



Delaware State University

University Responsible Unit: Finance and Administration:
Policy Number and Name: 01-06 Inclement Weather Policy
Approval Date: April 13, 2015
Next Review Date: April 17, 2015

I. Purpose

The purpose of this policy is to establish the directives and procedures which Delaware State University shall follow when incidents of inclement weather occur.

II. Scope & Applicability

This policy applies to all University facilities, students, faculty, staff, contractors and visitors.

III. Policy

Delaware State University shall remain open except under the most extreme weather conditions. The decision to alter the normal calendar of DSU and/or excuse or dismiss employees from work due to extreme weather conditions rests with the President upon advice from his/her Senior Administrative Council. (In the absence of the President, the Provost shall assume this responsibility.)

A. Notification

It will be the responsibility of the Office of Communication to issue the appropriate announcements regarding University cancellations or early dismissals.

Those notifications and other inclement weather related University actions will be made according to the “**Ice/Snow Management Plan**” attached to this policy.

All other severe weather conditions affecting campus operations will be managed in accordance with the procedures set forth in the DSU Emergency Procedures Guide.

B. Personal Safety Considerations, Faculty & Students

Faculty and students are not expected to take unnecessary risks to meet their teaching and learning obligations due to inclement weather. When classes have not been canceled, it is a matter of personal judgment whether traveling to campus is hazardous. Faculty should notify their departmental offices when weather precludes them from meeting their teaching obligations; similarly, students should notify their professors when inclement weather precludes them from class

attendance. In such cases, students should be allowed to make up missed class time and, whenever possible, canceled classes should be rescheduled.

C. Designated Essential Personnel

Support operations directly involved with maintaining the health and safety of Delaware State University students are considered essential. These essential support operations include University Dining Services, Facilities Management, Conference and Events, Student Housing and Public Safety. Information Technologies is also considered essential because of the need of DSU to operate continually. It is the responsibility of the AVP, Directors and Managers of these respective units to designate essential personnel required to report for work and to notify such persons. It is also the responsibility of these AVPs, Directors and Managers to develop appropriate reporting and work assignment procedures for essential personnel. These procedures must be communicated to the Office of Communication so that this information can be included in public announcements.

D. Compensation Policy

When a decision is made to close the University, the following will apply:

1. When a decision is made to delay the start of the work day or dismiss before the close of the work day, employees who have not been designated essential will be compensated at their regular pay regardless of time lost. Employees who have committed to annual leave, sick leave, or time off without pay, prior to announcement of closure or delayed opening, will be charged for the leave or time off accordingly, regardless of the University's status.
2. Essential employees who report to work during snow emergencies will be paid their regular pay plus additional pay at their straight time rate. Only those employees who report for work and remain in a work status until excused will be eligible for additional pay. Those deemed essential who do not report to work because of their personal concern with the weather, must take annual leave or leave without pay, whichever is appropriate.
3. The cancellation of classes and/or the closing of offices do not constitute an emergency situation for premium pay unless designated as such by the University President.

E. Employee Responsibility & Personal Safety Precautions

Each employee is personally responsible for verifying the operational status of their assigned University work site and weather conditions before reporting to work. However, Delaware State University does not expect employees to take unnecessary risks to report to or remain at work. In cases where an employee decides, due to personal circumstances, that it is best not to report or to leave early because of adverse weather conditions and where the University has not issued a closing, late opening or early dismissal, the employee is expected to take annual leave or leave without pay, whichever is appropriate.



Delaware State University Ice/Snow Management Plan

Delaware State University's (DSU) decision to effectively manage inclement weather (particularly ice and snow) is based on the current weather forecast and conditions from a variety of sources (the State, National Weather Services, etc.) as well as the goal of ensuring the safety of staff, students and other campus users.

Decision Responsibility

A decision to alter the normal calendar of DSU is made only by the President of the University with recommendations from his/her Senior Administrative Council. In the absence of the President, the Provost (2nd in command) has authority to make the decision (considering recommendations from the Senior Administrative Council).

