



STATE-DECLARED WEATHER EMERGENCY

MCO Policy # 05-058

This policy is intended to outline procedures to be followed in case of State-declared weather emergencies (levels 2 and 3). Procedures to be followed in the event of severe weather not falling into these classifications are a matter to be discussed between faculty, the appropriate Associate Dean and the student.

Undergraduate students from The University of Toledo and Bowling Green State University attend classes at the Medical College of Ohio campus and at outlying campuses in the Lima, Archbold, and the Firelands Campus areas. In addition, graduate students attend classes on the main campus of the Medical College of Ohio but often commute from intermediate distances in the state of Ohio and southern Michigan.

Because of the complexity of the student body, the Dean of the Medical College of Ohio School of Nursing, in rare instances, may need to make a decision to alter class or clinical schedules during times of weather emergencies. The Dean will decide if the weather conditions necessitate either cancellation or delay of academic classes, including clinical classes, at the main Medical College of Ohio campus or at any of the outlying campuses.

Cancellation of classes taken at the Medical College School of Nursing is a process separate from that made by The University of Toledo or Bowling Green State University.

The following procedures will be followed:

Classes:

1. When the decision is made to cancel classes, this information will be placed as quickly as is possible as an outgoing message on the general School of Nursing phone number, 383-5800. (see addendum for procedure)
2. In the event that a weather emergency has been declared in a county outside of Lucas County, classes will be held on the Medical College main campus as scheduled. It is understood that students residing in counties in which a weather emergency Level 2 or 3 has been declared may not commute to class.
3. Information from classes held at the main campus, but not attended by students outside Lucas County due to weather emergencies, will be provided by the faculty involved to those students in a way deemed appropriate by the faculty member in collaboration with the appropriate Associate Dean.
4. In the event of a weather emergency Level 2 or 3 in Lucas County, classes on the main campus will be cancelled or delayed.
5. Decisions about cancellation or delay of classes in outlying communities will be made by the faculty in consultation with the appropriate Associate Dean and will be conveyed to the involved students.
6. Exceptions to the above guidelines should only be made by faculty after consultation with the appropriate Associate Dean.
7. This information may be placed on faculty group e-mail.
8. Faculty will be notified through a department phone tree or similar process developed collaboratively within the faculty department structure.
9. Faculty are encouraged to place this announcement on office voice mail.

Clinical:

- 1 The guidelines as stated above will be similarly followed.
2. When a student is unable to commute to a clinical experience due to individual weather circumstances, it is the student's responsibility to notify the faculty member by phone. If the faculty member cannot be reached, the student is then responsible for leaving a message for the faculty member at the clinical agency.
3. In the rare circumstance in which a clinical session must be cancelled due to weather, it is the responsibility of the faculty member to notify the clinical agency.

Definitions:

Snow Emergency Level 1: Travel with caution.

Level 2: Hazardous weather conditions. Only travel if absolutely necessary.

Level 3: Emergency vehicles only. Law enforcement officers will fine travelers.

Listen to local radio and TV stations for weather and travel advisories.