULES

3361: 10-55-01 Emergency closures: announcement.

The University of Cincinnati is always officially open. During periods of severe inclement weather, public emergency, or other crisis, the Senior Vice President for Administration and Finance or a designated cabinet officer of the University of Cincinnati may issue an announcement of campus status as appropriate to the situation on the university electronic mail system and through local mass media outlets. In general, such a campus status announcement will inform the general public, as well as University of Cincinnati students and employees, that the University of Cincinnati campus, or a specific designated portion of the campus, is closed for a specific time period.

(A) Such announcements may specify that University of Cincinnati classes, with the exception of the college of medicine, are canceled until or after a specific time, or for an entire day.

(B) Such announcements may specify that all events and programs, including both university events and non-university events held in university facilities, are canceled.

(C) Such announcements may specify that certain university offices and facilities are closed, except for essential offices that never close under any circumstances, which are identified in rule 3361:30-16-01 of the Administrative Code.

EMERGENCY CLOSURES: COMPENSATION

Compensation and attendance: emergency closing see:

University Rule 30-16-01 or appropriate collective bargaining agreement

3361:30-16-01 Compensation and attendance: emergency closing.

(A) The University of Cincinnati is always officially open. During periods of severe inclement weather, public emergency, or other crisis, the president or a designated cabinet officer may announce, through the university of Cincinnati electronic mail system and through the local news media, that some or all of the university's offices and facilities are closed for part or all of a workday. (See rule 3361:10-55-01 of the Administrative Code regarding the announcement of emergency closures at the University of Cincinnati.)

(B) This rule identifies those employees who are required to report to or remain at work during such emergency closings and sets forth the policies governing attendance and compensation that will be in effect for all employees during these periods.

(C) The announcements regarding closings shall specify which work units are to be closed. Employees in the closed units shall not report to work. Exceptions are listed in paragraphs (D)(1) and (D)(2) of this rule. The official closing time of the university will be determined by the time/date sent to recipients on the "Triple D" listserv.

(D) The following groups of employees are expected to report to or remain at work as scheduled during emergency closings:

(1) Employees whose work units are not closed. Such units will always include the following essential units that never close under any circumstances:

- (a) The college of medicine;
- (b) University police;
- (c) Office of residence life/housing units;
- (d) Utility plants;
- (e) Emergency maintenance operations;
- (f) Any research unit where the integrity of the research must be preserved;
- (g) Service units that routinely operate on a seven day per week, twenty-four hour per day service schedule.

(2) Employees whose work units are closed but who are specifically directed to report or remain at work by their administrative unit head. Documented approval from the appropriate vice president is required for these employees.

(E) The following attendance and compensation policies shall be in effect for employees required to report or remain at work during periods of emergency closing:

(1) All employees who are required to report or remain at work (i.e., employees whose work units are not closed or those called into work by their administrative head) shall work as scheduled. Any employee who is required to work but unable to do so as scheduled, for whatever reason, must contact his/her administrative head at least one hour in advance of the employee's starting time to report his/her absence. Current policies regarding time off requests shall apply.

(2) Hourly paid employees who report to or remain at work as required during a closing will be paid double time or per their collective bargaining agreement. Salaried employees who report or remain at work as required will receive pay at their regular salary.

(3) Current policies regarding time off shall apply: Essential hourly employees who do not report to work must use vacation, compensatory time or time off without pay. Essential employees who live in counties where the sheriff has declared a "Level 3" snow emergency will receive pay at their regular straight time rate. Non-essential hourly employees, who report to work without being told to, will receive regular pay.

(F) The following compensation policies shall be in effect for those employees whose work units are closed and who are not asked to work:

(1) Hourly and salaried employees receive pay at their regular wages.

(2) Hourly employees who report to work without being told will receive pay at their regular straight time rate.

(3) Employees prescheduled for vacation, sick or compensatory time off prior to the emergency-closing announcement may not rescind their time off request after the announcement.

(4) When it is announced that a segment of the university campus will be closed for the remainder of the day, hourly paid employees requesting to leave work earlier than the scheduled closing time must have the approval of the appropriate administrative head and must charge the additional hours of absence, prior to the official closing, to accrued compensatory time, accrued vacation time, or leave without pay, in that order.

Weather-suspended shuttle service procedure

Route safety will be assessed by the driver, suspension of route called by Croswell

Croswell notifies: Beth Rains, work # (513) 556-4147, cell (513) 478-6171
Bob Bauer, work # (513) 556-4149, cell (513) 706-6061
or Rick Wiggins, work # (513) 556-2891, cell (513) 919-5307

Personal phone contact with one (in order listed) of the above required

Transportation notifies: Public Safety Dispatch (513) 556-1111
Help Desk (513) 556-4357
Brett Palmer, Blue Ash (513) w. 745-5708 cell (513) 260-3710
Campus Park Apts. (513) 221-3111 (East Route)

Announcements/Notifications:

Croswell monitors and updates Doublemap tracker system web page noting route closures and route re openings.

When possible, route closure notification to occur one hour prior to actual closing.

If there is a class cancelation without closure, limited shuttles will operate.

