

# WINTER WEATHER

## Standard Operation Procedures

All actions under this SOP will be governed by an application of [GB 50-19-1](#)

### CANCELLATIONS / CLOSURES:

**Institutional Closure:** All facilities, classes and non-essential operations are suspended for the time period. *Can only be issued by Chancellor or Governor Decree.*

**Class Cancellation:** The suspension of all face to face academic courses held on a campus. Courses delivered via *online modalities* during the relevant time period will continue to be held and determinations of cancellation will be governed by the campus from which the course originates. Decisions regarding the cancellation of these courses must be confirmed by the Provost. *Determination made by the Provost.*

**Event Cancellation:** The termination of a single or multiple campus event. In the event that classes are cancelled, all subsequently scheduled student activities, meetings and events will be cancelled for the remainder of the day. Events which are scheduled to be presented virtually will not be presumptively cancelled. *Determination made by Cabinet Member representing the area impacted in consultation with staff of that area.*

**Facility Closure:** The closure of one or more University Facilities. *Determination made by Cabinet Member overseeing that Facility in consultation with staff from that area.*

### DECISION PROCESS

1. When forecasts call for severe weather such as blizzard, extreme cold or excessive snow or when designated campus personnel observes that campus roads are becoming unsafe or impassable, the designated campus personnel (i.e. University Police and Facilities) shall communicate with to their unit director to advise of the condition.
2. Upon such communication, the Director of Facilities and Chief of the University Police shall discuss snow removal & salting schedule, the ability to properly remediate the conditions and determine what joint recommendation should be made to the Chief Business Officer regarding operations of campus;
3. Upon receiving the joint recommendation from the Chief of University Police; the Chief Business Officer shall collect information and opinions from the Cabinet & the Director of the Weidner

Center for the Performing Arts, as applicable and available, to obtain information on the impact of the cancellation of classes or events, closure of facilities or institutional closing. The Chancellor thereafter shall make the determination of action consistent with GB- 50-19-1;

4. If city bus service is cancelled or it appears that there will be trouble getting city buses to campus, the Chief of University Police shall communicate with the Chief Business Officer regarding the campus conditions and making a recommendation for action. In the absence of the CBO and Provost, the Chief of Police calls the Chancellor directly with a recommendation.
5. *Branch Campuses*: In the event that public transportation is suspended or the public school district cancels classes for weather related reasons, the Campus Executive Officer shall consult with their staff in regards to recommendations about implementation of cancellations or closures. The Campus Administrator shall make a recommendation of action to the Provost, who shall make a determination consistent with GB-50-19-1, and following procedure established under Facility Closure and Event Cancellation;
6. The if any decisions are triggered during non-business hours, all efforts to make a final decision prior to and communicated to the campus community before 6:00 a.m.
  - a. Consideration of any decision which may impact the use of any campus resources during non-business hours should take into account the need for the campus community to access facilities and resources during non-business hours, as well as the safety of the community.

#### NOTIFICATION OF DECISION (begins by 6:00 a.m., if possible)

1. Upon notification by the Chancellor or his designee, the Executive Director of Marketing & University Communications, shall uses pre-set codes to ask area media to announce institutional closure or class cancellation. *Marketing and University Communication shall be responsible for media notification for cancellations and closures at those locations for the outlets provided by the Campus Executive Officer.*
2. Marketing and University Communication shall issue a closing or class cancellation bulletin via e-mail, or other electronic means available, such as web site, public address system, local TV/radio, to all faculty, staff and students. University Police shall provide notification through GB Alert to the affected users;
3. University Ticketing & Information Center (UTic) and the Green Bay One-Stop Shop (GBOSS) operators will inform callers of campus closure or class cancellations, along with information on special events, as provided.
4. Public notice of cancellation of special events (e.g., Athletics, Kress Events Center or Weidner Center) is the responsibility of the directors of those operations in conjunction with Marketing & University Communication. The University Information Center should be notified shortly after 7:30 a.m., if possible, and the media after 10:00 a.m., so as to reduce confusion with institutional announcements.
5. In the event of closure, the Chancellor informs the UW System President as soon as possible.

