



University of Connecticut Health Center

POLICY NUMBER 2001-02

March 27, 2009

**POLICY: UCHC EMERGENCY CLOSING POLICY
For Employees and Students
Operational Status Hotline: (860) 679-2001**

POLICY STATEMENT/PROCEDURE:

I. Purpose

This policy defines the decision and notification process for the emergency closing of non-essential service units of the University of Connecticut Health Center as well as closing of special programs or for localized areas.

The nature of the Health Center's activities requires that emergency closing decisions be made ONLY by the Health Center. General closing announcements from any other State office, including the Governor's office, do not constitute authorization for any Health Center unit to close or any Health Center employees to be absent from work. **Unless officially notified in accordance with this policy, all Health Center units must maintain normal operations.**

II. Announcements of Closings

The following methods will be used to announce all emergency closings:

a. Operational Status Hotline

The telephone number (860) 679-2001 has been established to communicate the Health Center's operational status to employees and students. **Operating 24-hours-a-day, 7-days-a-week, it is the primary and official means of communicating delayed openings, class cancellations, or closings of the Health Center's non-essential service units due to weather or other circumstances.** Messages on the hotline are administered by the Telecommunications Department using standardized scripts developed in conjunction with Human Resources. **Employees should be encouraged to call this number concerning UCHC's operational status.**

In the unlikely event that service of the Health Center's Operational Status Hotline is disrupted, employees and students should call (860) 486-9292, the Health Center's backup operational status number.

b. Radio and Television

In recent years most radio and television stations in Connecticut have converted to automated systems for gathering and announcing closing information. These systems restrict the scope and description of the information conveyed and do not meet the particular needs of the Health Center. Due to these limitations the Health Center will no longer notify radio or television outlets of changes in our operational status.

c. Broadcast email

Should the Health Center's operational status change during weekday daytime work hours, announcements may be sent to employees and students via the Health Center's broadcast email system as a supplement to the Operational Status Hotline.

d. UCHC Web Site: www.uchc.edu

The Closings and Cancellations page on the Administrative Services site provides the hotline number and other information. It **does not** report the Health Center's operational status and **should not** be used in lieu of calling the hotline.

e. Human Resources

Human Resources will initiate a call tree.

III. Emergency Transportation

The Director of Public Safety will evaluate emergency transportation issues on a case by case basis. Contact Public Safety for assistance.

IV. Decision Process

a. Non-Essential Service Personnel (See Addendum for a listing of Essential Service and Non-Essential Service personnel)

General process

The decision to close non-essential service units or modify their work schedules will be made by the Chief Administrative Officer based on recommendations from the Associate Vice President of Facilities Management, the Director of Public Safety, designated representatives of Clinical Operations, the School of Dental Medicine, and the School of Medicine. During the workday, the Associate Vice President for Human Resources will be included in these consultations.

On occasion, the nature of an emergency may require changes to the list of Essential Service/Non-Essential Service personnel (Addendum #1) for that incident only. In the event of changes, employees will be notified directly by their manager.

Night-time Winter Storms

In order to assure timely decisions regarding Health Center operations, an early assessment of night-time and weekend storms is imperative.

1. At 4:00 a.m., the police department officer in charge will notify the Director of Public Safety if any of the following conditions exist:
 - a. Six or more inches of snow on the ground and the snow is still falling; and/or the National Weather Service has issued a severe snow/ice storm warning.
 - b. The State Police report numerous accidents, severe icing, or hazardous driving conditions.
 - c. The Grounds Department is unable to clear lots and keep them accessible.
 - d. The State Department of Transportation advises the Environmental Control Center (ECC) that they cannot keep highways and access roads clear.
2. If any of the above conditions exist, the Director of Public Safety, the Associate Vice President of Facilities Management, the designated representatives of Clinical Operations, the Associate Vice President for Human Resources, the School of Dental Medicine, and the School of Medicine will confer and provide a recommendation to the Chief Administrative Officer who will make the final decision to close non-essential service units or modify their work schedules.
3. Once a decision has been made to close non-essential service units, employees in those units are not authorized to work and will not receive additional compensation/compensatory time if they remain at work. Exceptions must be approved in writing by the department head.

Notifications

Once the decision has been made to close non-essential service units of the Health Center, the Director of Public Safety or designee will make the following notifications:

- Associate Vice President Human Resources
- Nursing Supervisor
- Hospital Operator
- Office of Telecommunications (Operational Status Hotline)

b. Special Programs:

The program's director, who will notify the Telecommunications Department, will make cancellation decisions for scheduled special or continuing education programs.

c. Localized Closings:

On occasion, there may be the need to close a specific area, building or facility housing Health Center employees due to a significant building malfunction or other serious incident. In those cases, the decision to close a particular area will be made by the affected area's management staff, in consultation with the Director of Public Safety, Associate Vice President of Facilities Management, Associate Vice President of Human Resources and Chief Administrative Officer.

Brian Eaton (signed)

05/21/09

Associate Vice President for Human Resources

Date

Cato T. Laurencin (signed)

05/30/09

Vice President for Health Affairs

Date

Replaces: Policy dated October 13, 2006

Revised: 2/27/00, 11/13/01, 12/10/04, 10/13/06, 3/27/09

Addendum:

Essential Service Units/Non-Essential Service Units