



UNIVERSITY POLICY

SUBJECT: ADMINISTRATION **TITLE:** INCLEMENT WEATHER EMERGENCY

CODING: 00-01-10-17:10 **ADOPTED:** 09/17/03 **AMENDED:** 12/06/04

I. PURPOSE

To ensure the safe and orderly continuation of education and research programs, patient care services and administration of the University during periods when the safe continuation of services is threatened by inclement weather conditions. Requirements to deal with non-weather related emergency/catastrophic events/situations are addressed in a separate University policy, Emergency Operations Management, 00-01-10-17:00.

II. ACCOUNTABILITY

Under the direction of the President, the Senior Vice President for Academic Affairs and the Senior Vice President for Administration and Finance shall ensure compliance with this policy. The Deans, Vice Presidents and President/CEOs of the Healthcare Units, in concert with the Vice President for Operations and the Director of Public Safety shall ensure implementation of this policy.

III. DEFINITIONS

- A. **Inclement Weather** - Severe weather condition(s), such as a snowstorm, ice storm, flooding, tornado, hurricane, etc. which threatens the continuation of programs and services provided by the University.
- B. **Inclement Weather Day** - A day when a severe weather condition causes the Campus/University to implement the "Inclement Weather Emergency" procedure and adopt special operating procedures in order to maintain the orderly communication of its services and programs.
- C. **Emergency/Catastrophic Events/Situations** - Includes acts of man and acts of nature which threaten the continuation of programs and services provided by the University.
- D. **Essential Employees** -
 - 1. Selected exempt employees (faculty, housestaff, staff) and selected non-exempt employees as defined by each department head required to maintain inpatient care services at University Hospital and University Behavioral Healthcare (UBHC) facilities.
 - 2. Selected exempt employees and selected non-exempt employees as defined by each department head required to maintain a skeleton staff and minimum essential services in each school and Central Administration Department.
 - 3. Selected employees (e.g. Animal Care staff in the Research Animal Facility) required to maintain a skeleton staff and minimum essential services in each school.
- E. **Non-Essential Employees** - All other employees except essential employees as defined above.
- F. **Communications Center** - The central location established by each campus for the purpose of decision making, controlling the flow of information, and coordinating the transportation, shelter,

sleeping quarters, and meal arrangements, as needed, of all essential employees working or standing by to work, in a patient care related area.

- G. **Supplemental Staffing** - The group of temporary workers that may be coordinated by each HR campus office utilizing agency subcontractors to supply human resources needed to maintain vital services during the implementation of the “Inclement Weather Emergency” procedure.
- H. **Information Center Mailbox** - A central telephone information number set up for each campus to provide potential callers (faculty, staff, students, patients and visitors) access to announcements pertaining to inclement weather or other catastrophic events.

IV. REFERENCE

Emergency Operations Management [00-01-10-17:00](#)

V. POLICY

The University may decide to implement the “Inclement Weather Emergency” procedure to maintain the orderly continuation of educational and research programs and patient care services of the University. In instances of escalating and severe weather related disaster, provisions of the University policy, Emergency Operations Management, 00-01-10-17:00 may apply. The University Hospital and UBHC inpatient services shall remain operational on seven day, twenty-four hour schedules.

Because of the multi-campus and multi-facility organization of the University, weather conditions will be evaluated individually at each campus and location, and the implementation of the “Inclement Weather Emergency” procedure at one campus or location will not necessarily include another campus or location.

Note: If faculty and staff regularly report to another school/campus/facility and that location is closed and/or classes canceled, those non-essential employees do not have to report to work.

A. Requirements:

1. Announcements of closing by any federal, state or local governmental agency will not pertain to UMDNJ.
2. Chairs, Department Heads, Executive Directors and Directors shall assure that all employees including new employees have been designated as either an essential or non-essential employee, have been informed of the designation and maintain documentation that the employee has been notified of his/her designation.
3. All UMDNJ department heads will review and approve a list of essential and non-essential employees, and provide the appropriate Campus Senior Human Resources (HR) Generalist Office with an updated list of “essential employees” on an annual basis by July 1st. (Refer to Section III. D.).
4. All essential employees must report to work or remain at work upon the implementation of the “Inclement Weather Emergency” procedure. Non-essential employees may not report to work and/or may not continue to work without the permission of their supervisor upon implementation of the “Inclement Weather Emergency” procedure and notification of a decision that work is cancelled. However, permission for non-essential staff to work must be obtained from the immediate supervisor.
5. EXHIBIT A outlines the attendance requirements and impact on compensation to be adopted by University personnel when the “Inclement Weather Emergency” procedure is implemented.
6. Since some employees may have difficulty in getting to work, it is expected that faculty and staff members who are on campus during the implementation of the “Inclement Weather Emergency” procedure will provide assistance in maintaining essential services in University Hospital, UBHC facilities and any other University operations, at the discretion of a supervisor.

