

EMERGENCY MANAGEMENT RESPONSE GUIDE 10

Campus Closures and Cancellation of Classes

Updated: 09/08/2023



SECTION 1 - GENERAL GUIDANCE

IMMEDIATE ACTIONS:

1. DETECT - What do you observe? What have you been told? Record your observations.
2. VERIFY - Confirm physical IMPACTS to campus. Which buildings, people, operations? How severe?
3. NOTIFY - Ensure the right people know. Who has already been called? Who must you call? Set 2 objectives: 1) estimated time required for the right people to respond; 2) follow-up time(s).
4. ACT - **Is there a safety/security threat? Evacuate or shelter-in-place.** Ensure your safety/safety of others.
5. END - Restart these steps when conditions change. Can we return to normal? Will any impacts persist?

EMERGENCY CONDITIONS:

- ❑ These are conditions serious enough to warrant the cancellation of classes or the release of employees.
- ❑ Such conditions may arise due to inclement weather, fire, utility outage, civil disorder, or other incidents that may endanger students and/or employees.
- ❑ If a situation appears unacceptably hazardous in an employee's home area and they are unable to come to work when UMBC remains open, they may use annual, personal, or comp time, or...
- ❑ They must be available to speak with supervisors to determine if telework/remote work is possible.
- ❑ There will be no special announcement if the physical campus remains open. Employees should report to work, telework or work remotely as scheduled, or use leave. Classes should also meet as scheduled.

AFFILIATE LOCATIONS:

- ❑ UMBC decisions to close, open late, or close early only apply to the main campus (1000 Hilltop Circle and the North and South Campus Tech Centers).
- ❑ Students and employees at affiliate locations follow the inclement weather notices at those sites.
- ❑ bwtech@UMBC operates its own text alert system. Email crice@umbc.edu to sign up.
- ❑ For USG, go to: <https://shadygrove.umd.edu/campus-resources/public-safety/campus-alerts>
- ❑ For Columbus Center: <http://www.ubalt.edu/about-ub/offices-and-services/university-police/campus-safety/emergencies/>

SECTION 2 - PREPAREDNESS ACTIONS

The Vice President for Administration & Finance is responsible for executive decisions necessary to implement emergency response. This authority includes decisions to close the University.

INCLEMENT WEATHER PLANNING:

- ❑ For inclement weather, the IMT Planning Section Chief calls Accuweather at (316) 265-9127 and requests a briefing from the meteorologist on-duty. This is a 24/7 monitored service.
- ❑ The IMT Liaison Officer contacts UMB and Towson for their expected opening/closing status.
- ❑ The IMT Operations Section Chief reviews scheduled on-campus events and contacts sponsors for impacts.
- ❑ If time allows, the Incident Commander schedules an IMT planning Webex 12 hours prior to start an on-campus event, or 12 hours prior to expected impacts.
- ❑ The IMT develops an Incident Action Plan and incident objectives for opening/closing campus.
- ❑ If impacts are expected to start while campus is open, focus on closing early. Safety of commuter students and staff/faculty is the top priority.

INCLEMENT WEATHER DECISIONS:

- ❑ The Incident Commander schedules an IMT Webex for 5:00 AM. Communicate closing decisions by 5:30 AM.
- ❑ The Planning Section Chief contacts AccuWeather and presents an updated forecast.
- ❑ The IMT Safety Officer reviews and presents road conditions. See: <https://chart.maryland.gov>
- ❑ If necessary, Operations Section Branch leads may provide status of campus conditions, events, activities, and athletics (as an update from the previous evening).

UTILITY OUTAGES:

- ❑ Closing recommendations will be based on severity of impacts and expected time to restore capabilities.
- ❑ Detection may come from phone calls to FM or Central Plant, or from power monitoring equipment alerts.
- ❑ Determining severity of impacts depends on: 1) time of day/day of the week; and 2) time/ability of on-call staff and contractors to respond in-person to campus.
- ❑ Determine impacts on life-safety systems such as fire suppression and fire alarms.
- ❑ Determine impacts on sensitive research/IT equipment.
- ❑ After hours, determine if Police or ABM staff present on campus may be able to determine the severity of impacts and/or take basic response actions.
- ❑ The Planning Section Chief schedules an IMT Webex for the Incident Commander as soon as practical to ensure all sections receive updates together.
- ❑ Notify impacted groups (residential life, childcare, camps, True Grits, Events Center, Event & Conference Services). Determine special resources needed (e.g., portable toilets or bottled water).