Traffic notifications:

Extended route changes (more than 30 minutes) due to traffic conditions to be posted by Croswell on Doublemap tracker system web page.

Night Ride Service Suspension

1. NightRide route safety
 - a. Individual drivers may determine that a specific road or road segment is not safe to drive, and discharge passengers at the nearest, safest intersection.
2. NightRide service suspension
 - a. The NightRide coordinator will monitor road conditions during inclement weather, and determine if the service will be suspended.
 - b. In general, service will be suspended when the Uptown campus is closed.
 - c. If a closure is announced during the operating times for NightRide, efforts will be made to provide service to all calls already scheduled. No further requests for service will be taken.
 - d. If service is suspended, the information will be posted on the NightRide Twitter feed, and a recorded message placed on the 556-RIDE phone line.

UNIVERSITY OF CINCINNATI

WEATHER-RELATED POLICY & PROTOCOLS:

MESSAGE FROM THE SENIOR VICE PRESIDENT FOR ADMINISTRATION & FINANCE

Why The University Closes

When inclement weather threatens the safety of the University of Cincinnati community, the Senior Vice President for Administration and Finance may invoke University Rule [3361: 10-55-01](#) and declare an emergency closing. It is possible that only some campuses of the university may close.

The following units (described in University Rule [3361:30-16-01](#)) are never closed, no matter what the status of the rest of the university.

- College of Medicine;
- University Police;
- Hoxworth Blood Center;
- Office of Residence Life/Housing units;
- Utility plants;
- Emergency maintenance operations;
- Any research unit where the integrity of the research must be preserved;
- Service units that routinely operate on a seven day per week, twenty-four hour per day service schedule.

Students at the Academic Health Center should follow their college's inclement weather plan. University Hospital, UC Health, and related patient care units are not affected by this notice. Please visit www.UCHHealth.com for information about University of Cincinnati Physicians' offices and UC Health hospitals.

How the University Communicates A Closing

If the university is closed due to inclement weather, the following media are used to communicate the closing:

- If the closing is announced during the day, it will be communicated via UC's voice warning system in the buildings.
- An email will be sent to everyone with an active UC email account. If you forward your email, make sure that forwarded messages get through.
- An emergency message will be posted to UC's homepage at <http://www.uc.edu> .
- The voicemail message at UC's main telephone number, 513-556-6000, will be changed to announce the closing.

- The voicemail message at UC's campus-status telephone number, 513-556-3333, will be changed to announce the closing.
- A text message will be sent to everyone who has not opted out of the service. The University of Cincinnati offers a text messaging service to alert students, faculty and staff members about any campus closings and other emergencies.
See <https://ucdirectory.uc.edu/EmergencyTextMessaging.asp>
- A text message, tweet, or email will be sent to everyone who signs up for UC's Campus Safety Network through Nixle service. Find a link to Nixle here: <http://www.uc.edu/publicsafety/records-reports/advisories.html>
- UC social media will carry closing information via Twitter ([@uofcincy](#) or [@UCEmergency](#)) and via Facebook (<https://www.facebook.com/uofcincinnati>)
- The message will be sent to most Cincinnati news media for broadcast or posting to station Web sites.

How the University Communicates It Is Open

If the university is open:

- There will be no change to the homepage, no email or text message, no notice via the media, and the main telephone number will operate as usual.
- The voicemail message at UC's campus status telephone number, 513-556-3333, will report that UC is open.

What You Can Do To Prepare

There are a variety of steps you can take now to prepare for inclement weather:

- Make sure you haven't opted out of emergency text messages.
See <https://ucdirectory.uc.edu/EmergencyTextMessaging.asp>
- Make sure you are following the university's [official Twitter](#) and [Facebook](#) pages.
- If you commute, familiarize yourself with bus routes and other alternative transportation. When the snow falls, it may be better to leave the driving to a professional.
- If you walk to campus, be aware that everyone does not clean sidewalks as well as the UC Facilities team. You may need to use an alternate path.
- If you are a student, clarify the expectations of your faculty: When are absences excused and not? How can assignments be made up? How will your faculty let you know if they are unable to meet the class?
- If you are a member of the faculty, give guidance to your students. How will weather affect assignments and deadlines? How will you accommodate snow days? How must students communicate their inability to travel? How will you let students know you are unable to travel?
- If you are responsible for a university service, how will you notify your clients of your status?

- If you are responsible for a university event, how will you handle cancelations, refunds and rescheduling?

Remember: This is Cincinnati. During the winter, it snows. A little preparation now will help you when the flakes inevitably fall.

UNIVERSITY OF CINCINNATI
WEATHER-RELATED POLICY & PROTOCOLS:

MESSAGE FROM THE PROVOST

GUIDELINES FOR ACADEMIC ACTIVITIES DURING EMERGENCY CLOSURES

A University degree is not simply a collection of classes or activities, but is a comprehensive body of knowledge, skills, and ways of thinking communicated, in multiple ways, from the faculty to the student. Knowledge gained in a class or activity serves as the foundation for future educational advancement. Faculties establish learning objectives for classes that must be met if the overall learning objectives of the program are to be achieved. Cancellations of classes or activities due to unscheduled closings have an adverse effect on the learning process.

