

## TAB JJ – Extreme Weather Conditions

### I. Definition of the Event

Extreme weather conditions are those that interfere with the University's ability to carry out its normal operations, and which require the University to take any of the following actions: delaying and/or canceling classes; delaying and/or canceling other University events; closing the campus;

### II. Scope of Potential Impact

The Provost and Senior Vice President for Academic Affairs, in consultation with the Vice President for Facilities (or designee) and the RMU Chief of Police (or acting Officer in Charge), will decide whether weather conditions are severe enough to warrant action, and what action should be taken. Any decision could impact EITHER the Moon campus, Island Sports Center OR other locations owned/operated by the university.

RMU Police will interface with community resources to obtain pertinent/available information on external conditions such as; local/regional road conditions, weather alerts/warnings (tornado, flooding, etc.), and similar conditions.

In the event of a weather emergency that occurs suddenly during normal business hours, the Chief of Police (or his/her designee) will consult with the Vice President for Public Relations and Marketing,

### III. Required Actions

**A. General actions:** A decision to delay or cancel classes and events, or close the campus, is precipitated when weather-related information is relayed to the Senior Vice President for Academic Affairs or Vice President for Facilities by the RMU Police Department, Facilities and/or Grounds employees.

- a. **Classes Canceled– Any scheduled classes canceled by the University.** In the event that classes are canceled but the campus remains open, all employees must report for work as usual  
– unless directed otherwise by your supervisor.
- b. **Campus Closed– Any time the University ceases to conduct normal operations.** Even when the campus is considered to be closed, some University services must continue to be provided. For example, services which support the residential community, such as housing and dining, facilities and maintenance, transportation, and campus police services.
- c. **Unscheduled University Delay–** Any time the University shortens its normal operations by canceling early morning events and then resumes normal schedule operations sometime during the day.
- d. Managers and supervisors will identify and inform employees who must report to work when

- e. The safety of every individual is of the highest importance and every individual should consider their personal safety during extreme weather conditions.

**B. Identify short-term actions (0 to 4 hours):**

- a. The Provost and Senior Vice President for Academic Affairs and Vice President for Facilities render decision and inform, respectively, the University President and the Senior Vice President for Business Affairs.
- b. The Provost and Senior Vice President for Academic Affairs notifies the Vice President of Public Relations and Marketing who notifies the appropriate media outlets, as identified by the V.P. of Public Relations. In the event that the V.P. of Public Relations cannot be reached, the Director of New and Information acts as a back-up.
- c. The Provost and Senior Vice President for Academic Affairs notifies the Vice President of Public Relations who creates a message for the RMU home page, RMU Alert and other outlets as deemed appropriate.
- d. The Vice President of Facilities contacts the Police Department and Colonial Central.
- e. As noted in Section II, some employees will need to report to work even if the campus is closed, as deemed necessary by their department manager.
- f. In the event of a sudden storm such as a tornado or microburst, the Chief of Police and/or members of the Emergency Management Committee will consult over what actions need to be taken. If a tornado or microburst warning is issued by the National Weather Service for Moon Township, Island Sports Center, or other RMU locations, the Vice President of Public Relations will post a message to RMU Alert with emergency instructions.

**C. Identify intermediate-term actions (4 – 12 hours)**

- a. Any changes to the University's status need to be conveyed to the news media by the Vice President of Public Relations as warranted.
- b. Public Relations will update the RMU home page or issue a new RMU Alert message as warranted, in consultation with the Vice President of Facilities, Provost and Senior Vice President for Academic Affairs and Vice President of Public Relations.

**D. Identify long-term actions (>12 hours)**

- a. The steps outlined under intermediate-term actions apply.

## IV. Reporting

**A. Identify Initial Reporting Channels (within 1 hour).** Use RMU All Hazards Plan Incident Response Team Phone List to contact RMU administrators who must react to or be made aware of the event immediately. If the primary contact is not available, notify the Business Unit's secondary contact as identified on the Incident Response Team Phone List.

**B. Identify Recurring Reporting Channels (1 – 6 hours).** Use RMU All Hazards Plan Incident Response Team Phone List to contact particular RMU administrators who must put into effect a more long-term solution to the event or who wish to be updated periodically for safety, health, or continuity of operations purposes.

**C. Identify Follow-up Reporting Channels (post-event reporting).** List RMU and off-



## **V. Primary Contacts**

\*\*See Incident Response Team Phone List for contact numbers. (Appendix C – Emergency

## **VI. Shortfalls/Limitations**

Because the university lacks a dedicated (24/7) dispatch center, monitoring weather forecasts that would require immediate action (such as a tornado) may be challenged or problematic. This ambiguity is reflected in the procedures outlined above.