7. Employees who are on approved Leaves of Absence, vacation, or float holiday during the implementation of the “Inclement Weather Emergency” procedure are not affected. They will be charged per the requested time off with no change in compensation.
8. If the “Inclement Weather Emergency” procedure is not implemented, request for time off will be handled in the normal way, either by utilizing accrued time or as a salary deletion at the discretion of the supervisor.
9. Integral to implementation of the “Inclement Weather Emergency” procedure is a requirement for the appropriate University Officers to establish and coordinate a Communications Center on each campus, and for the designated Information Center Mailbox Managers to insert appropriate messages in the respective mailboxes. See EXHIBIT B for campus-specific plans regarding the Communications Center, Information Center Mailbox Manager, and a list of phone numbers to call for information when the “Inclement Weather Emergency” procedure has been implemented.

B. Responsibilities:

1. The following will provide announcements and information regarding UMDNJ closings:
 - a. University’s official emergency announcement:
1-877-863-4968 (or 1-877-UMD-4YOU)
 - b. Campus-Specific Phone Numbers and Procedures (EXHIBIT B)
 - c. Radio and television stations (EXHIBIT C)
 - d. UMDNJ website (www.umdny.edu)
2. Department of Human Resources will oversee the collection and maintenance of the Essential Employees lists for each campus and facility. These lists will be made available to Communication Centers during the implementation of the “Inclement Weather Emergency” procedure.
3. The Director of Public Safety will monitor relevant sources of weather information and report situations that threaten the continued operations of the University and the safety of its employees, students and patients. Such sources of information shall include but are not limited to weather reports, state and local police reports, state and federal declarations of emergency and information pertaining to the continued functioning of government, other schools, universities and businesses.
4. The “Inclement Weather Emergency” related communications pertaining to the programs (Joint Programs) where UMDNJ shares ownership, sponsorship, facility or operational responsibility with other Non-UMDNJ entities, e.g. Rutgers University, NJIT, Union County College, etc., will flow through designated individuals, listed in EXHIBIT D. These individuals, working in collaboration with the Chief Administrative Officer of the Joint Program(s) and the Joint Program partner(s), will make appropriate recommendations to the respective Dean or Vice President/CEO about maintaining critical operations at the specific facilities.
5. Upon implementing the Inclement Weather Emergency procedure all Vice Presidents and appropriate Associate/Assistant Vice Presidents and Executive Directors are notified of the decision per Inclement Weather Emergency - Notification Flow (EXHIBIT E).
6. Violation of this policy will result in disciplinary action after conferring with the Campus Senior Human Resources Generalist Office.

VI. INCLEMENT WEATHER EMERGENCY PROCEDURES

<u>Performed by</u>	<u>Action Taken</u>
Director of Public Safety	<ol style="list-style-type: none">1. Monitors appropriate information to determine the severity of weather conditions and impact thereof to the safety of employees, students and patients.2. As the situation warrants, contacts the Vice President for Operations (between 5:00 a.m. and 5:15 a.m. if at the beginning of the work day and/or whenever necessary during the course of a day) and provides information to him/her about the predicted severity of the weather situation. Recommends whether the “Inclement Weather Emergency” procedure should be enacted for the entire or part of the workday for a specific campus/location.
Vice President for Operations	<ol style="list-style-type: none">3. Contacts the Senior Vice President for Academic Affairs (by 5:30 a.m. if at the beginning of the work day) and recommends whether to implement the “Inclement Weather Emergency” procedure and the scope thereof.
Senior Vice President for Academic Affairs	<ol style="list-style-type: none">4. Reviews the situation with the Vice President for Operations and determine whether to implement the “Inclement Weather Emergency” procedure.5. Notifies the President of the determination and secures his/her consent.
Vice President for Operations	<ol style="list-style-type: none">6. Contacts the Senior Vice President for Administration and Finance, Chief of Staff and Vice President, Vice President for Finance and Treasurer, Vice President for Human Resources, Director of Public Safety and other direct reports (by 5:45 a.m. if at the beginning of the work day) and notifies whether the “Inclement Weather Emergency” procedure has to be implemented, and if so for which campus(s)/ location(s).7. Contacts the Vice President for Information Services and Technology (IST), who in turn directs the appropriate University Web Site Manager and Telephone Operators to provide the appropriate website and telephone information (by 6:00 a.m. if at the beginning of the work day).8. Contacts the Vice President for Government Affairs and Vice President for University Affairs to notify whether the “Inclement Weather Emergency” procedure has been implemented (by 6:00 a.m. if at the beginning of the work day).
Vice President for University Affairs	<ol style="list-style-type: none">9. Notifies appropriate news stations (EXHIBIT C) when the “Inclement Weather Emergency” procedure has been implemented.