SECTION 3 - SCENARIOS & MESSAGES

FULL-DAY CLOSURE:

- ❑ This message means the physical campus is closed for the entirety of the day.

DELAYED OPENING:

- ❑ These messages mean the physical campus will not open until a specified time.
- ❑ Determine if operations are to be started at the designated opening time or if staff should have operations started some time after reporting.
- ❑ Be mindful that the time required to begin operations may be different across departments.

EARLY CLOSURE:

- ❑ These messages mean the physical campus will close early and remain closed until a specific date/time.
- ❑ Determine if operations are to be ended at the designated closure time or if staff can begin shutting down earlier to ensure they can depart at safe time.
- ❑ Be mindful that the time required to end services and operations may be different across departments.

COMMUNICATION METHODS:

- ❑ Police will send campus-wide alerts via Omnilert.
- ❑ Police record a message on the UMBC announcements and campus closure line. Call: (410) 455-6789.
- ❑ OIA will post alerts on the UMBC homepage at <https://umbc.edu/> and at <https://my.umbc.edu/>
- ❑ OIA will update social media and will distribute closing information to local radio and television news outlets.

TEXT ALERT EXAMPLES:

- ❑ Messages for the physical campus and typically take one of two forms: "UMBC is closed on [Date]" or "The campus will open (or close) at [Time], on [Date]."
- ❑ Visible limits to text alerts are 140 characters. Anything beyond will reference a link for the entire text message. Provide details in an associated E-mails, homepage updates, and social media posts.
- ❑ Full day closure text alert:

❑ UMBC will be closed on [Day], MM/DD. See your UMBC email for details on status of classes, events and activities, and staff reporting.

- ❑ Delayed opening text alert:

❑ UMBC will open at [HH:MM[AM/PM] on [Day], [MM/DD]. See your UMBC email for details on status of classes, events and activities, and staff reporting.

- ❑ Early closure text alert:

❑ UMBC will close at [HH:MM[AM/PM] on [Day], [MM/DD]. See your UMBC email for details on status of classes, events and activities, and staff reporting.

SECTION 4 - CAMPUS IMPACTS

CANCELLATION OF CLASSES:

- ❑ Determine impacts on required contact hours.
- ❑ Deans provide guidance to their College/School faculty for communicating directly with students.
- ❑ Online classes will occur as scheduled. Faculty may move in-person classes online instead of cancelling.
- ❑ Not all students will attend in-person if conditions in their home areas are more severe than on campus.
- ❑ Specify which class times can continue in-person, may be compressed, cancelled, or held remotely.
- ❑ Specify availability of academic units (the RLC or computer labs) that resident students may access.
- ❑ If exams are impacted, post new dates online and determine if virtual exams are an option.
- ❑ In-person performances or rehearsals related to classes should be treated similarly to other classes.

RESEARCH ACTIVITIES:

- ❑ Review <https://research.umbc.edu/campus-closure-business-continuity-during-emergencies/>
- ❑ Account for variance in time required to properly end/restart activities.
- ❑ Some activities may remain operational without observation if doing so does not present a hazard.
- ❑ HAZMAT: See <https://safety.umbc.edu/> for the Lab Safety Guide. Ensure proper storage/security with EHS and Facility Managers.
- ❑ Specimens requiring special conditions: store and secure perishables properly as stated in SOPs.
- ❑ Instruments: shut down properly and place in safe mode as stated in SOPs.
- ❑ Vivarium & other locations: Ensure safety. Confirm staff availability and access to provide care. Include evacuation and relocation procedures for live animals, as appropriate, and create timetable for return of animals to campus facilities.
- ❑ Facilities: account for time required to return lab environments to stable conditions after shutdowns & restarts. **Always secure labs before departing.**

EVENTS, ATHLETICS, & RECREATION:

- ❑ Access general meeting rooms 30 mins after delayed openings, larger event spaces after 1 hour.
- ❑ End all scheduled events & activities at the early closure time. The Commons may remain open 1 hour after closure to allow staff & commuters time to arrange transportation.
- ❑ Ensure outside guests, conference support, and contracted rentals receive instructions.
- ❑ Do impacts require suspending all Athletics activity and clearing venues of participants and spectators, or can permission to play/practice be given?
- ❑ Programs with all student athletes on campus or living on campus may be permitted to practice as determined by the Sport Administrator.
- ❑ Determine visiting team status, visiting teams bus availability, and support staff availability.
- ❑ Determine if patrons must leave the Event Center or if it can act as a place of refuge.

