

Policies of the University of North Texas Health Science Center	Chapter 4
<b>04.107 Inclement Weather Advisories</b>	Administration

**Policy Statement.**

It is the policy of the University of North Texas Health Science Center at Fort Worth to provide a facility that is safe. There are two types of winter weather conditions that negatively affect facilities use or travel to the University of North Texas Health Science Center at Fort Worth. Primarily, these are icing/sleet and snow conditions. Some of the campus parking lots have grades that increase the hazard of driving or walking on them when they are covered with ice and/or snow. To ensure the safety of patients, students, and employees; parking lots, sidewalks, and steps must be cleared of ice and snow. Campus facilities will close and operations will be suspended when adverse weather conditions and/or safety hazards exist on Health Science Center property as the result of such weather.

**Application of Policy.**

All Faculty, Staff, and Students

**Definitions.**

**Procedures and Responsibilities.**

**EVALUATION OF CAMPUS CONDITIONS:**

- 1. Responsibilities of HSC Police:** HSC Police will notify the Executive Director of Facilities Management and the Chief Medical Officer of UNT Health or designee when weather conditions have made travel around campus hazardous or might impact campus/clinic operations. HSC Police will ensure an emergency notification roster, with pager and telephone numbers, is current and available. All campus areas (roads, parking lots, sidewalks, entrances, and exits) shall be assessed for potential risks. HSC Police and the Chief Medical Officer shall advise the Vice President for Operations (or designee) of weather, facility, and operational conditions to determine if the campus should remain open or should close.

Responsible Party: HSC Police

- 2. Responsibilities of Facilities Management:** Facilities Management is responsible for snow removal and ice control. This department is responsible for clearing sidewalks, parking lots, steps, and driveways. Facilities Management will maintain an emergency notification roster in conjunction with HSC Police. Response team personnel will review procedures and receive training. The response team consists of the Executive Director of Facilities or his designee, and individuals from Facilities Management as designated by the Executive Director. Other personnel will be called as needed. The priority of work will be clinical areas and then as designated. The Executive Director of Facilities Management or his designee will evaluate campus conditions and recommend to the Chief of Police or his designee a corrective course of action, and whether the campus should remain open.

Responsible Party: Facilities Management

- 3. Responsibilities of the Chief Medical Officer:** The Chief Medical Officer for UNT Health, along with HSC Police, shall advise the Vice President for Operations, or designee, concerning the closing of clinics due to bad weather. All clinic closures because of bad weather will be coordinated with the Chief Medical Officer. Clinics are to remain open until coordination with the Chief Medical Officer has been accomplished.

Responsible Party: Chief Medical Officer of UNT Health

- 4. Responsibilities of Clinical Departments:** Each clinic's telephone messaging system shall be updated when clinics close for bad weather. Clinic managers/supervisors shall facilitate rescheduling of canceled appointments. Assigned clinical staff should attempt to contact patients to cancel appointments. (Rescheduling canceled appointments shall be covered by another policy.) Patients' appointments canceled due to bad weather shall be contacted and rescheduled within seven (7) working days after the clinic reopens. The clinic director and clinic manager/supervisor shall facilitate the time needed to accommodate patient rescheduling.

Responsible Party: Clinical Departments

- 5. Campus Closing Decision:** When the Health Science Center is unable to clear parking lots or sidewalks, or hazardous driving conditions exist, the Vice President for Operations, or designee, will initiate the consideration process with HSC Police and the Chief Medical Officer about campus closure decisions. Closure of the Fort Worth Independent School District, due to bad weather, will be one of the factors considered when formulating a recommendation on campus closure to the President. The President (or designee) will make the final decision on closure of the campus, including clinical operations. The Vice President for Operations, or designee, will notify the Chief of Police, and the Chief Medical Officer of the President's decision. The Chief Medical Officer, or designee, shall notify all clinical departments of clinic closures or recommendations. The Chief of Police, or designee, shall notify Marketing & Communications and Telecommunications Services.

Responsible Party: Vice President for Operations

- 6. Public Notification:** In the event the University plans to close, Marketing & Communications is responsible for reporting campus closure to the following media no later than 5:00 a.m.: KDFW-TV (channel 4), KXAS-TV (channel 5), WFAA-TV (channel 8), KTVT-TV (Channel 11), KRLD-AM 1080 and WBAP-AM 820. Telecommunications Services shall update the telephone system's automated message. The Health Science Center's main number, (817)-735-2000, and Web page will be updated to correctly relay all necessary information involving overnight weather events to employees and students no later than 6 a.m. The center's telephone system or Web page should be relied upon as the most direct source of information. In the event inclement weather develops during the class day, the University will try to announce closing before 5:00 p.m. The timing will of

course depend on the conditions.

Responsible Party: Marketing & Communications

7. **Faculty and Staff:** During periods of severe weather, unless there has been an official announcement of the University closing, all faculty and staff members are expected to make every reasonable effort to report to the University, while relying on their best judgment regarding hazardous conditions affecting their ability to travel to and from work.

Responsible Party: Faculty and Staff

8. **Leave/Compensatory Time:** If the University is open, faculty or staff members who believe they cannot travel safely to the University are expected to notify their department head by phone. Absences by staff members who decide they cannot travel to the University will be charged to leave or pay will be docked. Absences by faculty members will be processed in accordance with current academic policies.

If the University is declared officially closed for the day, all faculty and staff, unless required to provide essential services, are considered relieved of duty until 12:00 midnight of the same day. As of 12:01 a.m. of the following day, unless the University is again declared closed, faculty and staff will be expected to return to work according to their usual schedules.

**Compensatory Time:** Those employees who are required or permitted to work when the University is officially closed will earn compensatory time in an amount equal to the hours they work.

Responsible Party: Faculty and Staff

## References and Cross-references.

## Forms and Tools.

Approved: September 2008

Effective: September 2008

Revised: December 1993, January 1997, January 2001, November 2001, March 2011