

Org:	<i>WVU Physicians of Charleston</i>	Policy #:	<i>Safety & Health – Inclement Weather</i>
Dept:	<i>Administration; Health & Safety Committee</i>	Effective Date:	<i>04-01-2011</i>
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Policy:	<i>INCLEMENT AND SEVERE WEATHER PROTOCOL</i>
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I. PURPOSE

To provide instruction for all WVUPC staff in the event of inclement and severe weather.

II. POLICY

The provisions of the WVUPC Employee Handbook relating to inclement and severe weather days addresses the circumstances, including inclement and severe weather, which may result in closure of an employee’s work site, and such handbook provisions are deemed to be a part of this policy and incorporated herein.

III. PROCEDURE

- a. There are occasions when inclement weather or other emergency conditions may require that the WVU Health Sciences Center be closed, or that the campus population may be made aware of an emergency or urgent situation nearby or on the campus properties that would require a worksite closure. Such conditions could include:
 - i. Snow, ice or extreme weather such as tornadoes or other natural disasters
 - ii. Flood, fire, chemical spills, air pollution advisory, and other similar emergencies
 - iii. Acts of terrorism and other major threats to personal safety
- b. The decision to close any WVU campus, or to issue campus advisories, is vested with the President of West Virginia University or his/her designee.
- c. Once notified by the President of the University or his/her designee for the Charleston operations, including WVUPC, supervisors will be responsible for notifying WVUPC employees in their particular location of any worksite or operational closures due to inclement and severe weather.
- d. Employees are referred to the WVUPC Employee Handbook for additional questions regarding the consequences of closures due to inclement and severe weather.

IV. AMENDMENT OR TERMINATION OF THIS POLICY:

This policy may be amended or terminated at any time.

V. REFERENCES: Related Policies or Laws

WVUPC Employee Handbook (“Inclement and Severe Weather”)

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VI. QUESTIONS OR PROBLEMS:

List person responsible for interpretation or maintenance of this policy

Name:	Tiffany Edwards, MBA, FACHE
Title:	WVUPC Security Officer
Phone number:	304-388-4615
Email:	edwardst@rcbhsc.wvu.edu

VII. RESPONSIBILITY:

List the highest authority, officer or group authorizing this policy:

Name:	WVUPC Health & Safety Committee
Title:	Tiffany Edwards, Safety Officer
Phone number:	304-388-4615