<u>Performed by</u>	<u>Action Taken</u>
Vice President for Human Resources	10. Notifies all other non-academic Vice Presidents and appropriate Associate/Assistant Vice Presidents and Executive Directors of the decision.
Senior Vice President for Academic Affairs	11. In consultation with the Deans, determines whether classes should be canceled. 12. Contacts the President/CEO for University Hospital and the President/CEO for University Behavioral HealthCare and notifies them whether the “Inclement Weather Emergency” procedure has been implemented (by 6:00 a.m. if at the beginning of the work day). 13. Notifies the Deans, Vice President for Academic Affairs, Vice President for Research, Associate Vice President/CEO, COE and the Information Center Mailbox Manager (for Newark - all units except University Hospital) of the determination.
NOTE: Cancellation of classes does not affect the reporting requirements of essential faculty, staff or housestaff as deemed necessary for maintaining a skeleton staff and minimal essential services at each school.	
Deans	14. Notify the Vice Deans, Associate Deans, Assistant Deans, and Designated Contacts for Joint Programs (EXHIBIT D), Information Center Mailbox Managers (EXHIBIT B), Chairpersons and Faculty of the decision.
Vice Presidents, Associate/Assistant Vice Presidents, and Associate Deans	15. As soon as possible after the start of the scheduled work period and in anticipation of succeeding work periods, inform Communications Center of the current and anticipated staffing patterns.
Communications Center	16. Notifies Human Resources of any supplemental staffing needs.
Human Resources	17. Coordinates supplemental staffing as needed in the various units and operations.
Executive Director for Materials Management	18. Ensures that there is adequate department staffing and procedures in place to enable the procurement of emergency supplies and services required for maintaining critical University operations.
Designated Information Center Mailbox Manager	19. Provides potential callers (faculty and staff, students, patients and visitors) access to campus-specific announcements related to the declaration of the “Inclement Weather Emergency” procedure.
Designated Contact for Joint Program(s)	20. Collaborates with the Chief Administrative Officer of the Joint Program(s) and the Joint Program Partner(s) to determine steps to be taken to ensure the continuation of critical operations at the specific facility. Contacts the respective Dean or Vice President or President/CEO with recommendations.

Performed by

Vice President for Operations and
Appropriate University Officers

Action Taken

21. Within three days of the implementation of the “Inclement Weather Emergency” procedure, meet with the Senior Vice President for Administration and Finance and the Senior Vice President for Academic Affairs to assess the effectiveness of the operations during the implementation of the “Inclement Weather Emergency” procedure and determine appropriate changes to the policy and procedures.

VIII. EXHIBITS

- A. Attendance Requirements and Impact on Compensation
- B. Campus Specific Phone Numbers and Procedures for Maintaining University Operations During the Implementation of the “Inclement Weather Emergency” Procedure
- C. News Stations
- D. Designated Contacts for Joint Programs
- E. Inclement Weather Emergency – Notification Flow

By Direction of the President:

Senior Vice President for Academic Affairs

Senior Vice President for Administration and Finance

EXHIBIT A
ATTENDANCE REQUIREMENTS AND IMPACT ON COMPENSATION
“INCLEMENT WEATHER EMERGENCY” PROCEDURE

University Personnel	Required to Report or Remain at Work *	Reported To Work	Change in Compensation
<u>Essential</u> ¹			
Hourly Staff	Yes	Yes	Compensated at two (2) times their regular pay for the hours worked. If the employee worked overtime, she/he is entitled to two and one half times (2 and ½) the regular rate of pay.
Salaried Personnel	Yes	Yes	May be granted compensatory time in accord with the University policy and cannot be greater than hour by hour.
Per Diem and Temporary Staff	Yes	Yes	Regular rate of pay plus a bonus equal to half the regular rate of pay for hours worked.
<u>Non-Essential</u>			
Hourly Staff	No	Yes/No	No change (receive regular pay)
	Yes - If so determined by Supervisor	Yes	Compensated at two (2) times their regular pay for the hours worked. If the employee worked overtime, she/he is entitled to two and one half times (2 and ½) the regular rate of pay.
All Other Salaried Personnel	No	Yes/No	No change (receive regular pay)
	Yes - If so determined by Supervisor	Yes	May be granted compensatory time in accord with University policy and cannot be greater than hour for hour
Per Diem and Temporary Staff	No	Yes/No	No change (receive regular pay)
	Yes - If so determined by Supervisor	Yes	Compensated at two (2) times their regular pay for the hours worked. If the employee worked overtime, she/he is entitled to two and one half times (2 and ½) the regular rate of pay.

