University of Louisville
Emergency Operations Plan
Annex for Determining University Closure due to Winter Weather

Introduction and Assumptions

When significant winter weather events occur, the university must determine if it will remain open under normal operations, move to a delayed schedule or close. In order to make that determination, several steps will be undertaken to develop information of the current situation and/or the potential for significant winter weather events. Once that information is provided to the Provost, the Provost will make a determination on the status of the university operations. Communications and Marketing will communicate that decision to the university community.

Units with Assigned Responsibilities

University Emergency Manager
University Police
Physical Plant
Senior Associate Vice President for Business Affairs
Provost
Communications and Marketing

Weather Monitoring – Emergency Manager

The University Emergency Manager will serve as the primary individuals responsible for monitoring the weather. It will be the Emergency Manager’s responsibility to visit the Louisville Office of the National Weather Service web site on a daily basis at the beginning of the business day. The site is http://www.crh.noaa.gov/lmk/.

In addition to the weather, the Emergency Manager will evaluate road conditions via the Kentucky Roadway Weather Information System http://rwis.kytc.ky.gov/ and the Trimarc cameras and information system http://www.trimarc.org/perl/home.pl. Snow removal operations in the city should also be monitored by using http://www.louisvilleky.gov/PublicWorks/snowremovalcenter/Snow_Map.htm.

If there is a potential for significant winter weather, the Emergency Manager will notify the individuals with responsibilities under this annex or the small group in the internal notification of severe weather annex.
In the event that the University Emergency Manager is unavailable, the Project Manager for Vice President for Business Affairs or the Health Science Center Emergency Coordinator will assume the responsibilities of the primary individuals responsible for monitoring the weather.

**Roadway Observations – University Police**

If winter weather is occurring, it is the responsibility of the University Police to observe the roadways and advise the Provost or Designee regarding driving conditions. These observations are made on an ongoing basis by the shift commander. The shift commander will notify the Police Chief, Assistant Chief and Emergency Manager of any road conditions that present a safety hazard for normal operations. The Emergency Manager will in turn notify the Vice President for Business Affairs.

If winter weather is occurring during the overnight hours, the shift commander is responsible for driving the campuses to assess the conditions of the roads. The shift commander will contact the Emergency Manager to report on the condition of the roads and whether they present a safety hazard in sufficient time to make a decision on the next day’s operation. The Emergency Manager will notify the Senior Associate Vice President for Business Affairs.

**Snow Removal on Parking Lots and Walkways – Physical Plant**

If the accumulation of snow and/or ice occurs on parking lots and walkways, Physical Plant is responsible for the snow removal and/or treatment with de-icing agents. In the event that the accumulation of snow and/or ice exceeds the capabilities of Physical Plant or their contractors, the Associate Vice President for Facilities will contact the Emergency Manager and advise that parking areas may not be available and that walkways may pose a safety hazard during the normal business day. The Emergency Manager will notify the Senior Associate Vice President for Business Affairs if road conditions pose a safety hazard to the campus community.

In the event that the accumulation of snow and/or ice exceeds the capabilities of Physical Plant or their contractors, the Associate Vice President for Facilities will contact the Emergency Manager to advise that parking areas may not be available and that walkways may pose a safety hazard during the normal business day. The Emergency Manager will notify the Vice President for Business Affairs if road conditions pose a safety hazard to the campus community.

**Emergency Manager-DEHS**

The Emergency Manager will provide the Senior Associate Vice President for Business Affairs all information collected on weather conditions, road conditions, university parking lots and sidewalks as appropriate throughout the business day and overnight. The Emergency Manager will also report on city traffic conditions, road temperatures and any cancelations or delays that are released by other institutions and business entities.
Senior Associate Vice President for Business Affairs

During the normal business day, the Senior Associate Vice President for Business Affairs will collect information provided by the Emergency Manager and provide it to the Provost to assist in any decision to alter operations. During situation occurring during the overnight hours, the Senior Associate Vice President for Business Affairs will use the information collected by the Emergency Manager and contact the Provost prior to 0430 hours and provide a status report on the situation.

Decision to Alter Normal Operations – Provost

Once the Provost has been provided the weather, roadways, parking lot and walkway information, the Provost will make a determination to maintain normal operations or alter the normal operations by delaying classes, office hours and/or closing the university. The provost may elect to use a conference call or other communications with responsible parties to make that determination. Once a decision is made, the Provost will notify Communications and Marketing of any alteration to the normal operating schedule.

Dissemination – Communications and Marketing

Communications and Marketing is responsible to disseminate information to the university community regarding any schedule change due to winter weather. During the normal business day, this would be done as soon as decision is made to change the schedule for classes, office and/or clinic hours. If winter weather is occurring during the overnight hours, a representative of Communications and Marketing will contact the Provost. Upon a decision being made by the Provost to alter the schedule, Communications and Marketing will disseminate that information via the news media and UofL Alert (Rave, Informacast and web page).