



**Hartford International**  
UNIVERSITY FOR RELIGION & PEACE

## **Emergency Closure Plan**

### PURPOSE AND APPLICATION OF PLAN

During inclement weather and other emergency situations at Hartford International University for Religion and Peace, the safety of our students, faculty, and staff is paramount. At the same time, the University has very important research, teaching, service, and outreach missions and must maintain continuous and effective business operations. With due consideration to safety, the University will remain open and operate normally to the greatest extent possible. Faculty, staff, and students should evaluate their own circumstances carefully, exercise appropriate judgment, and take responsibility for their safety when making decisions during inclement weather.

The purpose of this plan is to provide clarity and direction to the University community in the rare circumstances when the University Administration decides to close the campus, delay opening the University, release employees early, or cancel classes. This plan also explains how employees will be notified of the University's decisions and clarifies expectations regarding attendance and performance of job-related duties. The plan applies to the entire University community, including administration, faculty, staff, and students.

### PLAN STATEMENT

Decisions to alter the University's normal operations and schedule are made jointly by the President, Chief Academic Officer, and Chief Operating Officer (or designee), with input from facilities operations when needed. In the case of overnight weather events, consultations leading to the decision are normally held between 5:30 and 6:00 am. If weather or other onsite events necessitate a closure decision during the working day or evening, consultation will occur on an ongoing basis as events require.

When the University is open and operating normally, all employees are expected to make every effort commensurate with their personal safety to be at work. Also, a perceived lack of closure statement does not mean decision-makers 'forgot' to review the conditions; in many instances, a decision was made to operate as normal, and notice is not typically given for normal operating mode.

If an emergency occurs that may require an adjustment in work schedules for an individual area or building (such as a power outage or flood in a single building), employees should work from another location if possible.

### *Notification*

The University will make announcements about closings or delayed openings as soon as possible, and usually no later than 6:30 am for employees, or no less than 2 hours before class start times. When conditions change rapidly or unexpectedly, however, the University may need to make or update decisions about classes and business operations on short notice.

The University website, [hartfordinternational.edu](http://hartfordinternational.edu), is the definitive source of information about the University's operating status. All announcements regarding changes to the University's operating schedule will be posted as soon as decisions are made and will display as a yellow or red banner across the top of the site.

In addition to the website, email and text messages may be issued regarding closings, cancellations, or delays. Details about the closure will also typically be recorded on the University's main phone line at 860-509-9500.

If an event is postponed or canceled, the University will make every effort to inform expected attendees using available contact information.

### *Expectations for Employees*

#### **All Employees** (except essential staff)

Exempt employees are expected to plan for inclement weather, bringing work (and laptops, when available) home with them should inclement weather be forecast. If the University is not closed, employees may use their accrued and unused personal or vacation time should they decide to remain at home or leave early due to weather conditions. Non-Exempt employees are typically not paid for hours not worked due to University closures, late arrivals, or early dismissals due to inclement weather, but may

use accrued and unused vacation or personal time for those hours. In all cases, employees should ensure their personal safety during inclement weather.

### **Class Instructors**

Faculty must abide by the University's decision to remain open. If the University does not cancel classes, faculty are expected to hold classes as scheduled, except in circumstances when a faculty member determines that he or she is unable to travel safely to campus. In these exceptional cases, the faculty member must notify the Dean and must also notify all students in the class. Faculty must not cancel class prior to the University's decision about whether the University will alter its normal schedule. Faculty may elect to hold classes virtually using online methods. Instructional time that is canceled is expected to be made up to ensure course learning outcomes and accreditation requirements for courses are met.

Faculty should use good judgment to respect the decisions of students who decide not to travel to campus due to inclement weather, or who ask leave class early in order to get home safely, or who indicate that a power outage prohibits their access to the University's online classroom platforms. In such cases faculty should, to the extent possible and is reasonable, provide options for such students to make up missed work.

### **Essential Staff**

Facilities and certain student support operations may be required to continue working even in severe weather or during other circumstances that require the University to close.

The University may designate employees as "essential" employees if it determines their job functions are necessary or potentially necessary to conduct the University's business even when the University is not operating normally. Employees designated as essential are typically expected to report to or remain at work when the University has a delayed opening, early release, or closure.

The University may develop a procedure that limits the number of essential employees required to report based on the nature or duration of the closure, the functions performed, and/or the level of staffing needed. This approach is typically implemented through an "on call" notification system or a rotating assignment.

*Plan Adopted: January 31, 2022*