Bridge Call Communication and/or decision(s)

- Safety/Risk Manager will initiate and advise predicted weather condition information to the Provost, Chief Operating Officer, Vice President for Student Affairs and such others as the President may designate via email and text, in person and/or by phone to determine the timing for a brief bridge call. It is recommended:
 - If it is **during university business hours** the call will be at **4:00 pm (or as deemed necessary)**.
 - If it is **after hours** the call will be **at 10:00 pm (or as deemed necessary)**.
 - If inclement weather occurs in the **early morning hours**, the call will be at **5:00 am**.
- Shortly after any call, the President will be informed of any recommendations due to inclement weather.
- Based on the President's approved decision, a DSU 1st Tier Internal Bridge Call will be initiated with the following - (Provost, Chief Operating Officer, VP for Student Affairs, Chief Risk Officer, AVP for Facilities, Chief of Police, AVP for Human Resources, Director of Athletics, Exec. Director Marketing & Communications and General Counsel).
- DSU 1st Tier Internal Bridge call will discuss the following information – Weather and DelDot Reports, contracted services, State Government Agencies, other local Universities, Area School Districts, University Business operations, Student Affairs, Transportation, Dining services, Risk Management, DSU Academic Calendar, employee safety/Union issues and other legal ramifications and needs.



Delaware State University Ice/Snow Management Plan

- When appropriate, a second Tier Internal Bridge Call will be activated by Safety/ Risk Manager for the Weather Emergency Team. The following department heads will be on the call - Public Affairs, Facilities Management, Public Safety, Conference and Events, Wellness & Recreation Center, Telecommunications, and Residential Housing to communicate the decision by the University President and to implement other actions by the above stated departments.

Announcement Notifications

Time of Decisions

- Day cancellations will be announced by **5:30 a.m.**
- Evening cancellations will be announced by **12:00 noon.**

Notification will be communicated by the Office of Communication through the following modes by the designed times (stated above).

- Internet – www.desu.edu
- DSU's email distribution system
- DSU's emergency alert mass notification system
- DSU's information line (302-857-SNOW)
- Local Media (if necessary)

Snow and Ice Procedures

The University currently uses external contractors to undertake ice and snow removal services. In making a decision on ice and snow removal, the Facilities Department's first line of responsibility is to the safety of staff, students and other campus users in accessing the campus. When roads become icy, salting will begin. When snow begins falling, plowing will begin.

Overnight Snow – the University will review the decision on an on-going basis with the Chief Operating Officer. However, the AVP for Facilities will notify the contractor (in advance 2 hours or more) of the expected time of arrival to begin treating the snow/ice landscape.

Daytime snow – The external contractor will treat the campus during the day to ensure roads, sidewalks, building, etc. remain safe for campus users.



Delaware State University Ice/Snow Management Plan

Priorities For Snow/Ice Removal

During adverse winter weather conditions, it is often necessary to prioritize the assignment of outside vendors, University personnel and equipment for snow and/or removal. This document describes the contract awarded vendor responsibilities, staff responsibilities, weather emergency guidelines, equipment available, and assigns a relative priority to be used in making these decisions. These will be reviewed annually. All revisions or updates will be done as the need arises, but all additional considerations must be made in writing. The following areas shall be given priority with regards to the removal of snow and/or ice at DSU campuses.

1. Campus Roads / ADA access
2. Parking Lots (academic lots, staff lots, residential lots, etc)
3. Walkways (to parking lots, buildings and roads)
4. Dining Facilities
5. Student Health Services

Ideally, all these areas should be worked on simultaneously when we are requesting services from our external contractors.

Notification Procedures

- Mobilization for snow and ice removal vendor will be determined by the AVP of Facilities and/or Facilities Director of Operations at all times. The AVP of Facilities and/or Facilities Director of Operations will immediately determine the level of call-in necessary to alleviate the conditions.
- The AVP of Facilities and/or Facilities Director of Operation will submit in writing authorization to start work.

Snow Removal Procedures

- Steps, large walk-throughs and large entry ways shall be partially shoveled with a path along the railings for initial opening of these areas. Handicap areas must be fully accessible.
- Clean-up operations after a storm shall involve completion of opening all walks and entry ways and de-icing.
- Snow shall be pushed back from sides of roadways, walks and parking lots.
- Stairs and entry ways shall have all remaining ice/snow removed.
- Ice choppers and ice melt applications will then be employed on remaining ice.



Delaware State University Ice/Snow Management Plan

- Application of ice control products will follow plowing, based on present weather conditions, or when freezing occurs, as determined by the grounds supervisor, in order to break the bond of the ice from the surface it is attached to.
- Return trips to remove non-bonded ice and slush from the surface will complete the cleaning of all surfaces.
- Return trips for salting equipment shall be made as often as necessary on roads, as determined by the Grounds Supervisor.
- Scraping down of roads and walks by equipment shall continue until all surfaces are free from packed snow and ice.
- When plowing parking lots, snow should be piled so as not to block thoroughfares and sidewalk areas. If snow has to be pushed up over a curbed area, it should be piled so that it will not fall back into the lot and still be clear of any adjacent sidewalks.