

ADVERSE WEATHER CONDITIONS / EMERGENCY SITUATIONS POLICY

Policy Background

<u>Responsible Position for Policy:</u>	Vice President of Finance
<u>Office/Department Responsible for Policy:</u>	Human Resources
<u>Division Responsible for Policy:</u>	Finance and Administration
<u>Scope of Policy:</u>	Institutional
<u>Original Issue Date:</u>	01/2013
<u>Last Revision Date:</u>	01/2021
<u>Log of Previous Revisions:</u>	01/2013; 01/2014; 01/2021; 02/2022; 12/2022

I. Policy Purpose

To provide direction and guidance for faculty and staff when the institution is impacted by events that may influence normal operations and educational processes.

II. Definitions

- A. Emergency.** Conditions as determined by college leadership; state and local governmental authorities; or local law enforcement.
- B. Weather Conditions.** Conditions as determined by the NOAA; local weather authorities; state and local governmental authorities; or local law enforcement.

III. Policy Statement

During periods of inclement weather or other emergency situations it is the goal of Oberlin College to maintain normal operations and educational processes of the College while remaining sensitive to safety concerns. Therefore, when school is in session, employees should expect that the College will remain open and fully operational to the extent possible to meet the needs of those we serve.

A. Under extraordinary conditions, however, the College may:

1. **Status - Level 1 Conditions.** Roadways are hazardous, drive with extreme care, and/or extreme weather conditions are likely to develop within eight (8) hours (for example, storm warning issued, extremely cold temperatures). Classes and offices will remain open:
 - a. Non-essential personnel should coordinate with their supervisor whether they should report to work on campus and can do so safely. Personnel who do not report under Level 1 conditions will require the use of benefit time should the employee wish to be paid and will not be counted adversely for adherence to attendance standard and they must notify their supervisor.
 - b. Non-essential personnel must receive prior approval from the supervisor to work remotely on a temporary basis.

- c. Essential employees must report to work as scheduled or communicate with their supervisor if they are unable.
- 2. Status - Level 2 Conditions. Roadways are hazardous with blowing, drifting snow and/or flooding; extreme weather conditions exist (i.e., extremely cold temperatures or wind chill); motorists should use extreme caution. Classes and offices will remain open.
 - a. Non-essential personnel should determine for themselves whether they should report to work on campus and can do so safely. Personnel who do not report under Level 2 conditions will require the use of benefit time should the employee wish to be paid and will not be counted adversely for adherence to attendance standards.
 - b. Non-essential personnel must receive prior approval from the supervisor to work remotely on a temporary basis.
 - c. Essential employees must report to work as scheduled unless they feel unsafe or are unable to drive, in which event they must communicate with their supervisor.
- 3. Status - Level 3 Conditions: Roadways are closed to non-emergency personnel. Violators may be cited; Other conditions specific to Oberlin College that would not be conducive to employees reporting to or remaining at work (for example, lack of heat, power, or water) or any other situation as determined by the President.

It would be impossible to identify all emergencies that could occur. Therefore, it is important to note that the guidelines set forth in this policy are subject to change based on the circumstances of the specific emergency situation, its duration, the time of year in which it occurs and the number of students on campus:

- a. Non-essential personnel are strongly encouraged to remain home and stay off roadways unless absolutely necessary. The College may direct non-essential employees, who are able, to work remotely on a temporary basis.
- b. Essential personnel must coordinate with their supervisor whether they should report to work safely. Personnel unable to report under Level 3 conditions will require use of benefit time should the employee wish to be paid and will not be counted adversely for adherence to attendance standards.
- c. The College may decide to cancel classes.
 - i. The College may decide to close the operations of campus or may decide to delay the start of the workday.

B. Class Cancellation. This status may apply when severe weather conditions or other emergency situation interferes with the ability of students or faculty to attend class.

