THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 140

SUBJECT: Inclement Weather/ Emergency Plan

Responsibility of: TRHSHS Program Directors
Revised: January, 2011 Reviewed: 2012

Purpose

The Inclement Weather/Emergency Plan is intended to provide faculty and student guidelines regarding travel in inclement weather or an emergency.

The policy is not meant to substitute for prudent decision-making in determining whether an individual student or faculty member can reasonably travel to campus. All members of the School community are encouraged to utilize judgment to make this decision based on their local weather circumstances.

Procedure

Individual Course Decisions

Course Coordinators/Course Leaders may make the decision to:

- delay the start of class
- have early dismissal
- cancel class or clinical activities

Course coordinators will inform all instructors in the course regarding the change in schedule. Messages regarding course cancellations or postponements should be placed on every individual instructor's Voice Mail (every instructor within the course) and shall:

- include the date and time
- be recorded no later than two (2) hours before the start of the scheduled class or activity
- be up-dated as needed

All sections within a course must abide by the same change in schedule (i.e. If the Course Coordinator/Leader chooses to delay the start of the 0700 clinical experience, all groups with 0700 clinical for that particular course will do the same.)

The Course Coordinators/Leaders are required to personally inform the Program Director (or designee in the absence of Program Director) of any decisions to alter a class/clinical schedule due to inclement weather. The Program Director must be informed immediately upon making the decision to alter a class schedule by calling the Program Director's school voice mail

School Closure by TRHSHS Director

In the event of severe inclement weather or other emergency. TRHSHS Director (or designate) will make the decision to cancel all scheduled activities

- This decision will take precedence over any individual course decisions
- This decision (closure of entire School) will be announced on local radio and television. An announcement will be on:
    - local radio - WEEU, Fm 95, Y 102,and T 102
    - local television – WGAL and 69 News
- Messages regarding course cancellations or postponements should also be placed on individual instructor's Voice Mail and shall:
    - include the date and time
    - be recorded no later than two (2) hours before the start of the scheduled class or activity
    - be up-dated as needed

Student Instructions

In the event of severe inclement weather or other emergency, students seeking information regarding canceled classes need to:

- Listen to the broadcasts (see above) for school closure
- Call TRHSHS faculty voice mails to check for recordings for canceled classes
- Call 484-628-0156 to check for cancellations or delays for general education courses (BIO, ENG, PSY, etc.).