Printing Instructions: In the Print dialogue box, click Properties - Under Printing Options and Paper, select Other Size and Change Document Size to Legal (8.5 x 14") - Under 2-Sided Printing select 2-Sided Print, Flip on Short Edge - change to Color - Print and fold on these lines

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SECTION 5 - INFORMATION RESOURCES

INDIVIDUAL PREPAREDNESS:

- ❑ Ensure you know if you have an essential designation and your responsibilities.
- ❑ Ensure you have up-to-date telework or remote work agreements with your supervisor.
- ❑ If circumstances prevent coming to campus for an extended period, review DoIT business continuity resources to continue day-to-day operations online at: <https://doit.umbc.edu/business-continuity/>
- ❑ Register for alerts: <https://my3.my.umbc.edu/alerts>

TRANSIT:

- ❑ UMBC Transit Office: (410) 455-2454.
- ❑ Changes to transportation/shuttle operations will be posted at: <https://transit.umbc.edu/>
- ❑ For service alerts and routes, see the Transit Tracker located at <https://umbc.transloc.com/>
- ❑ Call (410) 455-3974 for cancellations, conditions, and schedules. This recorded line is available 24/7.
- ❑ Receive transit alerts by texting "Transit" to 79516.

PARKING AND SNOW REMOVAL:

- ❑ Snow removal plan: <https://fm.umbc.edu/info-2/latest-campus-maps-and-aerials/>
- ❑ Parking announcements will be posted at: <https://parking.umbc.edu/>
- ❑ When a decision is made to close the campus due to a snow emergency, parking will be prohibited on interior campus roadways, including Park Rd., Back Rd., Center Rd., Poplar Ave. and Walker Ave.
- ❑ Parking will also be prohibited on the top level of all parking garages and decks, and on the center ramp in Walker Garage.
- ❑ Vehicles should be relocated to Lots 3, 23, 24, Stadium Lot, or the middle levels of Walker Ave. Garage and Commons Garage.
- ❑ Gated lots will be open if classes are cancelled, and the main campus remains open.

ADDITIONAL CONTACTS:

- ❑ UMBC announcements and campus closure information: (410) 455-6789.
- ❑ UMBC Police Dispatch: (410) 455-5555.
- ❑ UMBC Chief of Police: Office - (410) 455-1687 or Cell - (443) 677-2195.
- ❑ UMBC Safety & Health: Office - (410) 455-2918, or Cell - (443) 604-2107.
- ❑ UMBC Office of Emergency Management: Office - (410) 455-2572, or Cell - (443) 981-9028.
- ❑ For utility emergencies during normal hours, call UMBC Work Control: (410) 455-2550.
- ❑ For utility emergencies after normal hours, call UMBC Central Plan: (410) 455-1988 or (410) 455-2202.
- ❑ Facility managers can report electrical outages and gas leaks to BGE at: (410) 685-1400.

SECTION 6 - LEAVE & PAY CONCERNS

ALTERNATIVE WORK ARRANGEMENTS:

- ❑ Information for staff can be found at: <https://hr.umbc.edu/alternative-work-arrangements/>
- ❑ Information for faculty can be found at: <https://provost.umbc.edu/resources-for-faculty-staff/flexible-work-arrangements-for-faculty/>
- ❑ Telework information can be found at: <https://hr.umbc.edu/telework/>
- ❑ The UMBC Inclement Weather and Emergency Closing Guide can be found at: <https://umbc.edu/about/inclement-weather-emergency-closing-policy/>

SHIFT WORKERS:

- ❑ Ensure shift workers are notified of status changes.
- ❑ Shift differential for third shift employees is not impacted by emergency closures
- ❑ Non-Exempt employees required to work on-site during emergency conditions may receive administrative leave pay (administrative leave and paid time and a half).

ALLOWING LIBERAL LEAVE:

- ❑ Emergency conditions may result in non-essential employees' inability to report to work, their late arrival, or their early departure. Based on conditions, the President's designee may declare Liberal Leave.
- ❑ Emergency conditions not yet declared may include dangerous traffic or highway conditions, hazardous weather, civil disorder, or other circumstances.
- ❑ If employees can work off-site, are scheduled to telework, capable of telework, or on remote work for the day in question, they are expected to continue to work. Otherwise, they are expected to use leave.

