

To: President; Executive Vice President for Academic Affairs and Provost; Executive Vice President for Business and Finance, Treasurer; Vice Provosts; Vice Presidents; Deans; Directors; and Heads of Schools, Divisions, Departments, and Offices

From: Robert E. McMains, Vice President for Physical Facilities

Date: November 29, 2011

Re: Adverse Winter Weather Procedures and Announcements

Should adverse weather conditions necessitate that a Wind Chill Emergency or a Snow or Ice Emergency be declared for the West Lafayette Campus, special procedures pertaining to operations, parking, pay, and/or attendance will become effective. The following definitions and procedures are in accordance with Purdue University Adverse Weather Conditions policy IV.A.6 (<http://www.purdue.edu/policies/facilities-safety/iva6.html>).

**Announcements and Communication:**

If a Wind Chill Emergency or a Snow or Ice Emergency is declared, pertinent information will be sent to the Purdue e-mail and text message accounts of faculty, staff, and students and will also be posted on the University's home page. In addition, local media will be informed to facilitate communication to the local community.

**Definitions:**

***Adverse Weather Conditions***

Existing or predicted temperatures and wind conditions; snow, ice or water accumulations; or tornadic or severe thunderstorm activity that pose a severe health or safety threat to students, faculty, and staff.

***Class Suspension***

When classes are suspended, students and instructors are not to report to the classroom. However, any assignments that are due should be submitted electronically when possible. Students should monitor e-mail, pre-designated Web sites and Blackboard for assignments or direction from the faculty concerning instruction or assignments. Instructors should communicate plans for dealing with a class suspension in the course syllabus and should have this discussion with their students prior to the arrival of inclement weather. Please consult the site "Preparing for a Campus Emergency" (<http://www.itap.purdue.edu/tlt/faculty/>). Within that site, you will find a document entitled "Guidelines for Faculty and Teaching Assistants in Case of a Campus Emergency" (<http://www.itap.purdue.edu/tlt/faculty/guidelines.pdf>). Instructors are encouraged to offer alternative modes for maintaining the continuity of instruction during a Class Suspension.

***Essential Personnel***

Personnel designated by a unit head as employees that are required in order to provide the minimum level of service on the West Lafayette campus (i.e., emergency services, utilities, snow removal and provision of food and housing) and those needed to prevent irreparable damage to research and mechanical systems. Each affected unit head will designate any Essential Personnel in his or her department and notify them annually of this designation. Unit heads may provide additional Essential Personnel procedures specific to their needs.

### ***Snow or Ice Emergency***

When snow or ice accumulation progresses to the point that most roads and streets are virtually impassable, it may be necessary to suspend classes and/or routine operations of the University. This will constitute a Snow or Ice Emergency. This decision process will include coordination with appropriate Tippecanoe County, West Lafayette, and Lafayette offices.

### ***Wind Chill Emergency***

When existing or predicted low temperatures and wind conditions pose a severe health threat to students walking to and from class, a Wind Chill Emergency may be declared by the President of the University or, in her/his absence, a designee.

### **Procedures:**

#### ***Wind Chill Emergency***

When a Wind Chill Emergency has been declared, classes will be suspended. However, because most employees have short walks from the parking lots or garages to their buildings, all West Lafayette campus employees who can do so safely should report to work. Those who do not report to work when scheduled must request authorization for the absence under the appropriate University paid or unpaid leave of absence policy.

#### ***Snow or Ice Emergency***

The President of the University, or in her/his absence, a designee, will make a decision to declare a Snow or Ice Emergency. When a Snow or Ice Emergency is declared, classes will be suspended and most employees will be requested to leave the campus and/or not report for work until further notice.

Information on specific pay practices for a Snow or Ice Emergency will be distributed to departments by the Department of Human Resource Services.

Employees pre-designated as Essential Personnel should make a reasonable effort to follow their unit's procedures to report to campus. However, should the county in which an "Essential Personnel" employee resides restrict travel at a higher level than Tippecanoe County, supervisors should not require the employee to travel to campus. Timely communication between the employee and the supervisor is essential to ensure coverage of essential campus needs.

Essential Personnel may be required to stay on campus for all or part of the duration of the Snow or Ice Emergency, as directed by their supervisor, in order to ensure the continuing operation of the University at the minimum necessary level.

Emergency housing and meals will be provided at University expense to Essential Personnel as needed. Each department will be responsible for reimbursing the Purdue Memorial Union or other facilities providing housing and/or meals.

During a Snow or Ice Emergency, employees and students are encouraged to utilize the various parking garages and CityBus to facilitate the clearing of snow and ice from surface lots.