## SNOW REMOVAL TRIAGE:

1. Facilities, Planning & Management will work with contracted vendor SSC to prepare a snow removal plan in advance of any anticipated snowfall.
2. Reasonable efforts will be made to have the building entry sidewalks opened 1 tractor or truck width by 7:30 a.m. on weekdays based on pedestrian traffic conditions. Students and employees will be noticed to enter the buildings at their first opportunity.
3. First efforts will be made to open primary parking lots by 7:30 a.m. on weekdays. These include:
  - a. Laboratory Science
  - b. Wood Hall
  - c. Weidner A/B
  - d. Kress
  - e. MAC Visitor
  - f. Studio Arts (West side)
  - g. Union Visitor Lot
4. The following sidewalk will be closed and snow not removed until able:
  - a. West of Wood Hall that leads from the parking lot down to the first level. (All access would be at the 2<sup>nd</sup> floor south entrance).
  - b. The Theatre Hall / Studio Arts bridge stairs.
  - c. The TH exterior stair on west side that leads to Theatre Hall 2<sup>nd</sup> floor and Student Services plaza.
5. The following parking lots are considered secondary priority and would not be open by 7:30 a.m. on weekdays and would be roped off at the entry points:
  - a. Valet Lot
  - b. Weidner C/D
  - c. Baird
  - d. KEC Visitor
6. Public Safety will enforce overnight parking with tickets and towing.
7. Studio Arts lot is considered a Residence Life lot and will only be cleared on the west 1/3, as possible, based on the number and dispersion of the cars.
8. Weekends Only --- Call ins will only plow roads and sidewalk from Union through Res Life on the fire lane, plus the path along the tennis court and in front of Mauthe Center to the east side of Mary Ann Cofrin Hall. ADA areas to be cleared include: Circle Entry by the Library and Studio Arts bus stops.

## INTERNAL NOTIFICATION AND COMMUNICATION

1. In the event of any closure or cancellation, the supervisor of the area shall be responsible to provide notification to impacted staff regarding the need for essential employees to be present; options for alternative work accommodations; and notification of who will not be present. Subject to approval by the supervisor all employees may choose to work remotely during a closure for emergency conditions.

Departments shall develop an internal method to deliver information about cancellations or closures which may happen outside of business hours. Supervisors should provide notice of the closure procedures to employees in the event severe weather is expected, with a reminder to take all items home that may be necessary to work remotely.

2. University Police will issue a GB Alert regarding any closures and other weather related decisions. All employees are strongly encouraged to enroll in GB Alert to receive these notifications;
3. Marketing & University Communication shall issue an email advising of any institutional wide closings or cancellations (e.g. classes or specific facilities). If any single events are cancelled or facilities closed is the responsibility of the directors of those operations in conjunction with Marketing & University Communication to provide notice through electronic forms.
4. In the occasion of an Event Cancellation, all efforts shall be made to notify affected employees as soon as possible to ensure that they are aware of their need to attend work. The director of those operations shall be responsible to ensure notice is provided.

#### EMPLOYEE / STUDENT EXPECTATIONS;

1. Consistent with GB-50-19-1 and [UW System Administrative Policy 1235](#) when the institution is not closed, employees are expected to report to work unless an absence or other arrangement is approved by the employee's supervisor. Employees are expected to notify their supervisors if they cannot report to work or will report late. Supervisors shall require the employee to make up lost time if required for the operation of the work unit.
2. Employees absent from work because of weather conditions must use available vacation, accrued compensatory time, available holidays, or leave without pay to cover the absence. If approved by the supervisor an alternative work schedule or working from home options can be implemented. Supervisors may require the employee to make up lost time during the same workweek of the absence if required for the operation of the work unit.
3. If classes are not cancelled students are expected to attend as required by the instructor. Students who cannot attend due to weather conditions shall notify the instructor of their absence as required by the instructor;
4. Departments using student employees are encouraged to have a winter storm staffing plan implementing residential students to minimize any reduction in services during a weather event. Inability to staff a facility is not grounds for closure of that service;