

UConn HEALTH

Administrative Policy 2001-02 Emergency Closing

Title	Emergency Closing
Policy Owner and Contact Information	Office of Health Affairs – Chief Administrative Officer
Campus Applicability	All UConn Health campuses, including John Dempsey Hospital
Applies to	UConn Health community, including administration, faculty, staff, residents and students
Effective Date	August 16, 2023

PURPOSE:

This policy outlines the decision procedure and communication methods for managing emergency closures, delayed openings, early dismissals, class cancellations, and closures of special programs or localized areas at UConn Health. Additionally, it clarifies the expectations for faculty, staff, and students regarding attendance and job-related duties during such situations.

POLICY STATEMENT:

UConn Health prioritizes the safety of its faculty, staff, students, and patients. While maintaining continuous and effective operations is crucial to fulfill UConn Health's research, teaching, patient care, and outreach missions, safety remains paramount. Therefore, UConn Health intends to operate normally to the greatest extent possible, while taking into account safety considerations.

The nature of UConn Health's activities requires that decisions regarding emergency closing or altered operating hours be made ONLY by UConn Health. Any general closing announcements from other State office, including the Governor's office, do not automatically authorize closure for any UConn Storrs or UConn Health unit, nor absolve UConn Health employees from their work obligations. **Unless officially notified in accordance with this policy, all UConn Health units must maintain normal operations.**

The Chief Administrative Officer in consultation with representatives from Facilities Management, Human Resources, Clinical Operations, the School of Dental Medicine, and the School of Medicine, is responsible for making decisions regarding any modifications to UConn Health's operations and schedules.

DEFINITIONS:

None

REFERENCES:

None

PROCEDURES/FORMS:

UConn Health will strive to communicate closings, delayed openings, and cancellations as soon as possible, generally by 5:00 a.m. However, in rapidly changing or unexpected circumstances, decisions regarding classes and business operations may need to be made on short notice.

Announcements about closing or delayed openings or cancellations will be communicated in the following manner:

- **UConn Health Emergency Notification System:**
The system will be activated immediately to send text and voice messages.
- **Operational Status Hotline, 860-679-2001**
The Hotline will be updated immediately. In the unlikely event that service of the Operational Status Hotline is disrupted, employees and students should call 860-486-9292, UConn Health's backup operational status number.
- **Broadcast Message:** Information about UConn Health's operating status will be announced through UConn Health's Broadcast Message system as soon as decisions are made.
- **Closing and Cancellations Webpage, (health.uconn.edu/closing-and-cancellations):** All relevant information regarding changes to UConn Health's operating status affecting faculty, staff, students, patients, and events will be posted to this site as soon as decisions are made.
- **Emergency Transportation:** Emergency transportation matters will be evaluated on a case-by-case basis by UConn Health's Police Chief. For assistance, individuals can contact the UConn Police Department at **860-486-4801**.

It is important for all members of UConn Health to remain informed by utilizing the above communication channels during emergency situations.

RELATED POLICIES:

[GME Inclement Weather Policy](#)

ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

APPROVAL:

Bruce Liang (Signed)
Bruce Liang
UConn Health Interim Chief Executive Officer

8/16/2023
Date

Elle Box (Signed)
Elle Box
Chief Healthcare Compliance & Privacy Officer
Administrative Policy Committee Co-Chair

8/15/2023
Date

Janel Simpson (Signed)
Janel Simpson
Chief Administrative Officer
Administrative Policy Committee Co-Chair

8/15/2023
Date

POLICY HISTORY:

New Policy Approved: 12/27/00
Reviewed Without Changes: N/A
Revisions: 11/01, 12/04, 10/06, 3/09, 11/15, 12/19, 8/23