*** Staff failing to report or remain at work (when required) may be subject to appropriate disciplinary action.**

¹ As defined by each department head.

EXHIBIT B

CAMPUS SPECIFIC PHONE NUMBERS AND PROCEDURES FOR MAINTAINING
UNIVERSITY OPERATIONS DURING THE IMPLEMENTATION OF THE
“INCLEMENT WEATHER EMERGENCY” PROCEDURE

CAMPUS/# TO CALL FOR INFORMATION	INFORMATION CENTER MAILBOX MANAGER	COMMUNICATIONS CENTER	HUMAN RESOURCES
Newark - all units except University Hospital (973) 972-4300	Office of the Senior Vice President for Academic Affairs	Located: Office of President/CEO for University Hospital Operated by President/CEO for University Hospital and/or designees with assistance from Director of Public Safety and Vice President for Human Resources or designees	Located: ADMC Bldg. 8 Operated by Director, Human Resources Services or designee for non-hospital personnel
Newark - University Hospital (973) 972-0000	Office of the President/CEO of University Hospital		Operated per University Hospital’s unit-specific policy for hospital personnel
Piscataway/New Brunswick (732) 235-4636	Office of Planning and Administration, Director of Administration, Robert Wood Johnson Medical School	Located: Office of President/CEO for (UBHC). Operated by President/CEO for UBHC or designee, with assistance from the Campus Public Safety Office	Located: Liberty Plaza, Suite 1300 Operated by Director, Human Resources Services or designee
Camden (856) 757-9771	Office of the Associate Dean, Robert Wood Johnson Medical School – Camden	Located: Office of Associate Dean of RWJMS for Camden. Operated by Associate Dean or designee with assistance from the Campus Public Safety Office	Located: University Educational Center, LL-1126, Stratford Operated by Director, Human Resources Services or designee
Stratford (856) 566-6187	Office of the Dean Director of Operations School of Osteopathic Medicine	Located: Office of the Dean of School of Osteopathic Medicine. Operated by the Dean or designee with assistance from the Campus Public Safety Office	Located: University Educational Center, LL-1126 Operated by Director, Human Resources Services or designee
UMDNJ’S Branch Campus at Scotch Plains (908) 889-2401	Office of the Associate Dean of the SHRP	Located: Office of Associate Dean of School of Health Related Professions (SHRP) in Scotch Plains. Operated by Associate Dean or designee with assistance from the Campus Public Safety Office	Located: Office of Associate Dean of SHRP. Operated by Associate Dean or designee

EXHIBIT C

NEWS STATIONS

STATEWIDE:

NEWS 12 NEW JERSEY (Cable News)

NJ 101.5 FM

WBUD-1260 AM

NORTHERN NEW JERSEY:

WCBS-880 AM

WOR-710 AM

WBUD-1260 AM

WKXW-101.5 FM

CENTRAL NEW JERSEY:

WCTC-1450 AM

WMGQ-98.3 FM

WKXW-101.5 FM

SOUTHERN NEW JERSEY:

KYW-1060 AM (Code: 615)

WBSS-97.3 FM

EXHIBIT D

DESIGNATED CONTACTS FOR JOINT PROGRAMS
 “INCLEMENT WEATHER EMERGENCY”- RELATED COMMUNICATIONS

<u>SCHOOL/UNIT</u>	<u>NAME</u>	<u>TELEPHONE NUMBER</u>
SPH – Camden/Stratford	Bernadette West, Ph.D.	(856) 566-2790
SPH – Newark	William Halperin, MD, Dr.P.H.	(973) 972-4422
SPH - Piscataway/New Brunswick	George Rhoads, MD, MPH	(732) 445-0195
NJDS	Arnold Rosenheck, D.M.D.	(973) 972-3620
NJMS	Bernard Sarrel	(973) 972-4795
RWJMS - Camden	Paul R. Mehne, Ph.D.	(856) 757-7846
RWJMS - Piscataway/New Brunswick	Alice C. Lustig .	(732) 235-5377
SHRP - All Other locations	Avril Lecky	(973) 972-4496
SHRP - Scotch Plains	Edward T. Kelley II, M.Ed.	(908) 889-2499
SN	Frances Munet-Vilaro, Ph.D., RN	(973) 972-9589
SOM	Edward A. Small	(856) 566-6002
UBHC	Nelson Gralha	(732) 235-3449
UH	Robin Preisler	(973) 972-6273

Inclement Weather Emergency - Notification Flow

