

EASTERN VIRGINIA MEDICAL SCHOOL

HUMAN RESOURCES

POLICIES AND PROCEDURES

INCLEMENT WEATHER: POLICY 3.43

POLICY

The nature and mission of Eastern Virginia Medical School dictate that services are provided on a continuing basis without interruption due to inclement weather.

In extreme weather conditions, the President of EVMS or his official designee may make the determination to close the medical school. Such decisions will be announced on local television and radio stations and posted on the EVMS web site.

Depending on the severity of the weather conditions, the school may close to any of the following extents:

- **Open, but student lectures delayed** (Students/residents on clinical rotations report to their clinical rotations on time. No student lectures before 10:00 a.m. - full class schedule after 10:00 a.m.).
- **Close the school completely** (No student lectures, no clinical or resident operations in EVMS facilities. Students/residents assigned to non-EVMS facilities follow policies/procedures of the facilities).

If EVMS is open, but an employee is unable to make it to work, he/she may use available vacation leave, with supervisor approval.

PROCEDURES

I. Communicating EVMS status in the event of inclement weather

Should weather conditions be so extreme that the President makes the decision to close the school or to delay student lectures, he instructs the Director of Physical Facilities to communicate the decision. The following chart outlines the methods used for communicating the school's status in the event of inclement weather:

Reference: Policy & Procedure Manual 4/87

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Page 1

Procedure Revision Date: 02/03/06

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Status	Announcements
Open	No announcements will be made.
Open, but student lectures delayed (student/residents on clinical rotations report to their clinical rotations on time. No student lectures before 10:00 a.m. – full class schedule after 10 a.m.)	<p>1) An e-mail will be sent to all EVMS students informing them that classes scheduled before 10 a.m. are cancelled and classes starting at 10 a.m. or later will convene as scheduled.</p> <p>2) Message will be posted on the home page of the EVMS website (www.evms.edu) and on the recorded message for the EVMS main telephone number (446-5600).</p> <p>3) There will be NO announcements on radio or TV. Students are responsible for checking their e-mail, the website, or calling the main number to determine school status.</p>
Close the school completely (No student lectures, no clinical or resident operations in EVMS facilities. Students/residents assigned to non-EVMS facilities follow policies/procedures of the facilities).	<p>1) Announcements on radio and TV will indicate “EVMS Closed.”</p> <p>2) Message will be posted on the home page of the EVMS website (www.evms.edu) and on the recorded message for the EVMS main telephone number (446-5600).</p>

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Effective Date: 10/01/90

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Page 2

Procedure Revision Date: 02/03/06

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II. Decision to Close Early Made During Working Hours

1. The Human Resources Department notifies all departments, via telephone, as to the closing time.
2. In addition, a broadcast e-mail is sent to all EVMS employees and students and notice is posted on the EVMS web site.
3. When appropriate, the Office of Institutional Advancement will contact the media for closing notification.

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Page 3

Procedure Revision Date: 02/03/06