


Inclement Weather Policy

 The logo for the Kansas Health Science Center (KHSC) features a circular emblem with a caduceus and the text 'KANSAS HEALTH SCIENCE CENTER' around the perimeter. To the right of the emblem, the letters 'KHSC' are prominently displayed in a large, bold, sans-serif font, with 'KANSAS HEALTH SCIENCE CENTER' written in a smaller font underneath.	Policy Sponsor: Chief Financial Officer		
	Policy Type: Non-Academic		
	Approval Date: 9/23/2020	Effective Date: 9/23/2020	Revision Date: N/A

1. POLICY STATEMENT

Inclement weather occasionally affects Kansas Health Science Center (KHSC)-Kansas College of Osteopathic Medicine (KansasCOM) students, classes, and campus events. This ranges from winter weather situations where KHSC-KansasCOM may need to close for several hours to several days due to severe weather situations or where, those on campus, may need to shelter temporarily until severe weather passes.

2. PURPOSE

The purpose of this policy is to inform students, employees, and visitors about weather-related situations.

3. APPLICABILITY

All KHSC-KansasCOM students, employees, and visitors.

4. DEFINITIONS

N/A

5. PROCEDURES

5.1 RAVE Alert System

The RAVE Alert system is the fastest source of notification for weather alerts. KHSC-KansasCOM offers text message and email alerts concerning weather closings or severe spring weather. All students and employees are automatically signed up for these alerts with their University email. Students and employees have the option of adding their cellphone number as well. Please note that this e-alert system is used only to announce major campus closings or emergency-related campus situations.

5.2 KHSC-KansasCOM Website

This source will provide the most amount of detail for weather closings that last for several hours or more. A notice about any weather-related class cancellations will be placed on the university's home page. We encourage students and employees to check the homepage periodically for additional updates regarding events throughout the day.

5.3 Social Media

KHSC-KansasCOM announces information about campus closings and other emergency-related campus situations through its social media pages. Here is a list of these resources for announcements and updates:

- Facebook
- Twitter
- Instagram

5.4 Local Television & Radio Stations

Participating local TV and radio stations make announcements about all university weather closings and other school closings in the area. We recommend consulting TV stations before radio as some radio stations do not broadcast closing information. We

also recommend consulting more than one TV or radio station to confirm closings in case there is a delay in reporting or in the event that a station reports incorrect information. TV and radio stations may not share event cancellation information, so it's best to check the website for updates about KHSC-KansasCOM events.

5.5 Severe Spring Weather

Severe spring weather can strike quickly at any time and affect those on campus. Due to the quickly emerging nature of these storms, RAVE Alerts will be used to notify students, employees and others on campus of an immediate severe weather threat. If you receive a notice regarding a tornado warning or similar severe weather warning, you should seek shelter immediately and remain in shelter until an "all-clear" message is sent. While there is no guaranteed safe place in the event of a tornado, seek shelter in the best area you can find (such as a basement, first floor hallway or interior room).

5.6 Weather-Related Closings

The Chief Financial Officer and the Dean and Chief Academic Officer typically makes the decision to cancel daytime classes no later than 7 a.m. that morning.

Once a decision is made to cancel classes, all campus events are usually canceled as well. Any employees who wish to continue an event should contact their supervisor so a decision can be made about whether the event will continue. TV and radio stations may not broadcast specific event information, so to find out whether an event will continue check the KHSC-KansasCOM website.

Typically, all university offices are closed once classes are canceled. Employees usually are not required to report to work during their regular business hours when classes are canceled. Employees who are already at work when classes are canceled typically receive an email notifying them that they may go home. However, it is advised that faculty and staff check the website to confirm whether they are required to report to work or not.

6. RELATED DOCUMENTS

N/A

7. CONTACTS

- Chief Financial Officer
- Dean/Chief Academic Officer

POLICY APPROVAL		
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