

**OPERATION OF THE UNIVERSITY DURING EMERGENCY CONDITIONS**

Policy No. D002

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Supersedes Policy No. D002, dated 2/6/90, 1/9/92, 1/26/96 (Closing of School During Emergency Conditions), 12/1/99

Recommended for Approval By: Gordon J. Herbst, Vice President for Finance and Administration

Approved by: Dr. Jeremy D. Brown, President on February 22, 2011

Review Date: As Required

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**INTENT**

It is the intent of this policy to provide for procedural guidelines relative to the operation of Edinboro University of Pennsylvania (the University) during emergency conditions. Emergency conditions are outlined below and fall within one or more the following categories:

- 1) Proclamation of disaster emergency by the Governor
- 2) Delay the start of classes / the opening of the University
- 3) Cancellation of University classes
- 4) Adjustment to the hours of University operations
- 5) Suspension non-essential University operations

**POLICY**

In order to prepare for and respond to emergencies or disasters, the University has adopted this policy, in conjunction with the directives contained within the Pennsylvania Emergency Management Agency (PEMA) [Directive D2008-1](#), Movement of Authorized Persons on Commonwealth Highways During a Disaster.

**PROCLAMATION OF DISASTER EMERGENCY BY THE GOVERNOR**

The Governor of the Commonwealth of Pennsylvania (the Governor) has the authority to issue a Proclamation of Disaster Emergency for any type of natural or man-caused disaster or emergency in accordance with Section 7301(c) of the Emergency Management Services (Code (35 Pa. C.S. 7301(c))). In the event of a National, State, or local emergency, the Governor has the power to close or modify the travel provisions on any or all highways in the Commonwealth. The Governor's action is effective at any or all hours of the day or night with respect to any or all types or classes of vehicles. The Governor's authority to take this action is set forth in Section 6108 of the vehicle code (75 PA. C.S. 6108), Reference: PEMA [Directive D2008-1](#).

When the Governor declares a state of emergency the University will be closed meaning that no classes or activities will be held. Essential functions must remain operational. Facilities operations, residence halls, dining services, student health services and police operations will remain open and services will be provided to the extent possible.

1. The University will designate which employees or categories of employees are necessary to maintain the ongoing operation of the campus during the occurrence of the disaster. **Note:** The designation of essential personnel shall be in accordance with PEMA [Directive 2008-1](#), Section V2.
2. The University will develop an emergency staffing pattern, which uses the minimum number of employees necessary to carry on the services or functions of the campus during a disaster. Employees should be informed that once they report to their assigned work location, they will be required to remain at the location until the conditions have subsided and the highways have been declared to be safe for travel either by the Governor or other designated state or county official.
3. The University will develop a clear and well defined Employee Notification and Call-up System, which can be implemented before the roads and highways become dangerous and impassable due to the disaster.
4. In accordance with PEMA [Directive 2008-1](#), the University has adopted a credentialing or authorization system for essential employees. In the event of a Road Closure Order issued by the Governor, essential University employees will be more easily identifiable to law enforcement personnel.
5. Any individual who cannot document or demonstrate through appropriate credentials that he or she is performing critical emergency services will be considered in violation of the Governor's Road Closure Order.

As soon as highway conditions improve and the Governor determines that travel restrictions are no longer needed to protect the health and safety of the general public, the Governor's Road Closure Order will be terminated. PEMA will convey the Governor's decision to the public media so it may be broadcast and disseminated to the general public and all county emergency management agencies.

### **DECLARATION OF A LOCAL EMERGENCY BY THE UNIVERSITY PRESIDENT**

In consultation with the Vice President for Finance and Administration and/or his/her designee, the President or his/her designee may declare a local emergency based on the condition of the campus facilities, area roadways, and other relevant factors. Under such conditions, the President may:

- 1) Delay the start of classes / the opening of the University;
- 2) Cancel University classes;
- 3) Adjust the hours of University operations; or
- 4) Suspend non-essential University operations

University employees shall report to work according to the procedures that follow. In the event that an employee is unable to come to his/her workstation, it is the responsibility of that employee to notify the appropriate supervisor. Employees should use their best judgment with respect to road conditions and travel.

### **Delay Start or Cancellation of University Classes/Delayed Opening of University**

If the University President or his/her designee declares a local emergency based on the condition of the campus facilities, area roadways, and other relevant factors, University classes may be delayed or cancelled. This applies to classes on the main campus and at extension sites. Students and teaching faculty have no responsibility in meeting their classroom commitments during the time period for which the cancellation or delay is declared.

- a. It is the responsibility of the teaching faculty and students to ensure that coursework missed during the cancellation of classes will be adequately covered during the time remaining in the semester.
- b. When classes are delayed or cancelled, University students assigned to off campus locations for internships, student teaching, etc., shall follow the procedures of the entity/organization to which they are assigned.

*Edinboro University of Pennsylvania offices and services will remain open and all employees, other than teaching faculty, shall report to work. Campus events, such as lectures, athletic contests, etc., will be held as scheduled unless announced otherwise.*

### **Adjustment of Hours of Operation/Suspension of Non-Essential University Operations/**

If the University President or his/her designee declares a local emergency based on the condition of the campus facilities, area roadways, and other relevant factors, the University may adjust hours of operation or suspend non-essential operations. In such instances, no classes will be held during the announced suspension period and only individuals included on the University Essential Personnel List within this policy and other personnel as directed by supervisors shall report to work.

Procedures listed above regarding coursework missed and students assigned to off campus locations shall be followed. Depending on the nature of the emergency, campus events, such as lectures, athletic contests, etc., will be held as scheduled unless announced otherwise. Residence halls will remain open and services will be provided to the extent possible.

### **INDIVIDUAL ALTERNATE PLANS**

In the event of extended suspension of non-essential University operations, members of the University community should develop individual alternative plans such as an alternate emergency housing plan other than University housing and/or an alternate transportation plan for leaving campus locations.

**UNIVERSITY ESSENTIAL PERSONNEL LIST**

The designation of essential personnel shall be made in accordance with PEMA Directive 2008-1, Section V, 2. This list is also applicable in situations where the University President declares a local emergency. In all cases, division heads and supervisors will have the authority to direct the staff to report to work as needed.

**Finance and Administration**—Facilities staff as directed \*

**Student Health Services**—Nurse Supervisor for Student Health Services or his/her designee(s)

**Food Services**—Staff as directed.

**Residence Life and Housing**—Staff as directed.

**Students with Disabilities**—Staff as directed.

**University Police**

Chief of Police \*\*

Police officers required to fill current shift determined by the Chief of Police or his/her designee.

\*Facilities will maintain a roster and notify employees assigned to respond.

\*\*Must be available at all times, whether or not students are on campus.

**RELATED UNIVERSITY POLICIES**

Policy C052 – Library Disaster Response

Policy D017 – Severe Weather/Natural Disasters

**CONTACT INFORMATION**

Contact	Office	Address	Telephone
Vice President	Finance and Administration	Second Floor Reeder Hall	814-732-2585
Director	Environmental Health and Safety	Room 207 McNerney Hall	814-732-2709