Information

Annex for Determining University Closure Due to Winter Weather

Effective

November 5, 2013

Applicability

This procedure applies to the University Community (faculty, staff, administrators, and students).

Administrative Authority

Vice President for Finance and Administration/Chief Financial Officer

Responsible Unit

Emergency Management
Department of Public Safety
University of Louisville
Louisville, KY 40292
502.852.7379
https://louisville.edu/police/emergency-management

History

Version 1.3 effective November 5, 2013
Revision Date(s): August 3, 2023
Reviewed Date(s):

Categories

Statement:

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.

Weather Monitoring - Emergency Manager

The University Emergency Manager will serve as the primary individual 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 https://www.weather.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 https://trimarc.org/site/pages/Index.html. Snow removal operations in the city should also be monitored by using https://apps.lojic.org/metrosnowroutes.

If there is a potential for significant winter weather, the Emergency Manager will notify the individuals with responsibilities under this annex.

In the event that the University Emergency Manager is unavailable, the Designee will assume the responsibilities of the primary individual 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 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, or Emergency Manager of any road conditions that present a safety hazard for normal operations who will in turn notify the Vice President for Finance and Administration/Chief Financial Officer.

If winter weather is occurring during the overnight hours, the shift commander is responsible for driving the campuses between 0300-0400 hours to assess the condition of the roads. The shift commander will contact the Emergency Manager at 0400 to report on the condition of the roads and whether they present a safety hazard.

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 Police Chief and Emergency Manager and advise that parking areas may not be available and that walkways may pose a safety hazard during the normal business day.

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 prior to 0415 to advise that parking areas may not be available and that walkways may pose a safety hazard during the normal business day.

Emergency Manager

The Emergency Manager will provide the Police Chief/Designee or Vice President for Finance and Administration/Chief Financial Officer all information collected on weather conditions, road conditions, university parking lots, and sidewalks as appropriate throughout the business day. 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. If conditions overnight indicate a potential problem, or if a problem was expected and did not occur, the Emergency Manager will advise the Police Chief and Vice President for Finance and Administration/Chief Financial Officer prior to 0420 and provide the information as listed above.

Vice President for Finance and Administration/Chief Financial Officer

During the normal business day, the Vice President for Finance and Administration/Chief Financial Officer will collect information provided by University Police, Emergency Manager, and Physical Plant and provide it to the Provost to assist in any decision to alter operations. During situations occurring during the overnight hours, the Vice President for Finance and Administration/Chief Financial Officer will use the information collected by the Emergency Manager and contact the Provost prior to 0430 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 for disseminating information to the university community of any schedule change due to winter weather. During the normal business day, this would be done as soon as a 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 at 0430. 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).

Responsibilities:

Units with Assigned Responsibilities

University Emergency Manager
University Police
Physical Plant
Vice President for Finance and Administration/Chief Financial Officer
Office of the Provost
Communications and Marketing