ESSENTIAL STAFF:

- ❑ Essential staff are employees designated as vital to the operation of a UMBC facility. Their presence is required regardless of emergency conditions. Their absence from duty could endanger the safety and well-being of the UMBC Community and/or the physical campus.
- ❑ Examples include, but not limited to: police; engineers; heating plant and maintenance personnel; snow removal employees; medical staff; staff responsible for monitoring sensitive computer or lab equipment; and those required to care for live animals.
- ❑ Essential staff who do not report to work: without mitigating reasons - code as unauthorized leave without pay (subject to disciplinary action). With mitigating circumstances - code as authorized leave without pay (not subject to disciplinary action).

BUSINESS CONTINUITY STAFF:

- ❑ Staff required to work from home or remote locations during emergency conditions to ensure continuity of business operations or to meet established deadlines.
- ❑ Examples may include payroll processing staff, institutional relations staff, and event staff.

SECTION 7 - WORK & LEAVE GUIDELINES

SCENARIO	FULL-DAY CLOSURE	DELAYED OPENING	EARLY CLOSURE
I. Employees working <i>alternative work schedules</i> : <ul style="list-style-type: none"> • <i>Remote Work</i> • <i>Telework (hybrid)</i> 	Employees scheduled to work remotely or telework are expected to work and are not eligible for administrative leave or additional compensation.	Employees scheduled to work remotely or telework are expected to work their normal schedule and are not eligible for administrative leave or additional compensation.	Employees scheduled to work remotely or telework are expected to work their normal schedule and are not eligible for administrative leave or additional compensation.
II. Employees not on a remote work or telework schedule and not on scheduled leave.	Employees should work remotely. Not eligible for administrative leave or additional compensation.	Employees should work remotely until the delayed scheduled opening and report to on-site work when the campus opens. Not eligible for administrative leave or additional compensation.	Employees should work remotely for the remainder of their work schedule. Not eligible for administrative leave or additional compensation.
III. Employees who cannot telework and who are not designated as essential employees (i.e., duties do not allow for off-site work)	Administrative leave	Applicable to nonexempt employees only for hours between the employees' normal start time and the campus' delayed time of opening. Employees are expected to work when the campus re-opens. Exempt & Faculty: No administrative leave. The day is considered a duty day if they work.	Applicable to nonexempt employees only for hours between the early closure time and the employees' scheduled end time. Exempt & Faculty: No administrative leave. The day is considered a duty day if they work.
IV. Employees scheduled for approved leave	The originally scheduled approved leave is to be used. No administrative leave.	The originally scheduled approved leave is to be used. No administrative leave.	The originally scheduled approved leave is to be used. No administrative leave.
V. Non-essential employees who do not report to work (for essential staff, see section 6).	Non-essential employees are expected to telework, if duties permit. Otherwise, administrative leave may be granted by the President or designee.	Non-essential employees should telework, if duties permit. Non-essential employees unable to telework or report to on-site work must use accrued leave under liberal leave* (annual, personal or comp time) or unpaid leave. No administrative leave.	Non-essential employees should telework, if duties permit. Non-essential employees unable to telework or report to on-site work must use accrued leave under liberal leave* (annual, personal or comp time) or unpaid leave. No administrative leave.
VI. Employees who are required to report to work on site** Non-essential employees must receive pre-approval from the supervisor. Supervisors should not approve overtime or comp time if the employee was not pre-approved to work. This may include employees who were not originally scheduled to work on site.	Nonexempt employees: administrative leave plus hours worked. This may result in employees becoming eligible for overtime or comp time at a rate of time and a half. Exempt & Faculty: Duty Day. No administrative leave.	Nonexempt employees: administrative leave plus hours worked - granted only for the time between the employees' normal start time and the delayed opening. This may result in the employees becoming eligible for overtime or comp time at a rate of time and a half. Exempt & Faculty: Duty Day. No administrative leave.	Nonexempt employees: administrative leave plus hours worked - granted only for the time between the early closure and employees' scheduled end time. This may result in the employees becoming eligible for overtime or comp time at a rate of time and a half. Exempt & Faculty: Duty Day. No administrative leave.

***Liberal leave:** When UMBC announces the option for non-essential employees to take liberal leave or to come to work, the absence of an employee choosing not to come to work will be charged to their available paid or unpaid leave. Applicable employees may use available annual, comp or personal leave without advanced approval from supervisors.

****On site:** Additional compensation is applicable to nonexempt employees required to physically work on-site (not remote).

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