

## College Emergency Close-Down or Delay Policy

Dickinson College is a residential institution, and offices and services will remain open and available to students, even during inclement weather. The college will not close down due to inclement weather except under extreme emergency situations, i.e. the Governor declaring a state of emergency which includes a travel ban or restriction. Certain weather situations may result in a delayed opening to allow Facilities Management personnel the opportunity to clear parking lots and walkways of debris. Occasionally, when conditions warrant, the college also may have an early closing. Information about such closings will be sent by telephone and email to all offices, but Red Alert may also be utilized.

In the event of inclement weather, regardless of whether the college is delayed, please use good judgment when commuting to work. If an employee is not able to arrive at their regular start time safely due to weather conditions, they should immediately inform their supervisor. Supervisors will be flexible and understanding. Supervisors should keep a list of personal telephone numbers for their staff so they can contact their employees as necessary.

### Notification

Should inclement weather, power failure or other emergencies make it necessary to delay the opening of offices or services or require an early closing, an announcement will be made through Red Alert and over the following radio and TV stations:

- WGAL TV 8
- WHP TV 21
- WHTM TV 27
- WITF TV 33

### Red Alert

The college issues Timely Warnings and Emergency Notifications through its Red Alert mass notification system. Red Alert enables college emergency response team members to communicate with students, staff, and faculty in minutes by sending a message via a number of contact methods—including email, text messaging, and cell phones. Red Alert is only used for emergencies, crises and reports of serious crime where a situation exists that potentially constitutes an ongoing or immediate danger. This is a free service to members of the Dickinson College community.

The success of this service relies on you to provide accurate contact information. To receive emergency alerts from Dickinson Red Alert, please sign up by following these instructions:

1. Log into the Dickinson Gateway on the web at <http://gateway.dickinson.edu/>
2. Follow the instructions in the Dickinson Red Alert channel, follow the link

Please register as soon as possible. Having your latest contact information in our notification system is the only way to ensure that we can quickly communicate with you in an emergency.

### Emergency Personnel

When the college is delayed or closed, only those employees identified as part of the emergency response team or those designated as “emergency response personnel” will work. For safety reasons, all employees not part of the emergency response team must leave at the designated close down time or not report in the event of a close down or delay.

The emergency response team and “emergency response personnel” include certain staff in Facilities Management, Public Safety, Student Life (when students are present on campus), Library, Dining Services (when students are present on campus); Media Relations, Senior Staff, the Dickinson College Children’s Center (in the case of early closure), and technicians responsible for lab and animal safety. Those staff members considered part of the emergency response team or “emergency response personnel” are determined in consultation between the emergency response team, respective division heads, and senior administration. Supervisors are responsible for discussing with “emergency response personnel” their expectations and responsibilities for work during a delay or close down.

### Compensation

If employees are not able to arrive at their regular start time safely due to weather conditions, supervisors will be flexible and understanding. In many instances, supervisors can arrange for employees to make up that time during the same pay period (“Flex Time”) without employees having to use an emergency day or vacation time.

When non-exempt employees are required to work during a designated emergency, they will be compensated at an overtime rate of two times regular pay for the additional hours worked during an emergency close down or receive an additional amount of time off equal to the actual hours worked during the emergency to be used during the pay period it was earned. Employees will be paid the overtime rate unless otherwise specified.

When an emergency arises during the workday and all employees, except those designated as emergency response team or “emergency response personnel” are required to leave early, those departing personnel will be paid for a full day’s work. A day’s work is defined as the normally scheduled work shift within a 24-hour period (12:00 a.m. to 11:59 p.m.).

If a non-exempt employee is asked by the supervisor (with approval from the respective division head) to stay during a close down situation because of critical business needs, and he or she agrees to do so, the employee will be compensated as other emergency response team or “emergency response personnel” even though the employee is not part of the emergency response team. If this occurs, the employee is to indicate on their timesheet those hours worked during the emergency situation.

Finally, should there be inclement weather that does not cause the college to delay its work schedule but prevents employees from reaching work, they may use an emergency day. Each non-exempt employee is given one emergency day per fiscal year which, if used, is charged against the employee’s sick leave. The emergency pay time may be used in less than full-day increments, the same as sick leave.

If several storms occur during the year and an employee’s emergency day has been used, then a floating holiday or vacation day may be used; otherwise, the absence will be without pay. When possible, supervisors should give employees the option to make up for any missed time.

**Responsible Division/Office: Finance & Administration/Human Resource Services**

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