

READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 140

SUBJECT: Inclement Weather/Emergency Plan

Responsibility of: RSHS Program Directors
Revised: February 2021 Reviewed:

SCOPE: Students enrolled at the Reading Hospital School of Health Sciences (RSHS).

Note: This policy does NOT address employee response to inclement weather. In the event of school closure, employees are expected to arrive to work and follow departmental and Reading Hospital Human Resources policies on notification of immediate supervisor, Attendance/Absence, Earned Time Off, and Declared Weather Emergency Events.

PURPOSE: The Inclement Weather/Emergency Plan is intended to provide student guidelines regarding travel in inclement weather or an emergency.

The policy is not meant to substitute for prudent decision-making in determining whether an individual student can reasonably travel to campus. All members of the school community are encouraged to utilize personal judgment to make this decision based on their local weather circumstances and safety of travel.

POLICY: The policy addresses the faculty process for making weather-related changes in class and clinical schedules, student notification of changes, as well as the process that students will use to inquire about changes in class or clinical schedules.

DEFINITIONS: NA

PROCEDURE:

Individual Course Decisions

Faculty members serving as coordinators of a course (Course Coordinators/Course Leaders), in collaboration with Program Director, may decide to:

- delay the start of class
- have early dismissal
- cancel class or clinical activities

Note: Course Coordinators/Leaders are required to receive approval of Program Director (or designee in the absence of Program Director) before final decisions are made to alter a class/clinical schedule (unless prior delegation to make independent schedule changes has already been granted to faculty by Program Director).

Responsibility for communication of schedule changes to course faculty and students is the responsibility of course leaders. Course Coordinators/Leaders will inform all other instructors in the course regarding the change in schedule. Messages regarding class

cancellations or postponements should be placed on every individual instructor's Voice Mail (every instructor within the course) for the purpose of notification of students and shall:

- include the date and time
- be recorded no later than two (2) hours before the start of the scheduled class or activity
- be up-dated as needed

All sections within a course must abide by the same change in schedule (Example: If the Course Coordinator/Leader chooses to delay the start of the 0700 clinical experience, all groups with 0700 clinical for that specific course will do the same.)

Changes in course schedules will be communicated by Program Director to RSHS Director (X0201) for tracking and communication purposes.

School Closure by RSHS Director

In the event of severe inclement weather or other emergency, the RSHS Director (or designee) may make the decision to cancel all scheduled activities.

- This decision will take precedence over any individual course decisions.
- This decision (closure of entire school) will be announced on WFMZ Channel 69 television and website.
- School closures may be communicated via a mass communication system.
- When the school is closed, faculty shall record an extended absence voice mail notification on their phone extension which:
 - includes the date of school closure
 - is recorded no later than two (2) hours before the start of scheduled classes or activities

Student Instructions

In the event of severe inclement weather or other emergency, students seeking information regarding cancelled classes need to:

1. Call 484-628-0156 to check for cancellations or delays for general education courses (BIO, ENG, PSY, etc.).
2. Call RSHS faculty office voice mails to check for recordings for individually canceled classes in clinical specialties (MI, ST, EMS, NRS, DMS, MLS)
3. Listen to the broadcasts or check WFMZ website (see above) for school closure. Students can sign up for notifications by visiting the WFMZ Channel 69 website (<https://www.wfmz.com/weather/stormcenter>)
4. Keep your cell phone number updated in school records (registrar) for the purpose of receiving mass communication messages.

EDUCATION AND TRAINING: NA

REFERENCES: NA

COMMITTEE AND COUNCIL APPROVALS: RHSHS Directors Meeting, February 2020

CANCELLATION: Reading Hospital or Tower Health policies directly related to this topic shall supersede this RHSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.