



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Inclement Weather Procedure

Procedure Number [XX-XXX]

Commonwealth University of Pennsylvania

Responsible Office(s): Facilities and Safety, in coordination with Strategic Communications and Human Resources

Approved: [Pending Approval]

Revised: N/A

1. Procedure Purpose

To establish clear, consistent steps for implementing the Inclement Weather Policy. This procedure outlines the process for making, communicating, and implementing operational decisions during weather-related or other emergency events, ensuring campus safety and continuity of instruction.

2. Procedure for Communicating Operational Decisions

- 2.1. The Incident Team will convene to assess emergency or weather conditions in consultation with campus operations and other stakeholders.
- 2.2. A decision to shift to online instruction, a compressed schedule (delayed opening), authorize Liberal Leave, or close campus(es) will be made by 5:15 a.m. whenever possible.
- 2.3. A decision to cancel evening classes will be made by 3:00 p.m. whenever possible.
- 2.4. Updates on campus operations, closures, and modified activities will be posted on the designated University emergency webpage and sent to regional media outlets.
- 2.5. Decisions may be sent via the emergency alert system (CU Alert) by Strategic Communications.

3. Departmental Procedures

- 3.1. Academic programs and administrative departments may develop additional unit-specific procedures (e.g., clinical programs, labs, or student teaching placements),

provided they comply with University policy and prioritize safety and learning continuity.

- 3.2. Any unit-specific procedures essential employee must be approved by the relevant Vice President and shared with impacted students and employees.

4. Responsibilities

- 4.1. Human Resources will communicate Essential Employee status at the start of each academic year and upon hiring.
- 4.2. Supervisors will work with Human Resources to confirm Essential Employee assignments and ensure staffing levels are adequate to support operational continuity.
- 4.3. Strategic Communications will post and update information on the University website and send communications through the emergency alert system (CU Alert).
- 4.4. Employees with approved telework agreements are expected to ensure all equipment and accessories are in their possession to enable them to work at their approved alternative worksite when significant weather events are anticipated.
- 4.5. Students, faculty, and staff driving to another campus for face-to-face learning and campus events should be cautious and consider both home and visiting campus weather and road conditions.

5. Related Information

- 5.1. **Related Policies:** Inclement Weather Policy [[Link](#)]
- 5.2. **Other Related Information:** [Link to Website \[CU Alerts\]](#)

6. Responsible Office and Contact

- 6.1. **Responsible Office:** [\[insert\]](#)
- 6.2. **Procedure Approved by:** [\[insert\]](#)
- 6.3. **Contact Information:** [\[insert\]](#)
- 6.4. **Email:** [\[insert\]](#)
- 6.5. **Telephone:** [\[Full number \(e.g., XXX-XXX-XXXX\)\]](#)

7. Procedure History

- 7.1. **Procedure History:** [Issued XXXX](#)
- 7.2. **Procedure Update/Review Summary:** N/A