



Weather Plan November 2020

EKU

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Severe Weather Plan

The Eastern Kentucky University Severe Weather Plan provides general guidance, organizational structure and direction on readiness, response and communication for a severe weather event, including basic procedures, resources and guidance in preparing for and responding to severe weather.

Basic elements to understand about weather-related events at ECU include:

- A severe weather event could occur at ECU day or night, at any time of year.
- A severe weather event may require coordination of internal and external departments, organizations and agencies, including University, city, county, state and federal resources.
- In a severe weather event, local, state and federal services might be unavailable.
- Basic services, including electricity, water, heat, telecommunications and other utilities and information systems, may be interrupted.
- Buildings and other structures may be damaged.
- Normal suppliers of campus services and carriers of goods and services may be interrupted.
- Students, faculty and staff may have limited ability to travel to or leave the University.

Plan Objectives

- Protect human safety during a severe weather event
- Produce a quick response to a severe weather event
- Protect the University's property and assets
- Activate an effective communications process for internal and external stakeholders
- Return promptly to normal academic and business operations

Area of Responsibility

The Senior Vice President for Finance & Administration and the Executive Director for Public Safety & Risk Management will spearhead the coordination of the plan and work with an assembled team to activate the appropriate weather plan.

Weather Assessment Team (WAT)

Barry Poynter – Senior Vice President for Finance & Administration

Bryan Makinen – Executive Director for Public Safety & Risk Management

Jerry Pogatshnik – Executive Vice President & Provost

Brian Wilcox – Associate Vice President, Facilities Management & Capital Planning

Doug Cornett – Assistant Vice President, Communications & Brand Management

Kristi Middleton – Chief External Affairs Officer

Steve Caudill – Chief Auxiliary Services Officer

John Williamson - Superintendent and Dean of K-12 Programming

Jill Price -AVP, University Outreach and Engagement

Definitions

- **Designated employee:** Regular attendance is required during a severe weather event. Designated employees must come to work at the normal, scheduled time. If a designated employee does not report to work or is tardy, he or she may be subject to corrective action, up to and including termination.
- **Designated employee via remote access:** These employees may work remotely during a severe weather event when authorized by their supervisor; and will be available to work via computer and phone throughout normal working hours. If remote access is not available, these employees are required to come to work at the normal, scheduled time. If these employees do not work remotely or in person, or if they are tardy, they may be subject to corrective action, up to and including termination.
- **Non-designated employee:** These employees should not report to work during a severe weather event unless specifically contacted and asked to do so. When the University announces a delay or suspension of normal operations, non-designated employees are required to report to work at the time the University establishes as the start time for normal operations. These employees are required to leave work when the University cancels early due to a severe weather event.

Supervisors should coordinate and communicate with their employees as to which of the three categories they are assigned.



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Weather Assessment

EKU categorizes weather events by severity; a partial or full campus closure may occur during a severe weather event. Unless otherwise specified, regional campuses and Model Laboratory School will also operate within the parameters of this plan.

The following is a description of the various plans:

Normal Operations

Even though a severe weather event has occurred, steps have been taken to mitigate barriers to normal class schedules and University operations. Conditions are determined safe to proceed as normal.

Plan A: Two-hour class and operational delay

Given existing weather conditions or forecasted high probability of a severe weather event, classes will be delayed until 10:00 a.m. Please refer to the class schedules for delays at www.eku.edu/weather.

Designated employees should follow procedures established with department/office supervisors for weather conditions that require their presence at work. All other employees should report to work at 10:00 a.m.



Plan B: Class cancellation and suspension of all non-essential University operations

Due to severe weather conditions that may threaten human safety on campus, all classes are cancelled and non-essential University operations are suspended.

Designated employees should follow procedures established with department/office supervisors for weather conditions that require their presence at work. All other employees should not report to work.

Plan C: Class cancellation and suspension of non-essential University operations until further notice

Due to severe weather conditions that may threaten human safety on campus, all classes are cancelled and non-essential University operations are suspended until further notice.

Designated employees should follow procedures established with department/office supervisors for weather conditions that require their presence at work. All other employees should not report to work.

For each plan, an update on the status of classes and University operations will be provided no later than 7:00 a.m. the following morning.



Common Sense Matters

When faced with a severe weather event, regardless of an official University announcement, the determination of safe travel or other unforeseen situations rests with the individual. Weather in Richmond may be different from weather in another area of the state; employees should coordinate with their supervisors to determine work attendance due to weather-related circumstances. For students, please coordinate with your professors to develop solutions for missed classes or work. Designated employees should follow procedures established with department/office supervisors for weather conditions that require their presence at work. All other employees should report to work at 10:00 a.m.



Essential Services

When classes are cancelled or the campus is closed due to severe weather or other situations, the University will continue to provide essential services. It is the responsibility of unit leaders to ensure these essential services continue to be provided, and designated employees providing essential services during a severe weather event are required to work. Supervisors are required to identify designated employees, coordinate and communicate plans and responsibilities, and retain action plans on file within their areas of responsibility.

The following represent essential services and operations that are required to continue during a severe weather event:

- Public Safety
 - EKU Police Department and 911 Telecommunications
 - Emergency Management & Security
 - Parking & Transportation Services
- Communications & Brand Management
- President's Office
- Counseling Center
- Facilities Management
- Dining Services
- Health Services
- Human Resources
- Payroll Services
- Information Technology Services
- Housing
- Central Stores
- Aramark Custodial and Grounds Services



Other Services and Operations

Depending on scheduled activities for the day or the timing of a delay or closure announcement, other University services and operations may be required. The determination is to be made by the unit leader.