The impact of a cancellation varies from class to class. Some classes can cover missed material through additional reading, additional assignments and/or some change in future classes. In other cases, additional make up classes may be needed.

GUIDELINES

General:

- 1) These guidelines do not apply to units which, under the University Rule 30-16-01, are never closed. Consistent with this rule, students may be required to perform duties related to research during a closure if such activities are required to maintain the integrity of the research or to provide care for laboratory animals.
- 2) Online classes or activities are not affected when the University or a campus is delayed or closed.
- 3) Students on co-op, in internships or in clinical placements follow the closing policy of their employer or host organization.
- 4) Full day closure or early dismissal cancels evening classes at affected campuses. Saturday classes are only cancelled if the campus is closed on Saturday.
- 5) Regardless of the number of days cancelled during a semester, faculty are expected to provide adequate means of instruction to achieve the stated learning objectives of classes and activities. Students are responsible for all work assigned.

Faculty Responsibilities:

- 1) Each instructor shall state in the course syllabus how cancellations will be handled. An instructor may have different methods of handling cancellations for different classes and may differentiate between short-term cancellations (one or two class periods) and longer-term cancellations. These may be based on the total number of classes or hours missed and do not need to require the classes missed to be consecutive. In lieu of an individual statement in a syllabus, Department or College Faculties may make a blanket statement of how cancellations

are handled, provided this statement is communicated to students and posted on appropriate websites.

- 2) Each instructor, department or college should address:
 - a. Missed exams, presentations, performances, etc.
 - b. Assignment due dates
 - c. Alternate/electronic methods of turning in assignments
 - d. Alternate means of making up material, such as additional reading or assignments
 - e. Make-up classes
 - f. Means of notifying students
- 3) Instructors may require assignments to be turned in or assign additional work by electronic means during a closure.
- 4) Instructors should give due consideration to “impossibilities to perform” which might include (but is not limited to):
 - a. Students without internet access at home
 - b. Failures of technology (internet or power)
 - c. Need for special software or equipment available on campus
 - d. Local emergencies that do not close the UC campus but might prevent a student from coming to campus
- 5) In cases where a make-up session is necessary and students have work commitments or travel arrangements that cannot easily be changed, instructors should work with the student to find a means of accommodation.
- 6) When closures occur late in a term, issuance of an “I” (incomplete) grade may be appropriate until a student completes the course requirements.

Student Responsibilities:

- 1) Closure of the University does not relieve students of the responsibility for completing all required course work. Within practical limits, work should be completed in a timely manner and within stated deadlines. Students are expected to have a valid email address which is accessible to the instructor through courseware (Blackboard). Students are expected to check email and/or other means of electronic communication for information from the instructor during a closing.
- 2) Students are expected to make reasonable accommodations in work schedules or travel plans to attend make-up classes. If a student cannot attend a make-up class, the student should work with the instructor to find a reasonable way to make up missed material.

- 3) If the University is open, but a student is unable to attend a class or activity due to an emergency declared for their area the student will inform the instructor in a timely manner and pursue appropriate make-up opportunities.

GUIDELINES FOR MISSED FINAL EXAMINATIONS

In the event a scheduled final examination is cancelled due to emergency or the due date for a final product (e.g. final paper) falls on a day the University is closed due to emergency:

- 1) The Registrar will provide make-up dates for the examinations. Students are expected to make every reasonable effort to accommodate the new date. Instructors are expected to make reasonable exceptions for students who cannot attend on the new date, including offering make-up exams at a later time.
- 2) Instructors may, at their option, substitute an appropriate final experience for a final exam (e.g take home exam, project or paper in place of an in class exam).
- 3) Instructors are expected to turn in final grades by the deadline established by the Registrar after the rescheduled examination. This deadline will not be less than 72 hours after the exam. Grades of I should be provided for those students unable to attend. If an instructor is unable to turn in final grades within this time frame, the instructor must contact the registrar. It is important to remember that students without grades in a prerequisite may be prohibited from registering for future courses and/or may have registrations cancelled.
- 4) If the final experience in a class is a paper, project, plan, drawing or something similar, and the deadline occurs on a day classes are cancelled, the instructor may require it to be turned in on line by the deadline. The instructor shall make allowance for those without internet access and for failures of technology.
- 5) On-line classes are not affected by a campus delay or closing.

RESOURCES

UCit can provide faculty and staff with support in connecting from home to your work computer and/or accessing select UC enterprise systems (UCFlex, Library resources) from outside the UC network. The Center for the Enhancement of Teaching and Learning (CET&L) can help faculty develop strategies using technology to enhance courses and make up for lost classroom time. In particular, you may wish to use Kaltura to record lectures for on-line delivery.

What is the Virtual Private Network and How to Install it

<https://kb.uc.edu/KBArticles/SSLVPN-FAQs.aspx>

How to Enable Remote Desktop Connections in Windows

<https://kb.uc.edu/KBArticles/Software-RDCenable.aspx>

Instructions for accessing your University of Cincinnati Workstation from Off Campus

<https://kb.uc.edu/KBArticles/Software-RDC.aspx>

