

# Temporary Emergency Closing and Inclement Weather

## Policy Statement

Carnegie Mellon University has an important commitment to students, parents, sponsors, benefactors and the community. Accordingly, the university will make every attempt to operate normally during severe weather or other emergencies. This includes holding classes, conducting research programs, and operating facilities and services. The university will attempt to operate normally unless such operation represents a clear threat to the health and safety of students, staff, faculty, and visitors.

## Emergency Closing

There may be occasions when the university community is served best by suspending normal operations. In that event, only the president (or the president's designated representative) has the authority to close the university and to specify those persons or group of persons who are to refrain from coming to campus and/or who are free to leave work or class early. Staff members who provide essential services, such as certain members of Campus Operations (including Emergency Management, Facilities Management and Campus Services, Computing Services, and University Police) and Student Affairs (including Dining Services, Housing Services, etc.) may be required to work.

### **Announcement of Closing – Owner(s): President’s Office/Marketing & Communications (MarCom)**

1. As soon as the president or the designee determines that the university must be closed due to an emergency, announcements of the closing will be issued via Carnegie Mellon email, the university’s [CMU-Alert Emergency Notification System webpage](#), text messages and telephones calls to CMU-Alert Notification System enrollees, and posted to the [CMU homepage](#). MarCom staff may also inform local media organizations about the closing.

### **Standard Operations: Emergency Closing – Owner(s): Department Head(s)**

1. When the university closes due to an emergency, only personnel deemed essential for the maintenance of vital operations should report to work.
  - a. Because the positions deemed essential may vary according to the nature and timing of the emergency, employees are encouraged to discuss expectations with their manager with each incident.

### **Communications: Emergency Closing – Owner(s): MarCom/HR Senior Director of Learning and Development**

1. Carnegie Mellon University uses a number of channels to communicate during an incident. Depending on the severity of the disruption, channels can include:
  - a. [CMU-Alert Emergency Notification System webpage](#)
    - i. Including text messages and telephones calls to CMU-Alert Notification System enrollees
  - b. [CMU homepage](#)
  - c. [CMU HR homepage](#)
  - d. [CMUWorks Service Center homepage](#)
  - e. [Environmental Health & Safety website](#)
  - f. [Carnegie Mellon Police Department website](#)
  - g. [Cyert Center for Early Education homepage](#)
  - h. Text Messages
  - i. Email
  - j. Social Media
  - k. Local TV and radio station websites

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## **Compensation and Timekeeping During an Emergency Closing – Owner(s): Senior Director, People & Organizational Effectiveness**

1. Essential Staff
  - a. Essential personnel required to report during an emergency closing will continue to follow established payroll procedures.
2. All Other Staff
  - a. Time off as a result of an official emergency closure will be recorded using the “Official University Closure” earnings code. In the event of an emergency closure, instructions for the submission of time will be provided to authorized departmental timekeeping personnel.

In the event of an official emergency closing, employees and supervisors should consult the [Temporary Emergency Closing of the University Policy: Guides for Pay Practices \[pdf\]](#).

## **Inclement Weather**

In the event of inclement weather that does not trigger an emergency closing, employees are expected to be at work as usual. When the university is in session, faculty members are expected to meet their scheduled classes and other obligations. If a faculty member is unable to meet a scheduled class, he or she should notify the department office and arrange for either a qualified substitute or a future make-up session. If the university is open but a staff member is unable to come to work because of severe weather or other emergency, the staff member should notify the supervisor as soon as possible. Staff members will be expected to use Paid Time Off (PTO), consistent with regular operating protocols.

## **Resources**

- [Temporary Emergency Closing of the University Policy](#)
- [CMU-Alert Emergency Notification System webpage](#)
- [Disaster Recovery and Business Continuity Services: Emergency Preparedness and Response webpages](#)
- [CMU Staff Handbook](#)
- [Environmental Health & Safety website](#)
- [Carnegie Mellon Police Department website](#)