- C. Campus Closing.** This status may apply when unusual, extreme conditions exist and only when students are absent from campus or if local roads are officially closed, unless otherwise communicated. If the College closes, non-essential employees typically will not be expected to report to work. Essential employees will be notified in response to each specific emergency. Under certain circumstances, a limited number of non-essential function personnel may also be asked to report based on the type of emergency and the specific needs of the campus.
1. If a campus closing is announced after employees have already reported to work, all but essential personnel may leave the campus; however, they are not required to do so. Essential personnel will be expected to remain until relieved or notified by their supervisors to leave.
- D. Decisions to Close the College.** Decisions to close the College or delay the start of the workday will be made by the President or the Vice President for Finance and Administration in consultation with the executive leadership team, as needed. The College will make efforts to announce closures or delays 12-hours prior to the decision.
- E. Delayed Start to the Workday.** If a delayed-start to the workday is announced, all non-essential employees will be asked to report to work at a designated time, as communicated by the College. Essential employees must report at their regularly scheduled time.
- F. Communication and Information Sources Concerning College Status.** An official announcement will be communicated to all employees via the College communications channels, as directed by the Vice President for Communications. Essential function personnel identified in this policy will be expected to report, unless told not to do so by a supervisor. Reliable College status information is available through the following sources:
1. Oberlin's home web page: www.oberlin.edu
 2. The Department of Human Resources: (440) 775-8430
 3. Safety and Security: (440) 775-8444 Closing information is also provided to local and regional news outlets.
- G. Compensation for Union Employees During an Emergency Closing.** Hourly employees will be paid only for those hours worked. Employees who do not report to work or who leave work early prior to the completion of their scheduled workday, will only be paid for the hours they worked. Union employees should refer to their specific collective bargaining contract.
- H. Safety.** Notwithstanding College status, all employees must make individual decisions about whether to travel between home and the College or between the College and home based on local conditions. As a general rule, all employees, regardless of position, are requested to give as much notice of their absence as possible.
- I. Localized and Temporary Closing.** Extreme conditions occasionally may make working conditions in a particular building or location inconvenient or unsafe. Supervisors or employees in the affected unit(s) should discuss the problem with the Chief Facilities Officer and the Department of Human Resources. If the problem cannot be resolved, the supervisor may request permission of the Division Head and Deputy Human Resources Officer to temporarily close the area or location or to relocate staff to another location, if possible. Building closures must be authorized by the appropriate division head.

- J. States of Emergency.** States of emergency may be declared by officials of the City of Oberlin, Lorain County, and/or the State of Ohio. A state of emergency is implemented by accompanying executive orders that declare a curfew, prohibit travel, control traffic, designate areas as emergency shelters, and close public places of assembly.
- K. Essential Function Personnel.** Essential function personnel are identified by job title and department below.
1. Administration
 - a. Dean(s)
 2. Campus Safety
 - a. Director and/or Assistant Director of Safety
 - b. Campus Safety Officers
 - c. Museum Safety Officers
 3. Facilities
 - a. Facilities management staff will be on site, as determined by the Chief Facilities Officer.
 - b. Central heating plant staff and supervisor during winter months.
 - c. Grounds service manager, grounds staff and designated snow removal personnel, as necessary, and supervisors(s)
 - d. All skilled trades will be notified of their essential status by the Chief Facilities Officer or Senior Director for Facility Operations.
 - e. Contracted custodians involved in snow removal operations
 4. Campus Dining
 - a. Contracted dining staff in sufficient numbers to maintain operations safely and effectively as determined by the College.
 5. Main Library
 - a. Personnel in sufficient numbers to maintain operations safely and effectively, if determined by the Dean of Arts & Sciences and the Dean of the Conservatory to be necessary.
 6. Phillips Gymnasium
 - a. Personnel in sufficient numbers to maintain operations safely and effectively if determined by the Delta Lodge Director to be necessary.
- L. Emergency Procedures:** For all life-threatening emergencies on campus, employees should call 911 immediately. For a non-life-threatening emergency, employees should call Campus Safety and Security at extension 5-8444. Oberlin College has an Emergency Response Plan which is available from the Environmental Health and Safety Administrative Manager in Facilities Operations. In addition, the College has installed an Emergency Alert System that provides notification of a life-threatening campus situation by telephone and email.

IV. Policy Scope/Eligibility:

This policy will be implemented and amended at the direction of the President and Executive Leadership Team

V. Definitions / Resources

- A. Emergency.** Conditions as determined by college leadership; state and local governmental authorities; or local law enforcement.
- B. Weather Conditions.** Conditions as determined by the NOAA; local weather authorities; state and local governmental authorities; or local law enforcement.

VI. Related Information / Communication

The Office of Communication will execute institutional communications regarding implementation of this policy, both on-campus and throughout the community as is needed.

Approval Process [Required]

Frequency of Review: Annually

Review Process: VP of Finance; Human Resources; Legal

Necessary Approval: President and Executive Leadership team

Constituents: Campus-wide

