

## **COLLEGE OF NURSING SEVERE WEATHER PROCEDURES**

The College of Nursing follows the University's Severe Weather and Plan B Procedures. Since major units of the University must remain open, such as the UK Hospital, Residence Halls and the Physical Plant Division, every effort will be made to ensure that all offices remain open and that classes meet as scheduled.

However, due to uncontrollable situations the University has had to close down for a day or two. In the case of an official University closing, the College does adhere to the University's plan. The College and its employees – faculty and staff – will consider themselves “non-essential” in the event of an official University closing. However, those CON employees that are in patient care areas will need to follow the Severe Weather Procedure of that clinic or patient care area.

## **UNIVERSITY OF KENTUCKY SEVERE WEATHER PROCEDURES**

The following information describes the procedures that will be followed and the announcements that will be made in the event of severe winter weather. These procedures involve all aspects of the University of Kentucky, except they are NOT applicable to employees of the UK HealthCare facilities. UK HealthCare employees should refer to A09-055 UK HealthCare Plan B Staffing During University Emergencies <https://ukhealthcare.uky.edu/staff/weather-policy>.

University of Kentucky classes and work schedules are very rarely altered by the impacts of severe weather; however, the Executive Vice President for Finance and Administration and the President will make the final decision in the unlikely event that classes must be canceled or delayed, or when offices must be closed. Delay and cancellation decisions will be based upon recommendations to the Executive Vice President for Finance and Administration from the Vice President for Facilities Management and the Assistant Vice President for Campus Services after reviewing information about road conditions, weather reports, local transit service, and area business and industry response.

For the many thousands of students who are on campus or in the vicinity, classes must meet as scheduled even though conditions may prevent some students, faculty, and staff from traveling greater distances. Every University employee is expected to make a diligent effort to meet class and job responsibilities with the understanding that personal safety is an individual decision.

If severe weather necessitates, the University will announce its “Plan B” emergency severe weather plan. Under such a plan, operating units that are essential such as Kentucky Clinics, residence halls, dining facilities, UK Police Department, Physical Plant operations, the Computing Center, etc., must remain open due to the nature of their services.

The announcements regarding the cancellation of classes, closure of offices or delay of classes and offices opening will normally be made by 6 a.m. through a UK Alert. Other sources of up-to-date and complete information include the local media, the UK Infoline at (859) 257-5684, UK TV Cable Channel 16, Digital Cable Channel 219, the UK websites [www.uky.edu](http://www.uky.edu) and [www.uky.edu/alerts](http://www.uky.edu/alerts), and the UKNow news website at [www.uky.edu/uknow](http://www.uky.edu/uknow). UK Alert will be activated and provide limited information referring people to the UK Alerts website for more information. It is often difficult for the local media to present complete information, since the local media are handling hundreds of calls. Please refer to the UK websites, UK Infoline, Cable Channel 16, and Digital Cable Channel 219 on campus to stay

informed. Early cancellations and dismissals during normal business hours will be announced via UK Alert, UK Infoline and the UK home page ([www.uky.edu](http://www.uky.edu)), UK Alerts page ([www.uky.edu/alerts](http://www.uky.edu/alerts)), and UKNow ([www.uky.edu/uknow](http://www.uky.edu/uknow)) websites as soon as a decision is made by University officials.

In addition to notifying the university community through UK Alerts and traditional forms of local media, the cancellation of classes, closure of offices, or delay of classes and offices opening due to severe weather will also be posted to UK's official social media accounts on Facebook ([www.facebook.com/universityofky](http://www.facebook.com/universityofky)) and Twitter ([www.twitter.com/universityofky](http://www.twitter.com/universityofky) and [www.twitter.com/uknewsroom](http://www.twitter.com/uknewsroom)).

In the event of the CANCELTION of classes and closure of offices, the following announcement will be made:

Classes are canceled today, {date} and only Plan B (designated) employees are required to report to work. Information at [uky.edu/alerts](http://uky.edu/alerts)

In the event of a DELAYED opening, the following announcement will be made:

Classes begin at [time] am. Earlier classes canceled, 2 hour delay except Plan B (designated) employees. Hospitals/Clinics open more at [uky.edu/alerts](http://uky.edu/alerts)

In the event of an EARLY CANCELTION of classes and release of staff, the following announcement will be made:

Classes beginning at {time} pm and later are canceled. Employees dismissed at {time} pm except Plan B (designated). Hospitals/Clinics are open. [uky.edu/alerts](http://uky.edu/alerts)

An early cancellation of classes may mean a variation of Plan B for units. The Office of the Executive Vice President for Finance and Administration will notify the Office of the Provost, as well as other key administrators, who will need to notify their respective units.

#### DEFINITION OF PLAN B

Plan B is the University's emergency severe weather plan implemented when classes must be canceled or delayed, or offices closed. Plan B requires designated employees to report to work even when classes are delayed or canceled or if offices are closed.

Plan B policies were updated in 2015. The new policy is here: [HR Policy and Procedure 71](#). Under this revised policy, all employees will now fall under one of three categories:

**Designated employee:** Regular attendance is required when Plan B staffing is in effect. 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 Plan B staffing when authorized by their supervisors 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 they 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 unless specifically contacted and asked to do so. When the University announces an emergency with a suspension or alteration of normal operations, non-designated employees are required 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 closes early.

Supervisors should develop a Plan B Schedule and inform their employees in which of the three categories they are assigned.

If there are questions about this policy, employees should consult their supervisor. Updated December 5, 2016 by [Web Administrator](#)

<https://www.uky.edu/hr/hr-home/emergency-delays-and-closures>