Other services and operations include, but are not limited to:

- Athletic events
- ECU Libraries
- Model Laboratory School events
- Conferencing & Events Services
- ECU Center for the Arts
- Student Life
- Campus Recreation

Working Remotely

Some essential services may be provided by non-designated employees working remotely. Unit leaders will make these determinations in consultation with the WAT. When the University announces a suspension or alteration of normal operations, non-designated employees who are required to work remotely must do so at the time the University establishes as the start time for normal operations.

Vendors and Third-Party Suppliers

The University relies on a number of vendors and third-party suppliers as part of normal University operations as well as in the performance of some critical functions for the University. As a result, the University must be familiar with their emergency preparedness plans and procedures, both to protect the interests of the University and its stakeholders and to ensure that these external resources will continue to support University operations during a severe weather event or some other temporary interruption of University operations.

Documentation from vendors and third-party suppliers should be provided to the WAT and updated annually with names, position/role and contact information for those individuals who are to be present during a severe weather event.





COMMUNICATIONS PLAN

The Communications & Brand Management Office will notify the campus community in a timely manner of any delay or suspension of University operations during a severe weather event or other emergency.

Action Plan

In preparation for the winter season and the possibility of severe weather, the Communications & Brand Management Office will distribute a link to a webform where users can provide relevant weather-related information for the campus. The intent is that this information will be static and always ready for immediate distribution.

The webform contains information for the following University services:

- Dining Services
- Campus Recreation
- ECU Libraries
- Noel Studio
- Information Technology
- ECU Center for the Arts
- Athletics
- Conferencing & Events
- Big E Transit
- Public Safety/Emergency Management
- Regional Campuses
- Student Life
- Model Laboratory School

The Communications & Brand Management Office will utilize the following channels to distribute information and communicate with students, faculty and staff:

- Rave alerts
- Media notification – Television, radio, etc.
- Website homepage banner (www.eku.edu)
- Social media graphics and posts
- Campus weather line – 859-622-BADW (2239)

The communications team will push all weather-related information to www.eku.edu/weather as it becomes available

Model Laboratory School

Closing of the Model School due to weather will be communicated through the aforementioned channels. This information will also be disseminated via Model's SchoolPointe system using phone numbers on file.

Conclusion

The University's primary goal during a severe weather event is the safety of our students, faculty and staff. It is imperative that unit leaders establish with their employees clear instructions and expectations for University operations during an announced University delay or closure, and coordinate and communicate those plans with the WAT.

Weather conditions are unpredictable, can change rapidly and may vary widely from area to area. As such, the WAT acknowledges the need for flexibility with these various plans. Knowing and understanding these plans and utilizing them effectively as the basis for our coordinated campus response to severe weather conditions will help inform and protect the campus community.



APPENDICES

Appendix #1: Services Schedule for Plan A and Plan B

Service/Office	Hours of Operation Plan A	Hours of Operation Plan B	Contact	Notes
Public Safety	8:00 am-4:30 pm	8:00 am-4:30 pm	(859) 622-1111	No change in operating hours
Parking & Transportation	9:30 am-4:30 pm	Closed	parking@eku.edu	
President's Office	8:00 am-4:30 pm	Closed	president@eku.edu	
Counseling Center	10:00 am-4:30 pm	Closed / Emergency services available	(859) 622-1303	https://counselingcenter.eku.edu/crisis-services
Library	8:00 am-4:30 pm	Closed	libanswers@eku.edu	Help services available online
Campus Recreation	Open at 8:00 am	Noon – 8:00 pm	campus.rec@eku.edu	Weather schedule: https://campusrec.eku.edu/inclement-weather-hours
Noel Studio	Open at 10:00 am	Closed	(859) 622-7330	
Communications & Brand Management	Open at 10:00 am	Closed	(859) 622-2301 communications.marketing@eku.edu	
Facilities Management	Open at 9:45 am	Closed/ Designated areas available	(859) 622-2325 fscpa@eku.edu	
Health Services	Open at 10:00 am	Closed	(859) 622-1761	
Human Resources	Open at 10:00 am	Closed	(859) 622-5094 human.resources@eku.edu	
Payroll Services	Open at 10:00 am	Closed (essential personnel on-call)	(859) 622-1810	
IT Services	Phone support available at 8:00 am, Walk-in support available at 10:00am	Phone support available during regular hours, no walk-in support	(859) 622-3000	
Housing	Open at 10:00am	Limited services available	(859) 622-8384 housing@eku.edu	
Central Stores	8:00 am – 4:30 pm	8:00 am – 4:30 pm	(859) 622-2246	

Appendix #2: Dining Services Schedule for Plan A and Plan B

Restaurant	Hours of Operation Plan A	Hours of Operation Plan B
Case Kitchen	7:00 am – 8:00 pm	9:00 am – 8:00 pm
Case Food Court	9:30 am-4:30 pm	Closed
Subway	8:30 am – Normal Close	10:30 am –11:00 pm
Chick-fil-A	8:30 am – Normal Close	10:30 am –11:00 pm
Moe's	Normal Hours	Closed
Panda Express	Normal Hours	Closed
POD Market	8:30 am – Normal Close	10:30 am –11:00 pm
Starbucks	9:30 am – Normal Close	10:00 am – 4:00 pm
Stratton Café	Normal Hours	Normal Hours

Appendix #3: Snow Removal and Ice Melt Distribution Plan

<https://facilities.eku.edu/snow-removal-and-ice-melt-distribution-plan>



www.eku.edu

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